

High School Democrats of America Bylaws

BYLAWS ARTICLE I NAME

SECTION 110 Name.

This organization shall be known as High School Democrats of America and may be shortened to the abbreviated HSDA.

BYLAWS ARTICLE II POLICY

SECTION 210 Organizational Functions.

This organization shall be required to function with the following guidelines and restrictions:

- a) The High School Democrats of America shall engage our fellow students to be active in the Democratic Party and the American political system as a whole.
- b) The High School Democrats of America shall actively support Democratic nominees in local, state, and national elections and shall conduct an active campaign in support of Democratic nominees.
- c) The High School Democrats of America shall be forbidden from endorsing any candidate for office which has yet to win the respective primary election.
- d) The High School Democrats shall make its principle mission the identification, training, and recruiting of Democratic activists in High School, and the insertion of Democratic messaging into high school.

BYLAWS ARTICLE III ORGANIZATION

SECTION 310 National Organization.

The High School Democrats of America shall be composed of the National Committee, the Executive Board, and an Adult Advisory Board.

SECTION 320 State Organizations.

The High School Democrats of America shall organize its membership into state and territorial units which will serve to perform the purpose of this organization in their respective jurisdictions.

SECTION 330 Chapter Organizations.

State units of this organization shall be composed of local chapters, which shall be subject to all pertaining requirements of this document. Local chapters may also be formed in states without organized units under this organization.

BYLAWS
ARTICLE IV
MEMBERSHIP

SECTION 410 General Membership.

Any Democrat in a United States' High School or any Democrat, being a high school student or home schooled, shall be eligible for active membership in this organization. Persons eligible shall remain eligible until two (2) months after their scheduled graduation from high school. State units shall be allowed to apply further requirements to membership as deemed just and necessary.

SECTION 415 Special Dues.

General membership must be maintained without dues at all times.

SECTION 420 Membership

All members of the High School Democrats of America shall be given the following rights for the duration of their membership:

- a) All members will be allowed to vote in fair and open elections for national offices as long as they have been members for at least two (2) months.
- b) No membership test or oath shall be given to members by any part of this organization, except that they must declare support for the Democratic Party
- c) Members will not be subject to discrimination based on race, religion, sexual orientation, gender, age, national origin, economic status, or physical disability.
- d) All members shall have the opportunity to run for any national office within the High School Democrats of America provided that they will be members for the duration of the term they seek, and that they have secured the support of no less than (2) members of the National Committee, excluding members of the sitting Executive Board.

BYLAWS
ARTICLE V
STATES

SECTION 510 State Unit Chartering.

State units may be chartered by a four-fifths ($\frac{4}{5}$) vote of the Executive Board if they meet the following requirements:

- a) A state must have at least two (2) or more local chapters to be chartered as a state unit. If there exists a state organization with less than two chapters, but is active, it shall be given an alternative designation.

b) State units must have state leadership elected by its membership, unless they have been in existence as an entity for less than six (6) months and have not held an election. In this case, the first person from the state who approaches the Executive Board and completes the proper chartering process required by this organization shall be designated the leader of their state unit.

SECTION 520 State Units

State units that have been chartered shall have the following privileges within this organization:

- a) Chartered state units shall have two (2) seats on the National Committee, one of which is reserved for the State leader.
- b) Members of state units who meet the membership requirements of this document shall also be members of this organization.

SECTION 530 State Unit Requirements.

The following requirements shall apply to all registered state units:

- a) State units shall be required to adopt bylaws which are completely compatible with this document.
- b) State units shall maintain close contact within our organization as is necessary to further the mission and goals of this organization, and to ensure optimal efficiency and productivity.
- c) State units shall endeavor to maintain contact with their state Democratic Parties and will be subject to the oversight of Party officials.

SECTION 535 Charter Revocation.

State units that are not in compliance with this document or are shown to be violating the principles of this organization may have their charters revoked by a four-fifths ($\frac{4}{5}$) vote of the Executive Board. State units whose charters have been revoked shall not be allowed to reform with similar organization a new state unit, unless accompanied by a four-fifths ($\frac{4}{5}$) vote of the Executive Board.

BYLAWS ARTICLE VI LOCAL CHAPTERS

SECTION 610 Chartering Requirements.

In order for a chapter to be chartered with the High School Democrats of America, it must have three (3) members and leadership. The chapter must have a roster of active members, which shall include the following:

- a) Names of members.
- b) Contact Information for each member.

c) Birthdates and years of graduation.

SECTION 620 Chapter Types.

Chapters may be chartered as either high school chapters centered at a school, community chapters centered within a community or locality, or county chapters centered within a county.

SECTION 630 Chapter Requirements.

The following regulations apply to all local chapters:

- a) Registered chapters must maintain close contact within this organization as is necessary to further the mission and goals of this organization, and to ensure optimal efficiency and productivity.
- b) Chapter leaders shall submit a chapter roster to the Membership Director each year which shall include the following: member names, birthdays, emails, phone numbers, and years of graduation for all members.
- c) Registered chapters shall be required to follow the requirements of their state high school Democrats chapter and this organization.
- d) Registered chapters shall be required to guarantee all rights owed to their members by this document and their respective state chapter bylaws.

SECTION 635 Charter Revocation.

Any chapter not in compliance with this document or shown to be violating the principles of this organization may have their chapter charter revoked by a four-fifths ($\frac{4}{5}$) vote of the Executive Board. Chapters whose charters have been revoked shall not be allowed to reform with similar organization a new chapter, unless accompanied by a four-fifths ($\frac{4}{5}$) vote of the Executive Board.

SECTION 640 Chapter Privileges.

Local chapters that have been chartered shall have the privilege of participating in both their respective state unit, and the High School Democrats of America. All members of registered local chapters shall be considered members of this organization.

BYLAWS
ARTICLE VII
EXECUTIVE BOARD

SECTION 710 Role of the Executive Board.

The Executive Board shall see to the functioning and growth of this organization and its programs, and shall endeavor to make this organization an instrument for positive change in communities around the country.

SECTION 720 Composition of the Executive Board.

The Executive Board of the High School Democrats of America shall be composed of the following offices: National Chair, Vice Chair, Programs Director, Communications Director, and Development Director.

SECTION 730 Duties of the Executive Board.

The Executive Board shall have the following responsibilities and duties:

- a) The National Chair shall serve as the Chief Executive of the High School Democrats of America, set the agenda and chair all meetings of the Executive Board, and serve as the official voice of this organization. The National Chair must also execute and obey all rules and resolutions adopted by this organization.
- b) The Vice Chair shall run fulfill all duties of the National Chair in the absence of the officeholder, manage the staff of this organization, chair the National Committee, and serve as the primary contact for organizational expansion.
- c) The Programs Director shall plan all national events for this organization, and setup various other events as necessary for organizational success.
- d) The Communications Director shall serve to broadcast the message of this organization to a wider community and ensure proper publicity for all major organizational events.
- e) The Development Director shall ensure the long-term management of HSDA's records, data, growth, disputes, and election process.
- f) The Executive Board may veto any normal resolution passed by the National Committee by a simple majority vote.
- g) The Executive Board may appoint a National Staff to aid in fulfilling these responsibilities and furthering the goals of HSDA as a whole.

SECTION 740 Impeachment; Cause.

Officers of the Executive Board are subject to impeachment and removal from office for failure to fulfill assigned duties or for violation of any law or rule of this organization, the Democratic Party, or for the commission of high crimes and misdemeanors.

SECTION 745 Impeachment Process.

The National Chair shall preside at the removal of any member of the Executive Board, except in the case of a motion to remove the National Chair, in which case the Vice Chair shall preside. A motion to remove any member of the Executive Board must be submitted in writing to the National Chair by a member of the Executive Board or the National Committee. The motion must be co-signed by two (2) other members of the Executive Board or the National Committee. An open hearing must be conducted at least seven (7) days but not more than fourteen (14) days from the filing of the motion to hear evidence of the impeachment and the defense of the accused. The National Chair shall then schedule a vote of the National Committee within seven (7) days of the hearing. At least five (5) days notice of the vote shall be given and a two-thirds (2/3) quorum of the National Committee is required for the vote to occur. A two-thirds (2/3) majority is required to remove the member.

SECTION 750 Vacancies.

In the event of a death, resignation, or removal from office of any Executive Board Member, the National Chair shall nominate an individual for the position. If the National Chair is vacant, the line of succession specified in Section 755 shall be followed. A vote shall be scheduled for the National Committee and its membership shall be notified ten (10) days prior to the vote. A quorum of three-fifths (3/5) shall be required, and a simple majority shall be required to confirm the nominee. The confirmed nominee shall take office immediately unless specified differently. If the National Committee does not confirm a replacement within thirty (30) days the National Chair may appoint a temporary office holder to complete the current term.

SECTION 755 Line of Succession.

The Line of Succession shall be as follows in the case of a vacancy in the office of National Chair:

- a) Vice Chair
- b) Programs Director
- c) Communications Director
- d) Development Director

SECTION 760 Executive Board Meetings

Executive Board meetings shall be held once a week, at a time and in a manner specified by the National Chair. The National Chair may call special meetings for any reason. All Executive Board Members must be notified of operational meetings three (3) days prior to the meeting, except under extraordinary circumstances. Members must be present at three-fourths ($\frac{3}{4}$) of the monthly meetings. Minutes shall be taken at all meetings of the Executive Board and shall be accessible to all members of the High School Democrats of America.

SECTION 765 Rules of Voting.

Each member of the Executive Board shall be entitled to one vote on any matter. The National Chair shall preside over all votes unless otherwise specified in this document, and votes shall be conducted through a conference call voting system unless otherwise directed by the National Chair. The National Chair shall have the ability to vote on all matters being discussed in the meeting. For all matters, a simple majority shall be needed to make any decision, unless otherwise specified in this document. A quorum of three-fifths ($\frac{3}{5}$) is required to do business. On any vote, the quorum shall only be determined if there is a quorum call. Any voting disputes shall be settled by the National Chair.

BYLAWS
ARTICLE VIII
NATIONAL COMMITTEE

SECTION 810 Role of the National Committee.

The National Committee shall endeavor to increase communication between state organizations and to promote policies that are to this organization's benefit.

SECTION 820 Composition of the National Committee.

The National Committee shall be composed of the state Leader of every chartered state unit as well as a member appointed by the state unit for a total of two (2) committee members from each state.

SECTION 830 Duties of the National Committee.

The National Committee shall have the following duties:

- a) Work with national leadership to create expansion plans and programming to better engage their membership.

b) Ensure proper communication of successful state chapter initiatives to the national organization and other state chapters.

c) Approve or pass potential changes to these bylaws as described further in Article XI.

SECTION 840 Meetings of the National Committee.

The National Committee shall meet monthly, at a time and manner prescribed by the Vice Chair. The Vice Chair may call special meetings for any reason. At least three (3) days notice shall be given before each meeting, except under extraordinary circumstances. Members must be present at three-fourths ($\frac{3}{4}$) of the meetings. Minutes shall be taken at all meetings of the National Committee, and accessible to all members of the High School Democrats of America.

SECTION 845 Rules of Voting.

Each member of the National Committee shall be entitled to one vote on any matter. The Vice Chair shall preside over all votes unless otherwise specified in this document, and votes shall be conducted through a conference call voting system unless otherwise directed by the Vice Chair. The Vice Chair shall only have the ability to vote on tied matters. Any member may make a motion, and all motions must be seconded by one (1) other member. For all matters, a simple majority with a quorum of three-fifths ($\frac{3}{5}$) shall be needed to make any decision, unless otherwise specified in this document. If a quorum is not reached within seven (7) days on any issue, a four-fifths ($\frac{4}{5}$) vote of those present shall waive all quorum regulations for said issue.

SECTION 850 Removal of a National Committee Member.

A motion of no confidence must be submitted to the Vice Chair by an existing member of the National Committee to begin the process of removal of a member. The motion must be co-signed by at least three (3) other members of the National Committee. A vote shall be scheduled within ten (10) days of when the motion is filed and shall be conducted by the Vice Chair in a necessary manner. At least five (5) days notice of the vote must be given and a two-thirds ($\frac{2}{3}$) quorum shall be required for the vote to occur. A member shall be removed by a simple majority vote of those present.

BYLAWS ARTICLE IX ADULT ADVISORY BOARD

SECTION 910 Role of the Adult Advisory Board.

The Adult Advisory Board shall serve as a source of guidance and long-term structure for the High School Democrats of America while maintaining the integrity of a student-run organization. It shall assist the Executive Board with the financial and legal obligations for maintaining the High School Democrats of America.

SECTION 920 Composition of the National Committee.

The Adult Advisory Board shall be made up of nine (9) total members. Some of these members shall be federal and statewide elected leaders and as such will be made honorary co-chairs. There shall be no more than three (3) honorary co-chairs. The remaining members of the Adult Advisory Board shall be made of Democratic/Progressive leaders from around the nation.

SECTION 930 Duties of the Adult Advisory Board.

The Adult Advisory Board shall have the following responsibilities and duties:

- a) Assist the Executive Board in managing the financial and legal responsibilities of the High School Democrats of America.
- b) Advocate for the High School Democrats of America in the broader Democratic and American community.
- c) Maintain a long-term structure and institutional memory of the High School Democrats of America.

SECTION 940 Selection of the Adult Advisory Board

The Executive Board shall upon any vacancy appoint and confirm new members to the Adult Advisory Board with a four-fifths (4/5) majority.

BYLAWS ARTICLE X ELECTION OF OFFICERS

SECTION 1010 National Elections.

The High School Democrats of America shall conduct a national election every year. The election shall be conducted by the Development Director and votes shall be cast either in-person at a site determined by the National Executive Board or by mail-in ballots accessible to every member. Measures shall be taken to ensure that each voter casts his or her vote once. A simple majority of votes cast shall be necessary to obtain the desired office.

SECTION 1020 Constituency.

All members of this organization as per Section 430(a) shall be given the right to cast one (1) vote in the national elections. All members wishing to cast their vote at the National Election must prove their status of eligibility as is deemed necessary by the Development Director.

SECTION 1035 Mail-in Voting.

All members shall have the ability to vote by submitting a ballot via the U.S. Postal Service to a site determined by the Development Director.

SECTION 1040 Candidates.

All members shall have the ability to run , provided they meet all requirements for candidacy and complete candidacy forms published each year by the Development Director.

SECTION 1050 Ballots.

Voting ballots for the National Election must include all properly registered candidates for each Executive Board position. Ballots shall be designed by the Development Director in a fair manner, and must be readable to all voters.

SECTION 1060 Certification of the Vote.

Certification of the vote shall occur with a simple majority of the Executive Board. Any voting irregularities, discrepancies, or allegations of improper influence shall be examined at this time, and remedied as necessary.

SECTION 1080 Notice.

The membership shall be notified of the election at least forty five (45) days prior to the opening of the vote. They shall be informed of all positions available, and the process for becoming a candidate. Within three (3) days of the filing deadline, all members shall be notified of all candidates for each position, and given a copy of their written statement. Voting instructions must be included with this notification.

SECTION 1090 Development Director Discretion.

The Development Director shall have the right to add additional rules and regulations on to those listed above within reason, but shall not have the right to remove any rules and regulations listed in this document.

BYLAWS
ARTICLE XI
GENERAL PROVISIONS

SECTION 1110 General Fund.

A general fund of the High School Democrats of America shall exist, and shall be administered by the National Chair under the supervision of the Executive Board, the National Committee, and Adult Advisory Board. All donations, fundraising proceeds, and other revenues shall be deposited into this fund at least once a month. All expenditures of the High School Democrats of America shall be paid from this fund.

BYLAWS
ARTICLE XII
AMENDMENT OF THE BYLAWS

SECTION 1210 Amendment.

This document may be amended by a four-fifths ($\frac{4}{5}$) vote of the Executive Board with all members present along with a three-fourths ($\frac{3}{4}$) vote of the National Committee with a quorum of two-thirds ($\frac{2}{3}$) present AND/OR the approval of a two-thirds ($\frac{2}{3}$) majority vote of the Adult Advisory Board. Either the National Committee or the Executive Board may vote first for an amendment.