



High School Chapter Chartering Application
Manhattan Young Democrats (MYD) Chartering Packet
Effective June 2009 – June 2010

Dear fellow Young Democrat,

Manhattan Young Democrats (MYD) has a couple of questions for you (and you won't be graded on this, we promise)

1. Do you want to meet and work with young New Yorkers who think like you and share your progressive values?
2. Do you want to join a group that educates other people on the political process in New York City?

And last question, we promise...

3. Do you want to be a leader and make a difference?

Start a High School Young Democrats Chapter Today!

Join the MYD Network!

Learn more about MYD at www.gomyd.com

Enclosed you will find a Manhattan Young Democrats Chapter Chartering Packet, which includes a chapter chartering application and all other necessary chartering documents. Should you have any questions or need assistance with completing this application or any of the other chartering documents, please contact us at dev@gomyd.com.

Sincerely Yours,

Al Benninghoff
President
Manhattan Young Democrats

Taylor Stirek
Secretary
Manhattan Young Democrats

Manhattan Young Democrats (MYD) High School Young Democrats Chapter Chartering Application - Checklist

Thank you for your interest in chartering or re-chartering a Young Democrats chapter at your school. Below is a short checklist to fast track your application:

1. _____ A completed Application Form, which is found on the following page of this Chartering Packet.
2. _____ Acquire certification from your school Principal by submitting a signed letter on school letterhead that recognizes your local high school chapter. This form is enclosed in this Chartering Packet.
3. _____ Both you, your school Principal and/or Faculty Advisor must read and sign the Chartering Agreement provided within this Chartering Packet.
4. _____ Include a copy of your Constitution and/or Bylaws. Templates of both are included in this Chartering Packet to use as a reference and example.
5. _____ Submit a Membership List of at least 10 members on a spreadsheet that must include all the following fields completed: first name, last name, complete address (including city, state, and zip code), date of birth (Month-Day-full year), phone number and email address. Please note that this information will be used for internal chartering records only, and will not be shared with anyone outside the leadership of MYD.
6. _____ A list of Executive Officers. At minimum, please include President, Vice President, Treasurer and Secretary. Please include all of the same information as written above for requirements on the Membership List.
7. _____ Read the MYD Constitution and Bylaws. A copy of the MYD Constitution and Bylaws is enclosed in this Chartering Packet.

When completed, please send all materials (Application Form, Signed Certification, Signed Chartering Agreement, Constitution, Bylaws, Membership List and Executive Officer List) to:

Attn: Al Benninghoff, President
Manhattan Young Democrats
c/o New York State Democratic Committee
461 Park Avenue South, 10Fl
New York, New York 10016

Should you have any questions or need assistance with completing this application, please contact Development Director Taylor Stirek at secretary@goMYD.com, with "Charter Application" in the subject line.

Manhattan Young Democrats High School Young Democrats Application

Official Name of Institution Represented: _____

Official Name of High School Chapter: _____

Date of last election of Chapter officers: _____

Permanent Mailing Address:

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

General E-mail: _____

Web Site: _____

Primary Chapter Contact:

Name: _____

Position: _____

E-mail: _____

Phone: _____

MANHATTAN YOUNG DEMOCRATS
HIGH SCHOOL YOUNG DEMOCRATS CERTIFICATION (TO BE COMPLETED ON SCHOOL
LETTERHEAD)

I, _____, hereby certify that I am the principal for _____
High School. I certify that _____ High School Young Democrats
chapter is recognized, sanctioned, or authorized by this institution as our official Young
Democrats chapter. To this extent, a faculty advisor has been appointed to oversee
_____ High School Young Democrats, whose information is provided
below. Furthermore, I certify that the current officers of _____ High
School Young Democrats were duly elected at their latest chartering meeting.

Signature: _____

Date: _____

Please print or type Name: _____

Address: _____

City/State/Zip: _____

Work Phone: _____

Mobile Phone: _____

Fax: _____

E-mail: _____

Faculty Advisor:

Name: _____

Address: _____

City/State/Zip: _____

Work Phone: _____

Mobile Phone: _____

Fax: _____

E-mail: _____

**MANHATTAN YOUNG DEMOCRATS CHARTERING AGREEMENT
WITH HIGH SCHOOL YOUNG DEMOCRATS**

No chapter chartered under Manhattan Young Democrats (MYD) shall have a policy that is in conflict with the policies of MYD, its' High School's policies, or the laws of the City of New York, State of New York or that of the United States of America. MYD does not condone and is not responsible for any illegal behavior undertaken by the chartered chapter. Furthermore, MYD is not responsible for any actions by the chartered chapter taken without the express written consent of MYD.

Section One – Membership Privileges and Uses

1. Benefits

- A. All members of chapters chartered under MYD are automatic members of MYD. This entitles them to all the rights, privileges and benefits of said membership, as permissible under the laws of the City of New York, State of New York or that of the United States of America.
- B. Chapters chartered under MYD have the consent of MYD to use any and all copyrighted material (including, but not limited to, MYD logos) and all other intellectual property held or used by MYD. However, usage of copyrighted material and other intellectual property is limited to chartered chapter events, recruitment, membership programming, philanthropy events, membership meetings and the promotion thereof. Usage will not be permitted for any charter chapter event, recruitment, membership programming, philanthropy event, membership meeting or promotion thereof if it directly conflicts with the policies of MYD, its' High School's policies, or the laws of the City of New York, State of New York or that of the United States of America.

2. Requirements

- A. No person shall be excluded from membership because of sex, race, creed, religion, disability, national origin, sexual orientation, or economic status.
- B. Each chartered chapter is required to give a minimum total of one hundred (100) hours of community service or political support to events and operations hosted by MYD over the course of the charter year.
- C. All chapters chartered through a high school are required to have a faculty advisor associated with them.
 - (a) The faculty advisor must be consulted on and has final approval for:
 - i. any and all events, recruitment, membership programming, philanthropy events, and membership meetings and
 - ii. any and all financial transactions arising from all events, recruitment, membership programming, philanthropy events, and membership meetings.
- D. The faculty advisor should be present for any and all events, recruitment, membership programming, philanthropy events, and membership meetings held by the chartered chapter.
 - i. The faculty advisor must be present at all events, recruitment, membership programming, philanthropy events, and membership meetings held on school premises.
 - ii. If a faculty advisor is unavailable, a suitable replacement over the age of consent (preferably another school faculty member) should be found by the chartered chapter to attend the event, recruitment, membership program, philanthropy event, or membership meeting.
- E. The chartered chapter is required to maintain financial records.
 - (a) The faculty advisor is to assist the chartered chapter in maintaining the financial records.
- F. The treasurer is required to make any and all filings and reports required by law.
 - (a) The faculty advisor should oversee all filings and reports.
 - (b) The chartered chapter treasurer should reach out to the MYD treasurer for any assistance with all filings and reports.

G. The chartered chapter treasurer is required to file quarterly reports with the MYD Treasurer.

(a) A template for the quarterly reports can be obtained from the MYD Treasurer.

(b) Quarterly reports are due at the end of every quarter: March 31st, June 30th, September 30th and December 31st of the year.

3. Limitations

A. Supporting Candidates

(a) No members of the chartered chapter shall, in their official capacity as members of the chartered chapter, support any political candidate who is in the process of trying to obtain a Democratic nomination, or who is running in a contested primary.

(b) Further, the chartered chapter as an organization shall not support any aforementioned individual.

(c) This section should not be read to preclude any chartered chapter member from supporting a candidate in his or her on individual, personal capacity.

Section Two – Alcoholic Beverages

1. MYD sets forth the following policy regarding alcoholic beverages:

A. MYD opposes service to or consumption of alcoholic beverages by minors and any other violations of the law or of the governing high school regulations regarding alcoholic beverages.

B. To educate and support its chartered chapters in this matter, MYD's policy is that chartered chapters should not:

(a) store, serve or consume alcoholic beverages on property owned, rented or otherwise designated for regular use by the chartered chapter;

(b) spend chartered chapter funds or assessments on alcoholic beverages;

(c) serve/provide alcoholic beverages during mandatory chartered chapter functions, including any recruitment, membership programming or philanthropy events;

(d) hold event at bars or taverns or co-sponsor events with an alcohol distributor; or

(e) sponsor or co-sponsor open events where alcohol is served.

C. The chartered chapter and its respective members are responsible for

(a) development of specific procedures to implement this policy;

(b) compliance with all relevant laws and school policies regarding alcoholic beverage consumption and purchase;

(c) imposition of discipline in the event of a violation of chapter procedures implementing this policy; and

(d) development and implementation of necessary and appropriate alcohol-education efforts.

D. Confirmed violations of the Alcohol Policy of which MYD is made aware will be grounds for revocation of the chapter's charter and revocation all the benefits and privileges that come with said charter. Furthermore, any confirmed violations of this Alcohol Policy of which MYD is made aware will be reported to the chartered chapters' school and possibly to the proper legal authorities. Such reports may lead to grounds for disciplinary action against the chapter and/or individual members found in violation of the Alcohol Policy by the High School and/or governing authorities.

Section Three – Illegal Drugs or Narcotics

1. MYD prohibits the use of illegal drugs and narcotics and further prohibits the abuse of any drug or narcotic in connection with any MYD activity. Drugs and drug paraphernalia (including, but not limited to: bongos, pipes, cocaine kits, roach clips, etc.) are not allowed at any function or activity associated with MYD or its chartered chapters.

2. Any violation of this policy subjects the chartered chapter to revocation of the charter and revocation all the benefits and privileges that come with said charter. Furthermore, any violations of this policy of will be reported to the chartered chapters' school and

possibly to the proper legal authorities. Such reports may lead to grounds for disciplinary action against the chapter and/or individual members found in violation of the Alcohol Policy by the High School and/or governing authorities.

Section Four – Hazing

1. It is the policy of Manhattan Young Democrats that hazing is forbidden.
2. Hazing is defined as any act or tradition that:
 - A. may endanger the physical, mental or emotional well being of another;
 - B. requests, encourages, or suggests violation of any federal, state or local law or high school regulation;
 - C. is mentally or physically demeaning; or
 - D. requires a personal or menial task of another individual, whether publicly or privately.
3. Hazing is a violation of New York State law. Therefore, members should inform themselves about, and obey, any law regarding hazing enacted by the New York State.
4. The chapter is responsible for developing procedures to implement this policy and disciplining its members for violation of those procedures.
5. Confirmed violations of the Anti-Hazing Policy of which MYD is made aware will be grounds for revocation of the chapter's charter and revocation all the benefits and privileges that come with said charter. Furthermore, any confirmed violations of this Anti-Hazing Policy of which MYD is made aware will be reported to the chartered chapters' school and possibly to the proper legal authorities. Such reports may lead to grounds for disciplinary action against the chapter and/or individual members found in violation of the Alcohol Policy by the High School and/or governing authorities.

Section Five – Weapons

1. There shall be no firearms, explosive devices, or weapons of any kind on any property owned, rented or used in the name of MYD. Any person, excluding law enforcement or security personnel, found in possession of such materials shall be subject to disciplinary actions by the appropriate governing authorities and immediate removal from the property.

Section Five – Functions and Socials

1. MYD strongly encourages that all chartered chapter events be held on school premises.
2. MYD charter chapter functions, and/or social events may last no longer than five (5) hours. However, charter chapter functions and/or social events may not exceed any time limitations prescribed by the charter chapter's school. MYD prohibits the chapter from promoting, reserving and using overnight accommodations. MYD strongly discourages its chartered chapter members and their guests from promoting, reserving and using overnight accommodations.
3. Chartered chapters are not permitted to hold overnight retreats and/or sleepovers.

I have read the Constitution and Bylaws of MYD and the above charter agreement. I, on behalf of the chartered chapter, agree to abide by any and all rules and regulations stated within all aforementioned documents. I understand that failure to comply with the chartering agreement or failure to abide by the MYD Constitution and Bylaws may result in the termination of the charter.

Signature of Chartering President: _____

Printed Name of Chartering President: _____

Date: _____

I have read the Constitution and Bylaws of MYD and the above charter agreement. I, as principal of the school or faculty advisor for the chartered chapter, understand and agree to any responsibilities assigned to the school (and specifically the faculty advisor) under the chartering agreement. Furthermore, I understand that failure of the students within the chartered chapter to comply with the chartering agreement or failure to abide by the MYD Constitution and Bylaws may result in the termination of the charter.

Signature of Principal or Faculty Advisor: _____

Printed Name of Principal or Faculty Advisor: _____

Date: _____

Manhattan Young Democrats Constitution & By-Laws

CONSTITUTION

PREAMBLE

Whereas, persons interested in becoming involved in the Democratic Party in the County of New York, State of New York, who wish to stimulate the interest of young people in government affairs, to promote the involvement of young people in the political process, to educate young voters and people who will become eligible to vote, to advocate those policies and practices consistent with the highest principles of the Democratic Party, to support those candidates for office who articulate such principles and perpetuate the ideals of justice and social welfare, such persons do hereby associate themselves together and form the Young Democrats of New York County and establish the hereafter stated Constitution and By-laws.

ARTICLE I - NAME

The name of this organization shall be the Young Democrats of New York County, to be known as the Manhattan Young Democrats ("MYD").

ARTICLE II - MEMBERSHIP

Section 1

Regular membership in the MYD shall be limited to persons no younger than sixteen years of age, and who have not yet reached the age of thirty-six, and are registered members of the Democratic Party. Persons under the age of sixteen shall, at the discretion of the Executive Board, be deemed associate members of the MYD, and persons over the age of thirty-six shall, at the discretion of the Executive Board, be deemed honorary members of the MYD. No criteria other than age or political party preference shall be an acceptable reason for exclusion from membership.

Section 2

No person shall be excluded from membership because of sex, race, creed, religion, disability, national origin, sexual orientation, or economic status.

Section 3

Voting members are required to pay an annual membership fee (in

accordance with the by-laws, except in cases of financial hardship), and to provide an address, birth date and telephone number. Voting membership shall also be limited to members in good standing.

Section 4

The MYD, in keeping with the ideals of equal participation, shall endeavor to increase the memberships of women and minorities.

Section 5

Members in good standing shall be those members who have attended at least one (1) previous meeting or other official Manhattan Young Democrats event ie. a committee meeting in the previous calendar year, and have paid the annual membership fee, with exception of those cases of financial hardship, and are registered Democrats who either live, work, or attend school in New York County.

Section 6

No person who is a member of a Young Democrats organization in another County outside of New York City in the State of New York may be a member in good standing in the Manhattan Young Democrats.

ARTICLE III - OFFICERS AND EXECUTIVE BOARD

Section 1

The officers of the MYD shall be as follows: President, Executive Vice President, Treasurer and Secretary. Those officers, along with chairs of standing committees and cabinet level appointments shall comprise the Executive Board of the MYD. Assembly District delegates, liaisons,, the immediate past president of the MYD and any member of the MYD holding national or state office with the Young Democrats of America or the New York State Young Democrats shall serve as an Executive Board member as specified in Article III Section 3e.

Section 2

The officers of the MYD shall be elected every year for one (1) year terms, commencing in January 2003. For the year 2002, officers will be elected within thirty days of the approval of the Constitution and By-laws of the Young Democrats of Manhattan County. Officers of the MYD must be members in good standing and submit a completed application consisting of answers to several questions posed by the current Executive Board, two weeks before the election. The answers to the application shall be made available to the general membership at least one week prior to the election.

Section 3

The duties of the officers shall be as follows:

a) The President shall be the chief administrative officer of the MYD, shall direct the implementation of the policies adopted and authorized by the Executive Board, shall serve as an ex-officio member of all committees of the MYD, shall serve as a non-voting member of the New York County Democratic Committee, shall represent, in consultation with the Executive Board, the organization in public and to the media and shall represent, in consultation with the Executive Board, the MYD at any other appropriate levels within the local state or national Democratic Party. The President shall chair the Executive Board meetings and further report on his or her activities at each Executive Board meeting. The President shall chair the membership meetings, shall be responsible for any administrative affairs of the MYD including maintaining organizational files and records in a safe and orderly manner, shall maintain correspondence with national, state, and other local levels of Young Democratic organizations, Democratic Party organizations, and shall perform such other duties as assigned by the Executive Board.

b) The Executive Vice President shall assist the President in the performance of the President's duties. In the event that the President, due to absence, death, resignation, removal, or other reason, cannot fulfill the duties of the office of President, the Executive Vice President shall act as the interim President until such time as a permanent replacement is designated by the Executive Board.

c) The Treasurer shall be responsible for all financial records of all receipts and disbursements of funds of the MYD in accordance with all federal, state and local laws and regulations, shall chair the MYD Finance Committee, shall prepare and submit the required expenditure reports for the state and county Boards of Election, shall report all financial activity at each Executive Board meeting, shall keep all organizational financial records in balance, and shall perform such other duties as assigned by the President or the Executive Board. In the event that the President and the Executive Vice President, due to absence, death, resignation, removal, or other reason, cannot fulfill the duties of their elected offices, the Treasurer shall act as interim President until such time as a permanent replacement is designated by the Executive Board.

d) The Secretary shall record and distribute minutes of all Executive Board and general membership meetings, shall be responsible for coordination of general membership correspondence including mailings and phone banks, shall be responsible for notifying members of each meeting and/or event, shall be responsible for the maintenance improvement of the Manhattan Young Democrats website and other new media, and shall perform such other duties as assigned by the President or the Executive Board.

e) Any member of the MYD holding national or state office with the Young Democrats of America or the New York State Young Democrats who is not an elected officer of the MYD shall serve as a non-voting, ex-officio member of the Executive Board. Any immediate past president of the MYD who does not hold another Executive Board position shall also serve as a non-voting, ex-officio member of the Executive Board.

Section 4

Should any officer miss three (3) consecutive Executive Board meetings without being excused, such act will be considered an official act of resignation of that officer's position.

Section 5

A vacancy in the office of President shall be filled by a vote of the Executive Board at the meeting immediately following the announcement of such vacancy.

Section 6

A vacancy in any other Executive Board position shall be filled by appointment of the President, subject to the confirmation by the Executive Board.

Section 7

The President may, from time to time, appoint cabinet members, subject to the confirmation by the Executive Board, to assist in the execution of the administrative duties of the MYD.

ARTICLE IV - EXECUTIVE BOARD MEETINGS

Section 1

The Executive Board shall be the governing body of the MYD and shall develop the policies designed to achieve the goals stated in this Constitution and the By-laws of the MYD.

Section 2

The Executive Board shall meet at the call of the President, who shall call at least twelve (12) meetings per year. At least five (5) days written notice of an Executive Board meeting shall be given to each Executive Board member, giving the date, time, and location of such meeting. All other members of the MYD who give written notice to the Executive Vice President and the President requesting to be informed of said meetings will be given notice of the meetings as well.

Section 3

The President shall chair all Executive Board meetings unless absent or unable to do so. Should the President be unable to chair a meeting, the Executive Vice President shall do so, and the Treasurer shall chair said meetings should the President and the Executive Vice President both be unable to do so.

Section 4

No meeting of the Executive Board shall be official without a quorum of the Board in attendance. A quorum shall consist of no less than fifty percent (50%) of the eligible Executive Board votes. The Secretary shall call the roll at the beginning of each meeting.

- a) Any meeting at which a quorum is not present shall be deemed a committee of the whole.
- b) Decisions made by a committee of the whole shall be non-binding and shall not be implemented until approval at the next official meeting of the Executive Board at which a quorum is present.
- c) A member shall participate in Executive Board meetings via electronic means, such as a conference call, and be considered present at said meeting and included as part of the quorum.

Section 5

All decisions, confirmations, committee membership choices, votes or other acts of the Executive Board at any meeting shall be accomplished by a majority of the quorum present at that meeting, unless otherwise specified in the Constitution or By-laws.

ARTICLE V - STANDING COMMITTEES

Section 1

There shall be standing committees described in the bylaws, whose membership shall consist of members in good standing who have elected to be members of those committees. All standing committees, with the exception of the Finance Committee, will meet annually to elect a chair, which will be decided by a majority vote of members in attendance at that committee meeting.

Section 2

The President may, at his or her discretion and with the vote of the Executive Board, form such other committees as are deemed necessary by the President or the Executive Board.

Section 3

The Finance Committee shall be comprised of the Treasurer, the Finance Director, the Development Director, and the Director of Special Events, and shall be responsible for coordinating all fundraising

and membership building activities and events. The committee will be chaired by the Treasurer.

Section 4

Any Issue-Oriented Committees shall endeavor to learn how their issue affects MYD members, how it can be positively changed, and how MYD members can work to bring about the required change.

ARTICLE VI - LIAISONS

Section 1

The President shall appoint, subject to confirmation of the Executive Board, the following liaisons to the Executive Board, who shall serve at the discretion of the Executive Board: College and University Liaison, High School Liaison.

Section 2

The duties of the liaisons are as follows:

- a) The College and University Liaison shall act as a liaison between the Executive Board and local colleges and universities, shall coordinate and implement recruitment efforts at such schools, shall report to the Executive Board on matters of concern to local colleges and universities and shall perform other duties as assigned by the President or Executive Board.
- b) The High School Liaison shall act as a liaison between the Executive Board and local high schools, shall coordinate and implement recruitment efforts at such schools, shall report to the Executive Board on matters of concern to local high schools and shall perform other duties as assigned by the President or Executive Board.

Section 3

Any vacancy in the Liaisons shall be filled by the President, subject to confirmation by vote of the Executive Board.

Section 4

The President may, at his or her discretion and with the vote of the Executive Board, appoint such other liaisons as are deemed necessary by the President or the Executive Board.

ARTICLE VII - DELEGATES

Section 1

The President may appoint at the request of the Assembly member or Democratic Political Club from each Assembly district, subject to confirmation of the Executive Board, a delegate to represent that district as a Member-a-Large of the Executive Board.

Section 2

The duties of the delegates are as follows: The Delegates shall act as a liaison between the Executive Board and local political clubs and Assembly districts, shall coordinate and implement recruitment efforts, shall report to the Executive Board on matters of concern to local clubs and neighborhoods and shall perform other duties as assigned by the President or Executive Board.

Section 3

Any vacancy in the Delegates shall be filled by the President, subject to confirmation by vote of the Executive Board.

Section 4

The President may, at his or her discretion and with the vote of the Executive Board, appoint such other Delegates as are deemed necessary by the President or the Executive Board.

ARTICLE VIII - MEETINGS OF THE MANHATTAN YOUNG DEMOCRATS

Section 1

The MYD shall hold regular monthly meetings, which shall be called and chaired by the President, or if the President is unable to chair the meetings it shall be chaired by the Executive Vice President or the Treasurer.

Section 2

At least ten (10) days notice of any MYD meeting shall be given to each member, including date, time, and location.

Section 3

The President shall set the agenda for each meeting. Part of that agenda must contain a "Member's Report" where any member will be able to bring up projects for consideration that are not considered in this Constitution or the By-laws, or have not been otherwise considered by the President or the Executive Board.

ARTICLE IX - REMOVAL OF OFFICERS

Section 1

The process for removal of any officers shall be as follows:

- a) Grounds for removal shall be misfeasance, malfeasance or nonfeasance in the performance of an officer's duties.
- b) A motion for removal must be made at a regular or special meeting of the Executive Board. Charges demanding removal shall be referred

to an Ethics Committee of three (3) members in good standing, chosen by a majority of a quorum of general members during the next general MYD meeting following the meeting in which a motion for removal is made. The Ethics Committee shall investigate the charges and shall, if requested by either the persons bringing the charges, the Executive Board or the Executive Board member against whom the charges have been brought, hold hearings regarding the motion for removal. The Executive Board member against whom charges have been brought shall have the opportunity to confront the person making the motion, to call, examine, and cross examine witnesses in connection with the motion, to make arguments on his or her behalf and to be represented by counsel.

c) The President or, if the charges are being brought against the President, the Executive Vice President, shall be a non-voting, ex-officio member of the Ethics Committee and shall chair any hearings that may be held.

d) Once the Ethics Committee has completed its investigation, it shall make findings, determined by a majority vote, as to whether or not the charges should be sustained and the Executive Board member charged should or should not be dismissed. Such findings shall then be forwarded to the Executive Board in the form of a recommendation to the MYD to be dealt with under the following subsections of this Article.

e) If the Ethics Committee finds that the charges are not sustained and the officer should not be removed, said charges will be dropped and struck from the record.

f) Once the Ethics Committee has made a recommendation that the charges should be sustained and the Executive Board member should be removed, the Executive Board shall place the motion for removal on the agenda of the next MYD meeting, which shall be held no more than sixty (60) days following the day the charges are first brought before the Executive Board.

g) The parties calling for removal of an Executive Board member must be present at the Executive Board meeting at which removal is considered, and the Executive Board member must be notified in writing at least fifteen (15) days prior to the meeting. The Executive Board member subject to removal must be given the opportunity to respond at and/or before the meeting at which removal is considered.

h) Removal shall be accomplished by a two-thirds (2/3) affirmative vote of the MYD members present and eligible to vote. Only those who were members in good standing before charges were brought in front of the Executive Board shall be eligible to vote on the motion for removal.

ARTICLE X - AMENDMENT OF CONSTITUTION

Section 1

Amendment to this Constitution shall be adopted only by a three-fourths (3/4) affirmative vote of the membership at the meeting designated for the election of officers, or at a meeting designated by a three-fourths (3/4) affirmative vote of the Executive Board, during an Executive Board meeting.

Section 2

Amendments shall become effective immediately after the adjournment of the meeting at which they were adopted.

Section 3

When members are given notice of meetings, they must be informed that an amendment is on the agenda for the proposed amendment to be considered at the meeting.

BY-LAWS

ARTICLE I - POLICY

Section 1

It shall be the policy of this organization to endeavor to uphold all ideals set forth in its constitution and by the Democratic Party.

Section 2

This organization may charter and become a part of the New York State Young Democrats organization and/or the Young Democrats of America, and endeavor to carry on the work of those organizations in New York County, State of New York.

a) In the event of such a chartering, the Executive Board of the MYD shall establish rules governing the participation of its members and officers in the activities of such organizations.

b) The MYD shall endeavor to facilitate to the maximum extent possible the election of its members to positions of state and national responsibility in the two organizations named in this article.

Section 3

No members of the MYD shall, in their official capacity as members of the MYD, support any political candidate who is in the process of trying to obtain a Democratic nomination, or who is running a contested primary. Further, the MYD as an organization shall not support any aforementioned individual. This section should not be read to preclude any MYD member from supporting a candidate in his or her own individual, personal capacity.

ARTICLE II - PARLIAMENTARY AUTHORITY

Section 1

The most recent edition of Robert's Rules of Order shall govern the proceedings of all meetings of the MYD.

ARTICLE III - AMENDMENTS AND RESOLUTIONS

Section 1

Amendment to these By-laws shall be adopted only by a three-fourths (3/4) affirmative vote of the membership at the meeting designated for the election of officers, or at a special meeting as designated by a three-fourths (3/4) affirmative vote of the Executive Board, during an Executive Board meeting.

Section 2

Amendments shall become effective immediately after the adjournment of the meeting at which they were adopted.

Section 3

All amendments to the Constitution and By-laws proposed for adoption must be presented in writing to the Executive Board at least fourteen (14) days prior to the meeting at which such amendments will be considered.

Section 4

When members are given notice of meetings, they must be informed that an amendment is on the agenda for the amendment to be considered at that meeting.

Section 5

The Executive Board, by a two-thirds (2/3) majority vote of the members present and eligible to vote at that meeting, may adopt such provisional rules as it deems necessary in order to facilitate the running of the MYD. Such provisional rules cannot be in conflict with or in contravention of the Constitution and By-laws of the MYD.

ARTICLE IV - FUNDRAISING

Section 1

The President shall have the authority, with confirmation of the Executive Board, to establish such fundraising events as are deemed necessary by the Executive Board.

Section 2

An annual membership fee shall be set by majority vote of the members present and eligible to vote at that meeting. The annual membership fee may be changed from time to time.

ARTICLE V - FINANCES

Section 1

The Executive Board shall, through majority vote of the members present and eligible to vote at a particular meeting, have the power to dispose of its financial assets in a manner consistent with the goals and principles stated in the Constitution and By-laws of the MYD.

Section 2

The President and the Treasurer shall establish such bank and/or investment accounts as deemed necessary by vote of the Executive Board.

Section 3

Any checks issued by the MYD shall bear the signature of both the President and the Treasurer.

Section 4

In the event that the MYD is disbanded or dissolved, all assets and real property of the MYD and its committees shall revert to the benefit of New York County Democratic Committee.

ARTICLE VI – MEETINGS OF THE MANHATTAN YOUNG DEMOCRATS

Section 1

Meetings of the MYD shall occur on the third Tuesday of every month a meeting is called, barring any conflict with religious holidays or other extenuating circumstances. If the third Tuesday cannot be the day of the meeting, some day close to the third Tuesday will be substituted for a one-time accommodation.

ARTICLE VII – STANDING COMMITTEES

Section 1

The standing committees of the Manhattan Young Democrats shall be: the Finance Committee, Healthcare Issues Committee, Financial Issues Committee, Women’s Issues Committee, Environmental Issues Committee, and Foreign Affairs Committee.

ARTICLE VIII - CABINET MEMBERS

Section 1

The cabinet may consist of the following officers:

- a) The Communications Director, who shall be responsible for assisting the Executive Board in media outreach, messaging, and the distribution of information to the membership. The Communications Director will work closely with the New Media Director and Secretary to ensure consistent, and adequate, messaging.
- b) The Finance Director, who shall be responsible for assisting the Executive Board in raising funds by tracking donors and finding new sources of funding for the organization. The Finance Director will assist the Treasurer in filling reports and meeting deadlines. The Finance Director will work closely with the Director of Special Events for planning fundraisers.
- c) The Political Director, who shall be responsible for assisting the Executive Board in tracking elections, candidates, appointments, and any legislative issues of interest to MYD.
- d) The Director of Special Events, who shall be responsible for assisting the Executive Board in planning and executing special events for the organization. These events may include, but are not limited to, fundraisers, conventions, and campaign invasions. The Director of Special Events will work closely with the Finance Director in planning

fundraisers, and with the Director of Development in planning membership building activities.

e) The Community Services Director, who shall be responsible for assisting the Executive Board in coordinating with various volunteering opportunities and to connect MYD members with those opportunities.

f) The Director of Development, who shall be responsible for assisting the Executive Board in boosting general membership of MYD.

g) The New Media Director, who shall be responsible for assisting the Executive Board in implementing new and more efficient ways to communicate with members and prospective members. The New Media Director will work closely with the Communications Director to maintain consistent messaging. The New Media Director will coordinate with the Secretary to ensure adequate maintenance the website and other established "new media."

h) Any other position deemed necessary by the President and approved by the Executive Board. The new cabinet member's duties must be outlined before selecting someone to fill the position.