

2024-2025

PFDW

Bylaws, Rules  
& Regulations



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**Bylaws, Rules & Regulations of  
The Pennsylvania Federation of Democratic Women, Inc.  
2024**

**ARTICLE I: NAME**

The Name of this organization shall be the Pennsylvania Federation of Democratic Women, Inc.

**ARTICLE 11: PURPOSE**

The purposes of the Federation shall be to ensure the election/appointment of Democratic women to positions of authority in all branches of government; to promote the advancement of women in both the private and public sectors; and to promote the fundamental principles of the Democratic Party.

**ARTICLE III: POLICY**

**Section 1**

It shall be the policy of this organization in all its endeavors to contribute to the growth and influence of the Democratic Party to promote the advancement of women, both within the party and in elected and appointed positions.

Whenever used in this document, the term "woman/women" shall mean any person born female or who identifies as female.

**Section 2**

This organization and its federated clubs shall be guided by the results of Primary Elections. It shall neither endorse nor support the candidacy of any person or persons for public office prior to nomination but shall support aggressively the campaign of nominees and the platform of the Democratic Party. This policy shall in no way prohibit individual members of the Federation from supporting the candidate of her choice in any primary election.

**Section 3**

It shall be the policy of this organization to prohibit discrimination on the basis of race, color, religion, age, national origin, gender identity or disabling condition by any member or officer of this organization.

**Section 4**

It shall be the policy of this organization to support and be an active, dues paying member of the NATIONAL FEDERATION OF DEMOCRATIC WOMEN.

## **ARTICLE IV: MEMBERSHIP**

### **Section 1**

The Federation shall consist of both clubs and individual members. Club membership shall be available to all duly organized and properly affiliated clubs of Democratic women. Full, associate and at-large membership shall be available to individuals.

### **Section 2 - Conditions of new club membership**

Clubs of Democratic women may become members of the Federation, and charters may be granted confirming such membership upon the satisfaction of the following:

- A. The submission of an application for membership by the presiding officer of the club to the President of the Federation. The application must include the name of the organization, its location, and a list of names and addresses of its officers. The name of the petitioning club shall not duplicate the club name of any organization already affiliated with the Federation. The word "Democrat" or "Democratic" shall be in the name of any club presented for acceptance. In order to affiliate, a new club must have at least ten (10) members, four (4) of whom may be officers.
- B. The application for membership in the Federation must be approved by the Executive Board of this organization. Approval of application must occur at least 45 days prior to the Convention for the club to be eligible to be represented at the State Convention.
- C. The payment of an affiliation fee of \$25.00 and per capita dues of \$5.00 per member must accompany the application.
- D. The new charters will be issued upon approval and presented at the annual convention.
- E. All new chartered clubs must renew per capita the following year regardless of the date of new charter acceptance.

### **Section 3 – Individual**

- A. Full Membership: Full membership in the Federation is available to all women registered as a Democrat who are members in good standing of an affiliated club.
- B. Associate membership: Associate membership is available to all associate members in good standing of an affiliated club. Associate members may be represented by delegates at the Federation Convention; however, they shall not themselves be delegates, shall not be entitled to vote at any Convention and shall not be entitled to hold Federation office.
- C. At-large membership: Women registered as a democrat, who do not belong to an affiliated club may join the Federation as at-large members. Dues of \$25.00 per member shall be paid directly to the Federation Corresponding Secretary. At-large members may attend all Federation Conventions but may not vote and may not hold Federation office. At-large members may acquire

the rights to be represented and to vote by joining an affiliated club or by starting a new club (Article IV, Section 2).

## **ARTICLE V: AFFILIATED CLUBS**

### **Section 1 – Date to take office**

Officers of clubs affiliated with the Federation shall assume office within thirty (30) days of election or at the club's next official meeting.

### **Section 2 – List of Club Officers**

The Secretary of each affiliated club shall send the list of club officers to the Federation Corresponding Secretary no later than thirty (30) days after election.

### **Section 3 – Rules**

The rules of clubs affiliated with the Federation shall be consistent with these Rules.

### **Section 4 - Subscription to THE SURVEY**

Each member of an affiliated club for whom the club has remitted dues to the Federation Corresponding Secretary is entitled to receive the official publication of the Federation, THE SURVEY.

### **Section 5 – Dues of Affiliated Clubs**

By April 15 of each year affiliated clubs shall pay per capita dues to the Federation for each paid-up member of the club. The dues amount shall be the same as the dues amount paid the prior year unless action was taken to change the amount at the intervening Convention and notification given to affiliated clubs by at least March 1. An alphabetized list of club members, with their address, email, and phone number shall accompany the payment. Payment and accompanying list shall be received by the Federation Corresponding Secretary, or postmarked, no later than April 15. In order for a club or club member to send/be a delegate and vote at any Convention, the dues payment must be received, or postmarked, as indicated.

### **Section 6 – Delinquency**

The Corresponding Secretary shall notify any club which by April 15 has not paid its dues, of its delinquency. The club shall be given from the date of the notice until May 15<sup>st</sup> to make the necessary payment. If payment is not made the club shall automatically be suspended from the list of affiliated clubs until all dues past and present are paid. After 2 years, the club will be required to repay the affiliation fee of \$25.00 unless previous arrangements have been approved by the officers.

## **ARTICLE VI: OFFICERS, AND EXECUTIVE BOARD OF THE FEDERATION**

### **Section 1**

The Officers shall consist of the President, six Vice-Presidents, the Recording Secretary, the Corresponding Secretary and the Treasurer.

**Section 2**

The Officers shall meet at the call of the President.

**Section 3**

The "Executive Board" shall consist of the above-named Officers, the Regional Directors, the immediate past President, the Chairs of the Committees, Historian, and the Parliamentarian. No woman shall serve on the Executive Board unless she is a member of an affiliated club. A quorum shall be 50% of the members in attendance.

**Section 4**

Board Members as appointed by the President, shall attend all board meetings and be eligible to vote on all general business presented at board meetings.

**Section 5 – Dereliction of Duties**

Members of the Executive Board who miss two Board meetings annually without a valid excuse, communicated either orally or in writing to the Corresponding Secretary or the President, or who fail to fulfill their duties will be sent a letter from the President requesting their resignation to the Board. If no response to this letter, the individual shall be automatically removed from the Board.

**Section 6**

Immediate Past President shall continue to serve as a member of the Executive Board for two (2) years following the expiration of their term as President. Thereafter, they shall be re-appointed to the Executive Board at the discretion of the current President.

**ARTICLE VII: REGIONAL DIRECTORS**

There shall be eighteen Regional Directors whose Regions shall be designated as follows:

| Region | Counties   |
|--------|--|
| 1      | Bucks, Montgomery, Chester, Delaware             |
| 2      | Philadelphia                                     |
| 3      | Schuylkill, Carbon, Monroe,                      |
| 4      | Pike, Wayne, Lackawanna, Luzerne                 |
| 5      | Wyoming, Susquehanna, Bradford, Sullivan         |
| 6      | Columbia, Northumberland, Snyder, Union, Montour |
| 7      | Lebanon, Lancaster, York, Adams                  |

|    |  |
|----|--|
| 8  | Northampton, Lehigh, Berks                             |
| 9  | Mifflin, Juniata, Perry, Cumberland, Franklin, Dauphin |
| 10 | Tioga, Potter, Clinton, Lycoming                       |
| 11 | Centre, Clearfield, Indiana, Jefferson                 |
| 12 | Huntingdon, Blair, Bedford, Fulton                     |
| 13 | Somerset, Westmoreland, Cambria                        |
| 14 | Butler, Beaver, Armstrong, Lawrence                    |
| 15 | Warren, Crawford, Erie, Venango, Mercer                |
| 16 | McKean, Cameron, Elk, Forest, Clarion                  |
| 17 | Washington, Green, Fayette                             |
| 18 | Allegheny  |

## **ARTICLE VIII: NOMINATION AND ELECTION OF OFFICERS**

### **Section 1 – Eligibility**

To be eligible for nomination and election to an elected position within the Federation, a candidate shall be a registered Democrat and shall be certified by the President of the club to which she belongs as a member in good standing of that club, that is, current on her club dues, at the time of her nomination. In addition, the club to which the candidate belongs shall be in good standing with the Federation (that is, per capita dues paid) at the time of the candidate's nomination. Since nomination and election take place at the Convention, good standing certified at the time of the candidate's nomination should permit the candidate to stand for election. No two officers shall be elected from the same county except:

- a) A Regional Director may be from the same county as an Officer
- b) The President and Corresponding Secretary may serve from the same county.

And no board member may serve as an Officer and a Regional Director concurrently. Anyone running as an Officer must be a member of the Executive Board for at least two years. In the event that nominees for different offices are elected and are from the same county, the candidate that receives the highest number of votes will serve. In the event that a current Regional Director is elected as an Officer, a new Regional Director would be appointed according to Article X Section 6, to complete the balance of the term.

## **Section 2 – Term of Office**

The term of office shall be for two years. No elected officer or Regional Director shall hold the same office for more than two consecutive terms.

## **Section 3 – Officers to be Elected**

The President, First Vice President, Second Vice President, Third Vice President, Corresponding Secretary and Treasurer shall be elected at the Annual Convention which meets in the odd-numbered years. Fourth Vice President, Fifth Vice President, Sixth Vice President, and Recording Secretary shall be elected at the Annual Convention which meets in the even-numbered years. The Regional Directors of even-numbered Regions shall be elected at the Convention which meets in even-numbered years and the Regional Directors of odd numbered Regions shall be elected at the Conventions held in odd-numbered years.

## **Section 4 – Nominations**

Nominations of officers shall be made from the floor by a credentialed delegate in good standing at the first business session of the convention. No member shall be nominated without her consent, her consent to be in writing if she is not present at the convention.

## **Section 5 – Election of Officers**

- A. Elections shall be by secret ballot except there shall be a voice vote if there is no contest. Elections shall be held on the day following the first business session of any convention.
- B. Officers and full members of the Board in good standing shall have a vote at the convention, whether or not they are club presidents or delegates of some club. However, they shall cast a vote only in one of these capacities.
- C. A candidate for any office to be filled at the convention may vote in that election whether or not she is a club president or delegate.

## **Section 6 – Election of Regional Directors**

Regional Directors shall be elected by secret ballot by the delegates from their respective districts on the day following the first business session of the Convention. All registered regional members present may vote in regional director elections.

## **Section 7**

All Officers shall turn over all books and records to the newly elected or appointed individuals during the Annual Convention at the expiration of their term. If they are not present at the convention, books and records are to be returned within 30 days of the conclusion of the Convention to the new officer.

## **ARTICLE IX: DUTIES OF OFFICERS**

### **Section 1 - President**

It shall be the duty of the President of the Federation to appoint the Chairs and members of all Standing Committees; to appoint the Parliamentarian; to appoint such special committees as may be needed from time to time; to issue calls for meetings of the Executive Board; to preside at all meetings of the Federation and of the Executive Board, and to serve ex-officio as a member of all committees; to countersign all checks written by the Federation Treasurer; to issue the call for the Annual Convention sixty (60) days before the Convention; to serve ex-officio as Chairman of the Annual Convention; and to submit an annual report of the work of the Federation to the Annual Convention. The President shall serve as the Federation Representative to the State Democratic Committee. If the President is unable to carry out her duties, they shall be assigned to the Vice Presidents in order of rank. The president will also designate the member of the State committee's nominating committee from Vice Presidents in order of rank whenever possible.

### **Section 2 - Vice Presidents**

It shall be the duty of the Vice Presidents to carry out such duties as the President may designate. In the event of the absence of the President at any meeting the Vice Presidents, in order of rank, shall fill the office during the absence of the President.

- A. It shall also be the duty of the 1st Vice President to act as Liaison to all Convention Committees. To be in contact with the Convention Chairs and Co-Chairs regarding the planning and preparation of all annual meetings and to keep the President informed of all progress.
- B. It shall also be the duty of the 2nd Vice President to act as liaison to all Media Committees. To be in contact with the Media Chairs and Co-Chairs, including but not limited to The Survey, Website, Social Media directors, and Public Relations Persons and to keep the President informed of all progress.
- C. It shall also be the duty of the 3rd Vice President to act as liaison to all Committees involving Membership functions. To be in contact with the Chairs and Co-Chairs of committees including but not limited to Membership, Historian, Protocol, Woman of the Year, and the Regional Director Chair and to keep the President informed of all progress.
- D. It shall also be the duty of the 4th Vice President to act as liaison to all Committees involving PAC functions. To be in contact with the Chairs and Co-Chairs of committees including but not limited to PAC, Federal PAC, Century Club, OEDW Event, and PAC Memorials and to keep the President informed of all progress.
- E. It shall also be the duty of the 5th Vice President to act as liaison to the Scholarship Committee and all functions related to the Scholarship Fund. To be in contact with the Scholarship Chair and Co-Chairs and to keep the President informed of all progress.



- F. It shall also be the duty of the 6th Vice President to act as liaison for all financial activities performed by board members relating to committees of the Federation. To be in contact with the Chair of the Audit Committee, Finance committee and treasurers of all committees including but not limited to PAC treasurer, Federal PAC treasurer, and Scholarship treasurer and to keep the President informed of all progress.

The President has the authority to reassign these functions at her discretion.

### **Section 3 - Recording Secretary**

It shall be the duty of the Recording Secretary to keep a record of the minutes of all meetings of the Federation and of the Executive Board and to present minutes within 30 days of the meeting completion to the President for review.

### **Section 4 – Corresponding Secretary**

It shall be the duty of the Corresponding Secretary to have charge of all general correspondences to the Federation. To receive annual Per Capita lists and checks and forward all dues to the treasurer; forward copies of Per Capita Lists to THE SURVEY Business Manager; issue credential forms to clubs and to receive credentials of delegates to the State Convention at least ten days before the Convention; to keep a roll of the Executive Board Members; to keep an official roll of affiliated clubs and to keep a roll of all standing and special committee personnel; to issue the call if requested by the President for the regular meetings of the Executive Board, or in the absence of the President, to issue the call for such meetings and to notify delinquent clubs of their delinquency.

### **Section 5 – Treasurer**

It shall be the duty of the Treasurer to receive all monies of the organization and deposit them in a bank designated to receive Federation funds; to receive all dues; to pay all bills in a timely manner, but no more than two weeks after receipt of bill, to keep an accurate account of all receipts and disbursements; to be bonded, the amount to be fixed by the Executive Board at its first meeting following the Annual Convention at which she was elected, the premium to be paid from the funds of the Federation; to sign all checks disbursing funds of the Federation which are also countersigned by the President. She shall submit her books of account annually, at least two weeks prior to the State Convention, for internal audit, the results of which shall be presented for approval at the State Convention.

## **ARTICLE X: BOARD MEMBER RESPONSIBILITIES**

### **Section 1 – Duties**

It shall be the duty of the Board to have charge of all affairs of the Federation in the interim between Conventions; to make and execute plans to promote the growth of the Federation and further the interests of the Democratic Party; to

departmentalize the work of the Federation; to receive from member organizations suggestions for amendments or revision of the Bylaws; to plan the execution of routine business and presentation of education program features for each annual Convention; to approve and accept applications of local clubs for membership in the Federation; to call special meetings of the Federation when necessary upon two weeks' notice to the membership; and to fix the amount of bond of the Treasurer and treasurers of any standing committees.

## **Section 2 – Duties of Regional Directors**

It shall be the duty of the Regional Directors to have general supervision of the work in their Districts; to foster and stimulate club activities, as well as the interests of the Federation and the Democratic Party; to organize new clubs and arrange for the installation of the officers of the clubs under their jurisdiction; to keep on file an accurate club directory of their Districts, making these a part of their reports to the Chair of the Regional Directors whenever she may request a report; to hold a biennial conference in their Districts, calling together the membership of the various clubs for the purpose of transacting business which may be deemed necessary to present the Federation's educational program.

## **Section 3 – Meetings**

The Board shall meet at least four times annually, either in person or by teleconference prior to General Meetings of the Club or at the call of the President. Members shall be notified at least ten days in advance of each quarterly meeting. The Executive Officers shall meet at the President's discretion with seven days advance notice, either in person or by teleconference. The board may have special meetings when necessary, at discretion of President with five days' notice when possible, either in person or by teleconference.

Board members are expected to attend all sessions or notify President or Corresponding Secretary of absence. More than two consecutive unexcused absences may result in removal from the Board per Article VI Section 5 – Dereliction of Duties.

Committee Chairs should call meetings at their discretion, with times not limited to general board meeting timing. Reports will be given at general Board meetings.

## **Section 4 – Quorum**

The Board quorum shall be 50% of members in attendance.

## **Section 5– Personal liability of members of the Executive Board**

- A. Each member of the Executive Board of this organization shall act in good faith, in a manner such member of the Executive Board reasonably believes to be in the best interests of this organization and with such care, including reasonable inquiry, as a prudent person would reasonably exercise in a similar position and under similar circumstances. A member of the Executive

Board may rely on the opinions, reports or statements of others who the member of the Executive Board reasonably believes to be a competent and reliable source for the information. Each member of the Executive Board owes a fiduciary duty of loyalty to this organization and should recuse herself in any action which may conflict with this duty. Conflict of Interest forms should be completed annually by March 15 and submitted to President. You may be ineligible to serve on the board and/or vote if the completed form is not received.

- B. A member of the Board shall not be personally liable, as a member of the Board, for monetary damages for any action unless the member of the Board has failed to act or breached her duties to this organization and the breach or failure to act constitutes self-dealing, willful misconduct, or recklessness.
- C. No member of the Board shall be personally liable, directly or indirectly, for a debt, obligation, or other liability of this organization solely by reason of being or acting as a member of the Board.
- D. Indemnification shall be as provided in 15 Pa.C.S.A. Chapter 57.
- E. This Section shall not relieve any Board member of liability for any criminal conduct or of personal liability for any local, state, or federal tax. (15 Pa.C.S.A. Part IV Chapter 91).

## **Section 6 – Filling mid-term vacancies of Section Executive Board Members**

- A. Mid-term vacancies of Regional Director shall either be filled by appointment of the President following vote of the Executive Board or, if more than 18 months remain in the Director's term, by special election in the Region, said election to be organized and conducted by the Vice-President who resides closest to the region where the election is to be held. All members residing in the Region in good standing with any club situate in the Region shall be permitted to vote in the election.
- B. Mid-term vacancies of Vice-Presidents shall be filled by an "Acting Vice-President," who shall be appointed by the President following vote of the Executive Board on candidates suggested to it. The President shall assign the duties otherwise assigned to the absent Vice-President to this Acting Vice-President, who shall fulfill these duties until the next election cycle for Vice-Presidents.
- C. Mid-term vacancies of either Secretary and of the Treasurer shall be filled by an "Acting Secretary" or "Acting Treasurer," who shall be appointed by the President and approved by vote of the Executive Board. The President shall assign to the Acting Secretary or Treasurer the duties otherwise assigned to the absent Secretary or Treasurer, who shall fulfill these duties until the next election cycle for Secretary and Treasurer.
- D. First Vice President shall automatically fulfill the office of President if there is a vacancy for the balance of that term.

- E. "Acting Officers" shall be eligible for nomination and election to the office they have temporarily held at the next election cycle for that office. However, no "Acting Officer" shall automatically assume the position she has temporarily held, without election.

## **ARTICLE XI: COMMITTEES**

### **Section 1 Standing Committees**

- A. There shall be the following Standing Committees: Regional Directors, Audit, Constitution & Bylaws, Finance & Budget, Political Action, Protocol, Scholarship, THE SURVEY Editorial Staff, THE SURVEY Business Staff, Membership, Media & Communications, and Annual Convention. Ad hoc committees and events committees are formed as needed, including but not limited to Awards, Outstanding Elected Democratic Women OEDW (PAC), Women in Blue, Woman of the Year (Scholarship), Elected Officials, Resolution, & Sunshine.
- B. Standing Committees and their Chairs shall be appointed by the President. The Committees shall elect a treasurer, if the need for such office is determined by Committee members.
- C. The term of all Chairs of Standing Committees shall be two years, to coincide with the term of the President appointing them, unless upon recommendation of the President, the Executive Board votes otherwise.
- D. It shall be the duty of the Chairs of all Standing Committees to perform such tasks as are assigned to her by the Executive Board; to report to the Executive Board at each of its regular meetings; to maintain a membership list for the Committee; and to keep minutes of the proceedings of the Committee and a record of its work.
- E. It shall be the duty of the Treasurers of all Standing Committees to receive all monies and deposit them in the designated account, to keep an accurate account of all receipts and disbursements, to be bonded in an amount to be fixed by the Executive Board, premium to be paid from the funds of the Federation, to sign all checks of the committee disbursing funds which are to be countersigned by the Committee Chair.
- F. At the expiration of their terms, the Chairs and Treasurers of all Standing Committees shall turn over all books and records of their Committee to the newly elected President for transmittal to the new chairs/treasurers. Transmittal shall be made at the convention marking the end of the officers' term, but not later than thirty days from the conclusion of the convention.

### **Section 2: Special Committees**

- A. The President shall convene and appoint a Chair for special committees as the need arises.
- B. Chairs of Special Committees shall not automatically become members of the Executive Board, although the Board may, by majority vote, so include them, for the duration of their term as Chair. Once the final report of any special

committee has been delivered to the Executive Board the Committee shall be disbanded and its Chair removed from the Executive Board.

- C. It shall be the duty of the Chair of any special committee to perform such tasks as are assigned to her by the Executive Board; to report to the Executive Board as requested; to maintain a membership list for the Committee; and to keep minutes of the proceedings of the Committee and a record of its work.
- D. Special Committees shall appoint a treasurer, as needed, whose duties shall be as determined by the Committee.

## **ARTICLE XII: MEMORIAL SCHOLARSHIP FOUNDATION**

### **Section I - Purpose of Scholarships**

To promote leadership in Democratic women and commitment to the Pennsylvania Federation of Democratic Women and the Democratic Party.

### **Section 2- Name**

All scholarships will be named "PFDW Scholarships" unless fully funded and requested in memory or honor of an individual or individuals or an event (see Section IV). Funded named scholarships may carry different rules of eligibility as set up by scholarship donor. These rules must be approved by the Scholarship Committee members.

### **Section 3 - Eligibility**

Any applicant or recipient must be:

- a female
- registered as a Democrat to vote in Pennsylvania
- a student in good academic standing registered in the sophomore or junior class of an accredited college or university pursuing a 4-year degree and be in good academic standing
- active participant in activities of the Democratic Party or possess a Democratic family background

### **Section 4 - Distribution**

Scholarship applications will be published electronically on the PFDW website, in THE SURVEY, and other venues that are available and deemed appropriate by the Scholarship Chair and the President.

### **Scholarship Procedures**

- A. Scholarships will be distributed at the Annual Convention Scholarship Luncheon.
- B. In the event there are not sufficient recipients for all scholarships, the committee may defer the monies to the fund for the following year.

- C. Scholarships will be given based upon the availability of funds.
- D. The following are guidelines for a sustaining scholarship:
- A named scholarship may be instituted with a one-time contribution of \$1,000 or more. The money for this type of scholarship will be incorporated in the general scholarship fund. The amount of scholarship awarded each year shall be determined by the scholarship committee and will be equal to or less than an individual scholarship awarded in that year by the PFDW general scholarship. Named one-time donation scholarships shall be terminated when the funds awarded are equal to the original donation.
  - For a scholarship to which additional donations are expected to be given, the donations will be maintained by the PFDW in their scholarship fund. Records of donations and expenses will be maintained for each named scholarship. The amount of scholarship money granted per year shall be initially set by the donor in consultation with the scholarship committee, but may not exceed the amount given per scholarship by PFDW in any given year. When money in a scholarship of this type is depleted or less than the yearly award on the date the applications from students are due, the named scholarship may be considered null and void unless there is good reason to maintain the scholarship. If deemed null and void any amount less than the designated yearly amount shall be absorbed by the PFDW general scholarship fund. If the criterion for this type of scholarship differs from those of the general scholarship eligibility rules, any extra expenses incurred in producing and distributing information for the scholarship shall be charged to the named scholarship's funds if rules for eligibility are different from the general scholarship, students must apply specifically for the named scholarship. All rules and printed material for a named scholarship must be approved by the scholarship committee.
- E. All proposed recipients should attend the Annual Convention Luncheon to receive the scholarship or have a compelling reason for not attending. If the proposed recipient cannot attend the Annual Convention Luncheon, the proposed recipient may be invited to the Fall Executive Board Meeting to receive the scholarship. The Scholarship Committee and the President will make a determination what constitutes a compelling reason.

### **Section 5 - Evaluations for Scholarship Award**

The members of the Scholarship Committee will review and evaluate the applications. No application will be considered unless all criteria is submitted in its entirety. All applications for scholarship awards should be first sent to the Chairperson of the Scholarship committee. The committee, in consultation with the President, will choose scholarship awardees for all general scholarships and one-time donation awards. In the case of a continuing donations scholarship with

differing criteria, applications for those scholarships will be forwarded to the person responsible for that named scholarship with recommendations from the committee.

### **Section 6 - Scholarship Treasurer's Report**

The Scholarship treasurer will make a report annually to the Federation and at Board Meetings as requested.

## **ARTICLE XIII– POLITICAL ACTION COMMITTEE**

### **Section 1**

The Political Action Committee of the Federation shall be a state registered PAC. If required, the PAC shall also register with the Federal Election Commission.

### **Section 2**

The PAC may support qualified candidates of the Democratic Party in general, or special elections in the Commonwealth of Pennsylvania. Contributions shall be made only to Democratic women candidates unless the election is for a statewide or Federal Office.

### **Section 3**

All contributions and expenditures shall be made in accordance with the Pennsylvania Campaign Expense Reporting Law. The Federation President shall appoint a chair or chairs and a treasurer who shall serve until removed or until successors are named by the President. The chair(s) and treasurer shall be responsible for filing all reports required by law.

### **Section 4**

The PAC shall establish the process and procedures for making political contributions to qualified Democratic candidates including criteria and an application. All political contributions made by the PAC shall be approved by the Executive Board of the Federation.

### **Section 5**

The PAC shall maintain a bank account separate from the PFDW bank account(s). The PAC officers shall be responsible for creating and operating all fund-raising activities of the PAC. A report of all PAC contributions and expenditures shall be made at each Executive Board meeting and at the annual Convention.

## **ARTICLE XIV – FINANCES AND EXPENDITURES**

### **Section 1 – Finance and Budget Committee**

The tasks of the Finance and Budget Committee shall be to oversee all fundraising activities of the Federation, to develop guidelines for the proper expenditure of Federation funds, to review the coming year's fiscal budget of income and expenses as prepared by the President and at the conclusion of the term of the Treasurer, to

review the audit of income and expenditures. Budget fiscal year is a calendar year – January through December. Budget should be presented annually prior to the start of the fiscal year.

## **Section 2 – Independent Audit**

An independent audit of all of the Federation’s finances, including those of the Memorial Scholarship Foundation and of the Political Action Committee, shall be conducted at the end of the term of office of the respective treasurer and a report made to the membership at the annual Convention. Members of the Finance and Budget Committee shall conduct the audit in accordance with generally accepted accounting principles as prescribed by the American Institute of Certified Public Accountants or any other recognized authoritative body.

## **Section 3 – Guidelines for expenditure of Federation Funds.**

### A. Required Approval

1. Expenditures in an amount up to \$500.00 may be approved by the President.
2. Expenditures in an amount over \$500.00 to \$1,500.00 must be approved in advance by the Officers.
3. Expenditures in an amount over \$1,500.00 to \$5,000.00 must be approved in advance by the Executive Board.
4. Expenditures of more than \$5,000.00 must be approved, in advance, by the entire membership.
5. All expenditures, either proposed or already incurred must be substantiated by an invoice, receipt, or other writing.
6. At least three written estimates shall be solicited for all expenditures above \$1,500.00.

B. Forms - The Finance and Budget Committee shall provide forms for use by the Executive Board and others for soliciting and recording the approval of all expenditures. All receipts for reimbursement must be submitted within 45 days of the time the expense was incurred. Expenses must be submitted with completed expense reimbursement form to President with a copy to Treasurer.

### C. Approved Expenditures

1. Individuals: Only the members of the Executive Board shall be eligible for reimbursement for expenses incurred in connection with Federation business. These expenditures shall be approved in accordance with the schedule set forth in Section 3, paragraph A. Approved expenditures shall include but shall not be limited to meals, lodging, car travel including gas reimbursement or mileage at the mileage rate currently set by the Internal Revenue Service for



charitable organizations, but not both; air, train or bus travel, attendance fees, printing costs, and supplies.

2. Committee: Expenses incurred in connection with Federation business by Standing and Special Committees, or by any member thereof, shall be eligible for reimbursement. Expenditures shall be approved in accordance with the schedule set forth in Section 3, paragraph A.

3. Stipends: Stipends for Officers and Regional Directors may be offered at year end by the President. A stipend for Officers will be approved based on meeting attendance and carrying out duties, as well as participation in Federation events. Regional Directors will additionally require submission of quarterly reports.

## **ARTICLE XV: MEETINGS OF FEDERATION**

### **Section 1. Schedule and Purpose of Meeting**

- A. The Federation shall meet annually, between May 1 and August 31<sup>st</sup>, inclusive. This meeting shall be known as the Annual Convention of the Pennsylvania Federation of Democratic Women, Inc.
- B. At the Annual Convention at which the election of the President takes place, the Federation's goals and activities for the following two years shall be formulated and recorded in the minutes. Thereafter it shall be the duty of the Executive Board to carry out the will of the membership as concerns these goals and activities.
- C. The Annual Convention shall include at least one business session. The Executive Board shall give the membership a report on the status of the goals and activities of the Federation at this business session and any decisions requiring the vote of the full membership shall be made. Voting on any resolution submitted to the membership shall also take place at this session.
- D. The convention committee shall provide a final report and a check for the convention proceeds to the PFDW Executive Board at the first regularly scheduled meeting after the convention.

### **Section 2. Representation at Annual Convention:**

- A. Clubs with at least ten (10) members: All affiliated clubs with at least ten (10) members may be represented at the Annual Convention. However, to make the president eligible to vote, those club members must have paid their club dues and the club must have paid its per capita dues to the Federation, as per Article V, Section 5.
- B. Clubs with at least twenty-five (25) members: All affiliated clubs with at least twenty-five (25) may be represented at Annual Convention by their President and by one additional delegate for each twenty-five (25) members. However, to make the President and the Delegate(s) eligible to vote, members must

have paid their club dues and the club must have paid its Per Capita dues to the Federation, as per Article V, Section 5.

- C. No Club shall have more than seven (7) voting-eligible delegates, in addition to its president.

### **Section 3 – Alternate delegates**

Alternates to serve in place of delegates who may be unable to attend the State Convention may be named by each club. The names of such alternates shall be filed with the Corresponding Secretary of the Federation at the time the names of delegates are filed. The President of an affiliated club may be represented by an alternate.

### **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

The rules contained in Robert’s Rules of Order, Newly Revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Rules.

### **ARTICLE XVII: THE SURVEY**

#### **Section 1 – Name**

The name of the publication of the State Federation shall be THE SURVEY.

#### **Section 2 – Cost**

All costs incurred in connection with the publication of THE SURVEY shall be paid out of the revenues of the Federation.

#### **Section 3 –Editor**

The Editor of THE SURVEY shall be appointed by the President to serve for the term running concurrently with the term of the President. It shall be the duty of the editor to edit the magazine, to make contracts for printing with the approval of the Officers, and to perform such other duties pertaining to the magazine as may be assigned to her by the Executive Board.

#### **Section 4 –Business Manager**

The Business Manager shall be appointed by the President to serve for the term running concurrently with the term of the President. It shall be the duty of the Business Manager of THE SURVEY to manage the business of the magazine generally; to keep a correct list of addresses of subscribers to the magazine and to supervise the mailing of each issue; and to perform such other duties pertaining to the magazine as may be assigned to her by the Executive Board.

### **ARTICLE XVIII: THE RULES**

Proposed amendments to these Bylaws shall be formulated by the Constitution and Bylaws Committee and submitted to the Executive Board with a recommendation

that the amendments be adopted by the membership. At least sixty (60) days prior to the opening day of the annual Convention at which it/they is/are to be considered, all proposed amendments shall be either published in THE SURVEY or distributed to all members. The Rules may only be amended by a two-thirds vote of the delegates to the annual Convention, upon voice or written vote. The Chair of the Constitution and Bylaws Committee shall thereafter distribute to all affiliated clubs an addendum to the Rules containing the amendment or a copy of the entirety of the Bylaws if the amendments are substantial. Distribution shall be made within thirty (30) days of the end of the Convention at which the amendment was adopted. Affiliated clubs shall make copies available to all club members, as requested.

Proposed & Amended: April 6, 2024

Adopted: July 19, 2024