

Democrats Abroad Bylaws

[as adopted January 24, 1976]
[last amended March 17, 2007, Heidelberg, Germany]

Article One General

Democrats Abroad is the organization which represents all United States citizens resident outside the United States who wish to adhere to the principles and further the aims of the Democratic Party of the United States of America.

For the purposes of conducting business, Democrats Abroad is a non-profit association organized and operating under the Uniform Unincorporated Nonprofit Association Act of 2000, D.C. Code §§ 29-971.01 et seq. Democrats Abroad's principal place of business is and will remain the District of Columbia.

For administrative purposes, Democrats Abroad is divided into Regions comprised of the members of the DPCA from within each such Region.

Members of Democrats Abroad may also be members of any local Democratic organization (e.g. country committee, organizing committee existing in the respective country or defined geographic area in which either he or she resides or works (subject to the terms of Section 5.8)).

Article Two Democratic Party Committee Abroad

Section 2.1 Duties and Responsibilities

The Democratic Party Committee Abroad ("DPCA") is the highest authority of Democrats Abroad and shall have general responsibility for the coordination and furtherance of the work and purposes of Democrats Abroad, the Regional Committees and the Country Committees provided for below, and shall perform generally the functions of a State Democratic Party Committee, subject to the provisions of the Charter and Bylaws of the Democratic Party of the United States, the resolutions and other actions of the Democratic National Committee ("DNC"), and these Bylaws.

In discharging its operating responsibilities:

(a) The DPCA shall act as a forum for the consideration of issues which are common to United States citizens resident abroad.

(b) It shall supervise activities of the Regions (and any subdivision thereof) in such matters as:

1. the nomination and election of delegates to Democratic Party Conferences and Conventions;
2. the transmission of the views of Democrats Abroad to the DNC and vice versa, both on party affairs and policy;
3. especially in campaign years, the handling of joint publicity and advertising, the acquisition and distribution of campaign literature and materials, the coordination of visits, and related matters;
4. cooperation with civic organizations and other political parties on nonpartisan and bipartisan programs;
5. the initiation of steps to organize new committees in countries or areas with a substantial number of resident United States citizens;

6. the day to day operations of the Regions.

Section 2.2 DPCA Membership

The DPCA shall be composed of:

- (a) the Chair and the Vice Chair (or first Vice Chair if there are several Vice Chairs) of each Country Committee which has been admitted by Democrats Abroad;
- (b) the members of the DNC representing Democrats Abroad;
- (c) the International Chair, Vice Chair, Treasurer, Secretary and Counsel and any other elected officers of the DPCA (including Regional Vice Chairs, if any).

Section 2.3 Election Standards

- (a) Members of the DPCA shall be elected in accordance with the standards set forth in the Charter and Bylaws of the Democratic Party through processes which assure full, timely, and equal opportunity to participate. All elections shall be public and all ballots open to inspection.
- (b) The Executive Committee shall adopt such rules for elections as it deems necessary from time to time. Such rules shall also apply to elections conducted by the Regions.

Section 2.4 Cessation of Membership

- (a) A member may resign by written notice to the International Chair, and such resignation shall be effective immediately;
- (b) A member who ceases to have his or her principal residence abroad or has failed to attend one of three consecutive meetings of the DPCA shall be deemed to have resigned from the DPCA effective upon her or his change of principal residence;
- (c) After notice and opportunity for hearing and upon grounds found by the DPCA to constitute good and sufficient cause, it may remove a member by a two-thirds vote. The Executive Committee shall adopt such rules of procedure as it deems necessary to ensure that the removal hearing is conducted in a fair manner.

Article Three Meetings

Section 3.1 Calling of Meetings

Meetings of the DPCA may be called by the International Chair, or by at least one-fourth of its members or a simple majority of the Executive Committee. A meeting shall be called in the first half in each year to approve the accounts of the previous year and take any such other action as may be appropriate and, in the odd-numbered years, to elect officers. If for whatever reason the International Chair or International Vice Chair fails to call a meeting when required to do so, then the Secretary shall call such meeting within 30 days of the date required.

Section 3.2 Date and Place

At each meeting of the DPCA, the place and time of the next DPCA meeting shall be determined by majority vote of those DPCA members present in person, subject to further change by the Executive Committee.

Section 3.3 Notice and Agenda

Notice of each meeting, setting forth the place and time of the meeting and the tentative agenda, shall be sent or given by the International Chair to each member of the DPCA not less than forty-five (45) days before the date of the meeting. Any member may request the International Chair in writing, not less than thirty (30) days before the meeting, to place additional items on the agenda, and shall furnish the text of any resolutions proposed for adoption. The International Chair shall circulate such additional items and proposed resolutions, as well as other resolutions, to the members of the DPCA not less than fifteen (15) days before the meeting. Items may be added to the agenda at the meeting by majority vote of the members present or represented. Procedural questions shall be settled in accordance with the current edition of Roberts Rules of Order.

Section 3.4 Quorum

A quorum for a meeting shall require the presence of:

- (a) the International Chair or Vice Chair of the DPCA; and
- (b) twenty-five persons from among the following: (i) other elected officers of the DPCA; (ii) members of the DNC representing Democrats Abroad; (iii) Chairs or Vice Chairs of Country Committees; (iv) persons holding a proxy from their Country Committee's Chair or Vice Chair.

In addition, for quorum purposes the individuals referred to in this sub-paragraph (b) must be resident in at least four different countries and two Regions.

Section 3.5 Attendance

(a) The International Chair shall encourage members of the DPCA or of any Country Committee of the DPCA who are unable to be present in person at meetings to participate by telephonic attendance, whenever technically and economically feasible. The International Chair will, when possible, inform members of the DPCA of the telephone number to call and seek to arrange means of communication by which all persons participating in the meeting are able to hear one another at the same time. Notwithstanding the foregoing, neither the International Chair nor the DPCA shall be obligated to pay for the telecommunications charges involved in participation by a member; all such line charges shall be for the account of the member choosing to participate by telephone. Participation by such telephone attendance shall constitute presence in person at a meeting for all purposes of these bylaws;

(b) Failure to attend one of three consecutive meetings of the DPCA shall result in automatic cessation of membership in the DPCA and, in the case of an officer, or DNC member, shall also result in automatic removal from such office.

Section 3.6 Voting and Supplemental Votes

(a) All decisions shall be taken by simple majority vote in accordance with the provisions of this Section except where a two-thirds vote is required (Sections 2.4(c), 4.2, 5.3, 6.1 and 10.1), and except where the right to vote is not accorded to all members of the DPCA (Section 7.2).

(b) Entitlement to vote shall be as follows: each elected DPCA officer and each DNC member representing Democrats Abroad—one vote; each Country Committee—one vote; each Country Committee which is in compliance with Section 5.4 hereof and is represented at the meeting by a member of its Country Committee shall also be entitled to additional votes, based upon the number of members provided to the International Chair for the then current year ("Supplemental Votes"), as follows:

100-500 members— 1 Supplemental Vote

501-1000 members— 2 Supplemental Votes

1001 or more members— 3 Supplemental Votes

The total votes of a Country Committee fulfilling the above requirements shall be the sum of its Supplemental. Votes added to its one base vote; provided, however, that Supplemental Votes can only be cast by a member of the Country Committee actually present at the meeting.

If both the Chair and Vice Chair of a Country Committee are present, each shall have one-half of the applicable vote(s).

Section 3.7 Capacity to Vote

No member of the DPCA may vote in more than one capacity (e.g., DPCA officer, DPCA member, Country Committee Chairperson) either in person or by proxy in any vote taken under these Bylaws; proxyholders may exercise their proxies without violating the foregoing subclause.

Section 3.8 Means of Voting

Any eligible voter may cast a vote by written proxy (including electronic, fax or personal transmission thereof), cable, or letter on any specified item on the agenda of the meeting.

Section 3.9 Proxy

(a) Voting by proxy shall be permitted, subject to the limitations set out in these Bylaws. Proxies shall be in writing and shall name the person to whom the proxy is given, and may be either general or limited to specific issues; may be either instructed or uninstructed; and may grant the power to substitute another person as proxyholder.

(b) Proxies by Country Committees shall be given only for the full vote of the Country Committee Chair, or failing which, Vice Chair, provided that if both Country Committee Chair and Vice Chair give proxies, each proxy shall be for half the votes of the Country Committee.

(c) General Proxies may be given by:

A Country Committee Chair, or failing which, Vice Chair to: a member of the same Country Committee;

DNC member (elected by region) to: a DPCA member of the same region;

DNC member (elected at large) to: any DPCA member.

(d) Limited Proxies may be given by:

A Country Committee Chair, or failing which, Vice Chair to: any DPCA member;

DNC member to: any DPCA member.

(e) A proxy vote may be cast by a Country Committee, DPCA officer and DNC member, only if a member of such Country Committee, such DPCA officer or such DNC member, has attended one of the three DPCA meetings held immediately preceding the DPCA meeting at which such proxy vote is to be cast.

(f) No person may hold more than two proxies.

(g) A proxy may be revoked in writing at any time prior to the call to order of a meeting.

(h) If during the course of a meeting of the DPCA, a person duly recorded during the roll call as present must leave the meeting, temporarily or permanently, such person may give another participating DPCA member a proxy for the meeting valid for the duration of the absence or for the duration of the concerned meeting.

(i) A member of the DPCA holding two positions may not issue a proxy with respect to more than one such position if such member is absent from a meeting and if such member attends a meeting may issue no proxies.

Section 3.10 Means of taking DPCA Vote

The International Chair may take a vote of the DPCA, if immediate action is deemed important or convenient by the Executive Committee, by letter, telephone, video conference, fax, telex, cable poll, electronic or any other means deemed appropriate by a three-fifths majority of the DPCA executive committee.

For purposes of this Section (i) all of the members of the DPCA shall be considered as present for quorum and majority requirements and (ii) each Country Committee, DPCA officer and DNC member shall have one vote each. If both the Chair and Vice Chair of a Country Committee vote, each shall have one-half vote. If only one votes, he or she shall have the full vote.

The outcome shall be communicated to all DPCA members as soon as is practical thereafter.

Section 3.11 Written Consent

Any action to be taken by the DPCA may be taken without a meeting if all members of the DPCA consent in writing to such action. Such written consents shall be filed with the minutes of the DPCA proceedings and shall have the same force and effect as a unanimous vote taken by members physically present. For the purposes hereof, writing shall include faxes and electronic communications.

Article Four Officers

Section 4.1 Officers

The elected officers of the DPCA shall be the International Chair, International Vice Chair, International Treasurer, International Secretary, and International Counsel

and the Regional Vice Chairs. The Executive Committee shall be comprised of these elected officers of the DPCA.

Section 4.2 Election

The officers other than the Regional Vice Chairs shall be elected at the first meeting of the DPCA held in odd-numbered years, to serve for a term of two years or until their successors have been elected and qualify. Election shall be by majority of the votes cast by Chairs and Vice Chairs of Country Committees (including Supplementary Votes) and the members of the DNC representing Democrats Abroad. The Regional Vice Chairs shall be elected pursuant to Section 6.2. No officer may serve in the same office for more than two consecutive full terms.

In the event that there is no candidate for a DPCA Executive Committee office, an officer who has served two consecutive terms in that office may be elected to a third term of that office by a two-thirds majority vote of the DPCA.

Section 4.3 Nominations

Prior to the election meeting, the International Chair shall appoint, with the approval of the Executive Committee, five members of Democrats Abroad as an Elections Committee, three of whom shall not be members of the DPCA. It shall be the duty of the Elections Committee to call for nominations for officers and to determine which individuals whose names are submitted for nomination are qualified (as per Section 2.4(b) of these Bylaws) to fill DPCA offices. Members of the Elections Committee shall not be candidates for office. The names of the qualified individuals placed in nomination with the Elections Committee shall be forwarded in writing to the International Chair and other members of the DPCA by the Elections Committee after their qualifications have been determined at least forty-five (45) days in advance of the scheduled election meeting of the DPCA. Nominations of qualified candidates for office may be made from the floor at the election meeting. The elections shall be conducted by the Elections Committee.

Section 4.4 Gender Balance of International Chair and International Vice Chair

The International Chair and International Vice Chair shall be of opposite sex, and shall be from different Country Committees.

Section 4.5 Replacement

In the event of a vacancy, or the resignation or removal of an officer in accordance with Section 2.4, the Executive Committee of the DPCA shall proceed immediately with the election of a replacement subject to confirmation at the next meeting of the DPCA, where nominations shall be taken from the floor. The person elected shall serve out the balance of the term. For the purposes of the last sentence of the first paragraph of Section 4.2, a person elected to serve out the balance of a term for a period of less than 365 days shall not be deemed to have served a full term.

Section 4.6 Responsibilities of the International Chair

The International Chair shall be responsible for the carrying out of the programs and policies of the Democratic Party, and Democrats Abroad. The International Chair

shall preside at all meetings establishing their agenda and implementing their decisions. Following consultation with the Executive Committee, the International Chair may appoint deputies or assistant officers (such appointments shall be promptly notified to the DPCA) and conduct the day to day business of Democrats Abroad.

Section 4.7 Responsibilities of the International Vice Chair

The International Vice Chair shall replace the International Chair whenever the latter is absent or is incapacitated, and shall have such other duties as may be prescribed by the International Chair.

Section 4.8 Responsibilities of the International Secretary

The International Secretary shall keep minutes of DPCA meetings, Executive Committee meetings and Regional meetings, circulate minutes and records of action to members, be responsible for maintaining all the administrative files and records and membership lists and databases of the DPCA and Democrats Abroad, and perform such other duties as may be prescribed by the International Chair.

Section 4.9 Responsibilities of the International Treasurer

The International Treasurer shall keep the financial records of the DPCA, establish a budget for approval of the Executive Committee, oversee its bank and other financial accounts, make an annual financial report to the DPCA and ensure that any necessary reports or filings with the DNC or the governmental authorities of the United States of America and the individual states, are timely made.

Section 4.10 Responsibilities of the International Counsel

The International Counsel shall be available for consultation on legal and procedural questions relating to Democrats Abroad and its activities, and the interpretation of and compliance with the Charter and Bylaws of the DNC, and the Bylaws of Democrats Abroad or Country Committees.

Section 4.11 Responsibilities of the Executive Committee

The Executive Committee shall be responsible for the conduct of the affairs of Democrats Abroad in accordance with policies of the DNC and the DPCA. The Executive Committee shall establish its own rules and, when convened by the International Chair or one third of its members, may act in meeting, by telephone, video conference or by written note, including telex, telefax or other electronic means. The Executive Committee shall adopt a budget for Democrats Abroad prior to the first meeting of the DPCA each year. Except as provided in the following sentence, decisions taken by the Executive Committee shall be by simple majority vote of those present in person or proxy at any meeting of the Executive Committee or, if such vote is taken in electronic or written form, by simple majority of the entire Executive Committee. By a two-thirds majority, the Executive Committee may overrule any decision or action of any officer.

Section 4.12 Executive Director

Following consultation with the Executive Committee, the International Chair may name an Executive Director to perform such duties as the International Chair may prescribe.

Article Five Country Committees

Section 5.1 Constituents Units

The Constituent units of Democrats Abroad are, except in exceptional circumstances, the Country Committees, which shall be the organized democratic expression of US citizens overseas and shall further the aims of the Democratic Party of the United States of Democrats Abroad. Except where otherwise more expedient, Country Committees shall represent geographical areas coextensive with national boundaries.

Section 5.2 Admission

To be admitted to Democrats Abroad as a Country Committee a group must make application to the International Chair. It shall forward:

- (a) a membership list, certifying it is composed of at least 50 United States citizens of voting age having their principal residence in that defined geographical area and who adhere to the principles of the Democratic Party of the United States;
- (b) a copy of Bylaws of the Country Committee adopted in conformity with the Charter and Bylaws of the Democratic Party of the United States, the Democratic National Committee, and the Bylaws of Democrats Abroad and certified by the duly elected Chair and another duly elected officer of the Country Committee;
- (c) copies of publicity providing reasonable notice to United States citizens in that defined geographical area of the organization and election meeting(s) of the applicant Committee, as well as a list of officers elected and their full contact information;
- (d) a copy of the minutes attested to by the duly elected Chair and another duly elected officer of the Country Committee for the meeting or meetings in which officers were elected who (i) at the time of their election and thereafter have their principal residence in that defined geographical area; (ii) have been elected for a term of office not exceeding two years; (iii) are eligible to serve in the same office (if so provided in the Bylaws of the Country Committee) no more than two consecutive terms; and (iv) include a Chair and Vice Chair (or first Vice Chair) of opposite sex.

Section 5.3 DPCA Vote to Admit

A two-thirds affirmative vote of the DPCA at a duly called meeting shall be required to admit an applicant Country Committee.

Section 5.4 Country Committee Filings

- (a) By January 31st of each year, each Country Committee shall furnish to the International Chair a copy of the Country Committee's Bylaws.
- (b) Within fifteen days of an election held by a Country Committee, the Secretary of such Country Committee shall certify the results of the election to the International

Secretary and forward the minutes of the election meeting, with full address and contact information of the office holders so elected.

(c) Without limitation of the foregoing, Country Committees shall at all times be in keeping with Sections 5.2 and 5.4; provided, however, that by a 4/5 majority of the Executive Committee of the DPCA that, by a majority of the DPCA at a regular meeting, upon written application, and for good reason, a dispensation from Section 5.2 (d) may be granted for a period not to exceed 2 years.

(d) By January 31st of each year the Chair of each Country Committee shall forward to the International Chair of the DPCA a membership database containing the names and such other information as the DPCA Executive Committee shall require for certification of the number of members, and such list must be countersigned by the secretary or treasurer of such Country Committee. The database referred to in the previous sentence shall be in the format from time to time prescribed by the Executive Committee.

Section 5.5 Non-Voting Committee

A country organization meeting all the requirements of Section 5.2 and having not less than 10 but not more than 49 members may, upon application to the Chairperson of Democrats Abroad, be admitted as a Non-Voting Committee and thereafter may participate in activities of Democrats Abroad without the right to vote in DPCA matters.

Section 5.6 Chapters

Each Country Committee may permit chapters to be formed within local geographic areas. Such chapters shall operate in accordance with the bylaws of the Country Committee in which they are formed. In no event may a chapter operate in conflict with the bylaws of Democrats Abroad. Such chapters shall be recognized only for the internal purposes of the Country Committee and shall be under its governance. Any dispute relating to the relationship between a chapter and its Country Committee may be brought before the Executive Committee of Democrats Abroad for determination.

Section 5.7 Members-at-Large

Individuals residing in territories not having a recognized Democrats Abroad Country Committee may become members-at-large and shall enjoy all rights and privileges of individual members as they shall be determined from time to time by the DPCA.

Section 5.8 Suspension of Country Committee or of Non-Voting Committee

A Country Committee or a Non-Voting Committee may be suspended from full membership by unanimous vote of the Executive Committee or by a majority vote of the DPCA if:

(a) it fails to hold an election of officers within six months following the date prescribed by the Country Committee's Bylaws, or

(b) it engages in conduct which seriously prejudices the interests of the Democratic Party of the United States, the DNC, or Democrats Abroad.

Any Country Committee or Non-Voting Committee suspended under subparagraph (a) of Section 5.8 shall automatically be reinstated to full membership upon filing an application accompanied by a copy of the minutes of a valid election meeting certified as true by the Country Committee's Chairperson and Secretary.

A Country Committee or a Non-Voting Committee suspended under subparagraph (b) of Section 5.8 may request a prompt hearing and the Executive Committee shall make such arrangements as it deems best suited to protect all interests, in the context of a global party, including supervising new elections, at the request of the Country Committee or Non-Voting Committee. The hearing may, without limitation, be held by conference telephone call or video conference. The Executive Committee shall adopt such rules of procedure for hearings in connection with the proposed suspension of a Country Committee as it deems necessary to ensure that the hearing be conducted in a fair manner.

Article Six Regions

Section 6.1 Creation of Regions

Groupings of Country Committees shall be divided into the following geographical Regions: (i) Europe – Middle East – Africa, (ii) Asia – Pacific and (iii) the Americas. The composition of Regions may be altered by a standing resolution adopted at any meeting of the DPCA by a two-thirds majority of those present in person or by proxy.

Each Region shall elect a Regional Vice Chair at a meeting of the Region held in the first quarter of each odd numbered year. The terms of office of the Regional Vice Chairs shall be from the closing of the election at the Regional meeting until the close of the election at the Regional meeting in the next subsequent odd numbered year.

Section 6.2 Regional Vice Chair

The members of the DPCA representing Country Committees in any Region may, if they desire, elect at a Regional meeting a person from their Region as a Regional Vice Chair to serve on the DPCA. Regional Vice Chairs must have their principal residence abroad and in the Region for which they are elected. To the extent feasible, such meetings shall be held in those countries which so request. A prompt report of such meeting shall be made to the DPCA.

The term of office of a Regional Vice Chair shall be for a two-year period as from the date of the regional meeting at which he or she was elected.

Section 6.3 Duties of Regional Vice Chairs

The Regional Vice Chairs if any, chosen under Section 6.2 shall, under the direction of the International Chair promote cooperation among the Country Committees in the respective Regions and implement any regional programs or plans adopted by the Regional Committees provided such has been approved by the International Chair in consultation with the Executive Committee.

Section 6.4 Regional Meetings and Communication

The Regional Vice Chairs shall preside over any Regional meetings. The rules applicable to such meetings shall be the same as those applicable to DPCA meetings.

Members of the DPCA who represent Country Committees in each Region may also meet by appropriate means of communication to consider other matters relating to that Region. A prompt report of such meeting shall be made to the DPCA.

Article Seven Democratic National Committee

Section 7.1 DNC Members

The members of the Democratic National Committee representing Democrats Abroad shall be:

- (a) The International Chair and International Vice Chair of the DPCA, ex officio;
- (b) Six additional members to be elected as provided in Section 7.2 (or such lesser or greater number of additional members determined by the DNC), no more than one of whom shall be resident in any one country.

Section 7.2 Election of DNC Members

Each of the six additional non ex officio members of the DNC is eligible to serve in such position for no more than two consecutive full terms and shall be elected for a term of four years at a meeting of the DPCA to be held during the year of the National Convention, upon majority vote of the following persons, present in person or represented in accordance with Section 3.10:

- (a) Members of the DPCA (excluding the incumbent elected members of the DNC);
- (b) Delegates and alternates representing Democrats Abroad to the National Convention of the Democratic Party. Notwithstanding the foregoing, at any Regional Convention held pursuant to a duly authorized and accepted Delegate Selection Plan, the delegates may, following the election of National Convention Delegates, elect one member of the DNC from that Region.

The International Chair and International Vice Chair of the DPCA may not cumulate membership as ex officio members and as elected members of the DNC. Elected members of the DNC need not be members of DPCA. All members of the DNC must have their principal residence abroad and their number shall be equally divided between men and women.

Section 7.3 Vacancy

Any vacancy occurring among the elected DNC members shall be filled at the next meeting of the DPCA, for the unexpired remainder of the term, by a majority vote of the DPCA, excluding the remaining elected DNC members. A person elected to serve out the balance of a term for a period of less than 730 days shall not be deemed to have served a full term.

Article Eight National Convention

Section 8.1 Delegate Selection

Delegates to the National Convention of the Democratic Party or Democratic Party Conferences shall be elected by the members of Democrats Abroad pursuant to procedures to be established by the DPCA in accordance with the Delegate Selection Plan of the Democratic Party of the United States and such other rules and procedures adopted by the Democratic National Committee.

Article Nine Finances

Section 9.1 Contributions by Country Committees

Each Country Committee shall make its best efforts to assist the DPCA in meeting the expenses of Democrats Abroad, in accordance with general policies to be determined from time to time by the DPCA by means of standing resolutions. In setting such policies, the DPCA shall give consideration, inter alia, to those Country Committees which may have difficulties in making normal contributions because of local economic conditions or exchange restrictions. Each officer and DNC Member shall make her or his best efforts to assure that Democrats Abroad is adequately funded. Nothing herein contained shall be deemed as an obligation to contribute personally to the financial resources of Democrats Abroad.

Article Ten Amendments

Section 10.1

These Bylaws may be amended by the affirmative vote of two-thirds of the members of the DPCA, present in person or represented at a regularly constituted meeting of the DPCA. Voting by letter, telex, fax, cable telephone, video conference or electronic means to amend the Bylaws shall not be permitted unless there has been discussion of the amendment at the immediately preceding meeting. The text of any proposed amendment shall be circulated with the notice of any meeting where said amendment shall be discussed or voted.

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