



## **ARTICLE I – NAME**

**Section 1.1** The name of this organization is Democrats Abroad Germany (“DA Germany”).

## **ARTICLE II – PURPOSES**

**Section 2.1** The Democratic Party Committee Abroad (the “DPCA”) is the organization that represents all United States citizens residing 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. The DPCA has recognized DA Germany as the official organization representing American Democrats who reside in the Federal Republic of Germany (the “Territory”) and as a constituent unit of the DPCA. These Bylaws are subject to the Charter of the DPCA and shall be in accordance with the charter and bylaws of the Democratic National Committee of the Democratic Party (the “DNC”) in all matters.

**Section 2.2** The purpose of DA Germany shall be (to the extent allowed by U.S. law) to:

- (a) promote the interests of the Democratic Party to Americans residing within Germany;
- (b) promote the election of Democratic candidates to public offices at all levels of government;
- (c) assist in the adoption of a party platform that recognizes the particular concerns of Americans living abroad and specifically within Germany; and
- (d) represent the general membership of DA Germany at all levels of the Democratic Party.

## **ARTICLE III – MEMBERSHIP**

**Section 3.1** Any American citizen of voting age whose principal residence is in or near the Territory and who supports the principles, goals and purposes of the Democratic Party and does not support or assist any organization or person that has been declared by the chair of the DNC or the DNC as not supporting the Democratic Party as prescribed by the charter and bylaws of the DNC is eligible for membership in DA Germany.

**Section 3.2** Personal data collected from DA Germany members (including names, addresses, telephone numbers and e-mail addresses) shall be kept confidential and shall not be disclosed outside of DA Germany other than to the DPCA as required by the DPCA Charter. Within DA Germany, no person other than the Country Chair, the Vice Chair, the Secretary and the Treasurer (and with regard to the members of any Chapter, the relevant Chapter Chair) shall have access to any personal data collected from DA Germany members other than as necessary to carry out a specific task assigned to a DA Germany member by the Executive Committee. Anyone with access to personal data collected from DA Germany members must sign a confidentiality agreement and such access must be approved by the Country Chair or these Bylaws.

**Section 3.3** No fees or dues or past voting record shall be required as a condition of membership or voting status.

**Section 3.4** Discrimination in the conduct of the affairs of DA Germany on the basis of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, gender identity, economic status, philosophical persuasion or physical disability shall be prohibited.

**Section 3.5** The Secretary shall ensure that the membership of DA Germany is reported to the DPCA by February 20th or such other date required by the DPCA Charter.

#### **ARTICLE IV – COUNTRY-WIDE OFFICERS**

**Section 4.1** The elected officers of DA Germany (the “Officers”) shall be the Country Chair, Vice Chair, Secretary and Treasurer.

- (a) The Country Chair shall organize and conduct meetings of the Executive Committee and the membership, set the agenda of such meetings and fill a vacancy in any of the other elected offices until the next Annual General Meeting at which Officer elections are held. The Country Chair shall be a member of and attend meetings of the DPCA in accordance with the DPCA Charter.
- (b) The Vice Chair shall act in the absence of the Country Chair and shall become Country Chair in case of a vacancy in the office of Country Chair until the next Annual General Meeting at which Officer elections are held. The Vice Chair shall be a member of and attend meetings of the DPCA in accordance with the DPCA Charter.
- (c) The Secretary shall maintain a list of members of DA Germany in such manner as may be prescribed from time to time by the DPCA, record and maintain minutes of all meetings of DA Germany and of the Executive Committee and shall keep all files and administrative and archival records of DA Germany. All such files and records shall be available for inspection by any DA Germany member as well as by any officer or appointed representative of the DPCA.
- (d) The Treasurer shall have signature power over any bank or other financial accounts opened by DA Germany. The Country Chair and Vice Chair shall receive copies or updates of DAG financial accounts upon request. Any security codes or similar information necessary for access to any such account (such as passwords, PINs and TANs) shall be held by the Treasurer, but must be provided to the Country Chair and/or the Vice Chair upon request. The Treasurer shall maintain an active correspondence with and oversight of Chapter Chairs or Chapter Treasurers at least annually.

**Section 4.2** The Country Chair and Vice Chair shall be of different genders.

**Section 4.3** Any Officer must have been a member of Democrats Abroad for at least 30 days, be a member of DA Germany at the time of such Officer’s election and remain a member throughout tenure as an Officer.

**Section 4.4** No Officer or elected member of the Executive Committee may serve three full terms in an office consecutively unless there are no other candidates, except for the position of DPCA Voting Representative for which no term limits shall apply as per the DPCA Charter.

**Section 4.5** Officers and elected members of the Executive Committee shall be elected by a plurality of the members of DA Germany present and voting at the Annual General Meeting of the membership held in each odd-numbered year.

- (a) Present and voting for the purposes of any election shall mean physically present in the room in which the Annual General Meeting is being held, or remotely present via any electronic media reasonably available to all members in which members may

follow the simultaneous actions of those present in the room. Choice of electronic media shall be the responsibility of the Nomination and Elections Committee with the approval of the Executive Committee.

- (b) Each Officer and elected member of the Executive Committee shall serve from the date of such Officer's election or appointment until a successor has been duly elected or, in the event of resignation, appointed, or until removed pursuant to Article IX.

**Section 4.6** At least two months prior to each Annual General Meeting at which Officers and other members of the Executive Committee are to be elected, the Country Chair, with the approval of the Executive Committee, shall establish a Nominations and Elections Committee ("NEC") consisting of at least three members of the current or a former Executive Committee.

- (a) The Nominations and Elections Committee shall seek out members interested in serving as Officers and other members of the Executive Committee and, at a meeting of the Executive Committee to be held no less than four weeks and no more than eight weeks prior to such Annual General Meeting, shall submit to the Executive Committee for its approval a list of recommended nominees for all positions. Such list, as approved by the Executive Committee, shall be submitted to the members at least three weeks prior to the Annual General Meeting.
- (b) Nominations for Officers and elected members of the Executive Committee may also be made from the floor at the Annual General Meeting; no second shall be required for any such nomination.

**Section 4.7** Upon completion of the nominations process, including nominations from the floor, voting to elect all positions shall take place. Those members physically present in the room where the election is being held shall vote using physical ballots unless otherwise agreed as permitted by Section 8.8. Those present remotely (as defined in Section 4.5(a)) shall vote by whatever electronic method may be applied to properly record, verify and archive each individual electronic vote cast. For all votes cast, a time certain shall be announced by the committee presiding at the election at the beginning of each vote, by which time all physical and electronic votes must be lodged with the Nominations and Elections Committee. Voting shall take place in the following sequence:

- (a) Chair;
- (b) Vice Chair;
- (c) Secretary;
- (d) Treasurer;
- (e) Those At-Large Coordinator positions with designated duties as provided for in Section 5.7:
- (f) All remaining At-Large Coordinator positions with no prior designated duties; and
- (g) DPCA Voting Representatives.

**Section 4.8** At International meetings and other circumstances when votes are taken by the DPCA, the Chair, Vice Chair, and any DPCA Voting Representative(s) shall have equal voting strength among the votes assigned to DA Germany. No person voting for DA Germany shall carry more than one (1) vote, exclusive of any proxy votes allowed by the DPCA Charter. The Country Chair and Vice Chair shall each have one of the votes assigned to DA Germany.

- (a) The election of DPCA Voting Representatives shall be held in two rounds. In the first round, up to half of the DPCA Voting Representatives shall be elected

from a pool of newly elected or re-elected (i.e., incoming) voting members of the Executive Committee. In the second round, all remaining DPCA Voting Representatives shall be elected from a pool of all eligible members of DA Germany, including any candidate from the first round who was not elected. The final outcome of the election of DPCA Voting Representatives shall comply with gender balance rules.

- (b) Additionally, the top four candidates not elected as DPCA Voting Representatives in the second round of voting in 4.8(a) shall be Alternate DPCA Voting Representatives (“Alternates”). These Alternates shall fill any vacancies among Germany’s DPCA Voting Representatives and shall be non-voting members of the Executive Committee and of the DPCA. No more than two of the four Alternates may be of the same gender.
- (c) When a DPCA Voting Representative resigns or is removed, an Alternate shall fill the vacancy. The Alternates shall be ranked in order of the votes they received in the second round of voting in 4.8(a) and the highest ranked Alternate who allows the delegation to meet gender-balance requirements shall fill the empty DPCA Voting Representative slot. In the event of an Alternate vacancy, the Country Chair shall appoint, with Executive Committee approval, a replacement Alternate.

**Section 4.9** Upon the resignation or removal of an Officer other than the Country Chair or an elected member of the Executive Committee, the vacancy shall be filled by a majority vote of the Executive Committee members present and voting at the first meeting of the Executive Committee held after a suitable replacement has been identified and indicated that he or she is willing to fill the position.

## **ARTICLE V – EXECUTIVE COMMITTEE**

**Section 5.1** The voting members of the Executive Committee shall consist of:

- (a) the Country Chair;
- (b) the Vice Chair;
- (c) the Secretary;
- (d) the Treasurer;
- (e) any DPCA Voting Representative(s) (if warranted by DA Germany membership numbers in accordance with the DPCA Charter);
- (f) nine At-Large Coordinators;
- (g) the immediate past Country Chair, so long as he or she was not removed for cause from the position; and
- (h) each Chapter Chair.

Any Deputy Vice Chair or Legal Counsel duly appointed and approved per Section 5.9 shall be a non-voting member of the Executive Committee.

**Section 5.2** The Executive Committee shall have general responsibility for the affairs of DA Germany between Annual General Meetings and shall act as its steering committee. It shall have the right to review and approve the activities of the Officers of DA Germany as well as of the various Chapters, to approve the appointment of any Deputy Vice Chair or Legal Counsel by the Country Chair, to form sub-committees and to review their activities, to authorize budgets and approve any expenditures in excess of EUR 500 or equivalent and to take such

other action as shall be in accordance with these Bylaws and determined by it to be desirable in the administration of DA Germany.

**Section 5.3** A quorum of the Executive Committee shall require the presence of

- (a) the Country Chair or Vice Chair and
- (b) a simple majority from among the following:
  - (i) other voting members of the Executive Committee, and
  - (ii) any DA Germany member designated by a Chapter Chair to represent such Chapter Chair during the Chapter Chair's absence from an Executive Committee meeting.

**Section 5.4** Decisions will be made by the Executive Committee by a simple majority of those voting members present.

**Section 5.5** Regular meetings of the Executive Committee shall be held at least quarterly.

**Section 5.6** All members of the Executive Committee shall be notified reasonably in advance of each meeting of the Executive Committee.

**Section 5.7** DPCA Voting Representatives shall be nominated and elected at each Annual General Meeting with elections per Section 4.5-4.8. DPCA Voting Representatives are assigned to country committees of the DPCA in accordance with DPCA Charter procedures and are elected to represent DA Germany at International meetings and vote as allowed by the DPCA Charter. Failure of a DPCA Voting Representative to reasonably fulfill his or her duties may be grounds for removal from the Executive Committee in accordance with Section 9.2. Vacancies shall be filled in the same manner as for Officers.

**Section 5.8** At-Large Coordinators shall be elected at each Annual General Meeting by elections per Sections 4.5-4.7. No less than 10 weeks prior to the Annual General Meeting, the Executive Committee may determine designated duties for any or all of the At-Large Coordinator positions to be elected. Responsibilities of those At-Large Coordinators not elected to a position with designated duties may be suggested by the Country Chair in agreement with the At-Large Coordinator and with approval of the Executive Committee. Failure of an elected At-Large Coordinator to reasonably fulfill designated duties as set forth prior to such At-Large Coordinator's election or to reasonably fulfill responsibilities reached through agreement between the Country Chair, the At-Large Coordinator, and the Executive Committee may be grounds for removal from the Executive Committee in accordance with Sections 9.1 and 9.2. Vacancies shall be filled in the same manner as for Officers.

**Section 5.9** The Country Chair, with the majority approval of the Executive Committee, may appoint Deputy Vice Chairs for specific duties and one or more Legal Counsel. Any Deputy Vice Chair or Legal Counsel so appointed shall take part in meetings of the Executive Committee and shall be considered members of the Executive Committee for the purposes of these Bylaws, but shall have no right to vote. The Legal Counsel shall be available for consultation on legal and procedural questions relating to DA Germany and its activities, including interpretation of and compliance with these Bylaws, the Charter of the DPCA and the charter and bylaws of the DNC.

## **ARTICLE VI – CHAPTERS AND PRECINCTS**

**Section 6.1** The organization's Territory is divided into geographical subsections ("Chapters"), the purpose of which is to facilitate local organization and GOTV activities. A minimum of 50 members is required to form a new Chapter. Each member shall belong to one Chapter.

**Section 6.2** Chapters may be formed by a vote of the Executive Committee. The Executive Committee may, by two-thirds vote and for good reason, dissolve a Chapter and redistribute its membership to other chapters as appropriate. In accordance with Chapter Operational Guidelines to be defined by the Executive Committee, each Chapter may organize itself according to its needs and the size of its membership.

### **Section 6.3**

- a. Business meetings and local events shall be hosted by each Chapter regularly, and every reasonable effort shall be made to do so at least monthly. No later than seven days before the national Annual General Meeting in odd-numbered years, a Chapter Election Meeting shall be held to elect a Chapter Chair and Chapter Vice Chair; gender balance rules shall apply. At such Chapter Election Meetings every reasonable effort shall be made to include all members of the Chapter, physically and electronically, in accordance with election rules as adopted by the Executive Committee and with election procedures as laid out by the Chapter Nominations & Elections Committee (“CNEC”) as defined in Section 6.3 (c). The minutes of the Chapter Election Meeting shall be forwarded to the Chair and Secretary of DA Germany within one week of the Chapter Election Meeting.
- b. The Chapter Vice Chair represents the Chapter in the absence of the Chapter Chair and, upon resignation or removal of the Chapter Chair, automatically replaces the Chapter Chair.
- c. In order to ensure fair elections within each of the Territory’s Chapters, the Country Chair shall appoint a Chapter Nominations & Elections Committee (“CNEC”) by the last quarter of even-numbered years. The CNEC shall consist of a minimum of 5 members and shall set standards and rules for election procedures at Chapter Election Meetings and shall administer such elections.

**Section 6.4** In order to increase the effectiveness of a Chapter and to increase the diversity and openness of its leadership, the Executive Committee shall, through the CNEC, strongly encourage all chapters to elect a Chapter board at their Chapter Election Meetings. Board positions elected at the same meeting as the Chapter Chair and Chapter Vice Chair (i.e., not appointed positions) may not be removed from office except by a vote of the Executive Committee. The Chapter Chair may recommend a replacement of an elected Chapter Board Member if the elected person resigns, is removed, or the person is no longer a member of DA Germany. The Executive Committee shall vote to affirm or deny such replacement. Chapters may opt to elect only a Chapter Chair and Vice Chair. The Chapter Chair may create any additional chapter positions the Chapter Chair deems appropriate, and i shall have sole authority over the appointment or removal of individuals holding such positions. These will be non-voting members of the Chapter Board.

**Section 6.5** Adjustments to Chapter boundaries may be proposed by the Country Chair or by a Chapter Chair and, after deliberation, shall be implemented if approved by the Executive Committee.

**Section 6.6** Precincts may be formed upon application of a Chapter Chair or individual or group within a chapter and vote of the Executive Committee to approve such Precinct. Each Precinct must have a Precinct Captain, appointed by the Chapter Chair and approved by the Executive Committee, who has the right to participate as a non-voting member of the Executive Committee. The Precinct Captain’s term shall expire upon resignation or at the DAG Annual General Meeting in odd-numbered years. Each Precinct shall organize itself according to its needs and the size of its membership. The chapter and all At-Large Coordinators shall provide reasonable organizational support to assist precincts with member outreach, event

promotion, GOTV activities and publicity.

## **ARTICLE VII – CAUCUSES**

**Section 7.1** Any member may propose the formation of a Caucus, and the Executive Committee shall vote to approve or deny the formation of such Caucus. When a Caucus is formed, the Caucus Coordinator, in conjunction with the Country Chair, shall suggest a team of 1-5 people to lead the new Caucus. The Caucus leadership team may choose to elect a chair, or co-chairs, as it sees fit. The Country Chair, the applicable Caucus Leadership Team, or Caucus members will suggest responsibilities to be assumed by the Leadership Team, and the Executive Committee shall vote to approve or deny any such responsibilities. Failure of any member of the Caucus Leadership Team to reasonably fulfill designated responsibilities may be grounds for removal from the Caucus Leadership Team in accordance with Sections 9.1 and 9.2. Vacancies shall be filled in the same manner as for Officers.

## **ARTICLE VIII – MEETINGS GENERALLY**

**Section 8.1** The meetings of the Executive Committee, any committee of any Chapter or any subcommittee of either may be held in person or by telephone, video-conference, internet-conference or such other means as may be agreed upon by the members of such committee as long as the technology for conducting the meeting is reasonably available to all voting members and permits an adequate means of open debate.

**Section 8.2** All meetings of the Executive Committee, the Chapters and the General Membership shall be open to all members of DA Germany; provided, however, that meetings of the Executive Committee or any sub-committee of the Executive Committee may be closed to non-members by a vote of a majority of the members of the Executive Committee or such sub-committee, as the case may be, present and voting.

**Section 8.3** At least one meeting of the general membership of DA Germany shall be held every year between January 1 and June 30 (each such meeting, an “Annual General Meeting”). The Country Chair shall give members at least six weeks’ prior written notice of the time and place of the meeting. Every practicable effort shall be made to obtain full and widespread notice to the members of the time and place of the Annual General Meeting, including, but not limited to, providing written notice by mail or electronic means to all members of DA Germany. No later than three weeks before the Annual General Meeting, the Country Chair shall distribute a copy of any proposed amendment(s) to the Bylaws (as required by Section 10.2) and, if Officer elections are to be held at such Annual General Meeting, the list of recommended nominees for such positions (as prepared by the Nominations and Elections Committee and approved by the Executive Committee pursuant to Section 4.7).

**Section 8.4** The Country Chair shall call an extraordinary general meeting of the membership upon the request of a majority of the Executive Committee. Any extraordinary general meeting shall be held in the same manner as an Annual General Meeting, including the requirements for notice.

**Section 8.5** The Annual General Meeting shall be the highest authority of DA Germany, subject to the provisions of these Bylaws.

**Section 8.6** At each Annual General Meeting, the country committee officers shall present a report of their activities since the previous Annual General Meeting. All Chapter Chairs and At-Large Coordinators shall also present a brief report of their activities.

**Section 8.7** All meetings of DA Germany at whatever level will be conducted in accordance with and in the following order of priority in the event of a conflict: these Bylaws, any rules for the conduct of meetings adopted by the Executive Committee and the latest edition of Robert’s Rules of Order. Every practicable effort shall be made, within the parameters set by

aforementioned regulations, to ensure that all members who wish to speak shall be heard.

**Section 8.8** Voting in all meetings may be by show of hands, roll call, written ballot or such other means as may be agreed by those present and voting and in all events shall be open and may not be secret and, if in written format, must be signed either physically or electronically in order to permit identification of the person voting.

## **ARTICLE IX – RESIGNATION OR REMOVAL FROM OFFICE**

**Section 9.1** Any DA Germany officeholder may resign by written notice to the Country Chair or Vice Chair. Any member of the Executive Committee who has either (1) missed two consecutive scheduled meetings without notification to one of the Officers or (2) missed three scheduled meetings in any six-month period, can be removed from office upon approval of two-thirds of the Executive Committee.

**Section 9.2** After notice and opportunity for hearing and upon grounds found by two-thirds of the full membership of the Executive Committee to constitute good and sufficient cause, the Executive Committee may remove any member of DA Germany from membership in DA Germany and/or any office that such person may hold in DA Germany (including without limitation any elected office). Pursuant to the Charter of the DPCA, any member or officeholder of DA Germany may also be removed for cause.

**Section 9.3** A member of DA Germany who shall cease to have principal residence in or near the Territory shall be deemed to have resigned from DA Germany effective upon such member's change of principal residence.

## **ARTICLE X – AMENDMENTS**

**Section 10.1** These Bylaws may be amended by the general membership of DA Germany by a three-fifths majority of those present and voting at an Annual General Meeting.

**Section 10.2** Amendments to these Bylaws may be suggested to the Country Chair by any member. Notice of intent to amend these Bylaws and a copy of any proposed amendment must be given to members at least three weeks before such an Annual General Meeting.

## **ARTICLE XI - ADOPTION OF THESE BYLAWS AND TRANSITIONAL RULES**

**Section 11.1** These Bylaws shall be effective immediately upon adoption by the general membership of DA Germany in accordance with the then-effective bylaws of DA Germany at a duly constituted Annual General Meeting and shall replace any previously effective bylaws of DA Germany.