

# Bylaws

Approved by Membership

## **Article One: General**

Democrats Abroad Norway (DAN) is a recognized country committee of the Democratic Party Committee Abroad.

The primary responsibilities of DAN shall be:

- To encourage and aid Americans living in Norway to participate in elections of the United States of America
- To further the aims of the Democratic Party of the United States of America
- To serve as the Democratic organization for United States citizens resident in Norway
- To transmit views of Democrats Abroad and the Democratic National Committee to American Democrats in Norway, and vice versa, both on party affairs and policy
- Especially in campaign years, to handle publicity and advertising, acquisition and distribution of campaign literature and materials, coordination of visits, and related matters
- To nominate delegates to Democrats Abroad regional caucuses

## **Article Two: Membership**

Membership is open to all United States citizens of voting age having their principal residence in Norway, and who wish to adhere to the principles of the Democratic Party of the United States.

Membership is obtained by contacting a member of the executive committee in writing and asking to be added to the DAN membership list.

A member may resign by written notice to the Chair, and such resignation is effective immediately.

A member, who shall cease to have his or her permanent residence in Norway, shall be deemed to have resigned effective upon his or her change of residence.

A member who by her or his actions demonstrates that she or he no longer subscribes to the principles of the Democratic Party of the United States and of Democrats Abroad may be excluded from membership by a majority vote of the DAN officers; provided however that such vote may only be taken after the member has been reasonable notice of the Executive Committee's intention to exclude the member and has had reasonable opportunity to contest the proposed action by the Executive Committee.

By January 31st of each year the Chair of DAN will forward a membership list to the International Chair of the Democratic Party Committee Abroad ("DPCA") 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 of DAN.

By becoming a member of Democrats Abroad Norway, each member of the organization consents to the delivery his/her name and other information contained on the membership list of the organization to the DPCA and to such lawful use thereof as the DPCA shall make from time to time. Membership in Democrats Abroad Norway automatically results in membership in Democrats Abroad.

Each member has the right to inspect and correct the member's data in the membership records. Membership records shall otherwise not be open to inspection except by the Executive Committee and persons authorized by it, notably the database manager. The membership records shall be maintained by the Secretary in such a manner in order to protect the information therein, pursuant to applicable data protection rules. No use of the membership database is permitted for purposes other than those related to the activities of the Democratic Party, of Democrats Abroad or of Democrats Abroad Norway. No candidate for any office may use or access the

membership database directly for the purposes of campaigning for office or soliciting votes or proxies.

### **Article Three: Meetings**

DAN will hold at least one annual meeting, held in the fourth quarter of each year. Additional meetings can be called by Officers or by written request by a sufficient numbers of DAN members.

#### **3.1 Calling of Meetings**

Meetings of DAN may be called by the Chair or by the written request of at least one-fourth of its members.

A meeting shall be called in the fourth quarter in each year to review and approve accounts, take any such other action as may be appropriate, and, in the odd numbered years, to elect officers.

If for whatever reason the Chair or Vice-Chair fails to call a meeting when required to do so, the Secretary shall call such meeting within 30 days of the date required.

#### **3.2 Date and Place**

The place and time of the DAN meeting shall be determined by the Officer calling said meeting.

#### **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 Chair to each member of DAN not less than 45 days before the date of the meeting.

Any member may request the Chair in writing, not less than 30 days before the meeting, to place additional items on the agenda, and shall furnish the text of any resolutions proposed for adoption.

The Chair shall circulate such additional items and proposed resolutions, as well as other resolutions, not less than 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.

### 3.4 Quorum

A quorum for a meeting shall require the presence of the Chair or Vice-Chair of DAN, as well as ten additional members or ten percent of the verified DAN membership, whichever number is higher.

### 3.5 Attendance

The Chair shall encourage members of DAN who are unable to attend in person at meetings to participate remotely, whenever technically and economically feasible.

The Chair will, when possible, inform members of DAN of the telephone number or contact details 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 Chair nor DAN shall be obligated to pay for the telecommunications charges in participation by a member; all such line charges shall be for the account of the member choosing to participate remotely.

Such participation by telephone or via other communication devices shall constitute presence in person at a meeting for all purposes of these bylaws.

### 3.6 Proxy

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

A proxy may be revoked in writing via any of the aforementioned communication mechanisms at any time prior to the call to order of a meeting.

If during the course of a meeting of DAN, a person duly recorded as present must leave the meeting, temporarily or permanently, such person may give another DAN member a proxy for the meeting, valid for the duration of the absence or for the duration of the concerned meeting

No person may hold more than two proxies.

#### **Article Four: Officers**

The elected officers of DAN shall be the Chair, Vice-Chair, Secretary, Treasurer and Counsel. The Chair and Vice-Chair shall be of opposite sex, and an effort shall be made at all times to promote diversity among the elected officials.

##### 4.1 Election

The officers shall be elected at the annual meeting of DAN held in odd-numbered years, to serve for a term of two years or until their successors are elected.

Nominations for office may be made from the floor at the election meeting. Election shall be by majority of votes from attending members.

No officer may serve in the same office for more than two consecutive terms. In the event that there is no candidate for a DAN office, an officer who has served two consecutive terms in that office may be elected to an additional term of that office by a two-thirds majority vote of attending members.

##### 4.1.1 Elections Committee

The Executive Committee, or an Elections Committee that has been expressly created for the purpose of carrying out the elections and has been approved by the Executive Committee, shall decide whether the elections shall be conducted (i) by

mail ballot (to be counted at the annual meeting), (ii) by vote (in person or by proxy) held at the annual meeting or (iii) another method specified by the Chair.

#### 4.1.3 Timing of Nominations

The Elections Committee shall notify the membership of its nominations, together with any self-nominations that have been received, no less than 30 days prior to the annual meeting.

#### 4.1.3 Additional Candidates

If the elections are to be conducted by mail, any member of the organization wishing to run for office and not nominated by the Elections Committee may declare his or her candidacy at least 14 days before the annual meeting by a letter addressed to the Chair of the Elections Committee. The Elections Committee shall send ballots by mail to the membership of the organization no earlier than 13 days before the annual meeting and no later than 10 days before such meeting.

#### 4.1.4 Nominations From the Floor

If the elections are to be held by mail ballot, no nominations may be made from the floor except when there is no declared candidate for an office to be filled. If the elections are to be conducted by vote (in person or by proxy), nominations for all positions to be filled may be made from the floor (whether in Oslo or at another participating Chapter Committee) of the annual meeting.

#### 4.1.5 Campaigning

All campaigning shall cease 24 hours before the election.

#### 4.1.6 Election Time Frame

An election will have a start time and a completion time as determined by the Executive Committee. The time frame must be ample for the membership of DAN to place their votes. Votes will not be accepted outside of this time frame.

#### 4.1.7 Ballot Policy

All ballots shall be signed by the voting member. If voting via electronic means, the voter must print, sign, scan and return the signed/scanned ballot as an email attachment. Each vote must be traceable and identifiable as having been made by an identified member. Ballots will be held for 30 days after the election for verification purposes and thereafter destroyed. Verification of ballots may only be performed by an independent, non-candidate individual appointed by the Executive Committee.

#### 4.2 Replacement

In the event of a vacancy, or the resignation or removal of an officer, the Chair shall proceed immediately with the appointment of a replacement, subject to confirmation at the next meeting of DAN, where nominations shall be taken from the floor. The replacement shall serve out the balance of the term.

#### 4.3 Responsibilities of the Chair

The Chair shall be the chief executive officer of the organization, shall call and preside over all meetings of members and of the Executive Committee, and shall have responsibility for all activities approved by the organization. The Chair shall sit ex-officio on all committees of the organization, with full voting privileges. The Chair shall preside at all meetings, establishing their agenda and implementing their decisions. The Chair may appoint and remove deputies, assistant officers, honorary Officers, committee leaders, having such duties as he/she shall designate, subject to ratification by the members of the Executive Committee at the next meeting of the Executive Committee.

#### 4.4 Responsibilities of the Vice-Chair

In the absence of the Chair, the Vice-Chair shall call and preside at meetings of members and of the Executive Committee. The Vice-Chair shall have such other duties as the Chair shall define.

#### 4.5 Responsibilities of the Secretary

The Secretary shall maintain a current list of members of the organization (containing the name, mail and e-mail addresses, telephone and fax numbers and U.S. voting district/state and such other information as the DPCA may from time to time require), minutes of all meetings, and all files and administrative records of the organization. The minutes shall be open for inspection by members.

#### 4.6 Responsibilities of the Treasurer

The Treasurer shall manage the finances of the organization, keep records of all receipts and disbursements, deposit and disburse DAN funds, make an annual

financial report to DAN, and ensure that any necessary reports to the DNC, the governmental authorities of the United States of America, or the Norwegian tax authorities, are filed as may be required by law (including without limitation the laws and regulations of the United States and the several States applicable to political parties and contributions to them).

All such records shall be open for inspection by members. The Treasurer shall consult with the International Treasurer of Democrats Abroad from time to time on matters concerning the maintenance of financial records and financial reporting (notably to the United States Federal Election Commission).

#### 4.7. Responsibilities of the Counsel

The Counsel shall be available for consultation by the Executive Committee or its officers on legal and procedural questions relating to DAN and its activities.

#### 4.8 Other Officers

The Chair may appoint and remove such assistant officers or honorary officers, having such duties as he or she shall designate, subject to ratification by the members of the Executive Committee at the next meeting of the Executive Committee.

### **Article Five: Committees**

#### 5.1 Executive Committee

The Executive Committee shall be composed of the Chair, Vice-Chair, Secretary, Treasurer and Counsel elected from among the eligible members of the organization.

The Chairs of the Chapter Committees and Standing Committees shall be ex-officio members of the Executive Committee with full voting privileges. The Executive Committee shall meet at regular intervals upon call by the Chair, for the purpose of consulting with and advising the Chair in the administration of the organization. A meeting of the Executive Committee may be called by one-third of the Executive Committee.

The Chair may create one or more ad hoc committees, with such functions and responsibilities as he/she shall designate.

## 5.2 Removal from Committees

The Chair shall appoint or remove the chairs of the Standing Committees and the ad hoc committees (if any), subject to ratification by the members of the Executive Committee at the meeting of the Executive Committee next following such appointments or revocation. The membership of each such committee shall be selected by the committee chair after consultation with the Chair.

## 5.3 Other committees

Standing Committees and Ad Hoc Committees may be created by the Chair, or by majority vote of the Executive Committee, with such functions and responsibilities as may be deemed appropriate.

## 5.4 Chapter Committees

Chapters of the organization that principally meet outside of Oslo, or have some other organizational focus, may be organized under the leadership of a Committee established for that specific purpose. Chapter Committee Chairs shall be ex-officio members of the Executive Committee.

## 5.5 Committee Chairs and Membership

The Chair shall appoint and remove the chairs of the Standing Committees and the Ad Hoc Committees, subject to ratification by the members of the Executive Committee at the meeting of the Executive Committee next following such appointments or revocation. The membership of each such committee shall be selected by the Committee Chair after consultation with the Chair. An effort shall be made at all times to promote diversity among Committee Membership.

# **Article Six: Conflicts and Amendments**

## 6.1 Conflicts

In the event of a conflict between (A) these Bylaws and (B) the Bylaws of Democrats Abroad and the Charter and Bylaws of the Democratic Party of the United States and such rules and regulations as Democrats Abroad and/or the Democratic Party of the United States may from time to time adopt, the rules referred to in (B) shall prevail.

## 6.2 Amending Bylaws

These Bylaws may be amended by the affirmative vote of two-thirds of the members of DAN, present in person or represented at a regularly constituted meeting of DAN.

The text of any proposed amendment shall be circulated with the notice of any meeting where said amendment shall be discussed or voted.