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# Tennessee Federation of Democratic Women

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## Standard Operating procedures

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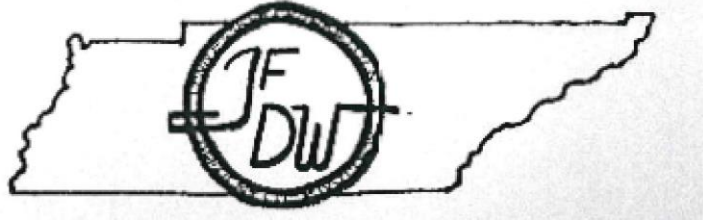
Approved January 30, 2021

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## **TFDW Heritage**

A group of ten to twelve women from across the state met in Nashville in the Fall of 1957 to discuss the possibility of forming a state organization for Democratic women. Martha Ragland and Anna Belle Clement called the meeting. Among those present included Martha Ragland, Rilla Moran (Woods) of Nashville, Charlotte Allen of Murfreesboro, Jean Livingston of Chattanooga, Gwen Fleming of Bristol and Agnes Bird of Maryville.

The Meeting was held at the Hermitage Hotel. Plans were made for an organizational convention to be held in the Spring of 1958 in Nashville. Many discussions preceded the decisions on the type of organization this was to be, who should be contracted to attend the convention and what the membership should be. Decisions were made to guide the committees which were appointed that day.

The decision was made that this was to be an organization of Democratic Women's Clubs (many of which were already in existence across the state). Thus, the organization was to be a Federation, meaning that the local clubs continued with their independent status, giving up only enough power to the Federation so that it could coordinate the efforts of the clubs and members in promoting the issues and candidates of the Democratic Party; and, could promote friendships and cooperation among the Democratic women of Tennessee.

At the first convention, the organizing was completed, Bylaws were adopted and officers were elected. Dr. Charlotte Williams Allen of Murfreesboro was elected President.



The Tennessee Federation of Democratic Women is an organization of Democrat activists in Tennessee in support of the National Federation of Democratic Women. Our members strongly support the Democratic Party agenda on the local, state, and nation levels. We work to elect Democrats - especially women Democrats to public office and to promote women of leadership in the Democratic Party.

Democrats support issues and causes related to feminism, civil rights, labor, healthcare, government transparency, education, technology and the environment. We actively participate online and in our communities to guard, educate and activate to make sure that individual rights are protected, equality is maintained, and bigotry doesn't prevail. We work to support Democratic ideals as well as the party platform and we support Democrats that are currently in office. The state chapter of the Tennessee Federation of Democratic Women is divided into three Grand Divisions: East Tennessee, Middle Tennessee and West Tennessee. Each grand division has county chapters headed by club presidents. Our chapters encourage women to be active in their community, promoting the image of Democrats as well as the ideals of the party, while acknowledging that big change often starts with a little change in our communities.

The history of the Democratic Party has truly been a history of the advancement of human rights in America. Founded in 1792 by supporters of Thomas Jefferson, the party carried various names until the election of 1828 when it became known as "The Democratic Party." The founding Jeffersonian Democrats, Jefferson, Madison and Monroe, acted as Trustees for the people and that tradition in the party continues.

Throughout its history, whether the election was won or lost, the Democratic Party has continued to champion causes of the people of the land. Whether it was Woodrow Wilson's "New Freedom", FDR's "New Deal", or Lyndon Johnson's "Great Society," the party has worked to protect the interests of the individual. During Woodrow Wilson's second administration, the 19th Amendment securing the women's vote was ratified.

In war and in peace, the Democratic Party has provided capable leadership at all levels and for many issues. The Democratic Party espouses equality on all fronts. Democrats believe in equal opportunity for all including on the basis of race, religion, gender, or sexual orientation. Efforts to improve education, health care, environmental protection, urban renewal, rural opportunities, equal employment opportunities and opportunities for immigration and citizenship are only some of the areas that our party has worked to improve the lot of human kind.

## **PREFACE**

The Standard Operating Procedures for the Tennessee Federation of Democratic Women was developed to enhance compliance to the bylaws and serve as a catalyst for continuity and consistency within the organization that would transcend across administration. This is to be accomplished by:

1. Serving as resource for new leader
2. Providing consistency of practice
3. Ensuring compliance to Regulatory guidelines
4. Incorporating major philosophies of National Democratic Party and the National Federation of Democratic Women.

**Procedures Do Not supersede the Bylaws but it recommended that consideration is given whenever Bylaws are reviewed/amended**

# **TENNESSEE FEDERATION DEMOCRATIC WOMEN STANDARD OPERATING PROCEDURES**

## **ARTICLE I MEMBERSHIP (Bylaws Article IV)**

### Sec.1. Clubs (Basic Unit of Federation)

- (a) Upon becoming a chartered member of Federation, chapter expected to abide by rules of the Federation
- (b) Chapter President expected to attend Board Meetings and Convention. Members should also be encouraged
- (c) Volunteer to serve on Committees
- (d) Develop and adhere to own Bylaws that cannot conflict with State/National Federation
- (e) Pay annual dues in accordance to Federation Bylaws
- (f) Maintain copy of State/National Bylaws
- (g) Actively engage in community activities
- (h) Grow membership

### Sec. 2. At Large Members (Members not affiliated with local chapter)

- (a) Pay annual dues in accordance to TFDW bylaws
- (b) Attend Board meetings and Convention
- (c) Maintain familiarity with Federation Bylaws
- (d) Volunteer to serve on committees
- (e) Recruit members with intent to form chapter.

### Sec. 3. Penalties (Policies)

- (a) Endorsement of Republican Candidate could result in expulsion from
- (b) Failure to pay dues by deadline set out in the TFDW Bylaws forfeits the right to send voting delegates to Annual Convention.
- (c) Failure to meet at least 4 times a year could result in censure
- (d) Any State or local member can be expelled for voting in Republican Primary within past four years.

## **ARTICLE II OFFICERS (Bylaws Chapter V)**

**In addition to defined duties in the Bylaws, officers expected to adhere to following:**

### **A. President**

- (a) Following election, oversee transition of documents including immediate possession of financial records and check book.
- (b) Obtain minutes of meeting reflecting election of new Officers and take to bank with Treasurer for change of signatures. If unable to obtain minutes, hold Executive Committee meeting denoting newly elected officers signed by Secretary
- (c) Meet with Executive Committee Members to establish goals and objectives of new administration. Provide general orientation and membership package to new Executive Committee members
- (d) Schedule Board Meeting following election to introduce self to Board
- (e) Evaluate Standing Committees and designate new chairs
- (f) Devise mechanism to keep members informed/engaged
- (g) Attempt to visit Chapters as possible
- (h) Seek reputable speakers for Convention and Board Meetings
- (i) Actively engage in community activities.
- (j) Interact with Elected Officials and others to promote Federation as viable entity.
- (k) Schedule meetings in accordance to Bylaws and as warranted.
- (l) Serve as ex-officio member on State Democratic Party Executive Committee. If currently an Elective Official serving on Committee, may designate a TFDW representative to serve.
- (m) The outgoing president will submit to the NFDW regional director, recording secretary, and president the outcome of the TFDW election and provide contact information for all incoming officers within two days following the election.
- (n) Reach out to chapters delinquent in dues.

### **B. Vice Presidents**

- (a) Provide written reports of regional activities at convention
- (b) Outline strategy to address absence of chapter in his/her region

- (c) Ensure Chapter Presidents kept abreast of Federation activities
- (d) Serves on committee hosting Convention in his/her region
- (e) Serve on one Standing Committee
- (f) Provide general orientation and Welcome/Membership Package to Chapter Presidents that includes, Operating Procedures, list of Federation Officers, State/National Bylaws
- (g) Attend Chapter meetings as defined in Bylaws

### **C. Treasurer:**

#### 1. General Treasurer Responsibilities:

- (a) In conjunction with the President, prepare budget to be submitted to Executive Committee for approval
- (b) Submit Treasurer report to the Board on a quarterly basis.
- (c) Reconcile bank statement on a monthly basis
- (d) Maintain record of Chapter dues payment. Submit list of delinquent dues to President. Submit copy of current chapters to Vice Presidents for purpose of Convention Attendees.
- (e) Deposit checks within ten (10) days
- (f) Ensure Checks counter signed by President.
- (g) Bank account maintained at bank with online banking.
- (h) Checks outstanding 90 days require further investigation and possible stop payment.
- (i) Receive and pay all proper bills of the Federation

#### 2. PAC Treasurer Responsibilities:

- (a) The treasurer will prepare a calendar clearly indicating the beginnings and ends of the reporting periods, filing deadlines, and approximate date of fees due if applicable, and will provide a copy of these items to the Board within the first thirty days after taking office.
- (b) The treasurer will note any upcoming period endings and beginnings as well as upcoming filing deadlines in the monthly treasury reports provided to the Board.
- (c) Hard copy and electronic systems of documentation will include a mechanism to capture in-kind donations or expenditures. No in-kind contribution may be accepted or provided without full documentation.



- (d) Debt must be documented and reported on the date it incurred and continue to be reported as an obligation until it is resolved.
- (e) The treasurer shall file a detailed report irrespective of the number of contributions or expenditures in any reporting period.
- (f) Contributions from a single source that total less than \$100 may be summed and reported as a single item by the treasurer only if an itemized and detailed list of the items included in the reported sum are attached to the hard copy report provided to the recording secretary as well as the paper or electronic records maintained by the treasurer.
- (g) Contribution documentation must include the employer and occupation of the donor or documentation of the effort to obtain the employer and occupation of the donor must be attached to or noted in the documentation of the contribution.
- (h) Treasurer deposits contributions within 10 days of receipt.

**D. Recording Secretary:**

- (a) Official record keeper of all reports, documents, belongings of the Federation including Convention and appointments.
- (b) Record Minutes of all meetings and submit draft to Executive Committee/Board for approval. Minutes should include list of Attendees.
- (c) Within 30 days post-Convention, transfer all records to newly elected treasurer including Minutes of Convention.

**E. Correspondence Secretary:**

- (a) Keep roll of Board of directors and call roll at each meeting.
- (b) Forward copy of attendees to recording secretary
- (c) Maintain up to date list of Board Members and members as much as possible.
- (d) Handles ALL official correspondence of the Federation including Call to Convention
- (e) Within 30 days of Convention transfer all files to her/his successor.

## **F. Chapter Presidents**

- (a) Maintain an up-to-date membership roster
- (b) Provide regional VPs with updated membership rosters quarterly.
- (c) Notify TFDW/regional Vice President of any changes in officers and contact information.
- (d) Provide regional VPs with current Chapter bylaws.
- (e) Seek assistance of Regional Vice President as warranted
- (f) Maintain loyalty and support of Federation
- (g) Attend meetings as defined in Article I Sec.1b or send designee
- (h) Disseminate to members information from Federation.
- (i) Spokesperson for Chapter
- (j) Get to know local elected officials and other community leaders
- (k) Engage in Candidate recruitment and Meet/Greet Opportunities
- (l) Maintain visibility via, social media, flyers, voter education/registration
- (m) Encourage participation in local elections including recommendations for Poll Workers.
- (n) Establish relationship with local Party Executive Committee
- (o) Hold election of Officers in accordance to Chapter bylaws.

## **ALL OFFICERS MUST POSSESS SKILLS AND KNOWLEDGE NECESSARY TO EXECUTE DUTIES OF POSITION**

### **ARTICLE III MEETINGS (Bylaws Article VI)**

- (a) For purpose of conducting business minimum of 50% +1 of the total Executive Committee membership must be present for Executive Committee and 20 members for Board Meeting. Without a quorum discussion can occur but no motions for approval can be made.
- (b) Agenda established and sent to members at least 7 days in advance of meeting
- (c) Meeting minutes should be submitted to membership at least 7 days in advance of meeting. As such, President can ask for motion to approve eliminating need to read minutes.

- (d) Any and all reports should be submitted no less than 7 days in advance of so that reports can be provided to members with the meeting agenda.
- (e) If the Parliamentarian is not present, an interim Parliamentarian will be appointed.
- (f) Executive Committee acts on behalf of Federation as warranted in between board meetings. President may call additional Board meetings with 14-day notice or upon request of any member that has obtained 10 member signatures and submitted to President. Said meeting should occur within 14 -day time frame. Between regular board meetings, should an emergency arise, decisions may be made via a poll using email.

## **ARTICLE IV FISCAL MANAGEMENT**

### **1 DISBURSEMENTS**

- (a) No expenditure or refund, even those that fall within the constraints of the budget, will be made or paid without proper corresponding documentation which also clearly indicates the purpose and must be within 30 days of the incurrence excepting deposits only.
- (b) Disbursements in accordance with Bylaws must be accompanied by Reimbursement Form. Form in appendix and can be downloaded from website.
- (c) In absence of Debit/Credit Card, President allowed discretionary fund as allocated in budget. Reimbursement must accompany Reimbursement form. **PRESIDENT/EXECUTIVE COMMITTEE LIMITED TO DISBURSEMENT OF \$500 WITHOUT APPROVAL OF BOARD!**
- (d) A second account may be established at another bank that provides online banking and for the sole purpose of temporarily providing for a special project on occasions where the primary bank branches are inconvenient or unavailable in the area where the project will occur and only if one or more of the PAC officers are also signatories on that account to assist with monitoring and reporting.

**ARTICLE V POLITICAL ACTION COMMITTEE (PAC) TFDW is a NON-Federal Political Action Committee**

- (a) Committee will operate in compliance to the State Registry of Election and Campaign Finance.
- (b) Newly elected President will complete the appointment of treasurer form following the election.
- (c) President will scan completed appointment of treasurer form to Registry and mail hard copy within two days thereafter.
- (d) The most current Campaign Finance Guidelines for PACs Booklet, a copy of updated reporting schedule, and a receipt book will be provided to treasurer at swearing in by the chair of the PAC committee.
- (e) Any change in contact information of a PAC committee member shall be reported on an updated appointment of treasury document which shall be filed within 48 hours of the reported change.
- (f) The treasurer is required to file reports electronically by inputting individual data items in the app in order to best monitor contribution aggregates.
- (g) The treasurer is required to itemize expenditures in records and reports regardless of the amount, accepting only individual processing fees that are less than \$100.
- (h) All obligations, payments on the obligations, additional obligations incurred, along with complete identifying information shall be reported regardless of the amount.
- (i) Expenditures exceeding \$100 used toward candidate activities shall be reported as an in-kind contribution to that candidate.
- (j) If any member of the PAC committee objects to any record or report in preparation and the treasurer cannot justify the treatment of that record or report to the satisfaction of all members of the PAC committee, the treasurer shall make a request for a written advisory

opinion from the Registry and shall follow the written advice provided by the Registry.

- (k) The treasurer is required to file reports electronically by inputting individual data items in the app in order to best monitor contribution aggregates.
- (l) Funds will be maintained in a bank providing online banking.
- (m) Contributions from whom the full name, complete address, amount, or date of receipt is unknown cannot be accepted and must be returned.
- (n) The Treasurer will notify Board members following each filing of a TFDW PAC financial disclosure report and will include instructions on accessing the reports found at <https://apps.tn.gov/tncamp>. Treasure should forward copy of report to Correspondence secretary for distribution and Recording Secretary for filing.

## **ARTICLE VI FUNDRAISING ACTIVITIES**

- (a) Jean Livingston Memorial Fund major source of fundraising for female candidates.  
This is a fund where donations are solicited in memory of a person or organization. Funds can only be used for female candidates. Person recognized can be male or female and is acknowledged during annual convention.
- (b) Anna Belle Clement Scholarship is a budget item granting scholarships for senior high school students across the grand divisions. Donations to the fund could award additional scholarships.
- (c) Ways and Means is the fundraising arm of the organization and oversee fundraising activities. Charged with developing fundraising activities and projects to ensure federation able to meet goals and fulfill their stated purposes. Members should include representatives across the grand division. Plans should be submitted

to Executive Committee for approval. Any contracts should be signed by TFDW President.

## **ARTICLE VII CONVENTION**

### **1. Purpose**

The goal and purpose of the annual TN Federation of Democratic Women State Convention (TFDW) is officially address governing functions of the Federation.

- a) To conduct an Annual Event that raises significant funds for the ongoing work of the TFDW.
- b) To honor women who have supported the organization's platform and added significantly to the growth and quality of the TFDW.
- c) To highlight and celebrate membership activities among TFDW Chapters from around the State.
- d) To present significant workshops that provide tools to educate and enlighten members and grow club membership.
- e) To provide a forum for sharing of political ideas and ideals that support and facilitate the goals of the state organization.
- f) To discuss and prepare "Best Practices" for Operational improvements.

### **2. Process**

- (a) Convention shall be held annually in accordance to Bylaws preferably during the same weekend AND scheduled two years in advance.
- (b) Convention will be on a rotation basis throughout the three grand divisions.
- (c) The grand division in which the Annual Convention is held will be rotated annually.
- (d) Call to Convention Notice is to be sent to all members via email or regular mail.
- (e) The Convention Package should be complete and submitted at least 30 days in advance
- (f) The Regional Vice President will coordinate the development of a Convention Committee and serve as a member of the Ad Hoc

Convention Committee. Any member in the region encouraged to participate.

- (g) Budget constraints must be maintained and President signature should be included on any binding contracts
- (h) When possible, solicit elected officials to sponsor meal(s).
- (i) Registration fees should be kept at minimum.
- (j) Speakers should be free although with approval of Executive Committee consideration of portion of travel expenses can be made.
- (k) Officers should come to convention prepared to transfer all documents and authorizations including but not limited to the following.
- (l) Only chapters with current dues may participate in voting process but welcome to attend convention. Dues not paid by end of February are considered delinquent. Delegates will be allocated per bylaws.
- (m) Chair will appoint Credentialing Committee who in turn will work with Treasurer to validate participants.
- (n) The current edition of Robert's Rules of Order Newly Revised shall govern the conduct of the Annual TFDW Convention. TFDW Parliamentarian and the appointed Convention Sergeant-At-Arms shall ensure Convention order and decorum maintained.

### **3. Activities:**

- (a) Call to Order, accept the Rules, approve Minutes, Treasurer report and Committee Reports.
- (b) Approve Bylaw changes/recommendations
- (c) Recognize Scholarship recipients
- (d) Recognize Jean Livingston's recipients
- (e) Guest Speaker
- (f) Appoint Nominating/Election Committee with alternates
- (g) Election of Officers
- (h) Announce location of next convention

## ARTICLE VIII ENDORSEMENTS

- A. President will appoint Endorsement committee Chair. In as much as possible, Chair should ensure one member from each grand division serves on committee.
- B. No endorsement prior to Primary unless no opposition
- C. Committee will draft a Plan and submit to Executive Committee for approval.
- D. Endorsements can be financial or complimentary. ONLY complimentary endorsement can be awarded to local Candidates. Endorseees will be promoted using available TFDW digital media. Endorsed candidates eligible to use TFDW logo in advertisements and materials.
- E. Contributions
  1. Amount of contribution is contingent upon availability of funds.
  2. Contributions from Jean Livingston Funds will only be allocated to female candidates
  3. Majority vote of Board Membership required for approval

## ARTICLE IX ELECTIONS (Bylaws Article X)

- A. The Election Committee will be elected at the annual convention must meet and choose a chair within twenty-four hours following their election. Failure to attend this meeting by any member results in their immediate removal seat is declared vacant. Additionally, an alternate for each committee member will also be selected. An alternate is **NOT** exempt from running for office unless moved for alternate to active Election Committee member.
- B. Solicited, nominated, and self-nominated candidates for federation offices shall file a statement of candidacy accompanied by a brief biography with the Election Committee chair no later than sixty days before the convention at which the election will occur in order for this information to be provided to members in their convention packets.
- C. **As members may also be nominated from the floor, ballots prepared in advance of the election must include a mechanism for voting for write in candidates for each office.**
- D. If there is only one candidate for office in any number of positions, a partial slate of officers may be put to a vote before the body. For offices



in which there is more than one candidate, the ballots must be utilized and if no single candidate in a race receives a majority, the two top vote getters in a race face each other in a run off.

- E. All rules and procedures for the elections and counting of the votes must be presented to the body in writing as well as verbally, and with time provided for member questions and answers prior to opening the floor to nominations.
- F. Candidates may have representative present during counting of ballot.

## **ARTICLE X GOVERNANCE**

- A. These Procedures will be governed by majority vote of the membership and cannot be in conflict with the Bylaws.
- B. TFDW will operate in a manner that is transparent and inclusive of membership.
- C. Executive Committee sets tone and direction of organization and acts on behalf of the federation between Board meetings. Executive Committee shall not take action that conflicts with the Board approved budget and procedures without notification of and approval by vote of the Board.
- D. Information to be publicly displayed MUST be viewed by TFDW President
- E. Only President and designee will have access to make or approve changes to website
- F. Conflict of Interest.
  - 1. Officers takes action or has interest that may make it difficult to perform duties for TFDW objectively and effectively
  - 2. Officer or member of his family receives improper personal benefits as a result of their position with TFDW.
  - 3. Any potential for conflict should be disclosed to Executive Committee for the record and dissolution.
- G. Confidentially  
Members must maintain confidentially of any information entrusted to them by the federation or its affiliates unless required by law. Violation could subject member to censorship or expulsion.
- H. Retention of Records
  - 1. Records necessary for PAC compliance must be maintained in accordance to regulatory guidelines.

2. TFDW records required for operation i.e., Treasury Reports, Minutes, Resolutions should be passed between leadership and maintained for seven years.
  3. For convenience and backup, records should be stored digitally in addition to paper documentation.
- I. Sanctions or Expulsion
- (a) Any member of the Executive Committee shall automatically forfeit their membership in said committee and the position shall be declared vacant for the following reasons:
- 1) The member runs for any office other than Democrat.
  - 2) The member has three unexcused board or executive committee absences during a term. Excused absences requests should be submitted to the President or Corresponding Secretary prior to the meeting and with reason for the absence being one of the following:
    - a) illness;
    - b) illness or death of family member.;
  - 3) In the case of a regional VP, the failure, in a single term, to visit or maintain periodic contact with two or more clubs within their region. When such violations have occurred, the Executive Committee shall immediately recognize the expulsion for cause, note it in the meeting minutes of the meeting at which the violation was noted. The president or corresponding secretary shall notify the member that they have been removed and the Board that a vacancy exists.
- (b) Discretionary Sanctions or Expulsions.
- 1) Sanctions may be imposed against an Executive Committee member or a member may be expelled if in the discretion of the Executive Committee a pattern of non-attendance is established, even if such absences are excused.
  - 2) Sanctions may be imposed against an Executive Committee member or a member may be expelled if in the discretion of the Executive Committee the member has demonstrated disloyalty to the Democratic Party, either in the form of a public announcement of support of a candidate of another party in a pending election, or by working for or giving financial support to any such candidate running against a duly nominated candidate of the Democratic Party.
  - 3) Sanctions may be imposed against an Executive Committee member or a member may be sanctioned or expelled if in the discretion of the Executive Committee the member has

exhibited repeated behavior that is detrimental to the organization or has been obstructive or worked against the benefit of the federation.

- 4) The Executive Committee shall not impose discretionary sanctions or expel a member unless and until such a member is given an opportunity to be heard and two-thirds (2/3) of the membership present and voting concur on discretionary sanctions or expulsion. This does not apply to members automatically expelled as described in part (a) items 1 through 3.
- 5) Written notice that a vote will occur must be provided to the member at least twenty days prior to the meeting at which action may be taken. Prior to the vote, the member, if present at that meeting, must be given the opportunity to be heard on the issues related to the sanction or expulsion.

These Standard Operating Procedures may be amended at any Board meeting following a review by the Executive Committee and with notification signified by placing it on the Board meeting agenda. Adoption requires a majority vote in the affirmative of the Board members present and voting at any Board meeting.

# **APPENDAGE**

**TFDW REIMBURSEMENT FORM**

Please complete, attach receipt(s) and submit to Treasurer, Dominique Primer, P.O. Box 3121, Memphis, TN. 38173

**Date** \_\_\_\_\_

**Submitted by** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Check Payable** \_\_\_\_\_

**Treasurer Name** \_\_\_\_\_

**Approver/Signature** \_\_\_\_\_

**Received by** \_\_\_\_\_

Description of Purchase	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

Treasurer Use Only		
Check Number	_____	Amount _____ Date _____
Budget Category	_____	

## TENNESSEE FEDERATION DEMOCRATIC WOMEN

### ANNA BELLE CLEMENT O'BRIEN SCHOLARSHIP AWARD PROGRAM

#### Purpose

This \$500 scholarship is to be used for study at an accredited institution that has granted admission to the student applicant. The student applicant must be a *female* high school senior residing in the state of Tennessee.

#### Rules

Student applicants must:

- be a high school senior
- have a GPA of at least 3.0 evident by transcript
- must have ACT score of at least 21
- complete the TFDW scholarship application
- must not be a member of or related to member(s) of TFDW Executive Committee\*
- must be registered voters if age appropriate
- must submit a letter of recommendation from a community member (i.e., minister, organization officer, employer, etc.) that can attest to applicant's commitment to civic responsibilities (i.e., volunteer and extracurricular activities)
- must submit a letter of recommendation from high school administration or guidance counselor that can attest to the applicant's good standing in school (i.e., volunteer and extracurricular activities)
- evidence of provisional acceptance to a post high school accredited institution (i.e., college, university or technical school)

#### Procedure

Once the student applicant has met the conditions of the rules, the applicant must submit a 500–700-word essay on "*The Importance of Exercising the Right to Vote in America*". The submitted essay must include a cover (title) page,

should be double spaced and typed. Subsequent pages should be numbered and include a running title. Application attached and can be downloaded from ***TFDW Website: tfdw.org.***

### **Process**

TFDW will establish a scholarship selection committee of at least three to review and validate all submissions. Once an award-winning submission has been determined, the selection committee may conduct an interview with the applicant to ensure he/she is the true author of the submission. Along with the essay, the selection committee will use a checklist to make certain all required documents were submitted with the essay. The selection committee will announce the winning submission to the TFDW President. The TFDW President will direct all other announcements and activities related to the winning submission.

### **Deadline**

Applicants must submit all documents to the TFDW via mail at Democratic Women P.O. Box 772311, Memphis, TN 38177 or email [dwsc.901@gmail.com](mailto:dwsc.901@gmail.com) by end of business March 31st.

### **Announcement/ Notifications**

The winning applicant will be announced and notified in writing by April 15th.

A TFDW relative would be biological or adoptive parents, grandparents, siblings, aunts and uncles. Foster parents are not considered relatives.

**TENNESSEE FEDERATION OF DEMOCRATIC WOMEN**

**ANNA BELLE CLEMENT O'BRIEN**

**SCHOLARSHIP APPLICATION**

**Student's Full Name:** \_\_\_\_\_

**Student's Date of Birth:** \_\_\_\_\_

**Name of Student's Parents/Guardian:** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Student's Phone:** \_\_\_\_\_

**Parent's/ Guardian's Phone: (home)** \_\_\_\_\_ **(cell)** \_\_\_\_\_

**Student's email address:** \_\_\_\_\_

**Student's County of Residence:** \_\_\_\_\_

**Student's School:** \_\_\_\_\_

**Name of School Guidance Counselor:** \_\_\_\_\_

**Student's Academic Scores: GPA:** \_\_\_\_\_ **ACT SCORE:** \_\_\_\_\_ **SAT SCORE:**

\_\_\_\_\_

**Student is a Registered Voter: Yes** \_\_\_ **No** \_\_\_ **N/A** \_\_\_



**Are you related to a member of Tennessee Federation of Democratic Women Executive?**

**Committee? \_\_\_\_\_ If so, what is the relationship? \_\_\_\_\_**

**List extracurricular activities: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

**What college(s) did you apply? \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

**What school(s)/ program(s) have accepted you? \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Where will you attend school? \_\_\_\_\_**

**What will be your major? \_\_\_\_\_**

**Other comments you wish to share: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**



## Jean Livingston Memorial Fund

One hundred years ago, women banded together to gain the right to vote. This year, women are asked to band together to win seats from the TN House to the US Senate.

Please contribute to the Jean Livingston Memorial Fund of the TFDW where every penny raised will go directly to our endorsed women candidates.

This fund was established in 1977 to memorialize Jean Livingston who exemplified our values and ethics. Our endorsed candidates will carry those same values and ethics into positions of leadership when elected and your contribution today will help them have the resources they need to win.

Gina Sims-Johnson  
Jean Livingston Memorial Fund Chairman

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Submit Payment Information:

- TFDW, P O Box 3121, Memphis, TN 38173, Attn: Dominique Primer, Treasurer and please include 'Jean Livingston Memorial Fund' in the memo line.

or contribute online at

<https://secure.actblue.com/donate/jeanlivingstonfund#>

- Submit Memorials/Honorariums/Recognitions along with any images you'd like included in the slide presentation to Gina Sims-Johnson @ [gigisimone62@gmail.com](mailto:gigisimone62@gmail.com)



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Date: \_\_\_\_\_ Amount: \_\_\_\_\_

In Memory of: \_\_\_\_\_

In Honor of: \_\_\_\_\_

In Recognition of \_\_\_\_\_

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Acknowledgement to be sent to:

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Donor name and address

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## **BY L A W S**

### **TENNESSEE FEDERATION OF DEMOCRATIC WOMEN**

Revised 1972

Amended 1974, 1975, 1977, 1978, 1979, 1981, 1987, 1993, 1997, 2002, 2016,  
2017, 2018, Amended 2021

#### **Article I. NAME**

The name of this organization shall be the Tennessee Federation of Democratic Women.

#### **Article II. PURPOSE**

Section 2.01 The Purpose of this organization shall be to unite all Democratic Women into one group working for the success of the Democratic Party.

Section 2.02 The mission of this organization shall be:

- (a) To assist in the organization of a Democratic Women's Club in every county in Tennessee.
  - (b) To discover and recruit capable and well-informed leaders among women in every voting district.
  - (c) To encourage, within the limits of these Bylaws, qualified women to seek and fill key positions in government, including both public and party offices.
  - (d) To seek to inform Democratic women of available positions at all levels of government.
  - (e) To educate women regarding issues on the local, state and national levels, as well as proposed legislation that impact women and families.
- (Amended 4-17-21)**

### **Article III. POLICY**

Section 3.01 This Federation pledges itself to the active support of all Democratic nominees for public office. For the purpose of these Bylaws, public office is defined as a paid elective office in local, state, or federal government.

Section 3.02 In other campaign activities the Federation shall be governed by the following regulations:

(a) The Federation or its Clubs acting as an organization shall not endorse or support the candidacy of any person for public or party office prior to nomination in the Democratic Primary, except when the Democratic nominee has no opposition.

(b) The Officers of the Federation and the Presidents of local Clubs, individually or collectively, shall not endorse or support the candidacy of any person for public office prior to nomination in a Democratic Primary except when the Democratic nominee has no opposition. An exception shall be granted only to those running for delegate to the Democratic National Convention, and this provided that no attention is called to Federation or Club position.

(c) Other members of the Board of Directors and Officers and Board members of local Clubs may be active on behalf of Democratic Primary candidates providing that no public attention is called to their connection with the Federation or their Clubs.

Section 3.03 If, after an officer or director has been given an opportunity to be heard, the Executive Committee of the Federation, on the basis of the evidence, finds that such officer or Director has failed to comply with the above regulations, her tenure in office shall be automatically terminated. The Executive Committee may take any other action necessary to clarify the position of the Federation. If a Club President or an Officer or Board member of a local Club has failed to comply with the above regulations, the Board of Directors of the Tennessee Federation of Democratic Women by 2/3 vote may censure such Club or person and take whatever action it deems necessary.

Section 3.04 Activity of an individual member as a candidate, or on behalf of a candidate, for office within the Democratic Party is exempt from the above regulations.

Section 3.05 Member Clubs or individuals shall not act in the name of the Tennessee Federation of Democratic Women without written authorization from the President.

Section 3.06 Publicity related to policy matters or official actions of the Federation shall be released only by the Public Relations Chair and the President or with the approval and the concurrence of the members of the Public Relations Committee.

#### **Article IV. MEMBERSHIP**

Section 4.01 Criteria for becoming a chartered Club member under the Federation:

- (a) The Club has ten (10) or more paid members.
- (b) The Club's purposes and activities are in harmony with the principles of the Democratic Party.
- (c) The Club pays dues to the Federation annually.
- (d) Local Clubs shall have a minimum of four (4) meetings per year, to include the use of telephonic, zoom or other virtual means.
- (e) Local Clubs shall have an election of officers at a time specified in the Club's Bylaws.
- (f) Each Club shall have in its Bylaws a provision corresponding with the policy regulations of Article III,

Section 4.02 Individuals may hold at-large Federation membership provided there is no Democratic Women's Club in their community and given that they pay annual Federation dues equal to the dues paid by Clubs for each member.

Section 4.03 Local Clubs shall pay to TFDW annual dues, equal to per capita assessment for each member of that local Club. The Federation membership dues are determined by a majority vote at the annual convention.

Section 4.04 The minimum number of members on which a Club is assessed an annual fee shall be ten (10). Each member Club shall submit the membership roster reflecting its membership rolls as they existed on December 31 of the previous year. Such membership fee is to be paid to the TFDW Treasurer by the last day of February.

a. Delegates: The dues paid by a local Club for its annual membership in the Federation is used to determine the number of Convention delegates allotted to that club. To determine delegate strength to a Convention, dues will be

based on the number of members in each local Club as of December 31 of the year immediately preceding the Convention.

b. Clubs whose dues are received after the last day of February will not be eligible to send voting delegates to the state convention.

c. Member Clubs and at-large members that fail to pay annual dues by April 1<sup>st</sup> forfeit membership.

Reinstatement of member clubs/at-large members may occur between June 1 and December 31 and shall require payment of all arrears plus \$50 for member clubs and \$10 for at-large members.

d. The maximum number of delegates from each Club shall not exceed thirty (30), excluding the club President, who will be entitled to attend as a voting delegate based on her position. **(Amended 4-17-21)**

## **Article V. OFFICERS**

Section 5.01 Officers of the Federation shall be President, three (3) Vice-Presidents, Recording Secretary, Corresponding Secretary, and Treasurer. One Vice-President shall be selected from each of the three (3) Grand Divisions of the State. Officers are to be elected at the annual convention for a term of one (1) year.

If the President is unable to serve, the Vice-President from the same Grand Division as the President shall assume the duties of the President until the President is again able to resume her duties or until the Board of Directors, in accordance with Article VII, Section 2 or 3, fills the office.

For the purpose of these Bylaws, the Grand Divisions shall be defined as follows:

East: The counties of Scott, Morgan, Roane, Bledsoe, Rhea, Sequatchie, Marion and all counties east of the Tennessee River.

West: All counties west of the Tennessee River

Middle: All remaining counties.

Section 5.02 No Officer may serve in the same position for more than two (2) consecutive terms.

Section 5.03 The qualifications for any office shall include leadership ability, experience working in a Democratic organization, and sufficient freedom from

other responsibilities to devote necessary time and travel required by the office.

Section 5.04 The President must have served at least one term in another elected office in this organization and must have attended at least one state convention.

Section 5.05 The Presidency shall be rotated among the three (3) Grand Divisions of the State. The Corresponding Secretary shall be from the same division of the State as the President. Other officers shall be chosen from different divisions of the State from those specified above in so far as is practicable to distribute and share responsibility across the Grand Divisions.

Section 5.06 The duties of the various officers, unless otherwise specified, are those usually pertaining to the office.

Section 5.07 The duty of the outgoing officers is to brief the incoming officers on all responsibilities relative to their office and to assist with the transition.

Section 5.08 The duties pertaining to the various offices are:

(a) President: The President shall preside at all meetings of the Federation and at all meetings of the Board of Directors and shall be an ex-officio member of all committees except the Elections Committee. She shall appoint the chair of all standing and special committees. She shall serve as the spokesperson for the Federation. In the event that the President or regional Vice President is unable to serve as the spokesperson, she reserves the authority to select a designee to represent the Federation to the public. The President shall, along with the Treasurer, sign all checks written by the TFDW. She shall also keep the Corresponding Secretary apprised of all changes in committee membership.

At the conclusion of each annual convention, the outgoing president must meet with all outgoing and incoming officers to review officer responsibilities. This procedure will offer support and ensure a successful transition of the TFDW activities.

(b) Vice-President: If, for any reason the President is unable to perform her duties, the Vice- President of the same division shall assume the responsibilities of, and have the same authority as, the President.

In addition to the customary duties of their office, the Vice-Presidents of the Federation shall undertake the following activities: They shall encourage and assist the activities of the individual Clubs and Federation committees in their respective divisions of the state. They shall serve as the nucleus of the Organization Committee with each Vice-President appointing three (3) additional committee members from their divisions. The Vice-President shall keep the Corresponding Secretary apprised of all Club President changes with current contact information.

If for any reason the Vice-President of a Grand Division fails to visit a minimum of two of her Clubs during her one-year term without a valid reason, upon formal written or electronic notification, she shall be asked by the Tennessee Federation of Democratic Women Executive Committee to relinquish her position. Her major purpose is to promote membership and motivate activities to enhance the Tennessee Federation of Democratic Women.

As soon as practicable and no later than thirty days after the close of the convention, all outgoing Vice-Presidents should pass the documents relative to the Clubs in their Grand Division to the incoming Vice-Presidents, including contact information for their Club Presidents and officers, potential new Clubs, and any specific concerns regarding the various Clubs.

(c) Recording Secretary: The Recording Secretary shall keep the general records, reports, and documents belonging to the TFDW, including minutes of all conventions and board meetings, committee appointments, officers' list, and shall keep the roll of each meeting.

As soon as practicable and no later than thirty days after the close of the convention, the Recording Secretary shall complete and submit a draft of the Minutes from the convention along with other records in her possession to her successor and shall also provide copies of the draft convention Minutes to all Federation officers and committee chairpersons.

(d) Corresponding Secretary: The Corresponding Secretary shall keep a roll of the board of directors and shall call the roll by Grand Division at all official state meetings. She shall handle all the official correspondence of the Federation including the Call to Convention. She shall keep and maintain an



up-to-date list of all individual members showing their addresses, phone numbers, and email addresses.

As soon as practicable and no later than thirty days after the close of the convention, the outgoing Corresponding Secretary will transfer all files and data in her possession to her successor.

(e) Treasurer: The Treasurer shall receive and pay all proper bills of the Federation at the direction of the President and/or Board of Directors. The Treasurer shall be bonded before assuming her responsibilities. She shall make a report of same at each official meeting of the Federation. The Treasurer shall create a budget for presentation to the Board of Directors at the Fall meeting for the Board's approval. The Treasurer is also responsible for submitting financial disclosures for the Federation in accordance with Tennessee law and the rules and regulations of the Tennessee Registry of Election Finance.

She shall be prepared to transfer a copy of the financial records of the Federation to her successor as soon as is practicable and no later than thirty days after the new election. These records shall be subject to an independent audit by a firm or party not affiliated with the Executive Committee designated by the Board of Directors. As soon as the audit is complete and no later than July 1, the Treasurer must transfer all records, materials, and responsibilities to the successor.

The outgoing President and Treasurer shall brief the incoming President and Treasurer on all financial matters at the convention so that the incoming Treasurer leaves with a full account of what her new role entails and with access to all the financial records needed to start working on creating a budget to present at Fall Board.

Section 5.09 Tenure of Office: Tenure of office for Officers of this Federation shall be one (1) year from date of installation of officers. Officers shall be eligible to succeed themselves in office one time only.

Section 5.10 State elected officials and candidates for state public office are not eligible to serve as officers.

Section 5.11 The President of this Federation shall be reimbursed for all reasonable expenses as outlined and established by the Executive Committee for travel in the interest of the Federation and within the limits of the budget established for the President.

Section 5.12 The Vice-Presidents of this Federation shall be reimbursed their expenses, as outlined and established by the Executive Committee, for travel required to organize Clubs and assist the Clubs in their own Grand Division.

Section 5.13 The Secretaries and Treasurer shall be reimbursed for their expenses as outlined and established by the Executive Committee, as is required by their position.

## **Article VI. MEETINGS AND QUORUM**

Section 6.01 If determined by the Executive Committee to be warranted by circumstances, communication, meetings and votes may be held by virtual means-audio-visual or telephonically.

Section 6.02 The one (1) annual meeting of the Federation shall be known as the Convention and shall discharge the ordinary business of an annual meeting.

Section 6.03 Delegates to the Convention shall be the President of each member Club or her designee and one (1) additional delegate for each ten (10) members from a single Club. Delegates are to be selected by each member Club and shall be so certified to the Federation. No member shall be counted for the purpose of delegate strength to the Convention by more than one (1) Club. If an individual holds membership in more than one Club she must designate in writing which single Club shall include her name toward counting delegates to the State Convention. A Federation officer not serving as a voting delegate representing their local Club shall have a vote at the Convention.

Section 6.04 There shall be a pre-convention caucus of non-Club affiliated Federation members to select delegates to represent them at the ratio of one (1) delegate for each ten (10) individuals provided that this number is not greater than one-third the number of delegates representing Federation member Clubs.

Section 6.05 The Federation shall have an Annual Convention at a time and place as named by the Executive Committee, said convention rotating annually

from west to east across the Grand Divisions. When possible, the convention site shall be announced two years in advance.

Section 6.06 Meetings of the Board of Directors shall be held at least four (4) times each year (either virtually or in-person), i.e., February, July and October. Additional meetings may be called by the President at any time deemed necessary.

Section 6.07 Seven (7) members shall constitute a quorum for the meetings of the Board of Directors.

Section 6.08 The fiscal year of this organization shall be from July 1 through June 30 of the following year. **(Amended 4-17-21)**

## **Article VII. BOARD OF DIRECTORS**

Section 7.01 The Board of Directors shall consist of the officers of the Federation, Chairs of the duly appointed committees, a Parliamentarian appointed by the President, and the Club President or duly designated-in-writing representative of each affiliated Club. Ex-officio members shall be the immediate past President and any members of the Federation who are also members of the Democratic National Committee.

Section 7.02 Vacancies on the Board of Directors shall exist when:

- (a) The Board has so declared by vote at any one of its regular meetings, or
- (b) Any members of the Board shall have died, resigned, or become otherwise unable to attend meetings of the Board.

Section 7.03 Vacancies on the Board occurring between Conventions shall be filled:

- (a) By a majority vote of the Executive Committee after notifying the Board of Directors of the vacancy and the intent to fill the position from the membership. The Board of Directors must receive notification of the vacancy within three business days. Such vacancies shall be filled no later than thirty (30) days after receipt of notification of the vacancy. Such action shall be reported at the first meeting of the TFDW following the appointment.
- (b) According to the Club's bylaws when the vacancy is that of a Club President or their designee.

## **Article VIII. EXECUTIVE COMMITTEE**

The elected Officers of the Federation shall constitute the Executive Committee.

## **Article IX. COMMITTEES**

Section 9.01 There shall be standing committees as follows:

Budget, Ways and Means

Bylaws

Charter Ceremonies History

Legislative Membership Newsletter

Organizations (Clubs)

Public Relations Speakers Bureau Special Projects Resolutions Voter

Services Webmaster

And such other committees as are deemed advisable by the President and the Board of Directors.

Section 9.02 The President shall be an ex-officio member of every committee other than the Elections Committee.

Section 9.03 The Chair of each standing committee shall be appointed by the President.

Section 9.04 Members of each committee shall be selected by the Chair with the approval of the President and shall represent as fully as is feasible the member Clubs and the Congressional Districts of the State.

Section 9.05 Primary responsibility for the activities of each committee is vested in its Chair and committee members with progress to be reported at each Board meeting.

## **Article X. NOMINATIONS AND ELECTIONS**

Section 10.01 An Elections Committee, consisting of three (3) members, one (1) representative from each Grand Division of the state, shall be elected at the annual convention immediately preceding the convention at which the committee shall report. The members of the Elections Committee shall meet following the convention business session and choose one of their members to serve as chair of the committee. Each person nominated to serve as a member of the Elections Committee shall be present at the convention or shall have indicated in writing the member's willingness to serve. No member who is elected to serve on the Elections Committee shall be a candidate for office in the election for which the committee functions.

Section 10.02 Candidates for the offices outlined in Article V, Section 1 shall file a statement of candidacy accompanied by a brief biography with the Elections Committee chair by certified mail or by email no later than sixty (60) days prior to the annual convention at which the election shall take place. Any member of the Federation can also submit names of candidates for any office to the Elections Committee chair by certified mail or email no later than sixty days prior to the convention. Candidates for all elected positions in the TFDW must reside in Tennessee.

If no statements of candidacy or nominations are received for a particular office by the deadline, it will be the responsibility of the Elections Committee to recruit candidates for that office. Six (6) weeks prior to the election, the Elections Committee shall compile a list of all candidates, a copy of which shall be in the Call to Convention or otherwise distributed to each Club President and individual member not later than three (3) weeks prior to the annual convention.

Section 10.03 Nominations may also be made from the floor of the Convention by any duly accredited delegate.

Section 10.04 Where there is more than one candidate for any office, the vote shall be taken by ballot. If no one candidate receives a majority vote, the two candidates who receive the most votes will participate in a run-off election.

## **Article XI. AMENDMENTS**

Section 11.01 Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the delegates present and voting at any annual Convention provided that the Bylaws Committee, any Club, any individual member, or any Federation member intending to propose amendments at any Convention shall notify the Bylaws Committee in writing no later than six (6) weeks before the Convention and the Bylaws Committee shall notify the Presidents of Federated Clubs and Individual Members at least one (1) month before such convention, setting forth any proposed amendments.

## **Article XII. PARLIAMENTARY AUTHORITY**

Section 12.01 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with