

Constitution of the College Democrats of America

Preamble

As the official student arm of the Democratic National Committee, we, the College Democrats of America, do hereby dedicate ourselves to organizing college students from across the nation in order to encourage and develop the participation of young Americans in the political process and the Democratic Party. We strive to better our country and to promote the principles of equality, opportunity, social justice, and freedom within a just and strong society. As college students, we dedicate ourselves to representing the interests of students and youth within the political process.

As Democrats, we aim to promote the principles of our party. As part of our mission, we call for full participation without regard to sex, race, ethnicity, national origin, religion, physical handicap, socioeconomic status, or sexual orientation. For these ends and upon these principles, we, as Democratic college students, do hereby associate ourselves and adopt this Constitution as the College Democrats of America.

Article 1: Name, Purpose, and Membership

Section I. Name: The name of this organization shall be the “College Democrats of America,” herein referred to as CDA.

Section II. Purpose: CDA, as the student arm of the Democratic National Committee, pledges to support the philosophy and purpose of the Democratic Party. Furthermore, CDA declares its intention to support efforts to increase the participation of college students in Democratic Party affairs. To these ends, CDA shall educate and train its members so that they may be better able to:

- A. Educate students about the philosophy of the Democratic Party;
- B. Work with Democrats across the country to achieve the goals of CDA and the Democratic Party; and
- C. Work to bring more young people into the political process.

Section III. Membership: Members of CDA shall consist of the following entities:

- A. The Executive Board;
- B. The National Council;
- C. Chartered State Federations; and
- D. Chartered campus chapters.

Section IV. Structure: CDA shall serve as an umbrella organization for chartered State Federations and chartered campus chapters. While CDA will coordinate with each state and chapter, they will remain separate entities. The overall structure of CDA shall be as follows:

A. The Executive Board shall consist of: National President, National Vice President, Director of Communications, Director of Development, Director of Membership, Director of Political Affairs, Director of Programs, National Council Chair, National Council Vice Chair, and National Council Secretary. The Executive Board shall be responsible for determining the direction and goals of CDA.

B. The National Council shall consist of the elected officers of all chartered State Federations. The National Council shall be the official voice of State Federations within CDA and shall advise the Executive Board on the direction and goals of CDA.

C. Chartered State Federations shall act as liaisons to all chartered campus chapters within the state and shall coordinate statewide events.

D. Chartered campus chapters shall be the most basic and fundamental unit within CDA and serve to achieve its goals at the local level.

E. The CDA Alumni Council shall advise the Executive Board on outreach to former members and assist in CDA fundraising efforts.

Article 2: Executive Board

Section I. Authority and Responsibility: The Executive Board shall be responsible for determining the direction and goals of CDA. Decisions of the Executive Board may be overridden only by a three-fourths vote of the National Council.

Section II. Composition: Voting members of the Executive Board shall be the National President, National Vice President, Director of Communications, Director of Development, Director of Membership, Director of Political Affairs, Director of Programs, National Council Chair, National Council Vice Chair, and National Council Secretary. In the event of a tie, the CDA Executive Director shall receive a vote. In the event of a tie and in the absence of an Executive Director, the President shall receive an additional vote.

Section III. Governance: The Executive Board shall be governed as specified in the CDA Bylaws or as determined by the Executive Director and/or Executive Board.

Section IV. Duties: CDA officers shall perform duties as required by the CDA Bylaws.

Article 3: National Council

Section I. Purpose: The purpose of the National Council shall be to provide a voice for State Federations within the organization. The National Council can provide an advisory opinion to the Executive Board by a 2/3 vote. Each chartered State Federation shall receive one vote. The Executive Board shall seek input and direction from the National Council so that the National Council can advise CDA on its agenda and goals.

Section II. Membership: The membership of the National Council shall consist of the elected officers of all chartered State Federations.

Section III. Officers: The officers of the National Council, who serve as voting members of the Executive Board, shall be a Chair, Vice Chair, and Secretary. Each officer shall be elected by a separate ballot. The officers shall be elected at the annual CDA Convention at a time and place determined by the National Council Chair in consultation with CDA President and Executive Director. Each chartered State Federation shall receive one vote in National Council elections.

Section IV. Governance: The National Council shall be governed as specified in the CDA Bylaws.

Article 4: State Federations

Section I. Definition: Each chartered State Federation shall be composed of the majority of the chartered campus chapters within that state. Only one chartered State Federation per state will be recognized by CDA.

Section II. Purpose: As member organizations of CDA, chartered State Federations shall be dedicated to organizing the chartered campus chapters within their states to further the interests of CDA and the Democratic Party. Each chartered State Federation shall extend members to all chartered campus chapters. For the purpose of this Constitution, the District of Columbia, Guam, American Samoa, Puerto Rico, the Virgin Islands and all other United States territories shall be considered separate states.

Section III. Member Certification: State Federations shall be certified and decertified as specified in the CDA Bylaws.

Article 5: Campus Chapters

Section I. Definition: The chartered campus chapters shall be the most basic and fundamental unit within CDA and serve to achieve its goals on the local level. There may be only one chartered campus chapter per college campus.

Section II. Purpose: As member organizations of CDA, chapters shall be dedicated to educating students on their campuses about the philosophy of CDA and organizing them to further the interests of the Democratic Party. Each chapter shall extend membership to all registered college students who wish to be known as College Democrats regardless of sex, race, ethnicity, national origin, religion, physical handicap, socioeconomic status, or sexual orientation. For these purposes, a “college student” shall mean an undergraduate or graduate student including those on approved temporary leave or absence from their college or university.

Section III. Chapter Certification: Campus chapters shall be certified and decertified as specified in the CDA Bylaws.

Article 6: National Staff

Section I. Definition, Purpose, and Membership: The Executive Director shall be selected upon the advice and consent of the Executive Board and pertinent DNC officials. The Executive Director, a DNC employee, shall have the authority, with the advice and consent of the President, to appoint assistants as he or she sees fit. The Executive Director shall, along with the President and Vice President, be responsible for the implementation of the goals of CDA as set by the Executive Board. The Executive Director shall aid the Director of Development in approving all financial transactions of CDA.

Article 7: Honorary Council

Section I. Definition: The Executive Board shall have the authority to appoint Honorary Council members. The Executive Board will select an Honorary Chair to lead the Honorary Council no more than two months after the National Convention.

Section II. Purpose: The members of the Honorary Council shall assist CDA both in its fundraising and in achieving its political goals.

Section III. Management: The National President and the Director of Development shall be responsible for the management of the Honorary Council and will be responsible for providing reports to the Executive Board about its development.

Article 8: The Constitution and Bylaws Committee

Section I. Purpose: The Constitution and Bylaws Committee, a standing committee, shall advise the membership on revisions and amendments to this Constitution and the CDA Bylaws. The committee shall present such recommendations annually at the National Convention.

Section II. Membership: Membership of the Constitution and Bylaws Committee shall be made up of one member from each region appointed by the Regional Director in accordance to the regions defined in current Article 12. The chair shall be appointed by the National Council Chair from within the membership of the committee and confirmed by the National Council. Proxies shall be allowed upon written notification from the regional representative that they will be absent from the meeting to the National Council Chair with the name and state of the individual that will be serving as proxy.

Section IV. Governance: The Constitution and Bylaws Committee shall be governed as specified in the CDA Bylaws.

Article 9: National Convention

Section I. Definition: A National Convention shall be held on an annual basis at a date set by the Executive Board and majority consent of the National Council no more than 15 months after the last convention.

Section II. The purposes of the National Convention are:

- A. To educate CDA members and the public about the philosophy of the Democratic Party;
- B. To train CDA members in political techniques;
- C. To allow CDA members to meet their peers from across the nation;
- D. To elect the National President, National Vice President, and Executive Board;
- E. To induct new members into the CDA Alumni Council; and

F. To highlight CDA achievements since the last National Convention.

Section III: Governance: The National Convention shall be governed by the CDA Bylaws.

Section IV: Only a chartered Campus Chapter or State Federation may host the National Convention. The Executive Board shall make the final decision on the location of the National Convention.

Article 10: Regions

Section I: Regional Composition: There shall be regions as designated by the National Council by a 2/3 vote. These regions are as follows (in abbreviated form):

- A. Northeast - CT, ME, MA, NH, NY, RI, VT
- B. Atlantic - DC, DE, MD, NJ, PA, VA, WV
- C. Southeast - AL, FL, GA, MS, NC, PR, SC, TN
- D. Great Lakes - IL, IN, KY, MI, MN, OH, WI
- E. Heartland - IA, KA, MO, NE, ND, SD
- F. Southwest – AR, AZ, LA, NM, OK, TX
- G. Mountain West - CO, ID, MT, UT, WY
- H. Pacific - AK, CA, HI, NV, OR, WA

Section II: Duties: Regional Directors shall perform duties as required by the CDA Bylaws.

Section III: Regional Directors shall be nominated for each region by the officers of the National Council and must be approved by a majority of the Executive Board and the chartered State Federation presidents of that region. Vacancies shall be filled in the same manner.

Section IV: The term of office for Regional Directors expires at the conclusion of the general floor session at the National Convention.

Article 11: Caucuses

Section I. Purpose: The caucuses shall assist CDA and chartered State Federations in outreach to members within their constituency group and in developing targeted programming.

Section II: Composition: Caucus officers will be appointed by the Director of Political Affairs and must be approved by a majority of the Executive Board. The Executive Board may decide to create or dissolve a caucus by majority vote. In the event of a vacancy in the Chair position, the Vice Chair shall become the Caucus Chair. In the event of a vacancy in the Vice Chair position, the Director of Political Affairs and remaining officers shall select a replacement. If all positions are vacant the President and the Director of Political Affairs shall appoint the officers in consultation with the Executive Board. At the request of a Caucus Chair, the Director of Political Affairs may appoint a Caucus Secretary for that caucus for that year, which must be approved by a majority of the Executive Board.

Section III: Duties: Caucus Chairs shall perform duties as required by the CDA Bylaws.

Section IV: The term of office for caucus leaders expires at the conclusion of the general floor session at the National Convention.

Article 12: Parliamentary Authority

Section I. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern CDA in all cases to which they are applicable and in which they are not inconsistent with this Constitution or the CDA Bylaws and any special rules of order CDA may adopt.

Article 13: Amendments to the Constitution and Bylaws

Section I. This constitution and the CDA Bylaws can be amended by:

- A. The Executive Board, with unanimous votes of all voting members of the Executive Board in favor in two consecutive Executive Board meetings, but only with the subsequent consent of a simple majority of chartered State Federations present at a meeting of the of the National Council, with each chartered State Federation having one vote; or
- B. Campus chapters, with a two-thirds vote of those chartered campus chapters present at the National Convention, with each chartered chapter having one vote; or
- C. The National Council, with a two-thirds vote of chartered State Federations present at a National Council meeting, with each chartered State Federation having one vote.

Article 14. Availability of the Constitution and Bylaws

Section I. Public Domain: This Constitution and the CDA Bylaws shall be made available in the public domain.

Section II. Electronic Media: This Constitution and the CDA Bylaws shall be posted on the CDA website and through all other related and/or necessary media. This Constitution and the CDA Bylaws shall be e-mailed to any member of a chartered chapter or chartered State Federation upon a request to the CDA Executive Director.

Bylaws of the College Democrats of America

Article 1: Name, Purpose, and Membership

Section I: Membership

Section I (a). Membership with the College Democrats of America is open to any fulltime or part-time student enrolled in an undergraduate or graduate program without regard to sex, race, ethnicity, national origin, religion, physical handicap, socioeconomic status, or sexual orientation. Membership is open to any student who, within a period of six months, has been an undergraduate student or will be a full-time or part-time undergraduate or graduate student.

Article 2: Executive Board

Section I: Governance

Section I (a). DNC Members: The National President and National Vice President of CDA shall each be of the opposite gender and shall serve as voting members of the Democratic National Committee.

Section I (b). Meetings: The Executive Board shall meet on a regular basis as determined by the President or the majority of the Executive Board.

Section I (c). Annual Strategic Plan: No later than one month following the National Convention, the Executive Board shall establish a set of goals for the year in which every officer will be assigned official duties. All officers will be required to submit bimonthly written reports to the Executive Board and National Council detailing their pursuit of these objectives.

Section I (d). Quorum: A quorum of the Executive Board shall be a majority of the elected officers of the Executive Board members present, in person, by conference calls, or by electronic communication.

Section I (e). Vacancies: A vacancy shall be declared when a member of the Executive Board dies, resigns, or is removed from office. If the Presidency is vacant, the Vice President becomes President. If any other Executive Board position becomes vacant, the President shall appoint a replacement with the majority consent of the remaining Executive Board officers.

Section I (f). Removal: Executive Board members may be removed in the following manner:

A. Cause for Removal: Cause for removal shall be defined as malfeasance, misfeasance, or nonfeasance of constitutionally assigned duties, being convicted of a felony, or upon other grounds found by a majority of the other members of the Executive Board to constitute good and sufficient cause.

B. Process for Removal: In order to remove an Executive Board officer, both the Executive Board and the National Council must vote for removal by a two-thirds majority. If either body votes to recommend removal of an Executive Board officer, the other body must vote on whether or not to remove that officer within 30 days.

Section II: Duties

Section II (a). Duties of the President: The President shall:

- A. Attend and preside over meetings of the Executive Board, be responsible for determining the goals and direction of CDA, and provide quarterly reports to the Executive Board and regular reports to the National Council;
- B. With the assistance of National Staff and Vice President, be responsible for the implementation of the goals of CDA as set by the Executive Board;
- C. Appoint ex-officio members of the Executive Board with the advice and consent of the Executive Board, except for Regional Directors, who shall be appointed by the officers of the National Council;
- D. Submit bimonthly reports from every Executive Board officer to the Executive Board and the National Council; and
- E. Be personally responsible for raising \$5,000 in the first 6 months in which they serve.

Section II (b). Duties of the Vice President: The Vice President Shall:

- A. Attend Executive Board meetings, assist in determining the direction and goals of CDA, and provide bimonthly reports to the President;
- B. Along with the National Staff and President, be responsible for the implementation of the goals of CDA as set by the Executive Board;
- C. Assume the office of the President upon the President's death, removal, resignation, or incapacitating disability; and
- D. Be personally responsible for raising \$5,000 in the first 6 months in which they serve.

Section II (c). Duties of the Director for Communications: The Director of Communications shall:

- A. Attend Executive Board meetings, assist in determining the direction and goals of CDA, and provide bimonthly reports to the President;
- B. Along with the National Staff and President, be responsible for the implementation of the communications goals of CDA as set by the Executive Board;
- C. Be personally responsible for raising \$500 in the first 6 months in which they serve; and
- D. Manage all activities regarding all internal and external communications of CDA including, but not limited to, maintaining good relationships with members of the

press; distributing information and opportunities regarding the goals of CDA; and development of CDA's presence in any old, earned, new, or emerging media.

Section II (d). Duties of the Director of Development: The Director of Development shall:

A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;

B. Along with the National Staff and President, be responsible for the implementation of the fundraising goals of CDA as set by the Executive Board;

C. Be personally responsible for raising a minimum of \$2,000 in the first 6 months of which they serve; and

D. Manage all CDA fundraising and financial transactions including, but not limited to, providing the CDA Executive Board with a listing of all money raised and all expenditures; developing and implementing necessary fundraising methods, programs, and events; overseeing the management of the CDA Honorary Council and providing all necessary information and developments to the CDA Executive Board, National Council, National Staff, and membership; and

E. Overseeing the Finance Committee, which shall aid the Director of Development in fundraising and all work therein. Members will be appointed by the Director of Development at the time and process of his or her choosing, and all members must be approved by the Executive Board. The terms of all members will expire at the conclusion of the general floor session of the National Convention.

Section II (e). Duties of the Director of Membership: The Director of Membership shall:

A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;

B. Along with the National Staff and President, be responsible for the implementation of the membership goals of CDA as set by the Executive Board;

C. Be personally responsible for raising \$500 in the first 6 months in which they serve and

D. Manage all activities regarding membership of CDA including, but not limited to, assisting in the creation of new campus chapters and State Federations; increasing membership on all levels of CDA; re-certifying campus chapters and State Federations; and managing distribution of necessary credentials for the National Convention. The Membership Director will also be responsible, with the CDA Historian, for the maintenance of records and relationships with CDA alumni.

Section II (f). Duties of the Director of Political Affairs: The Director of Political Affairs shall:

A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;

B. Along with the National Staff and President, be responsible for the implementation of the political goals of CDA as set by the Executive Board;

C. Be personally responsible for raising \$500 for the first 6 months in which they serve; and

D. Manage all activities regarding the political affairs of CDA including, but not limited to, managing all political and issue-based campaigns with which CDA involves itself and overseeing the caucuses.

Section II (g). Duties of the Director of Programs: The Director of Programs shall:

A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;

B. Along with the National Staff and President, be responsible for the implementation of the programming goals of CDA, as set by the Executive Board;

C. Be personally responsible for raising \$500 in the first 6 months in which they serve; and

D. Manage all programs within CDA including, but not limited to, communicating with relevant parties necessary for CDA events; highlighting and promoting events that are pertinent to achieving CDA's goals; and working with the Director of Political Affairs in implementing caucus programs and issue-based campaigns.

Section II (f). Duties of the National Council Chair: The National Council Chair shall:

A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;

B. Along with the National Staff and President, be responsible for outreach to State Federations within CDA;

C. Be personally responsible for raising \$500 in the first 6 months in which they serve; and

D. Assist the Executive Board in the development of chartered State Federations, and foster communication between existing State Federations.

Section II (h). Duties of the National Council Vice Chair: The National Council Vice Chair shall:

A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;

B. Along with the National Staff, President, and National Council Chair, be responsible for outreach to State Federations within CDA;

C. Be personally responsible for raising \$500 in the first 6 months in which they serve; and

D. Assist the National Council Chair in the development of chartered State Federations, and foster communication between existing State Federations.

Section II (i). Duties of the National Council Secretary: The National Council Secretary shall:

A. Attend Executive Board meetings, assist in determining the goals of CDA, and provide bimonthly reports to the President;

B. Along with the National Staff, President, and National Council Chair, be responsible for outreach to State Federations within CDA;

C. Be personally responsible for raising \$500 in the first 6 months in which they serve; and

D. Serve as the official correspondent and record keeper of the National Council and the Executive Board, and maintain the roster of the National Council.

Section III: Ex Officio Officers

Section III (a). Any elected CDA Executive Board officer shall be able to appoint officers as needed to perform his or her duties with the advice and consent of the Executive Board.

Section III (b). National Parliamentarian: The President shall appoint a National Parliamentarian. The National Parliamentarian shall consult the CDA Executive Board and all CDA officers in matters regarding parliamentary procedure as per the CDA Constitution, these Bylaws, and Robert's Rules of Order Newly Revised. The National Parliamentarian shall ensure that CDA is operating within the guidelines set forth as per the CDA Constitution, these Bylaws, and Robert's Rules of Order Newly Revised.

Section III (c). Historian: The President shall appoint a Historian. The Historian shall serve as a recorder and archivist of changes, developments, activities, and all other related topics of CDA since its inception and serve as the institutional memory of CDA. The Historian shall achieve these goals by performing necessary research and interviews with current members and CDA alumni.

Section III (d): Policy Council: The officers of the National Council shall have the authority to appoint a Policy Council. The members of the Policy Council must be approved by a majority of the Executive Board. Each member of the Policy Council shall research, and provide recommendations to the National Council regarding, legislative issues affecting youth in the region to which they are assigned.

Section III (d). Quorum. No ex-officio officer, Regional Director, or Caucus Officer shall be considered when determining if a quorum has been met for Executive Board meetings.

Section III (e). Removal: The CDA Executive Board may remove an ex-officio officer, Regional Director, or Caucus Officer or put them on probation for a period lasting no longer than two months for malfeasance, misfeasance, or nonfeasance of their duties upon the suggestion of the President or supervising Executive Board member. The suggestion will be submitted in writing and the appointed officer in question must be notified.

A. If the appointed officer does not respond within 7 days of the date the complaint is filed, the Executive Board can automatically hold a vote for removal.

B. If the appointed officer does respond, the Executive Board shall hold a conference call for mediation purposes and shall render a decision.

C. The removal of an appointed officer requires a two-thirds vote of the Executive Board. The National Council may veto the removal with a two-thirds vote.

Article 3: National Council

Section I: Governance

Section I (a). Meetings: The National Council shall meet at the National Convention and at regular intervals determined by the National Council Officers and CDA Executive Director. A meeting must be announced at least three days in advance. Voting can only take place if quorum is present. Quorum shall be established as 40% of chartered State Federations present.

Section I (d). Voting: Each state federation shall receive one vote in business before the National Council.

Article 4: State Federations

Section I: Member Certification

Section I (a). Member Certification: State Federations shall apply to be chartered within CDA by providing the Executive Board with the names of all of the officers of the State Federation with both school and permanent addresses and phone numbers, a list of contacts at the chartered chapters in their state, and the bylaws of the State Federation. State Federations shall be chartered through the Director of Membership at the end of each spring semester. They must supply requested information, including:

- State Chapter Leader Information
- Known Chartered Chapters
- Summary of previous year's work
- State Federation Plan for upcoming year
- Relevant contact information

In order to charter, a State Federation must have an Executive Board in place, which consists of at least three officers. Alternatively, the CDA Executive Board may appoint a state Executive Board and grant a charter with a two-thirds vote.

Section I (b). Member De-certification: Chartered State Federations may be de-certified in the following manner:

A. Cause for De-certification: Cause for De-certification shall be the malfeasance, misfeasance, or nonfeasance of assigned duties, or upon other grounds found by the Executive Board to constitute good and sufficient cause.

B. Process for De-certification: The Executive Board may decertify a chartered State Federation with a unanimous vote.

Article 5: Campus Chapters

Section I: Chapter Certification and De-certification

Section I (a). Chapter Certification: Chapters will be chartered through their inclusion within a State Federations' chartering information. In the event that their State Federation has chartered, individual chapters can work with the Director of Membership and the relevant Regional Director in order to identify which necessary actions will need to be performed.

Section I (b). Chapter De-certification: Chartered Campuses may be de-certified in the following manner:

A. Cause for De-certification: Cause for De-certification shall be the malfeasance, misfeasance, or nonfeasance of assigned duties, or upon other grounds found by the Executive Board to constitute good and sufficient cause.

B. Process for De-certification: The Executive Board may de-certify a campus charter with a unanimous vote.

Article 6: National Convention

Section I: Governance

Section I (a): Governance: These bylaws shall serve as operating guidelines and procedures for all activities of the National Convention. They can be complemented with any rules drafted by the Executive Board that are consistent with these bylaws. Those rules will remain in force until their last assigned function has been completed.

Section I (b): Parliamentary Authority: Except in those instances where exceptions are authorized and enumerated in this document, all business conducted during the National Convention shall be governed under the Newly Revised Edition of Roberts Rules of Order.

Section I (c): Certification: When a chartered campus chapter or State Federation is hereafter referred to in this document, such reference constitutes a State Federation or chapter which has fulfilled CDA requirements for chartering.

Section I (d): Presiding Officer: The President of CDA shall serve as Presiding Officer of the National Convention. The Presiding Officer shall establish the order of business for the National Convention under the guidelines set forth in this document. The Presiding Officer may appoint, at his or her discretion, Chairperson(s) Pro Tempore. All decisions of the Presiding Officer or Chairperson Pro Tempore are final, unless three-fourths of the voting delegates in attendance vote to overrule the Presiding Officer.

Section I (e): Parliamentarian: The Presiding Officer shall appoint a National Convention Parliamentarian. The Parliamentarian shall be responsible for making sure that the convention

is run in accordance with the rules contained in the latest edition of Robert's Rules of Order. The Parliamentarian's interpretation—in coordination with the Presiding Officer—shall be final, unless three-fourths of the voting delegates vote to suspend the rules.

Section I (f): Other Officers: The Presiding Officer of the National Convention shall appoint a Convention Chair and other convention officers as necessary to run the convention effectively.

Section I (g): Credentials Committee: The Credentials Committee shall be responsible for: Assigning and distributing the appropriate convention credentials to all National Convention delegates; and certifying chartered campus chapters and State Federations who are properly registered to vote at the convention. The chair and membership of the Credentials Committee shall be appointed by the Presiding Officer. To obtain chapter certification, a representative of a campus chapter must present a legitimate form of identification from their school that indicates their undergraduate or graduate status at that institution or that they have graduated in the term preceding convention. The following documents are considered legitimate proof of student status for the purposes of registration and receiving official credentials:

- Valid student identification card certifying student status;
- Letter from the student's College/University Registrar certifying student status;
- Valid student fee statement certifying student status; and
- Official student transcript certifying student status.

Section I (h): Display of Credentials: Convention credentials must be prominently displayed at all times to gain entry to, and permit participation in, National Convention activities unless otherwise stated. Persons not displaying their official convention credential will be prohibited from participation.

Section I (i): Elections Committee: The Elections Committee, which shall include one member from each CDA region and one additional member from the Executive Board, shall be responsible for certifying candidates for National Office as specified in these Bylaws. The chair and membership of the Elections Committee shall be appointed by the Presiding Officer no later than two months before the National Convention, and must be approved by a majority of the Executive Board.

A. No individual who agrees to serve on the Elections Committee shall be permitted to run for any CDA elected office at the convention at which they will preside.

B. Impartiality: Members of the Elections Committee shall remain neutral in all races. If a member of the Committee fails to remain impartial or does not complete their responsibilities as a member, the committee may recommend their removal by a majority vote. The Executive Board may then remove that member by a majority vote. A vacancy shall be filled through an appointment by the Presiding Officer and must be approved by a majority of the Executive Board.

C. Jurisdiction: The Elections Committee shall have original jurisdiction over all cases in which a candidate petitions for an injunction against another candidate, official member of the candidate's campaign, or CDA elected or appointed officer, as it pertains to ensuring and administering a fair and honest election.

D. Quorum: Quorum for the Elections Committee shall be 75% of its membership, whether present in person or by telephone.

Section I (j): Platform Committee: The Platform Committee shall advise the membership on revisions and amendments to CDA National Platform at the National Convention. The chair and membership of the Platform Committee shall be appointed by the Presiding Officer. Quorum for the Platform Committee shall be 75% of its membership, whether present in person or by telephone.

Section I (k): Awards Committee: The Awards Committee shall be responsible for setting the criteria for the Chapter and State Federation of the Year Awards, judging candidates for each award, and selecting the winners. The chair and membership of the Awards Committee shall be appointed by the Presiding Officer. Quorum for the Awards Committee shall be 75% of its membership, whether present in person or by telephone.

Section I (l): Agenda: The Presiding Officer shall establish a written agenda for the National Convention that seeks to meet the objectives set forth in the Constitution and Bylaws.

Section I (m): General Floor Sessions: The Presiding Officer shall include a General Session on Constitution and Platform Revisions and a General Session on National Officer Elections into the written agenda for the National Convention.

Section I (n): National Officer Elections:

A. Candidate Declaration Period: Candidates for national office shall be able to officially declare their candidacy for a period of at least one month prior to the convention, by a deadline determined by the Elections Committee, which can be no earlier than one week before the National Convention. Candidate declarations must be submitted by email or as determined by the Elections Committee in consultation with the Executive Director and Executive Board. Declaration of candidacy statements may be no more than 1,000 words.

B. President and Vice President: Candidates for President must run on a ticket with a candidate for Vice President of the opposite gender. Candidates for President and Vice President on the same ticket must submit their two candidacy statements together. President and Vice President shall be elected as part of the same vote.

C. Write-In Candidates: Write-In candidates shall be accepted when accompanied by a petition signed by twenty-five percent (25%) of the total number of convention delegates from chartered campus chapters registered at the time of the Write-In Candidate deadline. All names signed on the petition must be printed and legible. The Elections Committee shall be responsible for verifying that a given candidate has reached the signature threshold. The deadline for submitting a candidate statement and petition shall be determined by the Elections Committee and can occur no sooner than 11:59 p.m. the night before the election.

D. Financial Disclosure: Candidates for CDA office shall be required to disclose all funds raised and all donors for their campaigns. Candidates must also disclose all campaign expenditures, including on printed and electronic communications and on campaign travel. Funds raised and expenditures shall be reported to the Elections Committee one month before the National Convention, two weeks before National Convention, and 48 hours before the elections are held. The Elections Committee shall be responsible for distributing the initial financial reports to the National

Council, and for distributing the final report to all convention attendees, along with their statements of candidacy.

E. Qualifications: Candidates for national office must demonstrate to the Elections Committee that they meet the requirements for membership in the Constitution and Bylaws. Candidates for President and Vice President must demonstrate that they will be students for at least one semester or one quarter of their term in office.

F. If a candidate for office is found by a two-thirds vote of the Elections Committee to be guilty of committing, or conspiring to commit, a violation of the Constitution or its Bylaws, the Elections Committee shall have the authority to:

1. Temporarily suspend the candidate from all campaigning or from specific types of campaigning;
2. Order the removal of any or all of that candidate's campaign materials from public space; and
3. Disqualify the candidate from the election, although that candidate may still petition to run as a Write-In Candidate;

F. Order of Elections: Elections shall be conducted in the following order: President/Vice President, Director of Communications, Director of Development, Director of Membership, Director of Political Affairs, and Director of Programs.

G. Nominations: The nomination speeches for each the President and Vice President shall be no longer than three minutes. Nomination speeches for other Executive Board positions shall be limited to two minutes. No candidate may be considered for election without being formally nominated.

H. Candidate Speeches and Forum: Candidates for national office will be expected to participate in a scheduled candidate question and answer forum prior to the election. The open microphone forum will be moderated by the Elections Committee Chair. The rules of the forum shall be developed by the Elections Committee Chair. During the General Session on National Officer Elections, candidates for President shall speak for no longer than five minutes. Candidates for all other CDA offices shall be limited to three minute statements.

I. Officer Transition: All officers elected will take office following the last gavel of the National Convention.

Section I (o): Constitution and Platform Revision

A. Deadline for Filing Constitutional or Bylaws Amendments: Members of CDA will be able to file amendments during a one month filing period determined by the Constitution & Bylaws Committee. Amendments must be submitted by email or as determined by the Committee in consultation with the Executive Board and Executive Director.

B. Late Amendment Filing: Amendments to the Constitution or Bylaws that are not received prior to the filing deadline shall be accepted late when accompanied by a

petition signed by twenty five percent of the total number of convention delegates from chartered campus chapters registered at the time of the “late” constitutional amendment deadline. All names signed to the petition must be printed and legible. The Constitution & Bylaws Committee shall be responsible for verifying that the author of the amendment has reached the signature threshold. Late amendments must be submitted to the Constitutional & Bylaws Committee by a deadline determined by the Committee.

C. Deadline for Filing Platform Amendments: Members of CDA will be able to file platform amendments during a one month filing period determined by the Platform Committee. Amendments must be submitted by email or as determined by the Committee in consultation with the Executive Board and Executive Director.

D. Late Amendment Filing: Amendments to the Platform that are not received prior to the filing deadline shall be accepted late when accompanied by a petition signed by twenty-five percent of the total number of convention delegates from chartered campus chapters registered at the time of the “late” platform amendment deadline. All names signed to the petition must be printed and legible. The Platform Committee shall be responsible for verifying that the author of the amendment has reached the signature threshold. Late amendments must be submitted to the Platform Committee by a deadline determined by the Committee.

E. Amendment Standards: All amendments to the Constitution, Bylaws, or Platform must be type written and of clear language.

F. Implementation of Amendments: Any and all amendments to the Constitution or Bylaws passed during the General Floor Session on Constitutional Revision shall not take effect until after the last gavel of the National Convention.

Section I (p): Voting Procedures for General Floor Sessions:

A. General Floor Session on Constitution and Platform Revision

1. General Floor Session: The General Floor Session on Constitution and Platform Revision is the official time allotted for amendments, edits, revisions, and review of the Constitution and Platform. Such business will be recognized by the Presiding Officer exclusively during this session and will be deemed out of order by the Presiding Officer prior to and following the General Floor Session.

2. Constitution: All votes on constitutional matters will be held in accordance and compliance with the CDA Constitution.

3. Roll Call: Each vote during this session shall be conducted by roll call vote, directly following a five minute state caucus period. During the roll call vote, each state will announce its vote count. In states where chartered a State Federation exists, the State Federation President or their designee will announce their votes. In states where no chartered State Federation exists, the delegates of that state will, through their own method, select a designated spokesperson to report their votes to the assembly.

B. General Floor Session on National Officer Elections

1. Roll Call: Each election for a position on the Executive Board shall be conducted by roll call vote, directly following a five minute state caucus period. During the roll call vote, each state will announce its vote count. In states where chartered a State Federation exists, the State Federation President or their designee will announce their votes. In states where no chartered State Federation exists, the delegates of that state will, through their own method, select a designated spokesperson to report their votes to the assembly.

2. Vote Allocation: Each chartered campus chapter may cast three votes for each office. Each chartered State Federation may cast two votes for each individual office. Each current elected executive board member may cast one vote, which shall be recorded with the votes from his or her state. A chartered campus chapter will be entitled to one vote for each individual office if absent. These absentee ballots must be received by the day before the vote in question.

3. Majority: If a vote for any Executive Board position fails to produce a majority of voting delegates, the candidate who received the least number of votes shall be removed from the ballot and a new roll call vote shall be conducted amongst the remaining candidates until a majority of voting delegates has been reached.

Section I (r): Quorum: The National Convention may conduct business when a majority of the total voting chartered campus chapters are present. Only delegates registered as members of a given chartered campus chapter may count toward that chapter's presence during Quorum Call.

Section I (s): Debate Limit

A. Debate on Issues or Questions: Subject only to a motion to limit or extend the time of debate, debate on any issues or questions shall be limited to 5 minutes for proponents of the motion and 5 minutes for opponents of the motion.

B. Total Debate on Issues or Questions: Total debate on any issues or questions shall not exceed 10 minutes total, unless a motion to extend debate is passed by a majority of voting delegates.

C. Individual Limit: No individual shall be allowed to speak for a period of more than one minute during debate on any issue or question.

D. Time Extension: If time is extended, it shall be done in such a manner as to maintain equal time for proponents and opponents of the issue or question at hand.

Section I (t): Amendments to and the Suspension of CDA Convention Rules: Amendments to, or the suspension of, the Rules of the Convention may be moved from the convention floor and shall require a three-fourths majority of voting delegates.

Section I (u): Absentee Ballots: The Elections Committee shall have the authority to allow chartered campus chapters to cast one absentee vote in absent. Absentee votes for the General Floor Sessions on the Constitution and Platform Committees and National Officer Elections must be received the day prior to the election via email to the members of the Elections Committee. They must include a fax to the credentials committee that certifies that the voter is a) a student and b) a chapter leader at a chartered campus chapter. All materials in Article 6 § I(g) of the Bylaws are acceptable forms of verification. The Credentials Committee and State Federation President must certify that the voter is from the chapter and properly chartered in order for the vote to be included. The Director of Membership, if available, will assist the Credentials Committee in determining the status of a given chapter or officer. In the event that no one from the state in question is present, the Regional Director, Director of Membership, and National Council Chair, Vice Chair, or Secretary will determine the chapter's status.

A. The Elections Committee shall reserve the right to require that all chartered campus chapters making use of voting in absentia at the National Convention be forced to pay a registration fee. Said fee shall be paid for by the membership of the respective chartered campus chapter.

B. The Elections Committee shall reserve the right to strip chapters and state federations of votes if it is determined that a malfeasance or misfeasance has been performed in regards to allocation of absentee ballots.

Article 7: Regions

Section I. Duties: Regional Directors shall work with the Executive Board and National Council to: build College Democrats membership in each region; coordinate national initiatives with State Federations; coordinate national initiatives with campus chapters; communicate regularly with membership of CDA, and be a resource to state federations.