

ILLINOIS HIGH SCHOOL DEMOCRATS

Constitution

1 **MISSION**

2 The Illinois High School Democrats will work to increase high school participation in politics with the aim of electing
3 Democratic candidates and advancing Democratic ideals.

4 **ARTICLE I: NAME AND AFFILIATION**

5 **Section 1: Name**

6 The name of this organization shall be the Illinois High School Democrats. It shall be abbreviated IHSD.

7 **Section 2: Affiliation**

8 The Illinois High School Democrats shall be sovereign organization but while maintaining affiliations with Illinois
9 Young Democrats, Young Democrats of America and the High School Democrats of America.

10 **ARTICLE II: ORGANIZATION**

11 **Section 1: State Organization**

12 The Illinois High School Democrats shall be comprised of chapters at individual schools and in communities. District
13 Directors will also exist to manage chapters and district organizations.

14 **Section 2: District Organization**

15 The school Illinois High School Democrats shall be composed of the following districts

16 **2(a) Northeast.** Lake, McHenry, Boone, DeKalb, Kane, DuPage, Kendall, La Salle, Grundy, Will, Kankakee,
17 Livingston, Ford, Iroquois

18 **2(b) Northwest.** Jo Daviess, Stephenson, Winnebago, Ogle, Carroll, Whiteside, Lee, Bureau, Henry, Rock
19 Island, Mercer, Knox, Warren, Henderson, Stark, Peoria, Marshall, Putnam

20 **2(c) East Central.** Woodford, McLean, De Witt, Macon, Platt, Moultri, Shelby, Champaign, Douglas, Coles,
21 Cumberland, Vermilion, Edgar, Clark

22 **2(d) West Central.** Hancock, McDonough, Fulton, Tazewell, Mason, Logan, Schuyler, Adams, Brown, Cass,
23 Menard, Pine, Scott, Sangamon, Morgan, Christian, Calhoun, Greene, Macoupin, Montgomery, Jersey

24 **2(e) Southeast.** Madison, Bond, Fayette, Saint Clair, Clinton, Marien, Monroe, Washington, Jefferson,
25 Randolph, Perry, Franklin, Jackson, Union, Alexander, Pulaski

26 **2(f) Southwest.** Effingham, Jasper, Crawford, Clay, Richland, Lawrence, Wayne, Edwards, Wabash,
27 Hamilton, White, Saline, Gallatin, Pope, HARDIN, Johnson, Massac

28 **Section 3: Chapter Organization**

29 The Executive Board shall charter all chapters that meet the chapter requirement in these by-laws.

30 **Section 4: Coordinated Campaign**

31 For every election cycle, a State Coordinated Campaign will be created in partnership with the Illinois High School
32 Democrats Executive Board. The Coordinated Campaign will be run by Political Director. Races and ballot

1 propositions will be planned by the Political Director, and endorsements will be made in each targeted statewide races
2 by a three fourths (3/4) favor vote of the full State Executive Board. .

3 **ARTICLE III: MEMBERSHIP**

4 **Section 1: State Membership**

5 The Illinois High School Democrats voting membership shall be comprised of High School Democrats chapters
6 chartered by Illinois High School Democrats Executive Board. The non-voting membership shall be comprised of any
7 at-large members who do not belong to any chapter.

8 **Section 2: Membership Requirements**

9 Membership in the Illinois High School Democrats shall be limited to any individuals in high school, or any individuals
10 who shall enter high school in three (3) months or who have graduated high school within three (3) months.
11 Every regular member of a duly chartered chapter shall be eligible for any office in this organization.
12

13 **ARTICLE IV: Chapters**

14 **Section 1: REQUIREMENTS**

15 In order for a chapter to be chartered with the Illinois High School Democrats of America it must have at least three (3)
16 members.

17 **Section 2: Privileges**

18 Each duly chartered chapter will be apportioned one vote in the manner described in these by-laws for the Illinois High
19 School Democrats Convention.
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21 **ARTICLE V: DISTRICTS**

22 **Section 1: Purpose**

23 The districts defined in these by-laws shall serve as organizational entities of the Illinois High School Democrats and
24 shall facilitate the development of new and existing chapters.

25 **Section 2: District Directors**

26 Each region shall be administered by a District Director. District Directors shall represent their district on the Executive
27 Board.

28 **ARTICLE VI: Executive Board**

29 **Section 1: Role of the Executive Board**

30 There shall be an Executive Board of this organization that shall have all the powers and duties of the Illinois High
31 School Democrats.

32 **Section 2: Composition**

33 The Executive Board shall consist of the following members:

34 2(a) Executive Director

35 2(b) President

36 2(c) Vice President

37 2(d) Political Director

1 **2(e)** Communications Director

2 **2(f)** Technical Director

3 **2(g)** Chief of Staff

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5 **2(h)** Finance Director

6 **2(i)** Immediate past State Chair, unless removed by a 2/3 majority vote as specified in Article Three (3) of
7 these bylaws of resignation.

8 **2(j)** Each District Director

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10 **Section 3: Elected Officers**

11 **3(a)** President

12 I. Shall be the chief executive officer, as well as the official voice and representative of the Illinois
13 High School Democrats to the Young Democrats of Illinois and High School Democrats of
14 America.

15 II. Shall preside over all meetings.

16 III. Shall appoint for following Executive Board members; eight (8) District Directors, Chief of Staff,
17 vacant State Offices and any other appointed office the State Chair may create.

18 IV. Shall establish an organizational calendar and shall make all efforts to maintain and strengthen
19 communications between the various member chapters.

20 **3(b)** Vice President

21 I. Shall be the chief officer in charge of the membership.

22 II. Shall work with the President to coordinate major state events.

23 III. Shall collect and maintain records of Illinois High School Democrats parliamentary inquiries and
24 issues to facilitate accurate rulings.

25 IV. Copies of these parliamentary records shall be provided to the Chief of Staff and to any officer,
26 chapter or members as requested.

27 V. Shall preside at meetings in the absence of the State President.

28 VI. Shall assume the office of President if a vacancy occurs until the next State Convention, with the
29 approval of the Executive Director.

30 VII. Shall perform any other day to day duties of Illinois High School Democrats as requested by the
31 State President.

32 **3(c)** Political Director

33 I. Shall maintain contact with elected officials and statewide campaigns and notify the membership
34 of political events.

1 II. Shall work to compile a list of targeted races for approval by the State President and Illinois High
2 School Democrats Executive Board.

3 III. Shall run and organize all endorsements.

4 IV. Shall endeavor to keep the membership informed on relevant political activities in the state.

5 V. Shall perform any other day to day duties of Illinois High School Democrats as requested by the
6 State President.

7 **3(d) Communications Director**

8 I. Shall assure publicity for all upcoming events and meetings through the use email, website,
9 phone calls and any other means necessary.

10 II. Shall keep the membership and leadership of Illinois High School Democrats informed about the
11 organization, upcoming events, decisions, and other news.

12 III. Shall make available monthly educational materials and suggested lesson guidelines to all
13 chartered chapters.

14 IV. Shall perform any other day to day duties of Illinois High School Democrats as requested by the
15 State President.

16 **3(e) Technical Director**

17 I. Shall build and manage the website of the Illinois High School Democrats

18 II. Shall administer any organizational software, including email and document collaboration

19 III. Shall, under the supervision of the Executive Board, run any sanctioned online voting
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21 **3(f) Finance Director**

22 I. Shall be responsible for all Illinois High School Democrats fundraising activities.

23 II. Shall submit financial statements, to the State Executive Board as requested. These statements
24 shall include all revenue, expenditures and reserves for that quarter.

25 III. Monthly revenue and expenditure reports shall be made available to all Executive Board
26 members each month.

27 IV. Shall prepare an annual Illinois High School Democrats budget for approval of the State
28 Executive Board within thirty (30) days of the close of the State Convention, or upon request of
29 the Executive Board.
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31 V. Shall perform any other day to day duties of Illinois High School Democrats as requested by the
32 State President
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35 **Section 4: Appointed Officers**

36 The following appointed positions shall exist. All appointed officers shall be appointed by the State President.

37 **4(a) Chief of Staff**

38 i. Shall work under the direction of the State President.

- 1 ii. Shall serve as the Illinois High School Democrats secretary. Shall maintain all Illinois High School
2 Democrats records, serve all required notices, and discharge any other duties at the discretion of the
3 President.
- 4 iii. Shall be responsible for overseeing all disbursements, receipts, banking relationships, and any and
5 all bookkeeping responsibilities of Illinois High School Democrats are fully and properly
6 performed.
- 7 iv. Shall be a non-voting member of the Executive Board.
- 8 v. Shall perform any other day to day duties of Illinois High School Democrats as requested by the
9 State President.

10 **4(b) District Director**

- 11 I. Shall be the chief organizer in their respective district. Shall manage and track all chapters in
12 their region, and make regular reports to the State Officers.
- 13 II. Shall recruit members and chapters in their district.
- 14 III. Shall coordinate joint issue and candidate campaigns in all counties under their jurisdiction under
15 the direction of the State Coordinated Campaign and Coordinated Campaign Director.
16

17 **Section 5: Permanent Offices**

18 **5(a) Executive Director**

- 19 I. Shall be the chief legal and financial representative of the organization. All legal and financial
20 matters must be dealt with through the Executive Director.
- 21 II. Shall preside at all meetings
- 22 III. Shall assist the State President and render opinions and rulings requested by the State President,
23 or when appealed to from the membership regarding Illinois High School Democrats' bylaws, its
24 interaction with Illinois Young Democrats, High School Democrats of America or with the
25 Young Democrats of America
26 IV. Shall perform any other day to day duties of Illinois High School Democrats as requested by the
27 State President.
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33 **Section 6: Terms of Office**

34 Officers elected and appointed at the IHSD State Convention shall take office immediately after the adjournment of the
35 Convention.

36 Every Officer shall hold office until the adjournment of the next IHSD State Convention or until removed pursuant to
37 Section seven (7) of this Article.

38 **Section 7: Voting Members**

39 Each voting member of the Executive Board will be allocated one (1) vote on the Executive Board.

40 Voting members of the Executive Board are Executive Director, President, Vice President, Political Director,
41 Communications Director and District Directors.
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1 **Section 8: Executive Board Organization**

2 The State President shall run the Executive Board. The Chief of Staff shall serve as the Secretary of the Executive
3 Board.

4 **Section 9: Executive Board Meetings**

5 The Executive Board shall meet a minimum of once (1) per month. The State President may convene special meetings
6 of the Executive Board, to be held by conference call.

7 Notice of Executive Board meetings shall be given to all Executive Board members five (5) days in advance of the
8 meeting.

9 **Section 10: Executive Board Proxy Voting**

10 Executive Board Members may not carry more than one vote. For Executive Board Members to cast their vote by proxy
11 the following conditions must be met:

12 **9(a)** The person carrying the proxy must be a member of a duly chartered Illinois High School Democrats
13 chapter. The proxy holder may not be a member of the Executive Board.

14 **9(b)** No person may hold more than one proxy.

15 **9(c)** Any Executive Board Member wishing to cast his or her vote by proxy shall file his or her intent in
16 writing with the Chief of Staff and voice confirmation must be met prior to the meeting.

17 **Section 11: Vacancy**

18 Vacancy in any of the statewide offices shall be filled by the State President and confirmed by a simple two-thirds (2/3)
19 majority vote of all accredited and president members as well as the approval of the Executive Director at the next
20 Executive Board meeting.

21 Should the office of the State Chair become vacant, the Vice Chair shall assume the position of State Chair with the
22 approval of the Executive Director. The President shall have the discretion to appoint a Vice Chair with the
23 confirmation of the Executive Board and Executive Director.

24 **Section 12: Removal**

25 The State President shall preside at the removal of any member from the Executive Board, except in the case of a
26 motion to remove a State President. A motion to remove a member from the Executive Board must be submitted in
27 writing to the President by a member of the Executive Board. The motion must be co-signed by at least three (3) other
28 members of the Executive Board. The President shall schedule a vote within twenty (20) days of the filing of the
29 motion. At least ten (10) days notice of the vote shall be given and a two-thirds (2/3) quorum is required for the vote to
30 occur. A two-thirds (2/3 +1) majority is required to remove a member as well as the approval of the Executive Director.
31 In the event a motion is made to remove the President the Vice President will assume the duties of the President listed
32 in this section.

33 The Illinois High School Democrats Executive Board may by a two-thirds (2/3) majority vote of all accredited and
34 president Executive Board members, as well as the approval of the Executive Director, remove an officer if there is
35 proper evidence to acknowledge that an officer has been performing improper acts, or has not been discharging their
36 duties with the diligence required of their position.

37 **Section 13: Rules of Voting**

38 Each voting member of the Executive Board shall be entitled to one vote on any matter, except where
39 otherwise specified in this article. The President shall preside over all votes unless otherwise specified in
40 these by-laws, and votes shall be conducted through a conference call voting system unless otherwise

1 specified. All votes shall take the form of a motion on the floor of a meeting of the Executive Board. Any
2 member may make a motion, and all motions must be seconded. For all matters, a simple majority (1/2+1)
3 vote is needed to make any decision, unless otherwise specified in these by-laws. All members have the
4 prerogative to abstain from any vote, and the simple majority shall be calculated out of those voting. A
5 quorum of one-third (2/3) of the voting membership is required to do business. On any vote, the quorum
6 shall only be determined if there is a quorum call. Any vote disputes shall be decided by the Political
7 Director and President. The Political Director shall calculate all quorums. All votes shall be conducted in
8 accordance with Robert's Rules of Order, unless otherwise specified. The Executive Director has veto power
9 on any votes of the Executive Board.

10 **Section 14: Requirements of Executive Board Members**

11 All members of the Executive Board are required to comply with the following. Failure may be used as grounds for
12 removal from the Executive Board.

13 **13(a)** Attend at least three-fourths (3/4) of all meetings

14 **13(b)** Raise \$500 toward the general fund of the Illinois High School Democrats annually, unless a
15 dispensation is granted by a simple (1/2 +1) vote of the Executive Board. No notice of the vote is required. A
16 one-half (1/2) quorum is required.

17 **ARTICLE VII: IHSD STATE CONVENTION**

18 **Section 1: Time and Location**

19 The Illinois High School Democrats shall organize the Illinois High School Democrats State Convention every year
20 during the months of June-August. Notice shall be given to all the membership of the Illinois High School Democrats
21 thirty (60) days in advance of the convention.

22 **Section 2: Purpose**

23 The Illinois High School Democrats State Convention shall serve as an educational tool and on odd years a central
24 voting location for the IHSD Executive Board.

25 **Article VIII: IHSD STATE ELECTION**

26 **Section 1: Executive Board Election**

27 Illinois High School Democrats of America shall conduct a state election every year for the offices of President, Vice
28 Present, Political Director, Communication Director, Finance Director and Technical Director. The process shall begin
29 in July by a specific time prescribed by the State President. The election shall be conducted by the Executive Director.
30 Votes may be cast at the Illinois High School Democrats Convention, votes may also be cast electronically using
31 through an online voting system. Measures shall be taken to ensure there is no double voting.

32 **Section 2: Constituency**

33 *All chartered High School chapters shall be apportioned one vote. At large members will not be given voting privileges.*

34 The Illinois High School Democrats Executive Board shall approve each chapter's membership. One delegate from any
35 chartered chapter shall represent all of the members of their respective chapter at the State Convention. No delegate
36 may hold the votes of multiple chapters. A delegate shall be appointed by the President of each chapter.

37 **Section 3: Voting**

1 Each Illinois High School Democrats chapter qualifying to vote shall be emailed instructions for casting a vote.
2 Members shall have a one (1) day window in which to vote. Each chapter shall cast its vote in person at the IHSD State
3 Convention or electronically through an online voting system. In the event of technical difficulties that prevent a
4 qualified individual from voting, that individual should contact Technical Director within four (4) hours of the close of
5 voting.

6 **Section 4: Certification of the Vote**

7 Certification of the vote will occur with a simple two-thirds (2/3) majority vote of all accredited and in attendance
8 Executive Board members. Any voting irregularities, discrepancies and allegations of improper influence shall be
9 examined at this time, and remedied as necessary.

10 **Section 5: Ballot Items**

11 The items shall be on the ballot:

12 **5(a)** Election of Executive Board Officers. All Executive Board Officers of this organization as provided for in
13 these by-laws.

14 **5(b)** Endorsements. An endorsement measure may be put on the ballot. For any endorsement measure, all the
15 candidates or positions in the race must be listed. An endorsement may be called for by a simple majority
16 (1/2+1) vote of the Executive Board or National Committee. An endorsement may also be called for by a
17 petition of at least forty (40) signatures from each of at least five (5) districts for a total of at least two-hundred
18 (200) signatures. An endorsement may be made in: any Federal or Statewide race or any Young Democrats of
19 America National race. All endorsements shall be handled by the National Parliamentarian.

20 **5(c)** Resolutions. A resolution may be put on the ballot. A resolution may be called for by a simple majority
21 (1/2+1) vote of the Executive Board or National Committee. A resolution may also be called for by a petition
22 of at least forty (40) signatures from each of at least five (5) districts for a total of at least two-hundred (200)
23 signatures. All resolutions shall be handled by the Political Director

24 **Section 6: Candidates**

25 All candidates must file their intent to run with the Political Director at least thirty (30) days prior to the opening of
26 voting. The intent to run must include the following information: name, email, telephone, office sought, and a written
27 statement. The written shall be no more than five-hundred (500) words.

28 **Section 7: Candidate Presentations**

29 All candidates who have properly filed shall be allowed five (5) minutes to speak on the convention floor. Candidates
30 for President shall be given seven (7) minutes. Any candidate who is not present and has filed properly may submit a
31 seven (7) minute video to the Political Director, which shall be played on the convention floor. State President
32 Candidates may submit a seven (7) minute video. The candidate must confirm with the Political Director that
33 the video is playable. The video may not contain any graphics and must show only the candidate speaking
34 directly to the camera.

35 **Section 8: Notice**

36 The general membership shall be notified of the election at least sixty (60) days prior to the opening of voting by email.
37 They shall be informed of all positions available, and the process for becoming a candidate. The filing deadline shall
38 occur fifteen days (15) prior to the voting, subsequent to the deadline the general membership shall be informed of all
39 candidates for each position, and given access to each candidate's written statement. A final notice consisting of voting

1 instructions and all candidates for each position shall be sent out to the general membership two (2) days prior to voting
2 and twelve (12) hours prior to voting.

3 **ARTICLE IX: TEAMS**

4 **Section 1: Teams**

5 The President shall create or remove teams as needed and appoint or unseat coordinators of those teams. Teams shall be
6 created in order to support this organization and fulfill its mission.

7 **ARTICLE X: GENERAL PROVISIONS**

8 **Section 1: General Fund**

9 A general fund of the Illinois High School Democrats shall exist, and shall be administered by the Executive Director
10 under the supervision of the Executive Board. All donations, fundraising proceeds and other revenues shall be deposited
11 into this fund. All expenditures of the Illinois High School Democrats shall be paid from this fund.

12 **Section 2: General Expenditures**

13 Only the Executive Director may expend funds from Illinois High School Democrats accounts. Any expenditure over
14 \$100.00 must be approved by the Executive Board. No other persons including all officers and members of the Illinois
15 High School Democrats are permitted to expend funds of the Illinois High School Democrats.

16 **Section 3: General Fund Budget**

17 The annual General Fund Budget shall be submitted by the Executive Director to the Executive Board. The budget shall
18 cover all expenses and revenues, as well as fundraising targets. The budget shall be adopted by a simple majority of
19 (1/2 +1) vote of each body. The Executive Board shall be given access to the proposed budget at least ten (10) days
20 prior to voting.

21 **Section 2: Endorsements**

22 The State Executive Board may make an endorsement in any statewide race by a simple two-thirds (2/3) majority vote
23 of all accredited and attending Executive Board members at any Executive Meeting, special or otherwise. No part of the
24 Illinois High School Democrats may endorse a candidate during a primary unless running unopposed by another
25 Democrat.

26 **Section 43: Organizational Records**

27 The State Chief of Staff shall keep all records in digital and hard copy form. When a newly appointed State Chief of
28 Staff takes office the former Chief of Staff shall pass along all records to him/her.

29 **ARTICLE XI: AMENDMENT OF THE BYLAWS**

30 **Section 1: Amendment**

31 These Bylaws may be amended by two-thirds (2/3) vote of all the delegates accredited and in attendance at any IHSD
32 State Convention, or by two-thirds (2/3) majority vote by all accredited and attending Executive Board members at any
33 State Executive Board meeting as well as the approval of the Executive Director in both instances. An amendment shall
34 become effective on immediately after adjournment of the meeting at which the amendment was adopted unless a
35 specific exception is stated in the motion to amend. Amendments to these by-laws must be sent to all members of the
36 Executive Board 7 days prior to voting.

1 **ARTICLE XII: SUSPENSION OF THE BYLAWS**

2 **Section 1: Suspension**

3 Any section of these Bylaws may be suspended by a two-thirds (2/3) majority vote of all accredited and present
4 Executive Board members at any meeting of the Executive Board or IHSD State Convention as well as the approval of
5 the Executive Director in both instances. A motion to suspend must identify the Article and Section being suspended
6 and may not suspend more than one Article. This Article may not be suspended.