

Sixth Congressional District Michigan Democratic Party Bylaws

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ARTICLE 1 – NAME

1.1. This organization shall be known as the Sixth Congressional District of the Michigan Democratic Party (the District). It shall consist of all members of the Michigan Democratic Party (MDP) and all duly elected Democratic precinct delegates residing within the District, and operate through the District Officers, Executive Committee, District Committee, standing committees and ad hoc committees.

ARTICLE 2 – PURPOSE

2.1. The purpose of the District is to work to recruit, support and elect a Democratic candidate to the US House from the Sixth Congressional District, to support the activities of the County Democratic Parties within the District, and to advance the Democratic platform and values in government and among the general public.

2.2 The District shall be a non-profit organization, and no part of the income and assets of the District shall benefit any of its members except for the reimbursement of actual expenses, reasonable compensation for services if the District approves, or a contribution for electing a member to office if the District approves.

ARTICLE 3 – FUNDAMENTAL PRINCIPLES

3.1 All meetings of all District units shall be open to the public regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability. However, District units may hold meetings limited to MDP members in cases

where confidential consideration of party strategy is necessary.

3.2 No tests for membership in, nor any oaths of loyalty to, the Democratic Party in Michigan or the District shall be required or used which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability.

3.3 The District shall operate to the maximum extent feasible in an open and transparent manner and consistent with procedures designed to promote fairness.

3.4 The time and place for all public meetings of the District shall be publicized fully and in such a manner as to assure timely notice to all interested persons. All meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons.

3.5 The District shall support the broadest possible participation without discrimination on grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability. The District shall strive to increase participation of traditionally underrepresented citizens.

3.6 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the District in all cases to which they are applicable and in which they are not inconsistent with the laws of the state of Michigan, the Rules of the Michigan Democratic Party, these Bylaws, and any special rules of order the District may adopt.

3.7 All rules and bylaws of the District at all levels shall be consistent with the Rules of the Michigan Democratic Party and shall be available on request in writing to any member of the MDP.

3.8 Official documents of the Michigan Democratic Party, bearing the Party's logo or disclaimer, may not be altered by those who reproduce them for any purpose.

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3.9 The District shall publicize fully and in such a manner as to assure notice to all interested parties a full description of the legal and practical procedures for selection of District officers and representatives, and qualifications for the same. Publication of these procedures shall be done in such a fashion that prospective and current members and prospective candidates or applicants will be fully informed of the pertinent procedure in time to participate in selection procedures and to compete for office.

3.10 The Chair and First Vice Chair of the District shall be of a different gender.

3.11 No rule shall be adopted by the District that would require any person to cast a vote or be recorded as voting contrary to that person's judgment. The Unit Rule (the practice of a unit reporting a unanimous vote when the vote within that unit was not unanimous) shall be prohibited.

3.12 In District elections for any office, votes will be weighted by county according to the State Allocation of Delegate Vote process given in the *Rules for Voting and Elections in the MDP*.

3.13 Votes shall not be taken by secret ballot at any meeting of the Democratic Party in Michigan at any level.

3.14 Election of a member to any office or position within the District, either at a District Caucus or a meeting of the District Committee, shall require a majority of members voting. If no candidate is elected following an initial vote, the candidate receiving the fewest votes is removed, and the vote is repeated, until one candidate receives a majority. The only exceptions are for multiple-position offices.

3.15 Proportional voting: Multiple-position offices, such as District Committee members or Trustees, must be elected by one of the methods approved in the *Rules for Voting and Elections in the MDP* for implementing proportional representation

ARTICLE 4 – MEMBERSHIP

4.1 The District shall be composed of all duly elected Democratic precinct delegates residing within the District (4.2 to 4.3), members of the MDP residing within the District (4.4), and members of the

Executive Committee and District Committee and its Officers (6.1, 6.5).

PRECINCT DELEGATES

4.2 Precinct delegates are elected by direct vote of the qualified and registered Democratic electors in the precinct at the August primary in even-numbered years and serve for two years. People become candidates for precinct delegate by filing an Affidavit of Identity with the County Clerk, by 4 p.m. on the thirteenth Tuesday before the August primary.

4.3 In their precinct, delegates shall register Democrats to vote, identify other Democrats and recruit new MDP members, take information on issues and candidates to voters, help turn out the vote on Election Day and keep Party leaders informed about the issues which concern voters.

MDP MEMBERS

4.4 A member of the MDP shall be any legal resident of Michigan age 16 or older who has filed a current MDP membership form at State Party headquarters. A financial contribution is not required to be and to remain a member of the MDP. Membership is effective on the date that the membership form is postmarked, received in person at State Party Headquarters, received online or received by fax machine at the State Party. County, District, Club, Precinct Committee and Caucus chairs who solicit memberships shall immediately forward membership forms to the MDP to comply with the above rule.

MDP MEMBERSHIP REQUIRED FOR VOTE AND OFFICE

4.5 In order to vote at any Convention, Caucus or meeting of the District, a person must be a member of the MDP for at least thirty (30) days prior to that Convention, Caucus or meeting. A Party member must be a qualified and registered elector in order to vote on nominations for public office.

4.6 Precinct delegates, Democratic elected officials and Democratic nominees to partisan offices are

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exempt from the thirty (30) day advance membership requirement. However, Precinct Delegates, Democratic elected officials and Democratic nominees to partisan offices must be a member of the MDP in order to vote at any Convention, Caucus or meeting of the District.

4.7 In order to be elected or appointed to, and to hold any Party office in the District, a person must be a member of the MDP for at least thirty (30) days prior to election or appointment, and maintain membership during the term of office. If MDP membership lapses while a person holds Party office, all rights and privileges of that office are suspended until membership is renewed, at which time all rights and privileges are immediately restored.

4.8 Precinct delegates, Democratic elected officials and Democratic nominees to partisan offices are exempt from the thirty (30) day advance membership requirements in order to be elected or appointed to any office in the District. However, Precinct Delegates, Democratic elected officials and Democratic nominees to partisan offices who hold Party office must maintain membership during the term of Party office. If membership lapses while a Precinct Delegate, Democratic elected official or Democratic nominee to partisan office holds Party office, all rights and privileges of that office are suspended until membership is renewed, at which time all rights and privileges are immediately restored.

4.9 Party office (4.7, 4.8) includes State Convention Delegate, member of State Convention Committees, State Central Committee delegates and alternates, Officers, District Committee members, and members of standing and ad hoc committees.

ARTICLE 5 – MEETINGS AND CONVENTIONS

AGENDAS AND MINUTES

5.1 Every convention and District Committee meeting shall have agendas emailed to members in advance, or written agendas available at the beginning of the meeting, and minutes of all meetings and conventions shall be available to all Party members upon request.

DISTRICT COMMITTEE MEETINGS AND QUORUM

5.2 The District Committee shall meet periodically, in person or by phone conference, at least quarterly, by a call from the District Chair at the location and time designated in the meeting notice. A quorum of the District Committee shall consist of not less than fifteen (15) members provided that a majority of the counties are represented.

AGENDA FOR DISTRICT COMMITTEE MEETINGS

5.3 The customary agenda (subject to revision by the District Committee) for meetings of the District Committee shall be:

1. Roll call of officers
2. Roll call of counties
3. Determination of Quorum
4. Approval of Agenda
5. Approval of Minutes
6. Communications
 - a. Elected Official Reports
 - b. Report of the Chair
 - c. Report of Treasurer
 - d. Remaining Officer reports
7. Committee Reports
8. Unfinished Business
9. New Business
10. County Reports
11. Candidate/Candidate Committee Reports
12. Announcements
13. Adjournment

SPECIAL MEETINGS

5.4 Special meetings of the District Committee may be called by the Chair, or by 15 or more members of the District Committee by means of a signed petition.

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NOTICE OF MEETINGS

5.5 Notice of all Executive Committee and District Committee meetings shall be given by electronic mail. All notices shall be sent no less than five (5) days prior to the meeting.

CONVENTIONS

5.6 The District participates in several types of Conventions during each four-year election cycle. A District caucus is held at the MDP Endorsing Convention, Nominating Convention, and Spring Convention. A District Convention to elect delegates to the Democratic National Convention is held during Presidential election years.

DISTRICT CAUCUS AT THE MDP SPRING CONVENTION

5.7 The date and place of the odd-year MDP Spring Convention is set by the State Central Committee, and notice is given to members by the MDP.

5.8 In the District caucus at the MDP Spring Convention, District officers, State Central Committee (SCC) delegates and alternates, and members of the District Committee are elected to serve for a two-year term. Bylaws 3.10-3.15 apply. The number of male and female SCC delegates and alternates to be elected is specified by the MDP. The number of District Committee members to be elected shall be set by resolution of the Caucus, but at least 15.

5.9 Caucus rules may specify a geographic distribution plan as described in the *Rules for Voting and Elections in the MDP* for election of SCC delegates and alternates and members of the District Committee. In this case, members as well as SCC delegates and alternates would be apportioned among the counties comprising the Sixth District, in proportion to the State Allocation of Delegate Vote (SADV) provided for the counties of the District by the MDP for that two-year term. Caucus members from each county will caucus separately to elect delegates and members allocated to that county under the plan. Both County and SCC delegates shall be nominated by Caucus delegates from their respective counties.

5.10 The District Congressional nominee shall serve as Temporary Caucus Chair until the election of a permanent Chair. If the nominee is not present, the chair of the most populous county in the district shall serve as Temporary Chair.

DISTRICT CONVENTION TO ELECT NATIONAL DELEGATES

5.11 The District Convention to elect delegates to the Democratic National Convention is held on a date and under rules specified by the Delegate Selection Plan adopted by the State Central Committee, and approved by the Democratic National Committee. To the extent allowable under the Delegate Selection Plan, Bylaws 3.11-3.15 apply. The District Chair shall select and secure a venue for this Convention in consultation with MDP staff. Notice is given to members by the MDP. The District Chair or designee shall serve as Convention Chair.

DELEGATES TO DISTRICT CONVENTIONS

5.12 Delegates to the District Caucus and Convention shall consist of MDP members residing within the District.

5.13 No delegate shall give a proxy for representation at the District Caucus or Convention.

ARTICLE 6 – DISTRICT COMMITTEE, EXECUTIVE COMMITTEE, AND OFFICERS

DISTRICT COMMITTEE

COMPOSITION OF DISTRICT COMMITTEE

6.1 Membership of the District Committee shall consist of: (a) All District Officers (b) All County Chairs in the Sixth Congressional District (c) All Sixth Congressional District Delegates and Alternates to the Michigan Democratic State Central Committee (SCC) (d) additional members elected by the District Caucus or subsequently by the District Committee.

6.2 The District Committee may vote to expand the membership of the Committee. These rules encourage the expansion of the Committee for the

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purpose of achieving more participation and representation.

AUTHORITY OF DISTRICT COMMITTEE

6.3 The District Committee shall govern the MDP Sixth District organization, and shall have authority to take any action to achieve the District's purpose which is not inconsistent with applicable Michigan law, MDP Rules, and these Rules, including the filling of vacancies in nominations as prescribed by law.

TERMS AND REMOVAL OF DISTRICT COMMITTEE MEMBERS

6.4 District Committee members serve until the subsequent MDP Spring Convention, and may be removed from office, after failing to attend three (3) consecutive District Committee meetings within one calendar year.

EXECUTIVE COMMITTEE

6.5 The Executive Committee consists of District officers, county chairs within the District, and committee chairs. The purpose shall be to review the operation and activities of the District, coordinate the activities of the various committees, share information, and discuss proposals to be made to the District Committee. The authority of this group is limited to that already possessed by the individual officers and committee chairs. Meetings of the Executive Committee are called by the Chair and shall be open to members of the District and guests, as granted by the Chair. Meeting minutes shall be reported to the District Committee.

OFFICERS

OFFICER POSITIONS

6.6 District officers shall be the District Chair, First Vice-Chair, Second Vice-Chair, Corresponding Secretary, Recording Secretary, Treasurer, and four Trustees.

VACANCIES, TERMS, AND REMOVAL FROM OFFICE

6.7 Vacancies in officer positions shall be filled by the District Committee.

6.8 The officers shall serve 2-year terms, beginning on the date of the MDP Spring Convention, until the date of the following MDP Spring Convention.

6.9 Any officer may be removed by a two-thirds vote of those present and voting at two consecutive District Committee meetings.

DUTIES OF THE CHAIR

6.10 The Chair:

- (a) shall preside at all meetings;
- (b) may appoint a parliamentarian at any meeting;
- (c) shall appoint members to standing and ad hoc committees, giving consideration to broad representation from the counties in the District, with confirmation by a majority of the District Committee;
- (d) shall be an ex officio member of all standing and ad hoc committees;
- (e) shall supervise District offices and personnel;
- (f) shall be the spokesperson for the District;
- (f) shall be a signatory on any District checking account(s); and
- (g) shall perform all other functions required by law or reasonably necessary to fulfill the duties of the chief executive officer of a political party.

DUTIES OF THE VICE-CHAIRS

6.11 The First Vice-Chair:

- (a) shall have all powers and duties of the District Chair while the District Chair is not reasonably able to act; and

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(b) shall have such other powers and duties which are required by law or may be granted from time to time by the District Committee.

6.12 The Second Vice-Chair:

(a) shall have all powers and duties of the District Chair while the District Chair or the First Vice-Chair is not reasonably able to act; and

(b) shall have such other powers and duties which are required by law or may be granted from time to time by the District committee.

DUTIES OF THE CORRESPONDING SECRETARY

6.13 The Corresponding Secretary:

(a) shall keep records of all District business including the names, addresses, telephone numbers, and email addresses of all general members, committee members, precinct delegates, and officers;

(b) shall give notice of all conventions and meetings to those entitled to notice;

(c) shall provide all information required by law to be certified to the appropriate government entity;

(d) shall notify all persons selected for membership on all committees; and

(e) shall have such other powers and duties which are required by law or may be granted from time to time by the District Committee.

DUTIES OF THE RECORDING SECRETARY

6.14 The Recording Secretary:

(a) shall prepare minutes of all conventions and meetings, and forward these to the Corresponding Secretary for distribution;

(b) shall maintain copies of past meeting minutes as required by the District Committee; and

(d) shall have such other powers and duties which are required by law or may be granted from time to time by the District Committee.

DUTIES OF THE TREASURER

6.15 The Treasurer:

(a) shall have custody and control of all District accounts and funds;

(b) shall keep records of all transactions involving District funds and shall submit a report at each District Committee meeting and at other times when requested by the Chair;

(c) may pay District obligations up to \$200 without District Committee approval;

(d) shall not pay any District obligations over \$200 without District Committee approval; and

(e) shall maintain no more than 2 active bank checking accounts, an Administrative Account and a Campaign Account (Federal PAC).

(f) shall complete a Statement of Organization with the Bureau of Elections, keeping the information up to date at all times.

(g) The Treasurer may serve as the Designated Record Keeper (6.18). If not, the Treasurer shall coordinate with the Designated Record Keeper in filing Campaign Finance Reports.

(h) shall perform all other functions required by law to fulfill the Duties of a Treasurer of a District Political Party.

(i) shall have such other powers and duties which are required by law or may be granted from time to time by the District Committee, including membership on the Finance Committee.

DUTIES OF THE TRUSTEES

6.16 The Trustees:

(a) shall be members of the Finance & Fundraising Committee;

(b) shall inventory all District property annually;

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(c) shall review the Treasurer's records following the end of the year and report to the District Committee;

(d) may present financial recommendations to the District Committee; and

(e) shall have such other powers and duties which may be granted from time to time by the District Committee.

TREASURER'S BACKUP

6.17 In the absence of the Treasurer, the District Chair may pay District obligations under the same conditions as the Treasurer.

DESIGNATED RECORD KEEPER

6.18 The Chair will appoint, with the approval of the District Committee, a Designated Record Keeper whose duty shall be to file the Campaign Finance Reports required by the Federal Elections Commission.

UNEXPECTED EXPENSES

6.19 Regardless of the limitations described in Section 6.15 and Section 6.17 above, between regularly scheduled meetings of the District Committee, immediate payment of unexpected expenses in amounts to not exceed \$1,000 may be authorized by agreement of at least three (3) from among these four (4) officers: Chair, First Vice-Chair, Second Vice-Chair, and Treasurer. These expenditures shall be reported at the next District Committee meeting.

FINANCIAL REVIEW

6.20 In addition to the reviews specified in 6.16(c), the District Committee may, at any time, require a review of the financial records and, at its discretion, may utilize internal or external resources for such purposes. The results of the review shall be communicated at the next meeting of the District Committee after completion of the review.

ARTICLE 7 – STANDING COMMITTEES

LIST OF STANDING COMMITTEES

7.1 The Standing Committees of the District shall be:

- 1) Candidates and Campaigns
- 2) Communications
- 3) Finance and Fundraising
- 4) Outreach
- 5) Rules and Bylaws

GENERAL DUTIES OF STANDING COMMITTEES

7.2 Each Standing Committee: (a) shall meet at the call of the Committee Chair, District Chair, or as directed by the District Committee; (b) shall recommend policies to the District Committee; (c) shall implement policies established in its area by the District Committee; (d) shall submit an annual report to the District Chair and Recording Secretary by December 31 of each year; (e) shall have a chairperson and members appointed by the District Chair and confirmed by the District Committee; (f) shall not assist candidates in contested primaries, absent an endorsement by the District Committee (8.3); and (g) shall have a term of two years, ending on the date of the odd-year MDP Spring Convention.

GENERAL DUTIES OF STANDING COMMITTEE CHAIRS

7.3 Each Standing Committee Chair: (a) shall keep records of committee business, and turn them over to the Recording Secretary at the end of the Chair's term; (b) shall appoint committee officers, if appropriate to the area; (c) shall report to each District Committee meeting.

CANDIDATES AND CAMPAIGNS

7.4 The Candidates Committee shall (a) recruit a candidate for US Representative, (b) assist county

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parties by organizing trainings for candidates for public office, (c) evaluate and recommend campaign strategies, and (d) conduct postelection evaluations.

COMMUNICATION COMMITTEE

7.5 The Communication Committee shall research means of communicating our message and activities to the public and our members and implement a program for the same.

FINANCE AND FUNDRAISING COMMITTEE

7.6 The Finance Committee shall raise funds for the District, recommend policies regarding District finances which assure financial accountability, stability, and legal compliance, and oversee financial planning, including preparing an annual budget for the District.

OUTREACH COMMITTEE

7.7 The Outreach Committee shall promote the vision of the Democratic Party by building relationships that strengthen the District Committee and the broader Party. For example, it shall identify potentially allied groups and organizations within the Sixth District, such as labor unions, environmental and social justice organizations, and build connections with them by attending their meetings, promoting our vision, and encouraging their members to participate in the MDP.

RULES AND BYLAWS COMMITTEE

7.8 The Rules and Bylaws Committee shall (a) review and recommend changes to the District Bylaws; and (b) be familiar with and guide the District in its compliance with MDP Rules and with Michigan law relevant to District operating procedures and practices.

AD HOC COMMITTEES

7.9 The District Committee may create other ad hoc committees or task groups as needed, for example, to organize special events. Ad hoc committees shall

meet at the call of the committee chair, District Chair, or as directed by the District Committee.

ARTICLE 8 – CANDIDATES AND ENDORSEMENT

LIMITATIONS ON SUPPORT OF CANDIDATES

8.1 Only those officeholders and candidates who are members of the Michigan Democratic Party shall be eligible to receive election assistance of any kind from the District. Judicial officeholders and judicial candidates are exempt from this requirement.

ENDORSEMENTS

8.2 A motion to endorse a ballot proposal or pass a resolution may be adopted by a majority of the District Committee members present and voting.

8.3 A motion to endorse a candidate may be adopted by a two-thirds majority vote of the District Committee.

SUPPORT OF CANDIDATES IN PRIMARY

8.4 The District shall not expend or use any of its resources, including staff, on behalf of any candidate in a contested primary absent an endorsement by the District Committee.

ARTICLE 9 – AMENDMENT

RULES AND BYLAWS COMMITTEE ROLE

9.1 Proposed changes or amendments to these Bylaws shall first be referred to the Rules and Bylaws Committee, which shall report its recommendations at the next regular meeting of the District Committee or special meeting called for that purpose.

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NOTICE OF PROPOSED AMENDMENTS

9.2 Proposed amendments to these Bylaws shall be sent by mail or electronic mail to all District Committee members at least five (5) days prior to the date of the meeting at which a vote will be taken on the proposed change.

Adopted January 19, 2019

Mark E. Miller, Chair

ADOPTION

9.3 The amended Bylaws may be adopted by a two-thirds (2/3) vote of a quorum of the District Committee.

Bette Pierman, Recording Secretary

9.4 These Bylaws shall be in full force and effect upon their adoption and shall supersede all bylaws, rules, motions, and policies of a contrary nature with the exception of the Rules of the Michigan Democratic Party.

9.5 Whenever amendments to the Bylaws are adopted, the Corresponding Secretary shall within thirty days submit the amended Bylaws to the Corresponding Secretary of the State Central Committee.

ARTICLE 10 – SEVERABILITY

10.1 If any Bylaw is inconsistent with applicable Michigan law or MDP rule, that Bylaw shall be superseded by the applicable Michigan law or MDP rule, and the remaining Bylaws shall remain in effect.

ARTICLE 11 – DISSOLUTION

11.1 In the event that the District is dissolved all general funds and any other assets or holdings shall revert to the Michigan Democratic Party.