

# **Bylaws**

FOR

The Executive Committee

OF

The Calhoun County Democratic Party

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**Calhoun County Democratic Party Bylaws**

## **Article I Name**

**Section 1.1** This organization shall be known as the “Calhoun County Democratic Party,” hereafter referred to in these Bylaws as CCDP. It shall consist of the County Executive Committee, The Executive Board, all enrolled members of the Michigan Democratic Party in Calhoun County, and all duly elected Democratic precinct delegates residing in Calhoun County.

## **Article II Purpose**

**Section 2.1** The purpose of the CCDP - is to promote the philosophy of the Democratic Party and to elect Democrats who support this philosophy; and further to unite and to aid in the activities of all party members, precinct delegates, committees, officeholders, candidates and all other Democrats working to promote wide and active participation in the Democratic Party.

## **Article III Fundamental Principles**

**Section 3.1 Openness.** All public meetings of the CCDP shall be open to all members of the Democratic Party regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation and gender identity, physical appearance or disability.

**Section 3.2 Broad Participation.** No test for membership in, nor any oaths of loyalty to, the CCDP 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 and gender identity, physical appearance or disability.

**Section 3.3 Publication.** The time and place for all public meetings of the CCDP shall be publicized fully and comprehensively in such a manner as to assure timely notice. Such meetings must be held in places accessible to all party members and large enough to accommodate all interested persons.

**Section 3.4 Common Good.** The CCDP shall support the common good without discriminating on the grounds of actual or perceived race, color, creed, sex, age,

national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation and gender identity, physical appearance or disability.

**Section 3.5 Publication of Procedures.** The CCDP 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 CCDP officers and representatives on all levels. Publication of those procedures shall be done in such a fashion that all prospective and current members of the CCDP will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedures at all levels of the CCDP organization.

**Section 3.6 Publication of Qualifications.** The CCDP shall publicize fully and in such a manner as to assure notice to all interested parties a complete description of the legal and practical qualifications for all officers and representatives of the CCDP. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the CCDP will have full and adequate opportunity to compete for office.

**Section 3.7 Consistency of rules.** All rules and Bylaws of the CCDP shall be consistent with the rules of the Michigan Democratic Party and shall be available on request in writing to any member of the CCDP

**Section 3.8 The Unit Rule.** The unit rule, a rule of procedure at a National Convention under which a State's entire vote must be cast for the candidate preferred by a majority of the State's delegates as defined by the American Heritage Dictionary, is prohibited at all levels of the CCDP. Proportional voting shall be used in the election of delegates and alternates to any convention, and members of the Executive Committee.

**Section 3.9 Voting rules.** No rule shall be adopted at any level of the CCDP which would require a person to cast a vote or be recorded as voting contrary to that person's judgment.

**Section 3.10 Robert's Rules.** On all questions of procedure not resolved by the Rules of the Michigan Democratic Party or these Bylaws, the latest edition of the Robert's Rules of Order shall prevail.

**Section 3.11 Officers of opposite sex.** The Chairperson and Vice-Chairperson of any unit, Committee, Caucus or Convention of the CCDP shall be of the opposite sex.

**Section 3.12 Secret ballots.** Votes shall not be taken by secret ballot at any meeting of the CCDP at any level.

#### **Article IV CCDP Membership**

##### **Section 4.1 Membership.**

- 1) All duly elected and accredited Calhoun County Democratic precinct delegates residing in Calhoun County.
- 2) Enrolled members and officers of the Michigan Democratic Party residing in Calhoun County.
- 3) Enrolled members of the CCDP.
- 4) The Executive Committee, and Officers, all of whom must be members of the Michigan Democratic Party.

**Section 4.2 Governance Authority.** The CCDP Executive Committee shall be organized in accordance with the Rules of the Michigan Democratic Party and the statutes of the State of Michigan governing county executive committees, being Michigan Compiled Laws (MCL) Section 168.599, Michigan Election Law Act 116 of 1954 as amended.

**Section 4.3 Participation.** All members shall be entitled to participate in the activities of this organization.

#### **Article V Officers and the Executive Committee**

**Section 5.1** One third ( $\frac{1}{3}$ ) of the Executive Committee shall automatically consist of the most recent nominees for countywide office, the county commission, the State House, the State Senate, and the U.S. House whose districts include all or part of the county. The County Convention shall elect the balance of the Executive Committee which shall consist of twice the number of automatic members.

Each even-numbered year within twenty (20) days following the November election the delegates to the County Convention shall convene at the call of the county chairperson for the purpose of electing part of the Executive Committee ( all of which are precinct delegates). Persons eligible to be nominated must be members of the

Michigan Democratic Party on or before November 1st of each year in which the County Convention is held. Each member of the Calhoun County Democratic Executive Committee shall be a member of the CCDP and shall attend meetings of the Executive Committee.

If a vacancy occurs in the position of delegate-elected member of the Executive Committee, the remaining delegate-elected members fill the vacancy. The Executive Committee may fill a vacancy in any of its offices.

The Executive Committee shall meet as needed at a regularly scheduled meeting and shall keep minutes of all meetings which shall be available to all Party members.

**Section 5.2 Associate Members.** The statutory members of the Executive Committee may vote to expand the membership of the Executive Committee with Associate Members. Expansion of the Executive Committee with Associate Members is encouraged for the purpose of achieving more participation and representation or to honor key supporters.

An Associate Member shall sit as part of the Executive Committee and shall have both voice and vote on all issues considered, except elections to the Executive Committee, the Officers of the Executive Committee, the bylaws or bylaws amendments, the Associate Executive Committee members, or any statutory matter which may become before the Executive Committee.

An Associate Member shall hold a valid Michigan Democratic Party membership and a CCDP membership at the time of assuming the duties of the position.

The statutory members of the Executive Committee shall elect the Associate Members of the Executive Committee in January of odd numbered years (the January following the County Convention) to a 2 year term.

The statutory members of the Executive Committee may elect additional Associate Executive Committee members at any monthly Executive Committee meeting for the time remaining in terms ending in January of odd numbered years.

The statutory members of the Executive Committee may fill Associate member by majority vote.

**Section 5.3 Chairperson Duties** The Chairperson shall preside at all Executive and County meetings, and have such other duties as usual to the office of County

Chairperson, or that may be required by this organization.

**Section 5.4 Officers.** Officers shall be selected in an accordance with Rules of the Michigan Democratic Party within thirty (30) days of the County Convention. Officers shall be chosen as provided by the statutes of the Michigan governing the election of county party officials, being Michigan Compiled Laws (MCL) Section 168.599, Michigan Election Law Act 116 of 1954 as amended.

The Executive Officers shall consist of: Chairperson, First Vice-Chairperson of the opposite sex, Second Vice-Chair, Recording Secretary, Treasurer, and a minimum of two (2) At-Large members.

A vacancy in an officer position shall be filled by a majority vote of the statutory members of the Executive Committee present at a meeting of the Executive Committee subsequent to the meeting at which the vacancy was announced.

**Section 5.5 Vacancies.** Vacancies in the Recording Secretary or Treasurer positions may be filled, by appointment of the Officers, on an interim basis, until the next scheduled monthly meeting of the Executive Committee to fill the respective vacancy by a majority vote of the Executive Committee.

**Section 5.6 Vice-Chairs.** Vice-Chairpersons shall assist the Chairperson in the discharge of his/her duties and the first Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in his/her absence.

**Section 5.7 Secretary.** The Secretary shall keep an accurate record, prepare minutes and, publicize notice of the Executive Committee monthly meetings. He/she shall prepare and keep a record of the full membership of the Executive Committee, a record of the elected precinct delegates, members in the Michigan Democratic Party residing in Calhoun County, Standing Committees, and all special committees. He/she shall be responsible for keeping and preserving the records, minutes, correspondence, and the property of the CCDP, other than as provided in Section 9 of this article; and he/she shall be responsible for their immediate delivery at the end of his/her term to the newly elected secretary.

**Section 5.8 Treasurer.** The Treasurer shall be responsible for all financial receipts and expenditures, for the deposit and maintenance of funds in a bank, and for the withdrawal of funds from a bank. Checkbooks, passbooks, and all other records of receipt, expenditures, payables, receivables, deposits or withdrawals shall be reconciled by the Treasurer at the meeting of the Executive Committee, and made

available to the CCDP and shall comport to generally accepted accounting principles.

**Section 5.9 Income.** No part of the income or the assets of the Party shall be provided to any of its Members except for the reimbursement of actual expenses, and reasonable compensation for services if the Executive Committee approves.

**Section 5.10 Reporting Receipts.** The Treasurer shall be responsible for reporting all receipts and expenditures to the appropriate government regulatory agencies.

The Treasurer shall cooperate and assist in any review or audit of the books and accounts authorized by a majority of the members of the Executive Committee present at a meeting. There shall be at least one audit each year, performed by an audit committee of three dues paying members of the Michigan Democratic Party residing in Calhoun County. One member shall be appointed by the Chairperson, and two members shall be selected by the Executive Committee. The results of all audit or reviews shall be reported in writing and in a form suitable for attachment to the minutes of the proceedings kept by the Secretary.

Each request for reimbursement of expenses shall be supported by a receipt or invoice. No checks shall be drawn to cash or to the drawer as payee, unless there is documentation of special circumstances.

In the expiration of his/her term of office, the Treasurer shall immediately deliver to the newly elected Treasurer all the funds, books, and records for which he/she was responsible, currently balanced and reconciled.

Within ten (10) days the Treasurer (elected or newly appointed) shall file with the Secretary of State an amended statement of organization.

**Section 5.11 Resignation.** An Executive Committee member may resign by written notice to the committee, which is effective upon its receipt by the committee.

#### **Article VI Committees**

**Section 6.1 Chairperson.** The Chairperson, subject to the approval of the majority vote of the Executive Committee, shall appoint the committees and committee Chairpersons necessary for the work of the organization.

The Chairperson shall be an ex officio member of all Standing Committees. The Treasurer shall be an Ex-Officio member of the Finance Committee. The Secretary shall be an Ex-Officio member of the Membership Committee.

**Section 6.2 Standing Committees.** Standing Committees shall include the following:

- 1) Communications
- 2) Membership
- 3) Fundraising
- 4) Political Organizing
- 5) Outreach Volunteer
- 6) Audit Committee

**Section 6.3 Fundraising.** For each Fundraising Committee event, county meeting, and county convention, there shall be a sign-in:

- 1) There shall be a cashier at the event, other than the Treasurer, who is responsible for accurately recording and delivering to the Treasurer all receipts received at the event. At the end of an events where cash is collected, two (2) people will count and verify cash.
- 2) The cashier's tallies and records shall be checked independently by a person other than the cashier and the Treasurer.
- 3) All receipts received at the event shall be deposited in a timely fashion or preferably on the next business day after the event.
- 4) A report of the event in the same detail and form as the regular Treasurer's report shall be made by the Treasurer and reported at the next Executive Board meeting.

### Article VII Order of Business

The Agenda for (deletion occurred here) the full membership meeting of the CCDP shall be determined by the Communications Committee, approved by the Chair or Vice Chair, and provided to all persons in attendance prior to the meeting.

### Article VIII Amendments

**Section 8.1 Changes to Bylaws.** Proposals for changes or amendments to these Bylaws shall first be referred to the Rules and Bylaws Committee which shall report its recommendations to the next regular Executive Committee meeting or special



meeting called for that purpose.

**Section 8.2 Rules Committee.** After the CCDP Executive Committee has received the report of the Rules Committee, the proposed amendment and recommendation of the Rules Committee shall be communicated to the CCDP by U.S Mail, handout, or electronic notice at least two (2) weeks prior to the date of the meeting at which the amendment will be subject to vote. The amendment may then be finally considered and adopted by two-thirds ( $\frac{2}{3}$ ) vote of the statutory members of the CCDP Executive Committee present at the meeting.

**Section 8.3 Adoption of Bylaws.** These Bylaws shall be in full force and effect upon their adoption and shall supercede all previous Bylaws, rules motion and policies of a contrary nature with the exception of the Rules of the Michigan Democratic Party.

**Section 8.4 Review of Bylaws.** At least every four (4) years, these bylaws will be reviewed by the Executive Board.

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