

BYLAWS

of the

Charlevoix County Democratic Party

Adopted xx,xx 2019

ARTICLE I. NAME

This organization shall be known as the Charlevoix County Democratic Party (the “Party”). It shall consist of the County Committee, all members of the Michigan Democratic Party and all duly elected Democratic precinct delegates residing in Charlevoix County, as well as dues-paying county members who may not be members of the Michigan Democratic Party.

ARTICLE II. PURPOSE

The purpose of the Party is to promote the philosophy of the Democratic Party and to elect Democrats who support this philosophy; and further, to coordinate and to support 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.

The Party shall be a non-profit organization, and upon its dissolution, all assets, including real and personal property of the Party and its committees, shall revert to the benefit of the Michigan Democratic Party or other County Democratic parties in Michigan. No part of the income or assets of the Party shall inure to any of its members except for the reimbursement of actual expenses, reasonable compensation for services if the Party approves, or a contribution for electing a member to office if the Party so approves.

ARTICLE III. FUNDAMENTAL PRINCIPLES

Section 1. All public meetings of the Party at all levels 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, gender identity, physical appearance or disability.

Section 2. No tests for membership in, nor any oaths of loyalty to, the Party shall be required or used that have 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 identification, physical appearance or disability.

Section 3. The time and place for all public meetings of the Party on all levels shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons.

Section 4. The Party, on all levels, 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.

Section 5. The Party 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 Party officers and representatives on all levels. Those procedures shall be published in such a fashion that all prospective and current members of the Party will be fully and adequately informed of the pertinent procedures in time to participate in selecting officers and representatives at all levels of the Party organization.

Section 6. The Party 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 Party. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the Party will have a full opportunity to compete for office.

Section 7. All rules and bylaws of the Party at all levels shall be consistent with the Rules of the Michigan Democratic Party and shall be available on request in writing or electronically to any member of the Party.

Section 8. The unit rule is prohibited at all levels of the Party. The unit rule is any rule or practice whereby all members of a Party unit or delegation may be required to cast their votes in accordance with the will of a majority of the body.

Section 9. No rule shall be adopted at any level of the Party that would require a person to cast a vote or be recorded as voting contrary to that person's judgment.

Section 10. The latest edition of Robert's Rules of Order shall be accepted the authority on all questions of procedure not resolved by the Rules of the Michigan Democratic Party or these Bylaws.

Section 11. The Chairperson and Vice-Chairperson of any unit, committee, caucus or convention of the Party shall be of opposite sexes.

Section 12. Votes shall not be taken by secret ballot at any meeting of the Party at any level.

ARTICLE IV. MEMBERSHIP

Section 1. Membership of the Party shall consist of all duly elected Democratic precinct delegates of this county, members of the Michigan Democratic Party residing in this county, dues-paying county members who may not be members of the Michigan Democratic Party, and the County Committee and Officers, all of whom must be members of the Michigan Democratic Party.

Section 2. Precinct delegates shall be apportioned and selected in accordance with the Rules of the Michigan Democratic Party.

Section 3. The County Committee and officers of the Party shall be selected in accordance with the Rules of the Michigan Democratic Party.

ARTICLE V. MEETINGS

Section 1. The regular meetings of the County Committee shall be on the same day of each month at the location and time designated in the meeting notice. At least five (5) days' notice shall be given of the date, time and place of the meeting. Notice may be given by mail, telegram, fax or email. A quorum shall exist at a County Committee meeting when a majority of the County Committee members are present.

Section 2. The full Charlevoix County Democratic Party shall meet at least bi-annually to review the activities of the County Committee. At least five (5) days' notice shall be given of the date, time and place of the meeting. Notice may be given by mail, telegram, fax or email.

Section 3. Special meetings of the County Committee or the Charlevoix County Democratic Party may be called by a majority of the members of the County Committee or the Charlevoix County Democratic Party, respectively. At least five (5) days' notice shall be given of the date, place, time and purpose of the special meeting.

Section 4. Subject to the Rules of the Michigan Democratic Party and these Bylaws, all meetings shall be conducted according to Robert's Rules of Order (latest edition).

ARTICLE VI. OFFICERS AND COUNTY COMMITTEE

Section 1. One third (1/3) of the County Committee shall automatically consist of the most recent nominees for countywide office and the county commission, as well as for State House, State Senate and U.S. House, whose districts include all or part of the county. The County Convention shall elect the balance of the County 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 the remainder of the County Committee. If a vacancy occurs in the position of a delegate-elected member of the County Committee, the remaining delegate-elected members shall fill the vacancy. The County Committee may fill a vacancy in any of its offices. The County Committee shall meet at least quarterly at regularly scheduled meetings and shall keep minutes of all meetings, which shall be available to all Party members at Party meetings.

Section 2. Officers shall be selected by the County Committee in accordance with the Rules of the Michigan Democratic Party within thirty (30) days of the election of the County Committee. The officers are a Chairperson, a Vice-Chairperson of the opposite sex of the Chairperson, a Secretary and a Treasurer, who shall serve as officers of the County Committee.

Section 3. The Chairperson shall preside at all County Committee and Party meetings and have such other duties as are usual to the office of County Committee Chairperson or as may be required by this organization.

Section 4. The Vice-Chairperson shall be a member of the opposite sex from the Chairperson. The Vice-Chairperson shall assist the Chairperson in the discharge of his/her duties and shall temporarily assume the duties and responsibilities of the Chairperson in his/her absence.

Section 5. The Secretary of this organization shall keep an accurate record and minutes of the proceedings of the meetings of the County Committee and CCDP meetings. He/She shall keep and preserve all the books, documents, correspondence, records, minutes, effects, and any other property of this organization. When a new secretary is elected, the past secretary shall forthwith deliver to the newly elected secretary all the aforesaid items kept and preserved during his/her tenure of office. He/She shall see that proper notification of such delivery is given to the County Committee.

Section 6. The Treasurer shall be responsible for the financial receipts and disbursements of this organization subject to the approval of the County Committee. The funds of this organization shall be deposited in banks and shall be drawn upon only by checks signed by any one of the following: Chairperson, Secretary, Treasurer, and any other County Committee member so designated by the County Committee. The Treasurer shall make financial reports to the County Committee as that Committee so directs and shall make them to all Party meetings. When a new Treasurer is elected, the past Treasurer shall forthwith deliver to the new Treasurer the funds and all the books and records kept during his/her tenure in office. The Treasurer shall be responsible for the timely filing of campaign reports with the Michigan Secretary of State.

ARTICLE VII. POSITIONS AND COMMITTEES

Section 1. The Chairperson, subject to the approval of the majority of the County Committee, shall appoint the Charlevoix County Democratic Party non-officer positions, standing/ad hoc committees, and committee chairpersons necessary for the work of the organization.

Section 2. Non-officer Positions

1. Membership Chair
2. Volunteer Coordinator
3. Webmaster
4. Facebook Administrator

The purposes and duties of non-officer positions are delineated in the Committee Guidelines approved by the County Committee on March 12, 2019.

Section 3. Standing Committees shall include the following:

1. Finance and Fundraising Committee
2. Events Committee
3. Political Organizing Committee

Section 4. Ad Hoc Committees may include the following:

1. Membership Committee
2. Rules and Bylaws Committee
3. Communications Committee
4. Youth Outreach Committee

Section 5. The Chairperson, subject to the approval of the majority of the County Committee, shall appoint the standing and ad hoc committees and committee chairpersons.

ARTICLE VIII. ORDER OF BUSINESS

At meetings, the business of the organization shall proceed in the following order:

1. Roll call of officers
2. Minutes of the previous meeting
3. Reports of officers
 - a. Chair
 - b. Vice Chair
 - c. Treasurer (financial report)
 - d. Secretary (correspondence)
4. Reports of committees
5. Unfinished business
6. New business
7. Summary and Action Items
8. Adjournment

ARTICLE IX. AMENDMENTS

Section 1. Proposals for changes or amendments to these bylaws shall first be referred to the Rules and Bylaws Committee or, in the absence of such committee, to the County Committee, which shall report its recommendations at the next regular Party meeting or special meeting called for that purpose.

Section 2. These bylaws may be amended by a two-thirds (2/3) majority vote of the members of the Party present at a meeting, provided that written notice setting forth the proposed amendment has been sent to all Party members at least two (2) weeks prior to the date of the meeting.

Section 3. 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.