

Bylaws of the Small Business Caucus of the Democratic Party of Michigan

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ARTICLE I: NAME

The name of the organization is the Small Business Caucus of the Democratic Party of Michigan, hereafter referred to as the Small Business Caucus.

ARTICLE II: PURPOSE AND MISSION

The purpose of the Small Business Caucus is to grow support for the Democratic Party from small business owners of Michigan.

The Mission of the Small Business Caucus is to help small business owners of Michigan by:

- Identifying problems & potential solutions with small business owners
- Communicating the problems and potential solutions to Democratic candidates and elected Democrats at all levels of government.

ARTICLE III: QUALIFICATIONS FOR MEMBERSHIP

Any Democrat registered to vote in the State of Michigan who by signing the Small Business Caucus membership list subscribes to the purposes and mission of the Small Business Caucus as described in Article II and complies with the provisions of these bylaws shall be a member of the Small Business Caucus.

ARTICLE IV: ANNUAL REPORT TO THE STATE CENTRAL COMMITTEE

In the first quarter of every year, the Small Business Caucus shall present the Democratic Party of Michigan with a report of its membership, attendance and activities for the preceding calendar year.

ARTICLE V: DEMOCRATIC PARTY OF MICHIGAN BYLAWS

The Small Business Caucus will abide by the Democratic Party of Michigan Bylaws and any additional policies with respect to Caucuses as established by the Democratic Party of Michigan.

ARTICLE VI: THE EXECUTIVE COMMITTEE

SECTION ONE: The Executive Committee shall be the administrative body of the Small

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Business Caucus and shall have the power and authority to do and perform all acts and functions that the Small Business Caucus itself might do or perform, which are consistent with these bylaws.

SECTION TWO: The Executive Committee shall be made up of the elected officers of the Small Business Caucus and the Chairs of the Standing Committees.

SECTION THREE: The Executive Committee shall select the Chair of each Standing Committee.

SECTION FOUR: A quorum for the Executive Committee is a majority of the Executive Committee members.

ARTICLE VII: OFFICERS

SECTION ONE: The officers of the Small Business Caucus shall be the Chair, Vice-Chair, Secretary, and Treasurer.

SECTION TWO: The term of office for the officers shall be two (2) years. There are no term limits.

SECTION THREE: All members of the Small Business Caucus qualify for nomination and election to office in the Small Business Caucus. Names of proposed officers will be placed in nomination from the floor during the organizational meeting.

SECTION FOUR: The Chairperson and Vice-Chairperson of the Small Business Caucus shall be of a different gender.

ARTICLE VIII: OFFICERS' DUTIES

SECTION ONE: The Chair shall preside at all meetings of the Small Business Caucus and the Executive Committee, shall be responsible for preparing the agenda for all regular meetings, shall represent the Small Business Caucus in all communications with the Michigan State Central Committee Executive Committee, shall appoint Ad Hoc committees as necessary and shall perform other duties that are pertinent to the office.

SECTION TWO: The Vice Chair shall assume the duties of the Chair during any absence, incapacity, or temporary disability of the Chair and perform such duties as may be assigned by the Chair.

SECTION THREE: The Secretary shall maintain the membership and mailing lists, keep the minutes of all meetings of the Small Business Caucus, send out notices of all meetings, and perform other duties that are pertinent to the office. The Secretary shall be the custodian of all documents associated with the

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office of Secretary of the Small Business Caucus. The Secretary, at the expiration of his/her term, shall surrender all records and property of the Small Business Caucus in his/her possession to the Chair.

SECTION FOUR: The Treasurer shall be responsible for insuring that the Small Business Caucus complies with the regulations and financial requirements of the State Central Committee. The Treasurer shall make a report of the income and expenses of the Small Business Caucus at each meeting of the Executive Committee, and make a financial statement to the members at the annual meeting of the Small Business Caucus. The Treasurer shall be the custodian of all the financial records of the Small Business Caucus. The Treasurer, at the expiration of her/his term, shall surrender all records and property of the Small Business Caucus in his/her possession to the Chair.

ARTICLE IX: RESIGNATIONS, REMOVALS, AND VACANCIES

SECTION ONE: Resignation of the Chair shall be effective upon receipt of such resignation, in writing, to the remaining members of the Executive Committee. Resignations of the other members of the Executive Committee shall be effective upon receipt of such resignation, in writing, to the Chair.

SECTION TWO: A member of the Executive Committee may be removed by two-thirds vote of the membership for malfeasance or for conduct clearly contrary to the purposes or best interests of the Small Business Caucus.

SECTION THREE: Any member of the Executive Committee who is absent from two (2) consecutive meetings may be subject to removal.

SECTION FOUR: The Executive Committee shall fill by appointment any officer vacancies on the Executive Committee, subject to the approval of the membership.

ARTICLE X: STANDING COMMITTEES OF THE EXECUTIVE COMMITTEE.

SECTION ONE: The Chair of the Small Business Caucus shall appoint the members of each standing committee from the membership of the Small Business Caucus. Meetings of any standing committee shall be called by the chair of the committee by giving notice of the time and place of meeting to each member of the committee.

SECTION TWO: The Fundraising Committee may raise funds to further the Purposes of the Small Business Caucus. The Treasurer shall be a member of and may chair the Fundraising Committee. The Fundraising Committee is empowered to solicit monetary and in-kind contributions and to sell items promoting the Small Business Caucus in compliance with the policy and bylaws of the Democratic Party of Michigan and state and federal campaign financing laws and regulations.

SECTION THREE: Membership Committee - The Membership Committee shall recruit members,

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greet new members, and maintain the membership list in coordination with the Secretary.

SECTION FOUR: The Chair of each Standing Committee shall sit as a member of the Executive Committee.

SECTION FIVE: Duties and responsibilities of standing and special committees not defined in these bylaws shall be established by the Executive Committee.

ARTICLE XI: MEETINGS

SECTION ONE: The Executive Committee shall meet at least four (4) times a year. At least one such meeting shall be held on a face-to-face basis. Other meetings may be by teleconference, email or other similar communication. Participation shall constitute presence at such meetings.

SECTION TWO: Additional meetings may be called by a majority vote of the Executive Committee and may be by teleconference or email.

SECTION THREE: The membership shall convene at least semi-annually at a time and place to be determined by the Executive Committee. Notice of the meetings may be given electronically, and a copy of the notice must be given to the Democratic Party of Michigan. Notice of a meeting of the membership shall be at least 20 days, unless an emergency has been declared by the Executive Committee.

ARTICLE XII: ENDORSEMENTS

SECTION ONE: The caucus will support only Democratic elected officials and Democratic nominees.

ARTICLE XIII: AMENDMENT OF BYLAWS

The bylaws for the Small Business Caucus may be amended by a 2/3 majority vote of the membership. A non-substantive editorial change can be made by a majority of the Executive Committee.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The most recent edition of Robert's Rules of Order Newly Revised shall govern the meetings of the Small Business Caucus where those members present exceed 20. Otherwise, the current edition of Roberts Rules of Order, Newly Revised, for Small Boards shall govern the Small Business Caucus and

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its Committees.

The Small Business Caucus shall not discriminate on the basis of race, color, religion, gender, ethnic or national origin, age, disability, veteran status, social or economic status, marital status, sexual orientation, gender identity, or any other factor unrelated to membership and the mission of the Small Business Caucus.