

**BY-LAWS OF THE
GRAND TRAVERSE COUNTY DEMOCRATIC PARTY**

PREAMBLE: FUNDAMENTAL PRINCIPLES

All public meetings at all levels of the Grand Traverse County Democratic Party shall be open to all members of the Democratic Party regardless of actual or perceived race, color, creed, sex, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

No tests for membership in, nor any oaths of loyalty to, the Grand Traverse County Democratic Party 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, nation origin, economic status, relation, ethnic identity, ancestry, martial status, sexual orientation, physical appearance or disability.

The Grand Traverse County Democratic 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, relation, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

ARTICLE I: NAME AND PURPOSE

This organization shall be known as the Grand Traverse County Democratic Party, and affiliated unit of the Michigan Democratic Party whose purpose shall be:

1. To promote the philosophy of the Democratic Party.
2. To provide coordination between Democrats in the prospective townships as well as coordination on district and state party matters.
3. To encourage qualified candidates to run for elective offices on the township, county, state and federal levels.
4. To provide the people of Grand Traverse County with information concerning township, county, district and state affairs.
5. To provide a continuing organization capable of conducting effective township and county campaigns in Grand Traverse County.
6. To aid township, county and district Democratic candidates **ENDORSED BY THE PARTY** for local and general elections in Grand Traverse County.
7. To aid Democratic Candidates of our choice in State and Federal elections.
8. To abide by the rules of the Democratic Party of the State of Michigan.

ARTICLE II: MEMBERSHIP AND VOTING

Section A: Any member of the Michigan Democratic Party, upon payment of local dues as herein provided, becomes a member of the Grand Traverse County Democratic Party (hereafter designated as GTDP).

Section B: Any resident of Grand Traverse County who is interested in and supportive of the purposes of the GTDP as stated in Article I, upon payment of local dues as herein provided, become an active member of the GTDP.

Section C: All GTDP Executive Committee members, officers, County Steering Committee members must be members of the Michigan Democratic Party.

Section D: The membership and fiscal year shall be January 1 through December 31.

Section E: In order to vote at any GTDP meeting at any level, a person must be a member of both the Michigan Democratic Party and GTDP at least thirty (30) days prior to that meeting.

ARTICLE III: ORGANIZATION

Section A: General Structure

1. The structure of the GTDP shall consist of the **PRECINCT DELEGATES, CANDIDATE WHO WERE NOMINATED OR ELECTED FOR COUNTY, STATE LEGISLATURE, U.S. HOUSE OF REPRESENTATIVES**, Executive Committee officers of the GTDP County Steering Committee and general membership.
2. The officers of the GTDP shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer.
3. The Chairperson and Vice Chairperson must be members of the opposite sex.
4. Should the officers fail to perform their duties, the Executive Committee of the GTDP shall have the power to remove them from office by a 2/3rds vote **AT A MEETING SPECIFICALLY CALLED FOR THE PURPOSE OF RECALL. SUCH MEETING SHALL BE PROPERLY POSTED AND ALL MEMBERS DULY NOTIFIED.**

Section B: Executive Committee

1. In even numbered years, the **ELECTED PRECINCT DELEGATES AND CANDIDATES FOR COUNTY, STATE LEGISLATURE, U.S. HOUSE OF REPRESENTATIVES SHALL SERVE AS DELEGATES AT** the Fall County Convention, **WHICH** shall Convene at the call of the County Chairperson within (20) days following the November election to elect the **EXECUTIVE COMMITTEE**. The number of person on the **EXECUTIVE COMMITTEE** will be twice the number of candidates for County, State Legislative, U.S. House

of Representatives and **PRECINCT DELEGATES** who were nominated or elected at the most recent fall primary.

2. When a new nomination is made for an office listed in Section B:1 above, the nominee for which office is entitled to serve as a member of the Executive Committee, the new nominee shall replace the previous nominee as a member of the Executive Committee.
3. If a vacancy occurs in the position of a delegate-elected member of the Executive Committee, the remaining delegate-elected members shall fill the vacancy.
4. Except as otherwise provided, the Executive Committee shall elect the officer to carry out the purpose of the Party and shall fill a vacancy in any of its offices.
5. Immediately following the election of member of the Executive Committee, including the filling of vacancies, the Secretary shall certify the names and addresses of persons chosen to the County Clerk who shall immediately notify each person.

Section C: Duties of Officers

The officers of the GTDP shall govern the GTDP and will consist of the following:

1. **Chairperson.** The Chairperson shall perform all functions/duties attributed to this office or that may be required by this organization. Such duties include but are not limited to: presiding over general membership and County Steering Committee meetings of the GTDP; setting the agenda for GTDP meetings; appointing member of the County Steering Committee and various committees; representing the GTDP before the public; acting as the executive officer of the GTDP; submitting an annual budget to the County Steering Committee for consideration with final approval by the general membership; presenting a slate of officers at the end of his/her term; calling special meetings; postponing or canceling meetings; and is an ex-officio member of all ad hoc committees. Term of office is two (2) years. The Chairperson of the GTDP shall chair the Executive Committee.
2. **Vice-Chairperson.** The Vice-Chairperson shall temporarily assume the duties and the responsibilities of the Chairperson in his/her absence and, as assigned, shall assist the Chairperson in the discharge of his/her duties. Term of office is two (2) years. The Vice-Chairperson shall be the Vice-Chairperson of the Executive Committee.
3. **Secretary.** The Secretary shall keep an accurate record of the proceedings of the GTDP. He/She shall keep and preserve all the books, documents, correspondence, minutes, effects and any other property of the GTDP, and when a

new secretary is elected shall promptly deliver to the newly elected secretary all the aforesaid items kept and preserved during his/her tenure. Additionally, immediately following the election of member and officers of the Executive Committee, including the filling of vacancies, the Secretary shall certify the names and address of persons chosen to the County Clerk who shall immediately notify each person. In addition, the Secretary will also notify the Secretary of State and official of the state Democratic Party. Term of office is two (2) years. The Secretary of the GTDP will be Secretary of the Executive Committee.

4. **Treasurer.** The Treasurer shall be responsible for the financial records of the GTDP. Such duties include but are not limited to depositing funds received, making disbursements, maintaining a record of individual dues per member and contributions to the GTDP, preparing an annual financial statement for membership and assisting in drafting the annual budget for approval by the County Steering Committee with final approval by the general membership. Items approved in the annual budget up to the amount shown may be disbursed by the Treasurer, with checks of \$500 signed by two (2) officers. If revenue is less than forecast, the budget must be reviewed before major items are disbursed. Items not included in the budget must be approved by two (2) officers, one of whom must be the Chairperson/Vice-Chairperson if over \$100, with items not clearly in the budget subject to the same rule. The Treasurer shall be responsible for reports required by the Secretary of State as well as periodic and annual financial reports to the Steering Committee. 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. Term of office is two (2) years. The Treasurer of the GTDP will be the Treasurer of the Executive Committee and Chairperson of the Finance Committee.

Section D: Election of Officers and Delegates at Large

1. Within thirty (30) days following the Fall Convention, in even numbered years, the Executive Committee, acting without the officers of the GTDP who are not otherwise members of the Executive Committee, shall meet and elect a temporary chairperson and temporary secretary. The temporary officers shall **ELECT THE OFFICER FROM MEMBERS OF THE EXECUTIVE COMMITTEE AND SHALL** serve only during the election of the officers of the Executive Committee.

THE NEWLY ELECTED EXECUTIVE COMMITTEE shall also serve as the officers of the GTDP for the two (2) years beginning on the following January 1. The officers shall include a Chairperson, a Vice-Chairperson of the opposite sex to the Chairperson, a Secretary and a Treasurer. Each officer shall have a vote on the Executive Committee. A candidate for legislative office whose district comprises more than one (1) county may give a written proxy to any other member of the Executive Committee.

2. After the officers of the GTDP have taken office and within forty-five (45) days after January 1 of each odd-numbered year, the GTDP shall consist of those members as the Executive Committee may determine.
3. The Executive Committee shall have the right to elect additional officers who in its judgment are proper to carry out the purposes of the GTDP, and shall have the power to fill a vacancy which may occur in the membership of the GTDP or in any of its additional officers.
4. Between meetings of the GTDP, the Executive Committee shall have all the powers and perform all the duties of the GTDP, including the filling of vacancies in nominations as prescribed by law.
5. The term of service of an officer of the GTDP shall continue for two (2) years or until the selection of their successors.
6. A person nominated as a candidate for County office shall be a delegate-at-large to the Fall Convention held in the year of the candidate's nomination and to all County Conventions during the term of office for which the candidate was nominated.
7. A person nominated as a candidate for legislative office shall be a delegate-at-large to the Fall County Convention held in the year of the candidate's nomination in each County of part of a County contained in the legislative district and to all County Conventions held during the term of office for which the candidate is nominated.
8. The number of delegates-at-large shall be in addition to the number of **PRECINCT** delegates specified in the call for the Fall County Convention.
9. If a person is elected both a delegate-at-large and a precinct delegate, a vacancy shall exist in the precinct and shall be filled accordingly: all vacancies occurring in any delegation to any County or District convention may be filled by a majority vote of the delegation for the Convention only. That delegation shall not be permitted to fill any vacancy which may occur in its number by any person not a qualified and registered elector, and resident of the district, county, township and precinct as the case may be from which the delegate was chosen.

Section E: County Steering Committee

1. Purpose of the County Steering Committee

The purpose of the County Steering Committee is to act as an advisory board to the officers of the GTDP, to act on the recommendations of the standing committees and to develop programs. Meetings are open.

2. Composition of County Steering Committee

The Steering Committee shall consist of the officers of the GTDP, the chairs of the standing committees, the immediate past chairperson and two GTDP members-at-large.

3. Standing Committees

A. Procedures

1. The Standing Committees are: Membership, Publicity, **NEWSLETTER**, Finance, Candidate Recruitment and Campaign Support, TRUMAN Dinner, Special Events and Hospitality.
2. The Chairperson of each Standing Committee, appointed by the Chairperson of the GTDP, shall appoint as many members as are deemed necessary to carry out the duties of the standing committee and call meetings as needed. The terms of office of all committee chairs will run concurrently with the Chairperson's term.
3. The Chairperson shall report the findings and decisions of the standing committees to the Steering Committee for consideration and recommendation to the officers of the GTDP.
4. **AD HOC COMMITTEES MAY BE APPOINTED AS DEEMED NECESSARY.**

B. Duties

1. **Membership.** This committee shall solicit new members via newsletters and other recruitment techniques; maintain membership lists from data supplied by the Treasurer; maintain a mailing list; develop forms to collect dues, and send membership cards to paid members.
2. **Publicity.** This committee shall provide media outlets which such announcements at GTDP meeting time, speakers, topics and any other announcements pertinent to the Democratic Party.

3. **NEWSLETTER.** This committee shall be responsible for producing and mailing a quarterly newsletter and additional newsletters and notices of events as needed.
4. **Finance.** This committee together with the Chairperson, Vice-Chairperson and Treasurer of the GTDP, shall develop an annual budget for approval by the Steering Committee. The chair of the Finance Committee shall be the Treasurer of the GTDP.
5. **Candidate Recruitment and Campaign Support.** This committee shall recruit candidates for local, county and state offices and may assist as requested in organizing their campaigns. Such assistance may include but is not limited to providing wires for yard signs, helping place yard signs, placing advertising in local media outlets and raising funds.
6. **TRUMAN Dinner.** This committee shall plan and conduct an annual dinner for the general membership.
7. **Special Events.** This committee shall be responsible for planning and implementing special events such as the mid-winter rally and the July breakfast.
8. **Hospitality.** This committee shall be responsible for setup of refreshments at GTDP meetings (except for annual dinner.)

ARTICLE IV: AUTHORITY

Section A: Any portion of these By-laws which is in conflict with the Michigan Democratic Party Constitution and Michigan By-laws shall be declared null and void.

Section B: The GTDP shall so construe these By-laws as to conform to the Constitution of the State of Michigan but will reserve complete autonomy in the matter of township and county action in Grand Traverse County.

Section C: The GTDP shall not incur or cause to be incurred any liability or obligation which shall subject to liability any other Democratic County, District or State Organization.

Section D: The GTDP may fix bond for the Treasurer, which in no case shall be less than the amount in the Treasury.

ARTICLE V: MEETINGS

- Section A: The GTDP shall hold general membership meetings every other month or on any schedule recommended by the Steering committee at a place and date to be chosen by the Steering 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, fax, e-mail or local media. Meeting postponement or cancellation shall be made at the discretion of the Chairperson.
- Section B: Special meetings of the GTDP may be called by a majority of the Steering Committee or the GTDP Chairperson. At least five (5) days notice shall be given of the date, time, place and purpose of the special meeting.
- Section C: In accordance with the Rules of the Michigan Democratic Party and these By-laws, all meetings shall be conducted according to Robert's Rules of Order (latest edition.)
- Section D: A quorum at GTDP meetings shall be any five members.
- Section E: A quorum at GTDP Steering Committee meetings shall be any five members of the GTDP Steering Committee.

ARTICLE VI: DUES

- Section A: The amount of local membership dues will be set annually by the Steering Committee. Membership year is from January 1 to December 31.
- Section B: Members must pay dues on the date they join the GTDP and renew their membership every January thereafter.

ARTICLE VII: AMENDMENTS

- Section A: Members may propose amendments to these By-laws at any time. Such proposed amendments shall be made in accord with the rules of the Michigan Democratic Party and Robert's Rules of Order. They shall then be referred to the Steering Committee and the general membership of the GTDP in a timely manner.
- Section B: These By-laws may be amended at any regular GTDP meeting by two-thirds (2/3) of the members in attendance at said meeting provided that the proposed amendment shall have been submitted in writing and read at the regular meeting of the GTDP immediately previous to the vote.
- Section C: These By-laws shall be in full force and effect upon their adoption and shall supersede all By-laws, rules, motions and policies of a contrary nature with the exception of the Rules of the Michigan Democratic Party.

ARTICLE VIII: ORDER OF BUSINESS FOR GENERAL MEETING

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

1. Roll Call of Officers
2. Minutes of the previous meeting
3. Reports of Officers
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Treasurer (financial report)
 - d. Secretary (correspondence)
4. Reports of Committees
5. Old Business
6. New Business
7. Adjournment

ARTICLE IX: RATIFICATION

Section A: The By-laws of the GTDP may be ratified by a simple majority at a regularly constituted meeting after proper notification has been given.

ARTICLE X: DISSOLUTION

The Grand Traverse County Democratic Party shall be a non-profit organization and upon its dissolution, all of its assets and real and person property shall revert to the benefit of the Michigan Democratic Party. No part of the income or assets shall inure to any of its members except for the reimbursement of actual expenses.