



**BYLAWS  
OF THE  
IOSCO COUNTY  
DEMOCRATIC PARTY**

**March 2021**

# Table of Contents

<b>INDIGENOUS LAND ACKNOWLEDGMENT</b> .....	2
<b>ARTICLE I: NAME</b> .....	2
<b>ARTICLE II: PURPOSE</b> .....	2
<b>ARTICLE III: MEMBERSHIP</b> .....	2
Section A: Member Participation .....	2
Section B: Member Standing .....	2
<b>ARTICLE IV: MEETINGS</b> .....	3
Section A: Regular meetings .....	3
Section B: Cancellation.....	3
Section C: Special Meetings .....	3
Section D: Meeting Quorum .....	3
Section E: Robert’s Rule of Order .....	3
Section F: Organization of Business .....	3
<b>ARTICLE V: OFFICERS AND BOARD MEMBERS</b> .....	4
Section A: Officers .....	4
Section B: County Committee .....	4
Section C: Chair .....	4
Section D: Vice Chair .....	4
Section E: Treasurer .....	5
Section F: Secretary .....	5
Section G: Trustee .....	6
Section H: Removal of Officers .....	6
Section I: Appointments .....	6
<b>ARTICLE VI: AUDIT, FISCAL YEAR</b> .....	7
Section A: Audit .....	7
Section B: Fiscal Year .....	7
<b>ARTICLE VII: COMMITTEES</b> .....	7
Section A: Appointments .....	7
Section B: Standing Committees .....	7
Section C: Committee Chair Duties .....	7
<b>ARTICLE VIII: AMENDMENTS</b> .....	7
Section A: Procedure .....	7
Section B: Vote Requirement .....	7
Section C: Bylaw Force and Effect .....	8
<b>ARTICLE IX: DISSOLUTION</b> .....	8

## INDIGENOUS LAND ACKNOWLEDGMENT

Iosco County occupies the ancestral, traditional and contemporary lands of indigenous peoples. The Iosco County Democratic Party recognizes the Anishinaabek of the Three Fires Confederacy, the Ojibwe (Chippewa), the Odawa (Ottawa), and the Bode'wadmi (Potawatomi); historic indigenous communities in Michigan; and those who were forcibly removed from their homelands. Iosco County occupies land ceded in the 1819 Treaty of Saginaw. In offering this land acknowledgment, we affirm our dedication to support all indigenous people in their pursuit toward equity and redress of past aggression and grievances. We further recognize the ongoing relationship of dependence upon and respect for all living beings of earth, sky, and water.

### ARTICLE I: NAME

This organization shall be known as the **Iosco County Democratic Party**.

### ARTICLE II: PURPOSE

The purpose of the Iosco County Democratic Party is to promote the philosophy of the Democratic Party and to elect Democrats who support this philosophy; and further, to unite and aid in the activities of all precinct delegates, committees, candidates and all other Democrats working to promote active participation in the Democratic Party.

### ARTICLE III: MEMBERSHIP

Membership in the Iosco County Democratic Party may include any individual age 16 or older who has filed a current membership form. A financial contribution is not required to join or renew membership. Though there are no fees or dues required for membership, a voluntary contribution of ten dollars (\$10.00) is suggested to defray operating expenses. Membership is effective when a membership form is received by the Secretary and is renewable on an annual basis.

#### Section A: Member participation

All members shall be entitled to participate in the activities of this organization. All rights not reserved or given to the precinct delegates officers and board members and these Bylaws shall be vested in the regular membership.

#### Section C: Member Standing

Members shall be in good standing if their membership is current. Members must be in good standing and members of the Michigan Democratic Party in order to vote, make motions, nominate, be nominated, or be elected to an office of this organization.

## ARTICLE IV: MEETINGS

### Section A: Regular Meetings

The regular membership meeting of the Iosco County Democratic Party shall be on the first (1<sup>st</sup>) Tuesday of each month unless canceled or changed at a regular membership meeting. Meetings will begin at 5:30 p.m. unless changed at a regular membership meeting. Upon a vote of the membership the regular meeting can be moved to another location in the county. When an alternate meeting place, date or time is selected the membership must be notified. If conditions do not warrant an in person meeting, the regular membership meeting may be virtual.

### Section B: Cancellation

Meetings will be canceled due to inclement weather when public buildings are closed.

### Section C: Special Meetings

The Chair may call special meetings of the County Committee, the Membership or the Executive Board.

1. Three (3) days notice shall be given informing members of the place, time and purpose of the meeting.
2. A special meeting must be called when expenditures not previously approved need to be made.
3. The Executive Board shall meet informally the week prior to the general membership meeting each month for the purpose of developing the agenda for the general meeting.

### Section D: Meeting Quorum

A quorum shall exist at all membership and county committee meetings when five members in good standing are present.

### Section E: Roberts Rules of Order

Subject to these Bylaws all meetings shall be conducted according to Roberts Rules of Order, latest edition, which shall be the Parliamentary Guide for all matters not covered in the Bylaws of this organization.

### Section F: Organization of Business

The organizations business shall proceed in the following order:

- Indigenous Land Acknowledgment
- Pledge to the Flag
- 1. Roll call of Officers
- 2. Approval of Agenda/Minutes
- 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. Adjournment

## ARTICLE V: OFFICERS AND BOARD MEMBERS

### Section A: Officers

Officers shall be as provided by Michigan law.

1. Each even numbered year within twenty (20) days following the November Election, the delegates of the fall convention shall convene at the call of the County Chair for the purpose of electing the County Committee.
2. The County Committee shall elect Party Officers within thirty (30) Days of the Convention.

### Section B: County Committee

The County Committee shall be comprised of a number of persons equal to the number of County offices and State Legislative offices for which candidates were nominated as well as those candidates elected and all county party members in good standing. This body shall elect officers of the Iosco County Democratic Party. The officers shall be comprised of a Chair, Vice Chair (of the opposite gender as the Chair), Secretary, Treasurer and one or more Trustees.

### Section C: Chair

1. The Chair of this organization shall preside at all meetings and perform such duties as are usual to the Office of the Chair that may be required of this organization.
2. The Chair will make sure that all motions are properly made and disposed of by either a voice vote or a show of hands. The number of yeas and nays will be announced by the chair and recorded by the secretary.
3. The Chair shall appoint a parliamentarian and a temporary replacement for any officer absent at a meeting.
4. Robert's Rules of Order to the contrary notwithstanding, the chair, including committee chairs, shall be entitled to vote on all motions and issues.
5. When a new Chair is elected or appointed, the outgoing Chair, shall forthwith turn over to the new Chair all funds, books, materials, records, files and correspondence received prior to and during his/her term of office.

### Section D: Vice Chair

1. The Vice Chair shall be of the opposite gender from the Chair.
2. The Vice Chair shall assist the Chair in the discharge of his/her duties and shall assume the responsibility of the Chair if the Chair is absent.
3. The Vice Chair shall be responsible for establishing a yearly calendar to include meeting dates, special events and programs during his/her term of office.
4. When a Vice Chair is elected or appointed, the outgoing Vice Chair shall forthwith turn over to the new Vice Chair all funds, books, materials, records, files and correspondence received prior to and during his/her term of office.

## Section E: Treasurer

1. The Treasurer shall be responsible for the financial receipts and disbursements of this organization and keep a record of all transactions.
2. The Treasurer shall make a financial report which will include documentation to support the report at all Executive Board meetings.
3. The Treasurer, for internal accounting purposes and Campaign Finance Reporting, shall establish a State account, and may establish a savings account. All monies not specifically identified as political are non-political and may be used for administrative expenses and other purposes as approved by the membership.
4. The State account cannot be co-mingled with any other accounts.
5. The funds of this organization shall be deposited in a bank or credit union. The signatures of the following officers: Chair, Secretary and Treasurer must be on file with the bank or credit union.
6. The Treasurer shall reimburse expenditures or budgeted items promptly as soon as approved by the Executive Board and proper receipts are presented to the treasurer.
7. The Treasurer and the Secretary shall ensure the maintenance of current membership listings and make them available as needed.
8. In cases of expected absences from membership meetings, the Treasurer shall turn all records over to the Chair.
9. The Treasurer will file with the Michigan Bureau of Elections an Annual Campaign Statement as well as all other reports required by the Michigan Bureau of Elections.
10. The Treasurer shall provide the trustee a copy of all bills, bank statements, check registers, deposit receipts, requests for reimbursements by the membership, monthly treasurer's reports and any other paper evidence to support the Monthly and Year-End reports. This material should be available to the trustee/auditor any time during the year that it is requested.
11. When a new Treasurer is elected or appointed, the outgoing Treasurer shall forthwith turn over to the new Treasurer all funds, books, materials, records, files and correspondence received prior to and during his/her tenure of office.

## Section F: Secretary

1. The Secretary shall take minutes at all meetings and present to all Board members a copy within ten (10) days following the meeting.
2. At the direction of the Chair, the Secretary of this organization shall prepare the agenda for all meetings .
3. The Secretary shall prepare enough report copies for the meetings, preserve all books, documents, correspondence, mail listings, records and files during his/her term of office.
4. The Secretary shall work in concert with the Treasurer to maintain accurate membership listings and send appropriate cards (sympathy, illness, thank you, etc.) as needed.
5. The Treasurer and the Secretary shall maintain current membership listings and make them available at membership meetings.
6. In cases of expected absences from membership meetings, the Secretary shall turn all records over to the Chair.
7. The Secretary will notify the membership and the County Committee of all meetings.
8. Turn over any and all monies received to the Treasurer prior to the next scheduled membership meeting.
9. When a new Secretary is elected or appointed, the outgoing Secretary shall forthwith turn over to the new Secretary all funds, materials, books, records, files and correspondence prior to and during his/her tenure of office.

## Section G: Trustees

1. The Trustees or auditor appointed by the chair shall be responsible for the annual audit of the financial records of the Iosco County Democratic Party. The annual audit will be conducted by January 30<sup>th</sup> each year.
2. The Trustee(s) may request and receive records for review at any time, during the year, in between audits.
3. The Trustee(s) shall affix his/her/their signature(s) to the books after the conclusion of the audit.
4. The results of the audit shall be made at the next general membership meeting. A vote of the membership is required to accept the audit.
5. The Trustee(s) may be the designated record keeper(s) for campaign finance reporting.
6. The Record keeper(s) will follow the duties and rules set forth in the most recent Michigan Campaign Political Party Campaign Manual, Michigan Department of State Bureau of Elections.
7. When a new Trustee is elected or appointed, the outgoing Trustee(s) shall forthwith turn over to the new Trustee(s) all funds, materials, books, records, files and correspondence received prior to and during his/her term of office.

## Section H: Removal of Officers

1. Any elected officer may be removed from office by a two thirds (2/3) vote of the Iosco County Democratic Party membership.
2. The vote shall be taken at a meeting specifically called for such purpose. The procedure for removal from office is outlined in the Rules of the Michigan Democratic Party. (Art.8-D).\
3. Before any motion for removal of an officer can be made, a good faith effort to resolve the conflict shall be made by the parties involved.
4. Any officer failing to attend 3 consecutive monthly regular meetings without acceptable reason approved by the Executive Board shall be considered to have abandoned their position.

## Section I: Appointments

1. When an officer resigns or leaves office prior to full term of office, including illness or death, the Executive Board shall appoint a member to serve in the vacant position and complete the term of office vacated. However, in the event the Executive Board is unable to fill the Vacancy by appointment, a special election will be held.
2. Special elections shall be conducted with prior notice in the same manner as regular elections.
3. All records, files, and correspondence received prior to and during the term of office of the outgoing officer shall be turned over to the incoming officer.



Section C: Bylaw force and effect

These Bylaws shall be in full force and effect upon their adoption and shall supersede all motions and policies of the contrary nature with exception of the provisions of the Rules of the Michigan Democratic Party or Laws of the State of Michigan.

ARTICLE IX: DISSOLUTION

The Iosco County Democratic Party shall be a non-profit organization and upon its dissolution, all assets and real and personal property of the Party and its committees shall revert to the benefit of the Michigan Democratic Party.

No part of the income or assets of the Party shall inure to any of its members except of the reimbursement of actual expenses, reasonable compensation for services if the Party approves, or a contribution to charity or for electing a member to office if the Party approves.

Recommended by the Bylaws Committee of the Iosco County Democratic Party  
– August, 2017

Committee Members:

Bernie Schenk - Committee Chair  
Janet Schenk  
Rozanne Curley  
Virgil Weaver

Adopted: December 6, 2017

Amended: April 4, 2018

Amended: January 9, 2019

Amended: March 2, 2021

Carole A. Bleau

Chair

Laurie Miles

Secretary