

# Muskegon County Democratic Party Bylaws

## Preamble

We, the members of the Muskegon County Democratic Party, do hereby establish and adopt these rules of the Muskegon County Democratic Party based on the following Vision and Mission statements:

**Vision:** The Vision of the MCDP is to make life, liberty, and the pursuit of happiness a reality for all by organizing Democrats within the county with the goal of electing Democratic candidates to office.

**Mission:** To build a better future for all Muskegon County citizens by working together to advance the values of equal opportunity, social justice, individual dignity, inclusiveness and economic fairness for all.

## Article 1. Name & Purpose

1.01 **Name.** This organization shall be known as the Muskegon County Democratic Party. It shall consist of the County Committee, the Board of Officers, members of the Michigan Democratic Party, Muskegon County Democratic Party members, and all duly elected Democratic Precinct Delegates, residing in Muskegon County.

1.02 **Purpose.** The purpose of the Muskegon 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 to aid in the activities of all the precinct delegates, committees, candidates, and all other Democrats working to promote broad and active participation in the Democratic Party.

1.03 **Assets.** The Muskegon County Democratic Party shall be a non-profit organization and upon its dissolution, all assets and real 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 for the reimbursement of actual expense, reasonable compensation for services if the Party approves, or a contribution for electing a member to office if the Party so approves.

## Article 2. Membership

2.01 **Membership.** Membership of the Muskegon County Democratic Party shall consist of all individuals in the following categories living in Muskegon County: (1) all duly elected and

accredited Democratic Precinct Delegates, (2) members of the State Democratic Party, (3) the County Committee, (4) the Muskegon County Democratic Party Board of Officers, and (5) Muskegon County Democratic Party members as outlined in 2.02. If a member from the previous list does not live in Muskegon County, they shall not be considered part of the membership.

**2.02 County Membership.** The Board of Officers may at its discretion create a specific Muskegon County Democratic Party membership for the purpose of raising funds. These members shall be considered regular voting members of the Muskegon County Democratic Party; however, they are ineligible to vote at any convention unless they are also 30 day members of the Michigan Democratic Party as stated in the Michigan Democratic Party's Bylaws.

**2.03 Membership Compliance.** Membership of the Muskegon County Democratic Committee shall be filled according to the Michigan Statutes governing County Committees (MSA 6.1599) or as amended henceforth. The Muskegon County Democratic Party County Committee shall be organized in accordance with the laws of the State of Michigan and the Michigan Democratic Party bylaws.

**2.05 Member Rights.** All members shall be entitled to participate in the activities of this organization. All rights not reserved or given to precinct delegates, officers, the Board of Officers, or County Committee, by law, and by these bylaws, shall be vested in the regular membership.

### **Article 3. County Committee**

**3.01 County Convention.** Each even numbered year within 20 days following the November election, the delegates to the Fall County Convention shall convene at the call of the County Chair, for the purpose of electing a County Committee. Convention voting will be done in compliance with Michigan Democratic Party bylaws and will consist of proportional voting. The County Committee shall meet to elect the Board of Officers within 30 days of that convention. At that meeting, the County Committee shall elect a temporary chairperson and temporary secretary. The temporary officers shall serve only during the election of the officers of the County Committee, who shall serve for the two (2) years commencing on January 1 next. Candidates for legislative offices consisting of more than one (1) County may give a written proxy to any other member of the County Committee. The term of service of the County Committee shall continue for two (2) years or until the selection of its successor.

**3.02 County Committee Membership.** The County Committee shall be comprised of a number of persons equal to twice the number of candidates for County, State Legislative and U.S. House of Representatives offices for which candidates were nominated at the most recent fall primary election for that office. Those persons, together with the persons most recently nominated by the Party for each of those offices, shall constitute the County Committee of the Party. When a new

nomination is made for a partisan office, the nominee for which is entitled to serve as a member of the County Committee, the new nominee shall replace the former nominee as a member of the County Committee.

**3.03 Expansion of County Committee.** The members of the County Committee may vote to expand the membership of the Committee. These rules encourage the expansion of the Committee for the purpose of achieving more participation and representation.

**3.04 Timeline.** When a vacancy occurs among the officers of the Muskegon Democratic Party County Committee, a meeting of said committee shall be called within forty-five (45) days after the vacancy arises for the purpose of filling the vacancy. The committee chair will be responsible to hold the election for the purpose of filling such vacancy. If the vacancy is the Committee Chair position, the Vice Chair will be responsible to hold an election for the purpose of filling such a vacancy.

**3.05 Calling Meeting.** If the Chair or the Vice Chair (where appropriate) fails to call a meeting for the purpose of filling a vacancy, the Secretary or Treasurer shall be designated to call the meeting. If all the officers refuse to call the meeting, then five members of the party may petition to the State Party Chair to call the committee meeting for the purpose of filling the vacancy.

#### **Article 4. Board of Officers**

**4.01 Chair.** The Chair of this organization shall preside at all membership and board meetings, and transact such other duties as are usual to the office of the County Chair or that may be required by this organization. The Chair shall also serve as the official Spokesperson of the Muskegon County Democratic Party.

**4.02 Vice Chairs.** The Muskegon County Democratic Party shall consist of a First and Second Vice Chair. The First Vice Chair shall be a member of a different gender of the Chair. The First and Second Vice Chair shall assist the Chair in the discharge of his/her duties, and shall assume the duties and responsibilities of the Chair in his/her absence.

**4.03 Secretary.** The Secretary of the organization shall keep an accurate record and minutes of the proceedings of all meetings of the County Committee and General Membership Meetings. He/She shall keep and preserve all the books, documents, correspondence, records, minutes, effects, and any other property of this organization. He/She shall reasonably notify, and see that proper notification is given to all membership of its meetings. This correspondence can be via email or postal service per Michigan Democratic Party Bylaws.

**4.04 Treasurer.**

(A) The Treasurer shall be responsible for the financial receipts and disbursements of this organization subject to the approval of the Executive Board. The Treasurer shall make financial reports to the Board of Officers as the Board so directs and shall make them available at all regular membership meetings.

(B) The funds of this organization shall be deposited in banks and shall be drawn upon only by checks signed by the Treasurer except checks in excess of \$500.00 shall be signed by the Treasurer and Chair and or Vice Chair.

(C) The Treasurer shall be authorized to expend exempted budget line item monies without prior approval of the County Committee. The Treasurer shall acquire security bonds as directed by the County Committee. The Treasurer shall set up a petty cash fund not to exceed \$100.00.

(D) The Treasurer shall be responsible for seeing that proper financial reporting is filed with the Bureau of Elections, in a method deemed appropriate by the State. If timely filing is not provided, the Treasurer will be personally responsible for any fines/liabilities incurred.

**4.05 Transition.** It shall be incumbent upon the outgoing Chair and Board of Officers to smoothly transition the new Board of Officers into their positions. 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 their tenure of office both digitally, and if applicable physically. When a new Treasurer is elected, the past Treasurer shall forthwith deliver to the new Treasurer the funds of the Muskegon County Democratic Party and all the books and records, both digitally and if applicable physically of the county kept during their tenure as required by law. It shall also be the obligation of outgoing Chair to make sure the proper documentation is updated with State Bureau of Elections and other relevant governmental agencies both local and state.

## **Article 5. General Membership Meetings**

**5.01 Time.** The Muskegon County Democratic Party shall meet on a regular monthly basis.

**5.02 Order of Business.** The business of the organization shall proceed in the following order:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Officers
4. Special Guests/Invited Speakers
5. Introduction/Recognition
6. Committee Reports
7. Board Reports

8. Unfinished Business
9. New Business
10. Comments
11. Adjournment

**5.03 Meeting Purpose.** The Muskegon County Democratic Party shall meet monthly to review the activities of the County Committee and Board of Officers. All members of the Muskegon Democratic Party shall be eligible to vote on resolutions, county platforms, and county fund-raising programs.

**5.04 Special Meetings.** Special meetings may be called by a majority vote of the members of the County Committee or by a resolution of the majority of members of the County Democratic Committee. Three days written notice shall be given notifying the members of the place, time, and purpose of the meeting.

**5.05 Quorum.** A quorum shall consist of twenty (20) voting members of Michigan Democratic Party living in Muskegon County and three (3) members of the County Board of Officers.

**5.06 Parliamentary Procedure.** All meetings shall be conducted according to Robert's Rule of Order (latest edition) and the Muskegon County Democratic Party shall defer to Robert's Rules of Order (latest edition) for all questions of parliamentary procedure not listed in these Bylaws.

## **Article 6. Committees**

**6.01 Committee Chairs.** The Chair, subject to the approval of the Board of Officers of the county, shall appoint Committee Chairs and Committee Vice Chairs.

**6.02 Standing Committees.** Standing Committees shall include the following:

- (1) Rules Committee – Insure that the State Party Rules and the Local Party Rules are authorized and followed, provide general oversight to the County Party.
- (2) Membership Committee – Soliciting members for the local party and State party, contact with members to maintain memberships, along with organizing our database of members and presenting membership status at monthly meetings.
- (3) Precinct Organization Committee – Assisting in identifying and promoting individuals to run for precinct delegates, along with facilitating precinct delegate training.
- (4) Communications Committee – Management of our social media, website, and twitter accounts to maintain communication with members also sign up and participate in parades and community events.
- (5) Budget, Finance and Fundraising Committee – Assist in establishing a budget for the County Party on a yearly basis, including establishing a budget for supporting candidates,

along with aiding in organizing fundraising activities designed to benefit the County Party and the Candidate recruitment/support.

(6) Candidate and Screening Recruitment Committee – Recruit candidates, vet candidates, aid in candidate campaigns.

(7) Youth Affairs Committee/Young Dems – Recruit and facilitate the encouragement of gaining young democrat members, encourage their assistance on campaigns and fundraising efforts to promote local candidates.

**6.03 Temporary Committees.** The Board of Officers, may at its discretion, create temporary Committees and name a Chair and Vice Chair for them. These committees must have a specific purpose and duration.

**6.04 Subcommittees.** These Standing committees shall include the appropriate subcommittees as decided by the Committee Chair, who shall have the power to name subcommittee chairs and vice chairs.

**6.05 Board of Officers Participation.** The Chair of the County Party shall be an ex-officio member of all committees. An officer shall be appointed by the Chair to serve as liaison to each standing committee.

**6.06 Vacancy.** If a vacancy should arise in a standing Committee, Subcommittee, or Temporary Committee, the Chair shall appoint a new person to that position with the approval of the Executive Board.

## **Article 7. Amendments**

**7.01 Proposed Amendments.** Proposal of changes or amendments to these Bylaws shall first be referred to the Rules Committee, which shall report its recommendations to the next regular meeting or special meeting called for that purpose.

**7.02 Amendment Timeline.** These Bylaws may be amended by a majority vote of voting members of the Muskegon County Democratic Party at the monthly membership meeting or a special meeting. Written notice setting forth the proposed amendment must be sent to members at least one week (7 days) in advance of the meeting.

**7.03 Supremacy.** These Bylaws shall be in full force and effect upon their adoption, and shall supersede all motions and policies of a contrary nature, with the exception of those provisions of Michigan law or the Bylaws of the Michigan Democratic Party.