

***NEWAYGO***

***COUNTY***

***DEMOCRATIC***

***PARTY***

***BYLAWS***

## **ARTICLE I.**

### **NAME**

This organization shall be known as the Newaygo County Democratic Party. It shall consist of the County Executive Board, the County Committee, and all current members of the Michigan Democratic Party residing in the County and all duly elected Democratic precinct delegates residing in the County.

## **ARTICLE II.**

### **PURPOSE**

The purpose of the Newaygo County Democratic Party is to promote the philosophy of the Democratic Party.

A. To elect Democrats who support this philosophy; and further, to unite and to aid in 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.

## **ARTICLE III.**

### **FUNDAMENTAL PRINCIPLES**

**Section 1.** All public meetings of the Newaygo County Democratic 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 Newaygo County Democratic Party shall be required or used which has the effect of requiring prospective or current members of the Democratic Party to acquiesce, 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 identity, physical appearance or disability.

**Section 3.** The time and place for all public meetings of the Newaygo County Democratic 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 Newaygo 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, religion, Ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability.

### **ARTICLE III CONTINUES**

**Section 5.** The Newaygo County Democratic 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 Newaygo County Democratic Party officers and representatives on all levels. Publication of those procedures shall be done in such a fashion that all prospective and current members of the Newaygo County Democratic Party will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedures at all levels of the Newaygo County Democratic Party organization.

**Section 6.** The Newaygo County Democratic 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 of the Newaygo County Democratic 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 Newaygo County Democratic Party will have full and adequate opportunity to compete for office.

**Section 7.** Proportional voting shall be used in the election of delegates and alternates to any Convention, delegates and members of the County Committee.

**Section 8.** All rules and bylaws of the Newaygo County Democratic Party at all levels shall be consistent with the Rules of the Michigan Democratic Party and shall be available on request in writing to any member of the Newaygo County Democratic Party.

**Section 9.** The unit rule is prohibited at all levels of the Newaygo County Democratic Party.

**Section 10.** No rule shall be adopted at any level of the Newaygo County Democratic Party which would require a person to cast a vote or be recorded as voting contrary to that person's judgement.

**Section 11.** On all questions of procedure not resolved by the Rules of the Michigan Democratic Party or the bylaws, the latest edition of Robert's Rules of Order shall be used.

**Section 12.** The Chairperson and Vice-Chairperson of any unit, Committee, Caucus or Convention of the Newaygo County Democratic Party shall be of a different gender.

**ARTICLE III  
CONTINUES**

**Section 13.** Votes shall not be taken by secret ballot at any meeting of the Newaygo County Democratic Party at any level.

**Section 14.** Funds- In the event that the Newaygo County Democratic Party should desolve, all funds in the treasury after the satisfaction of all debts shall be turned over to the Michigan Democratic Party.

**ARTICLE IV  
MEMBERSHIP**

**Section 1.** Membership of the Newaygo County Democratic Party shall consist of all duly elected Democratic precinct delegates and current members of the Michigan Democratic Party residing in the County, and the Newaygo County Democratic 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 and Michigan Election Law Act 116 of 1954 (as amended). Precinct delegate positions are determined by county chairs.

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

**ARTICLE V.  
MEETINGS**

**Section 1.** The regular meetings of the Newaygo County Committee shall be on the 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 facebook, website,twitter, mail, fax, or email. A quorum shall exist at a County Committee meetings when a majority of the Committee officers are present.

**Section 2.** Special meetings of the County Committee may be called by a majority of the members of the County Committee. At least five (5) days' notice shall be given of the date, place, time and purpose of the special meeting. Notice may be given by facebook, website, twitter, mail, fax, or email.

**Section 3.** 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 III  
CONTINUES**

**Section 4.** Only members of the Michigan Democratic Party for 30 days prior to the meeting and/or precinct delegates who obtain membership at the meeting of the Newaygo County Democratic Party shall be entitled to vote at the regular meeting of the Newaygo County Democratic Party. These are then considered “Current” members.

**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, 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 part of the County Committee. If a vacancy occurs in the position of delegate-elected member of the County Committee, the remaining delegate-elected members may fill the vacancy. The County Committee may fill a vacancy in any of its offices. Additional County Committee members can be elected at any time.

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

**Section 3.** The County Committee can elect additional officers which in its judgment are proper to carry out the purpose of the County Committee, and can fill a vacancy which may occur in the membership of the County Committee or in any of its additional offices. Between meetings of the County Committee the Officers have all the powers to performs all the duties of the County Committee, including the filling of vacancies in nominations as prescribed by law.

**Section 4.** The Chairperson shall preside at all Executive and County Committee meetings, and have such other duties as are usual to the office of County Chairperson, or that may be required by this organization.

**Section 5.** 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.

## **ARTICLE VI CONTINUED**

**Section 6.** The Secretary of this organization shall keep an accurate record and minutes of the proceedings of the meetings of the County Committee.

**A.** The secretary shall keep and preserve all the books documents correspondence, records, minutes, effects and any other property of this organization.

**B.** 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.

**C.** The secretary shall see that proper notification is given to the County Committee of their meetings.

**D.** The secretary will log and maintain past meeting minutes after they are approved. This log will be a proven written record of the County party's past.

**E.** The secretary will present a copy of the by-laws to the State Democratic Party for approval. When approval is given, after corrections if needed, the Secretary will provide all officers a copy and prepare copies for members when requested. All past by-laws will be preserved as a permanent record of the parties past existence.

**F.** The Secretary will forward the names and addresses of the new Officers and County Committee members to the Michigan Democratic Party following their election and when anyone is replaced during the term.

**G.** The Secretary will obtain a list of current party members in the County for reference should any one be challenged before voting on County matters.

**Section 7.** The Treasurer shall be responsible for the financial receipts and disbursements of this organization subject to the approval of the County Committee.

**A.** The funds of this organization shall be deposited in financial institutions and shall be drawn upon by checks signed by the Treasurer or Chairman.

**B.** The Officers shall have the right to expend funds up to \$250 per month subject to County Committee approval after the fact to assure the smooth running of the Organization. Expenditures of more than \$250.00 will require County Committee approval in advance.

**C.** The Treasurer shall make financial reports to the County Committee meetings.

**ARTICLE VI  
CONTINUED**

**D.** 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.

**E.** Once the Treasurer's Report is presented a copy will be given to the Chairperson, Vice-Chairperson and Secretary.

**F.** After the report is approved a copy will be placed in a permanent log maintained by the Treasurer.

**G.** All checks will be accompanied with a standard form showing how the funds were used.

**H.** All deposits must be accompanied by a form showing where and how the funds were obtained and to what account the funds were placed in. The district will maintain three separate accounts as recommended by the state party.

**I.** Candidate support Executive account for the support of a Congressional candidate and other federal candidates. No funds can be expended in any primary unless the candidate is unopposed.

**J.** Administrative account to be used for County activities as directed by the state party financial guidelines.

**K.** State account to assist where possible candidates in state or local elections.

**L.** The Treasurer will follow the guidelines set down under state party rules, the Michigan Campaign Finance Act and the Federal Campaign Finance Act.

**M.** The Treasurer will prepare and file all the required Campaign Finance Reports and all reports required for fundraising both state and federal by the date each requires.

**N.** Copies of all Campaign Finance Reports, both state and federal, and all required fundraising reports shall be given to the Chairperson, Vice-Chairperson(s) and Secretary when filed.

**O.** Permanent records of these reports will be kept logged by both the Secretary and Treasurer.

**P.** All records and audits will be turned over immediately to the successor following the election of officers.

**ARTICLE VI  
CONTINUES**

**Section 8.** No officer shall use his/her title to endorse any candidate in a contested primary election.

- A.** Expenses that may arise in the course of doing the County Party's business must be approved by the County Committee before payment is made.
- B.** Workers at Texas Hold'Em fundraisers will be allowed the normal amount allowed by the Charitable Gaming Commission.

**ARTICLE VII.  
COMMITTEES**

**Section 1.** The Chairperson, subject to the approval of the majority of the County Committee, shall appoint the committees and committee chairpersons necessary for the work of the organization.

**Section 2.** Standing Committees shall include the following:

- 1. Finance Committee
- 2. Communications Committee
- 3. Political Organizing Committee
- 4. Rules and Bylaws Committee
- 5. Candidate recruitment Committee
- 6. Policy and Resolution Committee
- 7. Campaign Committe

These committees shall include the appropriate subcommittees. The Chairperson of the County Party shall be an ex-officio member of all standing committees.

**ARTICLE VIII.  
ORDER OF BUSINESS**

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

- 1. Pledge of Allegiance
- 2. Roll call of officers
- 3. Minutes of the previous meeting.
- 4. Reports of the Officers
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Treasurer (financial report)
  - d. Secretary (correspondence)
- 5. New business
- 6. Good and Welfare



**ARTICLE VIII  
CONTINUES**

- 7. Reports of committees
- 8. Old business
- 9. Adjournment

**ARTICLE IX  
MEMBER NOTIFICATION AND WEB PAGES**

The Communications Committee with the assistance of the Secretary will be responsible for developing a newsletter, facebook, twitter and /or WEB page.

**ARTICLE X.  
AMENDMENTS**

**Section 1.** Proposals for changes or amendments to these bylaws shall first be referred to the Rules and Bylaws Committee which shall report its recommendations to the next regular County Committee 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 County Committee present at a meeting, provided that written notice setting forth the proposed amendment has been given to all Party members at least two (2) weeks prior to the date of the meeting. This can be done by newsletter, facebook, twitter, email or WEB page.

**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.

DATE SUBMITTED TO THE COUNTY PARTY 4-8-2019

DATE PASSED BY COUNTY PARTY AND SUBMITTED TO THE MICHIGAN DEMOCRATIC PARTY \_\_\_\_\_ .

DATE APPROVED BY THE MICHIGAN DEMOCRATIC PARTY \_\_\_\_\_

