

# **BY-LAWS OF THE MUSKEGON COUNTY DEMOCRATIC PARTY BLACK CAUCUS**

## **ARTICLE I. NAME AND MEMBERSHIP**

This organization shall be known as the MUSKEGON COUNTY Democratic Party Black Caucus. Its membership shall consist of precinct delegates, elected officials and party members, all of whom must also be members of the MUSKEGON COUNTY Democratic Party.

## **ARTICLE II. PURPOSE**

The purposes of the MUSKEGON COUNTY Democratic Party Black Caucus are to promote the interests and concerns of Blacks & minorities within the Democratic Party and to elect Democrats.

## **ARTICLE III. FUNDAMENTAL PRINCIPLES**

**Section 1.** All public meetings of the MUSKEGON COUNTY Democratic Party Black Caucus shall be open to attendance by all members of the Democratic Party regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identify, ancestry, marital status, sexual orientation, gender identity and expression, physical appearance or disability.

**Section 2.** No tests for membership in, nor any oaths of loyalty to, the MUSKEGON COUNTY Democratic Party Black Caucus shall be required or used which has the effect of requiring prospective or current MUSKEGON COUNTY Democratic Party Caucus members to acquiesce in, condone or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identify, ancestry, marital status, sexual orientation, gender identity and expression, physical appearance or disability.

**Section 3.** The time and place for all public meetings of the MUSKEGON COUNTY Democratic Party Black Caucus shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings must e held in places accessible to all MUSKEGON COUNTY Democratic Party Black Caucus members and large enough to accommodate all interested persons.

**Section 4.** The MUSKEGON COUNTY Democratic Party Black Caucus 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 MUSKEGON COUNTY Democratic Party Black Caucus officers and representatives. Publication of these procedures shall be done in such a fashion that all prospective and current members of the MUSKEGON COUNTY Democratic Party Black Caucus will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedure of the MUSKEGON COUNTY Democratic Party Black Caucus.

**Section 5.** The MUSKEGON COUNTY Democratic Party Black Caucus 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 and representatives of the MUSKEGON COUNTY Democratic Party Black Caucus. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within MUSKEGON COUNTY Democratic Party Black Caucus will have full and adequate opportunity to compete for office.

**Section 6.** Proportional voting shall be used in the election of the Officers and Executive Committee of the MUSKEGON COUNTY Democratic Party Black Caucus.

**Section 7.** All rules and bylaws of the MUSKEGON COUNTY Democratic Party Black Caucus shall be consistent with the Rules of the MUSKEGON COUNTY Democratic Party and shall be available on request in writing to any member of the MUSKEGON COUNTY Democratic Party Black Caucus.

**Section 8.** The unit rule is prohibited in the MUSKEGON COUNTY Democratic Party Black Caucus.

**Section 9.** No rule shall be adopted at any level of the MUSKEGON COUNTY Democratic Party Black Caucus, which would require a person to cast a vote or be recorded in voting contrary to that person's judgment.

**Section 10.** On all questions of procedure not resolved by the Rules of the MUSKEGON COUNTY Democratic Party or these Bylaws, the latest edition of Robert's Rules of Order shall be used.

**Section 11.** Votes shall not be taken by secret ballot at any meeting of the MUSKEGON COUNTY Democratic Party Black Caucus at any level.

**Section 12: Elections.** Each summer, prior to the beginning of the fiscal year, members of the MUSKEGON COUNTY DEMOCRATIC PARTY BLACK CAUCUS shall hold an election for executive officers; President, Vice Presidents, Secretary, Treasurer, Parliamentarian and Sergeant of Arms. Election will take place on June 30<sup>th</sup> in the odd years at least 30 days before to the August primary election. Officer's term will begin on July 1<sup>st</sup>.

## **ARTICLE IV. OFFICERS AND EXECUTIVE COMMITTEE**

**Section 1.** The Officers shall be a Chairperson, 1<sup>st</sup> Vice-Chairperson shall be a member of the opposite sex from the Chairperson, 2<sup>nd</sup> Vice-Chairperson, a Recording Secretary, a Correspondence Secretary, a Treasurer and Parliamentarian. They shall have 2-year terms and be elected at the annual MUSKEGON COUNTY Democratic Party Black Caucus meeting. Members should be in good standing for at least 30 days prior to a meeting in order to be eligible to vote at that meeting. A person must be a member of the Party for at least 30 days prior to election or appointment to office at any level of the party, and they must maintain membership during their term of office. Precinct delegates, elected officials and nominees are exempt from the 30 day advance membership requirement for voting and holding office. Vacancies among the Officers shall be filled by a majority vote of the members of the Executive Committee present at a meeting of the Executive Committee subsequent to the meeting at which the vacancy was announced.

**Section 2.** The Executive Committee shall consist of the Officers (Executive Board) and ten (8) MUSKEGON COUNTY Democratic Party Black Caucus Executive Committee Members shall be elected. The elected members shall serve a 2-year term and be elected at the annual MUSKEGON COUNTY Democratic Party Black Caucus meeting. Members should be in good standing with the MDP for at least 30 days prior to the election. Precinct delegates, elected officials and nominees are exempt from the 30 day advance membership requirement for holding office. Vacancies among the elected members of the Executive Committee shall be filled by a majority vote of the members of the Executive Committee present at a meeting of the Executive Committee subsequent to the meeting at which the vacancy was announced.

**Section 3.** The Chairperson shall preside at all meetings and have such other duties as are usual to the officers of Chairperson, or that may be required by this organization.

**Section 4.** The 1<sup>st</sup> Vice-Chairperson shall be a member of the opposite sex from the Chairperson. The 1<sup>st</sup> 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.

**Section 5.** The 2<sup>nd</sup> Vice-Chairperson shall assist the Chairperson in the discharge of his/her duties, and shall temporarily assume the duties and responsibilities of the 1<sup>st</sup> Vice-Chairperson in his/her absence.

**Section 6.** The Recording Secretary of this organization shall keep an accurate record and prepare minutes of the proceedings of all meetings. He/She shall keep and preserve all the books, documents, correspondence, records, minutes, effects, and any other property of this organization, and 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. He/She shall see that proper notification is given of Caucus meetings.

**Section 7.** The Correspondence Secretary of this organization shall be responsible for any correspondence, mailings and notification for the MUSKEGON COUNTY Democratic Party Black Caucus and provide copies of all correspondence to the Recording Secretary for their books.

**Section 8.** The Treasurer shall be responsible for the financial receipts and disbursements of this organization subject to the approval of the Executive Committee. funds of this organization shall be deposited in banks and shall be drawn upon only by checks signed by any two of the following officers: Chairperson, Secretary, and Treasurer. The Treasurer shall make financial reports to the Executive Committee and the Caucus. 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.

1.

**Section 9.** To allow the President and Treasurer spending limits up to \$50.00 monthly for Muskegon County Democratic Party Black Caucus supplies, postage, etc. without Executive Committee approval but providing receipts monthly. Expenditures exceeding the \$50.00 must get Executive Committee approval with receipts provided.

**Section 10.** All checks written on the MCDPBC bank account or credit union be endorsed by both Muskegon County Democratic Party Black Caucus President and Treasurer, have rights to review bank statements or transactions at the financial institution and provide receipts to MCDPBC Recording Secretary of all transactions.

## **ARTICLE V. MEETINGS**

**Section 1.** The regular meetings of the MUSKEGON COUNTY Democratic Party Black Caucus Executive Committee shall be on the date and at the location and time set forth 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 mail, telegram, fax or email. A quorum shall consist of a majority of the Executive Committee which should be at least 9.

**Section 2.** At least once per calendar year there shall be a full membership meeting of the MUSKEGON COUNTY Democratic Party Black Caucus where the Officers and Executive Committee shall report on Caucus activities. At least five (5) days notice shall be given of the date, place and time of the meeting. Notice may be given by mail, telegram, fax or email.

**Section 3.** Special meetings of the Executive Committee or full membership may be called by a majority of the Executive Committee or full membership, respectively. 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 mail, telegram, fax or email.

**Section 4.** The full Caucus shall meet in conjunction with the Michigan Democratic Party State Conventions at the date, time and place established by the Executive Committee.

**Section 5.** 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 VI. COMMITTEES**

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

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

1. Rules and Bylaws Committee
2. Finance Committee
3. Political Action Committee (Includes Legislative Policy & Resolutions, Election and Candidate recruitment)
4. Membership Committee
5. Publicity Committee
6. Fundraising Committee
7. Faith based, Training & Youth Committee

These committees shall include the appropriate subcommittees. The Chairperson of the MUSKEGON COUNTY Democratic Party Black Caucus shall be an ex-officio member of all standing committees.

## **ARTICLE VII. ORDER OF BUSINESS**

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

1. Roll call of officers
2. Minutes of the previous meeting
3. Reports of officers
  - a. Chairperson
  - b. 1<sup>st</sup> Vice-Chairperson
  - c. 2<sup>nd</sup> Vice-Chairperson
  - d. Treasurer (financial report)
  - e. Secretary (recording)
  - f. Secretary (correspondence)

- g. Parliamentarian
- 4. Reports of committees
- 5. Unfinished business
- 6. Postponed business
- 7. New business
- 8. Adjournment

## **ARTICLE VIII. CONDUCT & DISCIPLINARY ACTIONS**

**Section 1.** Any form of discrimination, bullying, or harassment is prohibited and shall be subject to appropriate corrective actions that regulate them. Such actions may include censure, suspension, or removal from office or the organization. Notwithstanding the provisions of this policy, any unit of the MUSKEGON COUNTY Democratic Party may establish rules or policies for meeting conduct of those members in attendance.

**Section 2.** For offenses where censure, suspension, or removal are recommended, the following guidelines are established:

**Censure-** A censure is any statement reprimanding or condemning an individual.

**Suspension-** A suspension is any period of time whereby an individual is barred from participating in party events or from serving in their elected or appointed capacity with the party. Any suspension may include a 60-day period whereby the offending member shall be immediately removed should they violate the terms of their suspension. All disciplinary actions for censure and removal will take place under the guidance of Robert's Rules of Order.

**Removal-** A removal is the permanent dismissal of an individual from their position within the party or from party membership. Any party leader or member may be removed by the Executive Committee if found in serious violation of this policy. Any individual removed from office will be prevented from holding party office and membership for a period of not less than 3 years.

**Section 3.** Any Executive Committee Member who has four unexcused absence from an executive meeting, are subject to be removed with the vote of the majority of the executive committee.

**Section 4.** A letter will be sent directly to party member for any inappropriate or unprofessional conduct explaining the course of actions taken. The course of action will be voted on by the MCDPBC Executive Committee. The individual being reprimanded will have seven business days to respond in writing. If there is no reply and time expires, the executive committee will proceed with and execute a course of action regarding the matter. Therefore, a letter with the decision from the executive committee will be sent to the individual, which will be signed by the MCDPBC President.

## **ARTICLE IX. 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 Caucus 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 MUSKEGON COUNTY Democratic Party Black Caucus present at a meeting, provided that written notice setting forth the proposed amendment has been given to all Caucus members at least two (2) weeks prior to the date of the meeting.

**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 the Rules of the MUSKEGON COUNTY Democratic Party.