

**FIRST CONGRESSIONAL DISTRICT BYLAWS
MICHIGAN DEMOCRATIC PARTY**

Adopted: September 29, 2025

ARTICLE 1 – NAME

1.1 This Organization shall be known as the First Congressional District of the Michigan Democratic Party (the District or CD1). It shall consist of all members of the Michigan Democratic Party (MDP), and all duly elected Democratic precinct delegates residing within the District, and operates through the District Officers, Executive Committee, District Committee, standing committees and ad hoc committees.

ARTICLE 2 – PURPOSE

2.1 The purpose of the District is to work to recruit, support and elect a Democratic candidate to the U.S. House from the First Congressional District, to support the activities of the County Democratic Parties within the District, and to advance the Democratic platform and values in government and among the general public.

2.2 The District shall be a non-profit organization, and no part of the income and assets of the District shall benefit any of its members except for the reimbursement of actual expenses, reasonable compensation for services the District approves, or a contribution for electing a member to office if the District approves.

ARTICLE 3 - FUNDAMENTAL PRINCIPLES

3.1 All meetings of all District units shall be open to the public 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 of disability. However, District units may hold meetings limited to MDP members in cases where confidential consideration of party strategy is necessary.

3.2 No tests for membership in nor any oaths of loyalty to the Democratic Party in Michigan or the District 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, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability.

3.3 The District shall operate to the maximum extent feasible in an open and transparent manner and consistent with procedures designed to promote fairness.

3.4 The time and place for all public meetings of the District shall be publicized fully and in such a manner as to ensure timely notice for all interested people. All meetings must be held in places accessible to all Party members and large enough to accommodate all interested people or by easily accessible electronic means.

3.5 The District 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. The District shall strive to increase participation of traditionally underrepresent citizens.

3.6 The rules contained in the current edition of *Robert Rules of Order Newly Revised* shall govern the District in all cases to which they are applicable and in which they are not inconsistent with the laws of the state of Michigan, the Rules of the MDP, these bylaws, and any special rules of order the District may adopt.

3.7 All rules and bylaws of the District at all levels shall be consistent with the Rules of the MDP and shall be available on request in writing to any member of the MDP.

3.8 Official documents of the MDP, bearing the Party's logo or disclaimer, may not be altered by those who reproduce them for any purpose.

3.9 The District 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 District Officers and representatives, and qualifications for the same. Publication of these procedures shall be done in such a fashion that prospective and current members and prospective candidates or applicants will be fully informed of the pertinent procedures in time to participate in selection procedures and to compete for office.

3.10 The Chair and Vice-Chair of the District shall be of a different gender.

3.11 No rule shall be adopted by the District that would require any person to cast a vote or be recorded as voting contrary to that person's judgment. The Unit Rule (the practice of a unit reporting a unanimous vote when the vote within that unit was not unanimous) shall be prohibited.

3.12 In District elections for any office, votes will be weighted by county according to the State Allocation of Delegate Vote process given in the *Rules for Voting and Election in the MDP*.

3.13 Votes shall not be taken by secret ballot at any meeting of the Democratic Party in Michigan at any level.

3.14 Election of a member to any office or position within the District, either at a District Caucus or a meeting of the District Committee, shall require a majority of members voting. If no candidate is elected following an initial vote, the candidate receiving the fewest votes is

removed, and the vote is repeated, until one candidate receives a majority. The only exceptions are for multiple-position offices.

3.15 Proportional voting: Multiple-position offices, such as District Committee members, must be elected by one (1) of the methods approved in the *Rules for Voting and Elections in the MDP* for implementing proportional representation.

ARTICLE 4 – MEMBERSHIP

4.1 The District shall be composed of all duly elected Democratic precinct delegates residing within the District (4.2 and 4.3), members of the MDP residing within the District (4.4), and members of the Executive Committee and District committee and its Officers (6.1, 6.5)

PRECINCT DELEGATES

4.2 Precinct delegates are elected by direct vote of the qualified and registered Democratic electors in the precinct at the August Primary in even-number years and serve for two (2) years. People become candidates for precinct delegate by filing an Affidavit of Identity with the County Clerk, by 4p.m. on the thirteenth (13th) Tuesday before the August primary (first (1st) Tuesday after the first (1st) Monday in August).

4.3 In their precinct, delegates shall register Democrats to vote, identify other Democrats and recruit new MDP members, take information on issues and candidates to voters, help turn out the vote on Election Day and keep Party leaders informed about the issues which concern voters.

MDP MEMBERS

4.4 A member of the MDP shall be any legal resident of Michigan age sixteen (16) or older who has filed a current MDP membership form at State Party headquarters. A financial contribution is not required to be and to remain a member of the MDP. Membership is effective on the date that the membership form is postmarked, received in person at State Party Headquarters, received online, or received by fax machine at the State Party, and shall be renewed annually.

MDP MEMBERSHIP REQUIRED FOR VOTE AND OFFICE

4.5 In order to vote at any Convention, Caucus or meeting of the District, a person must be a member of the MDP for at least thirty (30) days prior to that Convention, Caucus, or meeting. A Party member must be a qualified and registered elector to vote on nominations for public office.

4.6 Precinct delegates, Democratic elected officials and Democratic nominees to partisan offices are exempt from the thirty (30) day advance membership requirement. However, Precinct Delegates, Democratic elected officials and Democratic nominees to partisan offices must be a member of the MDP to vote at any Convention, Caucus, or meeting of the District.

4.7 In order to be elected or appointed to and to hold any Party office in the District, a person must be a member of the MDP for at least thirty (30) days prior to election or appointment and maintain membership during the term of office. If MDP membership lapses while a person holds Party office, all rights and privileges of that office are suspended until membership is renewed, at which time all rights and privileges are immediately restored.

4.8 Precinct delegates, Democratic elected officials and Democratic nominees to partisan offices are exempt from the thirty (30) day advanced membership requirements to be elected or appointed to any office in the District. However, Precinct delegates, Democratic elected officials and Democratic nominees to partisan offices who hold Party office must maintain membership during the term of Party office. If membership lapses while a Precinct Delegate, Democratic elected official or Democratic nominee to partisan office holds Party office, all rights and privileges of that office are suspended until membership is renewed, at which time all rights and privileges are immediately restored.

4.9 Party office (4.7, 4.8) includes State Convention Delegates, member of State Convention Committees, State central Committee delegates and alternates, District Officers, District Committee members, and members of standing and ad hoc committees.

ARTICLE 5 – MEETINGS AND CONVENTIONS

AGENDAS AND MINUTES

5.1 Every convention and District Committee meeting shall have agendas e-mailed to members in advance, or written agendas available at the beginning of the meeting, and minutes of all meetings and conventions shall be available to all Party members upon request.

5.2 Due to the substantial number of Michigan Counties located within the First Congressional District and the many challenges involved in effectively communicating with voting MDP members residing therein resulting from the large geography and long distances involved, the District shall be divided into nine (9) smaller regions as follows:

Region 1: Dickinson, Gogebie, Houghton, Iron, Keweenaw, Ontonagon

Region 2: Alger, Baraga, Marquette

Region 3: Delta, Luce, Menominee, Schoolcraft

Region 4: Charlevoix, Chippewa, Emmet, Mackinac

Region 5: Alcona, Alpena, Cheboygan, Montmorency, Presque Isle

Region 6: Crawford, Missaukee, Oscoda, Otsego, Roscommon

Region 7: Antrim, Benzie, Kalkaska, Wexford

Region 8: Grand Traverse, Leelanau

Region 9: Arenac, Iosco, Ogemaw

The District shall meet at least once annually, either in person, by phone conference, by easy access electronic means or by a call from the District Chair at the location, date and time designated in the meeting notice.

QUORUM

5.3 A quorum of the District shall consist of a majority of the fifteen (15) members of the District Committee that were duly elected at the Spring Convention every two (2) years. For a quorum to be established at least eight (8) members must be present. District Committee members shall be divided as evenly as possible between the lower and upper peninsula alternating with the larger number every two (2) years.

AGENDA FOR DISTRICT MEETINGS

5.4 The customary agenda (subject to revision by the District Committee) for meetings of the District shall be:

1. Indigenous Land Acknowledgement
2. Roll Call of Officers
3. Roll Call of Counties
4. Determination of Quorum
5. Approval of Agenda
6. Approval of Minutes
7. Communications
 - a. Elected Official Reports
 - b. Report of the Chair
 - c. Report of the Treasure
 - d. Remaining Officer Reports
8. Committee Reports
9. Unfinished Business
10. New Business
11. County Reports
12. Candidate/Candidate Committee Reports
13. Announcements
14. Adjournment

SPECIAL MEETINGS

5.5 Special meetings of the District may be called by the Chair or by a majority of the District Committee members by means of a signed petition or by an electronically signed petition.

NOTICE OF MEETINGS

5.6 Notice of all Executive Committee and District Committee meetings shall be given by electronic mail.

CONVENTIONS

5.7 The District participates in several types of Conventions during each four (4) year election cycle. A District caucus is held at the MDP Endorsing Convention, Nominating Convention, and Spring Convention. A District Convention to elect delegates to the Democratic National Convention is held during Presidential election years.

DISTRICT CAUCUS AT THE MDP SPRING CONVENTION

5.8 In the District caucus at the MDP Spring Convention, District officers, State Central Committee (SCC) delegates and alternates, and members of the District Committee are elected to serve for a two (2) year term. (Bylaws 3.10-3.15 apply). The number of male and female SCC delegates and alternates to be elected is specified by the MDP. The number of District committee members to be elected shall be set by resolution of the caucus but must include at least fifteen (15) members.

5.9 Caucus rules may specify a geographic distribution plan as described in the *Rules for Voting and Elections in the MDP* for election of SCC delegates and alternates and members of the District Committee. In this case, members, as well as SCC delegates and alternates, would be apportioned among the counties comprising the District, in proportion to the State Allocation of Delegate Vote (SADV) provided for the counties of the District by the MDP for that two (2) year term. Caucus members from each county will caucus separately to elect delegates and members allocated to that county under the plan. Both county delegates and SCC delegates shall be nominated by Caucus delegates from their respective counties.

5.10 The District Congressional nominee shall serve as Temporary Caucus Chair until the election of a permanent Chair. If the nominee is not present, the chair of the most populous county in the district shall serve as Temporary Chair.

DISTRICT CONVENTION TO ELECT NATIONAL DELEGATES

5.11 The District Convention to elect delegates to the Democratic National Convention is held on a date and under rules specified by the Delegate Selection Plan adopted by the State Central Committee and approved by the Democratic National Committee. To the extent allowable under the Delegate Selection Plan, bylaws 3.11-3.15 apply. The District Chair shall select and

secure a venue for this Convention in consultation with MDP staff. Notice is given to members by the MDP. The District Chair or Designee shall serve as Convention Chair.

DELEGATES TO DISTRICT CONVENTIONS

5.12 Delegates to the District Caucus and Convention shall consist of MDP members residing within the District. No delegate shall give a proxy for representation at the District Caucus or Convention.

ARTICLE 6 - DISTRICT COMMITTEE, EXECUTIVE COMMITTEE AND OFFICER

COMPOSITION OF THE DISTRICT

6.1 Membership of the District shall consist of:

- a. All District Officers
- b. All District Committee Members
- c. All County Chairs in the First Congressional District
- d. All First Congressional District Delegates and Alternates to the MDP State Central Committee (SCC)
- e. Additional members elected by the District Caucus or subsequently by the District Committee, including Region Vice-Chairs, may vote to expand the membership of the District. These rules encourage the expansion of the District for the purpose of achieving more participation and representation.

ELECTED STATE CENTRAL COMMITTEE DELEGATES AND ALTERNATES

6.2 The District at its Caucus held at the odd year Spring State Convention or Caucus shall elect the same number of delegates and alternates to the SCC, the number of which will be allocated in accordance with MDP Rule 6.1.2. Elected First District SCC delegates and alternates are expected to participate.

6.3 The First Congressional District Secretary shall, in writing, report the above method of replacing the alternates for the absent First Congressional District's SCC delegates at SCC meetings of the Democratic SCC within ten (10) days after the odd-year Spring Convention of the MDP.

AUTHORITY OF DISTRICT COMMITTEE

6.4 The District Committee shall govern the District organization and shall have authority to take any action to achieve the Districts' purpose which is consistent with applicable Michigan law,

MDP Rules, and these Rules including the filling of vacancies in nominations as prescribed by law.

TERMS AND REMOVAL OF DISTRICT COMMITTEE MEMBERS

6.5 District Committee members serve until the subsequent MDP Spring Convention, and may be removed from office, after failing to attend three (3) consecutive District Committee meetings within one (1) calendar year. The District Committee shall fill vacancies.

OFFICERS

First Congressional District Officer Positions

6.6 The Officers of the District shall include a Chairperson, Vice-chairperson, Secretary, and Treasurer who shall each be nominated and elected by qualifying delegates who attend the First District Caucus at the Spring State Convention of the MDP, and who shall serve until the next following Spring State Convention. Included as District Officers are nine (9) Regional Vice Chairs, each nominated and elected by their qualifying regional delegates attending the District's Caucus at the Spring State Convention of the MDP, and who shall also serve until the next following Spring State Convention.

EXECUTIVE COMMITTEE

6.7 The Executive Committee consists of District officers, District Committee Members, County Chairs within the District, Regional Vice-Chairs and Committee Chairs. The purpose shall be to review the operation and activities of the District, coordinate the activities of the various committees, share information, and discuss proposals to be made to the District Committee. The authority of this group is limited to that already possessed by the individual officers and committee chairs.

6.8 Meetings of the Executive Committee are called by the Chairperson. All meetings of all District units shall be open to the public. (see section 3.1) Meeting minutes shall be reported to the District Committee, and the District Secretary shall maintain them.

VACANCIES, TERMS, AND REMOVAL FROM OFFICE

6.9 The District Committee shall fill vacancies in officer positions.

6.10 The officers shall serve two (2) year terms, beginning on the date of the odd-year MDP Spring Convention, until the date of the following odd-year MDP Spring Convention.

6.11 Any officer may be removed by two-third (2/3) majority vote of the District Committee quorum as noted in Bylaws 5.3.

6.12 When replacing SCC Delegates or Alternates, The District Committee shall replace with same gender and shall move down the list as voted in at the Spring Convention. Preference will be given to Alternates when replacing a Delegate.

DUTIES OF THE DISTRICT CHAIRPERSON

6.13 The District Chairperson:

- a. Shall preside at all meetings
- b. May appoint a parliamentarian at any meeting
- c. Shall appoint chairpersons and members to standing and ad hoc committees, considering broad representation from the counties in the District, with confirmation from committee chairperson
- d. Shall be an ex officio member of all standing and ad hoc committees
- e. Shall supervise District officers and personnel
- f. Shall be the spokesperson for the District
- g. Shall be a signatory on any District bank accounts
- h. Shall perform all other functions required by law or reasonably necessary to fulfill the duties of the Chief executive officer of a political party
- i. May pay District obligations under the same conditions at the District Treasurer in the absence of the District Treasurer
- j. Shall appoint, with the approval of the District Committee, a Designated District Record Keeper whose duty shall be to file the Campaign Finance Reports required by the Federal Elections Commission who may also be the Treasurer
- k. May spend up to \$500 without prior District approval. Expenditures along with receipts shall be emailed to the Treasurer within five (5) business days. Expenditures shall be documented in the next regular meeting minutes.

DUTIES OF THE DISTRICT VICE-CHAIRPERSON

6.14 The District Vice-Chairperson:

- a. Shall have all powers and duties of the District Chair while the District Chair is not reasonably able to act
- b. Shall have such other powers and duties which are required by law or may be granted from time to time by the District Committee
- c. Shall annually oversee the inventorying of all District properties.

DUTIES OF THE DISTRICT REGIONAL VICE-CHAIRPERSONS

6.15 The District Regional Vice Chairpersons:

- a. Shall assist the Chairperson and the District Executive Committee with the dissemination of Caucus information; with the coordination of Caucus events, with fund raising activities within and into their respective state House region(s)
- b. Shall assist the county parties in their region to recruit state representative candidates(s) and to support their candidacies
- c. Shall assist the candidates in their region to coordinate with the Congressional and other federal and state candidates(s) campaigns and assist with fundraising efforts
- d. Shall conduct regular meetings with county party leaders and Democratic officeholders in their region to build and strengthen party effectiveness and to promote membership in the Michigan Democratic Party; and
- e. Shall for counties in their region without an organized democratic party, assist in the establishment and development of said party.

DUTIES OF THE DISTRICT SECRETARY

6.16 The District Secretary:

- a. Shall keep records of all District business including the names, addresses, telephone numbers, and email addresses of all general members, committee members, precinct delegates, and officers
- b. Shall give notice of all conventions and meetings to those entitled to notice
- c. Shall provide all information required by law to be certified to the appropriate government entity
- d. Shall notify all people selected for membership on all committees
- e. Shall have such other powers and duties which are required by law or may be granted from time to time by the District Committee
- f. Shall prepare minutes of all conventions and meetings and forward these to the Corresponding Secretary for distribution
- g. Shall maintain copies of past meetings minutes as required by the District Committee
- h. Shall have such other powers and duties which are required by law or may be granted from time to time by the District Committee.

DUTIES OF THE DISTRICT TREASURER

6.17 The District Treasurer:

- a. Shall maintain all district accounts and funds
- b. Shall keep records of all transactions involving district funds and submit a report at each District meeting and at other times when requested by the chair
- c. May pay district obligations up to \$500 without District approval

- d. Shall not pay any District obligation over \$500 without District approval
- e. Shall maintain Administrative, Federal, and State accounts. Shall also maintain a Savings Account as may be required. Shall give preference to a bank serviceable in both the lower and upper Peninsulas when possible
- f. Shall complete a Statement of Organization with the Bureau of Elections, always keeping the information up to date
- g. A Designated Record Keeper shall be appointed in accordance with 6.13.j, and shall have access to all bank records, accounts, act blue and financials
- h. Shall perform all other functions required by law to fulfill the Duties of a Treasurer of a District Political Party
- i. Shall have such powers and duties which are required by law or may be granted from time to time by the District
- j. Shall pay all bills/obligations by check, draft, or debit card
- k. Shall make all deposits and disbursements within five (5) business days
- l. Shall maintain and keep records consistent with GAAP (Generally Accepted Accounting Principles)
- m. Shall follow the Treasurer Operating Procedures (Appendix 1).

UNEXPECTED EXPENSES

6.18 Between regularly scheduled meetings of the District Committee, immediate payment of unexpected expenses in amounts not to exceed \$1500 may be authorized by agreement of at least three (3) from among these four (4) officers: District Chair, District Vice-Chair, District Secretary, and the District Treasurer. This expenditure shall be reported at the next District meeting.

FINANCIAL REVIEW

6.19 The District Officers shall annually require a review of the financial records and, at its discretion, may utilize internal or external resources for such purposes. The results of the review shall be communicated at the next meeting of the District upon completion of such review.

ARTICLE 7- STANDING COMMITTEES

LIST OF STANDING COMMITTEES

7.1 The Standing Committees of the District shall be:

- a. Candidates and Campaigns

- b. Communications/media
- c. Finance
- d. Outreach
- e. Rules and Bylaws
- f. Regional Fundraising

GENERAL DUTIES OF DISTRICT STANDING COMMITTEES

7.2 Each Standing Committee:

- a. Shall meet at the call of the committee chair, district chair or as directed by the District Committee
- b. Shall recommend policies to the District
- c. Shall implement policies established in its area by the District
- d. Shall submit an annual report to the district chair and District Secretary by December 31 of each year
- e. Shall have a chairperson and members appointed by the District chair. The committee chair shall appoint members to the committee
- f. Shall not assist candidates in contested primaries, absent an endorsement by the District Committee
- g. Shall have a term of two (2) years, ending on the date of the odd-year MDP Spring Convention.

GENERAL DUTIES OF STANDING COMMITTEE CHAIRS AND COMMITTEES

7.3 Each Standing Committee Chair:

- a. Shall keep records of committee business and turn them over to the recording Secretary at the end of the Chair's term
- b. Shall appoint committee members and officers, if appropriate to the area
- c. Shall report to each District meeting.

CANDIDATES AND CAMPAIGNS COMMITTEE

7.4 The Candidates and Campaigns Committee:

- a. Shall recruit a candidate for U.S. Representative
- b. Shall assist county parties by organizing training for candidates for public office
- c. Shall evaluate and recommend campaign strategies
- d. Shall conduct post-election evaluations.

COMMUNICATION/MEDIA COMMITTEE

7.5 The Communication/Media Committee shall research means of communicating our message and activities to the public and our members and implement a program for the same.

FINANCE COMMITTEE

7.6 The Finance Committee shall raise funds for the District, recommend policies regarding District finances which assure financial accountability, stability, and legal compliance, and oversee financial planning, including preparing an annual budget for the District. The Finance Committee shall be responsible for the development and implementation of the District's Act Blue pages.

OUTREACH COMMITTEE

7.7 The Outreach Committee shall promote the vision of the Democratic Party by building relationships that strengthen the District Committee and the broader party. For example, it shall identify potentially allied groups and organizations within the District, such as labor unions, environmental and social justice organizations, and build connections with them by attending their meetings, promoting our vision, and encouraging their members to participate in the MDP.

RULES AND BYLAWS COMMITTEE

7.8 The Rules and Bylaws Committee:

- a. Shall review and recommend changes to the District bylaws to the District Committee
- b. Shall be familiar with and guide the District in its compliance with MDP Rules and with Michigan law relevant to the District's operating procedure and practices.

REGIONAL FUNDRAISING COMMITTEE

7.9 The Regional Fundraising Committee will work in coordination with regional candidates and/or general fundraising under the direction of the Finance Committee.

AD HOC COMMITTEES

7.10 The District may create other ad hoc committees or task groups as needed, for example, to organize special events, Ad hoc committees shall meet at the call of the Committee Chair, District Chair or as directed by the District Committee.

ARTICLE 8 - CANDIDATES AND ENDORSEMENTS

LIMITATIONS ON SUPPORT OF CANDIDATES

8.1 Only those officeholders and candidates who are members of the MDP shall be eligible to receive election assistance of any kind from the District. Judicial officeholders and judicial candidates are exempt from this requirement.

ENDORSEMENTS

8.2 A motion to endorse a ballot proposal or pass a resolution may be adopted by a majority of the District Committee members present and voting.

8.3 A motion to endorse a candidate may be adopted by a two-third (2/3) majority vote of the District Committee quorum.

SUPPORT OF CANDIDATES IN PRIMARY

8.4 The District shall not expend or use any of its resources, including staff, on behalf of any candidate in a contested primary, absent an endorsement by the District Committee.

ARTICLE 9 – AMENDMENTS

RULES AND BYLAWS COMMITTEE ROLE

9.1 Proposed changes or amendments to these Bylaws shall first be referred to the Rules and Bylaws Committee, which shall report its recommendations at the next regular meeting of the District Committee or at a special meeting called for that purpose.

NOTICE OF PROPOSED AMENDMENTS

9.2 Proposed amendments to the Bylaws shall be sent by mail or electronic mail to all District Committee Members prior to the date of the meeting at which a vote will be taken on the proposed change(s).

ADOPTION

9.3 The amended Bylaws shall be adopted by a two-third (2/3) vote of a quorum present of the District Committee.

9.4 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 except for the Rules of the MDP.

9.5 Whenever amendments to the Bylaws are adopted, the Secretary shall within thirty (30) days submit the amended Bylaws to the corresponding Secretary of the State Central Committee.

ARTICLE 10 – SEVERABILITY

10.1 If any Bylaw is inconsistent with applicable Michigan law or MDP rule, that Bylaw shall be superseded by the applicable Michigan law or MDP rule, and the remaining Bylaws shall remain in effect.

ARTICLE 11 - DISSOLUTION

11.1 In the event that the District is dissolved, all general funds and any other assets or holdings shall revert to the MDP.

Adopted September 29, 2025

APPENDIX 1
CONGRESSIONAL DISTRICT 1 (CD1)
TREASURER OPERATING PROCEDURES

The Treasurer shall be responsible for the financial receipts and disbursements of CD1. The funds of this organization shall be deposited in banks or credit unions. All checking accounts shall be consistent with Michigan Democratic Party rules and any laws pertaining to Campaign finance. The accounts shall be in the names of the Chairperson and the Treasurer. All funds shall be drawn upon only by checks by the Treasurer if the expenditure is included in an approved budget or otherwise approved by the Officers of CD1. Other approved officers may use the Debit Card as per the CD1 Bylaws.

The Treasurer shall make financial reports to CD1 each month reflecting the Cash Flow of funds for that month, and ending balances by accounts, to balance with the financial institution's end of month statement. The Treasurer shall make sure state reports are filed on time to the Michigan Bureau of Elections. When a new Treasurer is selected, the past Treasurer shall deliver to the new Treasurer the funds, current books and records passed to or kept during his/her tenure in office.

BACKUP DOCUMENTS

DEPOSITS/CREDITS

All deposits shall have copies of the checks attached to the deposit receipt. Information on these checks will be required to file the Bureau of Elections report on the MiTN software and the Federal Election Commission (FEC).

EXPENSES/DEBITS

Each check written or each debit processed will have attached a copy of the invoice or backup proving that expenditure. Information on these receipts will be required to file the Bureau of Elections report on the MiTN software and the FEC.

IN-KIND DEPOSITS AND EXPENSES

Any donations of items or services as In-kind will be entered into the Books using an accounting Journal Entry, Debit to Donations, Expense to item's use. Information on these transactions will be required to file the Bureau of Election report on the MiTN software and the FEC.

MONTHLY BANK STATEMENTS

Once the monthly bank statement has been received from the financial institution, the accounting books are to be balanced to that total for each account. Attach all backup

documents to this statement and file for future audit and report to the Bureau of Elections report on the MiTN software and the FEC.

KEEPING ACCOUNTING RECORDS

According to the Bureau of Elections training, all accounting records are to be kept for audit purposes for five years. See MiTN instructions and FEC guidance for further details.

POST OFFICE KEYS

There are currently two keys to the CD1 Post Office Box. The Chairperson and the Treasurer will each have a key. Mail must be checked at least once a week and any checks received deposited within five (5) business day.