

# The Suwannee County Democratic Executive Committee



# Bylaws

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# The Bylaws of the Suwannee County Democratic Executive Committee

## **Preamble:**

We, the Democrats of Florida, united in common purpose, hereby dedicate ourselves to the principles which have historically sustained our Party. We recognize that a political party which wishes to lead must listen to those it would lead, that a party which asks for the people's trust must prove that it trusts the people, and that a party which hopes to call forth the best the state and nation can achieve must embody the best of the state's and nation's heritage and traditions.

The Florida Democratic Party, at all levels, shall encourage voter registration without discrimination on grounds of race, color, creed, sex, age, national origin or physical disability.

What we seek for our state and nation we hope for all people: individual freedom in the framework of a just society; political freedom in the framework of meaningful participation by all citizens.

## **Article I. Name, Powers and General Policies**

### **Section 1. Governing Powers:**

- 1.1. Name: The Suwannee County Democratic Executive Committee (hereinafter “the SCSCDEC)
- 1.2. Powers: The SCDEC derives its authority from Article V of the Charter and Articles V and VI of the Bylaws of the Florida Democratic Party. No provision of these SCDEC Bylaws shall conflict with or contravene any of the provisions of the adopted Charter and Bylaws of the Florida Democratic Party.
- 1.3. General Policies: All provisions of Article I, Section 4 of the Florida Democratic Party in respect to open participation in the meetings of the SCDEC, tests of membership and the limitation of fees shall be enforced.
- 1.4. Rules of Procedure:
  - 1.4.1. Government: Unless otherwise provided in these Bylaws or in the Charter and the Bylaws of the Florida Democratic Party, the most recent edition of *Robert’s Rules of Order* shall govern.

1.4.2. Proxies: Any member who, for any reason, is unable to attend a meeting of the SCDEC, may execute a written proxy. Voting by proxy shall be governed by Sections 1.2 and 1.2.3 of the Bylaws of the Florida Democratic Party (hereinafter “Florida Bylaws”). Other prohibitions (Section 1.2.4), requirements as to form (Section 1.2.5), limitations (Section 1.2.6) and attendance (Section 1.2.7) shall apply as provided in the Florida Bylaws.

**Section 2. Endorsement**: The SCDEC shall not endorse, certify, screen or recommend in any manner one or more candidates in primary elections or for the Party’s nomination.

**Section 3. Membership**: Membership in the SCDEC is as specified in Article V, Section 1 of the Florida Bylaws, as amended. As Suwannee County has fewer than two hundred precincts, Section 1.1.3, Optional Precinct System of the Florida Bylaws is deemed to apply to the membership specifications of the SCDEC. Should the voter registration of a precinct total more than one thousand as of January 1<sup>st</sup> of a year in which qualifying for election to the county SCDEC occurs, an additional one man and one woman are entitled to be elected to represent said precinct. They shall be elected by majority vote on the First Primary Ballot of each Presidential election year. At any time a precinct totals one thousand as of January 1<sup>st</sup> of a year in which qualifying for election to the county SCDEC occurs, an additional one man and one woman are entitled to be elected to represent said precinct. They shall be elected by majority vote on the First Primary Ballot of each Presidential election year. At any time a precinct totals one thousand registered voters, additional county SCDEC positions may be created. Such positions shall be filled by the County SCDEC, according to its procedure for filling vacancies.

**Section 4. Officers**: The SCDEC, at its organizational meeting, shall elect a Chairman, a Vice-Chairman, who shall be of the opposite sex from the Chairman, a Secretary and a Treasurer, each of whom shall be elected from among the precinct committeemen and the precinct committeewomen. The term of office shall be four years or until respective successors are elected. Vacancies shall be filled as provided for in Article V, Section 3 of the Florida Bylaws. Provision for a leave of absence for a SCDEC officer seeking the Democratic nomination for public office shall be prescribed in Article V, Section 2.3 of the Florida Bylaws.

**Section 5. Meetings**: Provisions for meetings shall be in accordance with Article V, Section 3 of the Florida Bylaws.

**Section 6. Voting**: Provision for voting shall be in accordance with Article V, Section 4 of the Florida Bylaws.

**Section 7. Policy and Procedure**: Provision for committees, membership lists and records of the SCDEC shall be in accordance with Article V, Section 5 of the Florida Bylaws.

**Section 8. Finances**: Provision for the distribution of funds and audits of SCDEC finances shall be in accordance with Article V, Section 6 of the Florida Bylaws, as amended.

## **Article II**

### **Duties of Officers**

#### **Section 1. Chairman**

- 1.1 Meetings: The Chairman shall preside at all meetings of the SCDEC.
- 1.2 Standing Committees: The Chairman shall appoint all standing committees provided for in these Bylaws and serve as a member *ex officio* of each standing committee.
- 1.3 Special Committees: Committees voted into existence by action of the membership shall be appointed by the Chairman unless otherwise directed by vote of the members and the Chairman will serve as a member *ex officio* of each special committee.
- 1.4 Special Meetings: The Chairman may call special meetings of the SCDEC provided that the Secretary is given notice, in order to notify the members ten (10) days in advance of each of each special meeting.
- 1.5 Fiduciary Duties: The Chairman shall sign all checks properly issued by the Treasurer.
- 1.6 Other Duties: The Chairman shall enforce the applicable provisions of the Charter and the Bylaws of the Florida Democratic Party in the conduct of all activities undertaken by or chartered by the SCDEC.

**Section 2. Vice-Chairman**: Should the Chairman not be able to perform any of the duties specified in Section 1 above, the Vice-Chairman shall perform the same duties in place of the Chairman.

#### **Section 3. Secretary**

- 3.1 Minutes and Records: The Secretary shall be responsible to the Chairman for the complete and timely reporting of the activities of the SCDEC as provided in Article V, Section 5 of the Florida Bylaws.
- 3.2 Credentials: The Secretary shall maintain a current membership list at the time of each special and regular meeting, including proxy statements, to verify those present as voting members or proxies for members.
- 3.3 Correspondence: The Secretary shall maintain a file of all communications received by, initiated by or responded to by the SCDEC and other non-fiduciary record keeping tasks assigned to the Secretary by the Chairman.
- 3.4 Notices: Each SCDEC member should be provided with a notice of regular and special meetings ten (10) days prior to the date of the meeting.
- 3.5 Other Duties:
  - 3.5.1 Attendance Roll: The Secretary shall call the roll of members at each SCDEC meeting and verify to the Chairman that a minimum of forty percent (40%) is present to establish a voting quorum. The Secretary shall keep a permanent attendance record and have it available at each meeting.

3.5.2. Reading of the Minutes: Unless distributed to the members by U.S. mail prior to each SCDEC meeting, Minutes of the previous must be read in full before the membership for approval, correction and adoption as the official record of that meeting. If mailed, the Chairman may waive a reading of the Minutes.

3.5.3. Bylaws: The Secretary shall distribute a copy of these Bylaws to each SCDEC member upon adoption and shall make available at each meeting all standing rules of the SCDEC and the Florida Democratic Party.

#### **Section 4. Treasurer**

4.1 Records: The Treasurer shall receive and prepare for expenditure all financial obligations incurred by the SCDEC, shall keep a detailed record of all such financial transactions and shall report the current status of the SCDEC treasury at all regular and special meetings of the SCDEC.

#### 4.2 Fiduciary Duties:

4.2.1. Banking: The Treasurer shall establish and administer the account(s) of the SCDEC and document for audit the deposit and disbursement of funds from that account(s) as prescribed in Florida Statutes and in accordance with Article V, Section 6 of the Florida Democratic Party Bylaws.

4.2.2. Budget: The Treasurer shall prepare a budget providing for a campaign plan that details the expenditure of any Party assessment or filing fees that are returned to the SCDEC by the Florida Democratic Party in accordance with Article V, Section 7 of the Florida Bylaws. Other budgets for the raising and disbursement of funds may be prepared by the Treasurer from time to time for review and approval by the SCDEC.

4.2.3. Policies and Procedures: The Treasurer shall prepare a code of financial policies and procedures for consideration by the SCDEC to govern the raising, invoicing and expenditure of funds received by the SCDEC; the reimbursement of incurred expenses and other fiduciary matters deemed to require the establishment of specific policies and/or procedures other than those established by these Bylaws and by the Charter and the Bylaws of the Florida Democratic Party, as amended.

4.2.4. Payment: Upon direction of the Chairman or the Vice-Chairman or in the absence of the Chairman, the Treasurer shall execute a check from an existing account maintained by the SCDEC for the signature of the Chairman (Vice-Chairman) in payment of any properly invoiced expenditure.

4.2.5 Dissolution of SCDEC: In the event that the SCDEC ceases to exist, all funds in our account will be given to the Florida Democratic Party, which we are affiliated with.

## **Section 5. State Committeeman and State Committeewoman**

5.1 Duties: The duties of the State Committeeman and State Committeewoman are to serve as liaison between the Florida Democratic Party and the Suwannee SCDEC; liaison between the Suwannee SCDEC and the clubs; members of the State Executive Committees and Suwannee SCDEC Steering Committee; members of the Suwannee SCDEC Campaign Committee and members of other committees as designated by the SCDEC Charter and Bylaws.

## **Article III Committees**

### **Section 1. Standing Committees:**

- 1.1 Membership: The membership of standing committees may consist of any enrolled Democrat who is a resident of Suwannee County, Florida, unless such membership is specifically limited to the officers or the membership of the SCDEC and so provided for in this Article III.
- 1.2 Affirmative Acton Committee: The Committee shall be composed of five (5) SCDEC members and shall work in conjunction with the Florida Democratic Party Affirmative Action Committee to further the goals and policies of the Florida Democratic Party.
- 1.3 Advisory Committee: The Committee may consist of an unlimited number of enrolled Democrats who by their efforts have distinguished themselves by contributing to the welfare of the residents of Suwannee County.
- 1.3.1. Function: The Committee will be called upon to counsel with the SCDEC with respect to issues, the encouragement of qualified Democrats to consider public office and to assist the SCDEC in the raising of funds to support the general election of Democrats.
- 1.4 Credentials: The Committee shall be composed of five (5) elected SCDEC members and shall determine the qualifications of persons proposed to fill vacancies on the SCDEC or one of its standing or special committees.
- 1.4.1 Function: The Committee shall be advised of resignations or other reported vacancies by the Chairman of the SCDEC and verify to the SCDEC that such a vacancy exists and can be filled by a qualified Democrat.
- 1.4.2. Non-Attendance: The Committee shall investigate all excuses for non-attendance of SCDEC members at regular or special meetings and shall determine whether good and sufficient reason existed for any absence.

1.4.3. Qualifications: The Committee shall determine that every person seeking any membership provided for in these Bylaws is an actively enrolled Democrat in Suwannee County and can meet the tests of membership in accordance with Article I, Section 6 of the Charter and Article V and Article VI, as amended, of the Bylaws of the Florida Democratic Party.

1.4.4. Recommendations: The Committee shall investigate allegations and make determinations of fact in respect to the failure of any member to meet tests of loyalty, attendance and residence as specified in 1.4.3 above and report its findings and recommendations to the SCDEC for a final determination of the status of a member.

1.5 Democratic Organization Committee: The Committee shall be composed of at least three elected SCDEC members and shall work to organize and sustain Democratic clubs, organizations and caucuses provided for in Article VI of the Florida Bylaws, as amended.

1.6 Steering Committee: The Committee shall be composed of the Chairman, Vice-Chairman, Secretary, Treasurer, State Committeeman and State Committeewoman and shall meet from time to time at the call of the Chairman to coordinate and support the activities of the SCDEC and its chartered organizations.

1.7 Young Democrats Committee: The Committee shall be composed of those enrolled Democrats of Suwannee County who have exhibited an interest in cultivating young voters to share the principles of the Florida Democratic Party and to stimulate the participation of young Democrats in the activity of the Party.

**Section 2. Special Committees**: The Chairman shall determine the need for and shall establish and appoint the members of any special committees deemed to be necessary to accomplish the SCDECLared purposes of the SCDEC.

## **Article IV**

### **Adoption, Amendments, Bylaws and Rules/Codes/Bylaws**

**Section 1. Adoptions**: These Bylaws shall be considered to be in effect upon adoption of a quorum of SCDEC members present and voting at a scheduled meeting within ninety (90) days of the election of the officers of the SCDEC.

**Section 2. Amendments**: Amendments may be proposed at any regularly scheduled meeting of the SCDEC and will be held over for action at the next regularly scheduled meeting with a majority of a quorum present necessary for adoption.

**Section 3. Rules/Codes/Bylaws**: The Rules, Codes and Bylaws of the SCDEC or the official components of the SCDEC and any changes or amendments thereto, shall be filed with the Florida Democratic Party within thirty (30) days following adoption.

**Section 4. Reference:** The Charter and Bylaws of the Florida Democratic Party, as amended, engrossed and published by the Florida Democratic Party, shall be the official document referred to in all citations of these SCDEC Bylaws.

First Reading: June 2, 2011                      Second Reading: July 7, 2011

Adopted: July 7, 2011                      Amended: June 2, 2011

Date Amendments were filed with the  
Florida Democratic Party: July 9, 2011