

**BY LAWS OF THE MONTGOMERY
COUNTY YOUNG DEMOCRATS**

ARTICLE I
OFFICERS

Section 1. Duties of Officers

A. The powers and duties of the President will be:

1. To serve as chief executive of the organization;
2. To serve as presiding officer at executive and general meetings;
3. To direct and be responsible for the programs and development of the organization;
4. To appoint, with a majority vote of the Executive Committee, chairs to all committees;
5. To set and deliver to the Recorder no later than two (2) days prior to the meeting the agenda for both the General Membership and Executive Committee meetings;
6. To serve as contact for the Jobs Committee of the Montgomery County Democratic Party;
7. To call each officer at least five days prior to the General Membership meeting to remind them to make their required reminder calls;
8. To serve as the primary liaison to the Montgomery County Democratic Central Committee; and
9. To serve on the Membership Committee to facilitate productive improvement in the committee.

B. The powers and duties of the First Vice-President will be:

1. To serve in the place of, and with the authority of, the President in the event of the President's absence;

2. To provide a forum at General Membership meetings for interested parties to bring issues and problems to the attention of the Executive Committee for consideration. Examples included but are not limited to, complaints, issue awareness and long term projects;
3. To invite and thank on behalf of the organization each meetings guest as chosen by the Executive Committee;
4. To serve on the Communications Committee to facilitate productive improvement in the committee; and
5. To perform such other duties as may be assigned by the President and Executive Committee.

C. The powers and duties of the Second Vice President will be:

1. To assist the President and First President with the administration of their duties;
2. To supervise and assist with special projects upon the discretion of the President and the Executive Committee;
3. To disseminate information concerning issues of local importance;
4. To coordinate all media contact include keeping an updated list of media outlets, contacts, appropriate forms of press releases and assist other members with media relations;
5. To archive per year the minutes and gather historical memorabilia of the organization; and
6. To serve on the Community Affairs Committee to facilitate productive improvement in the committee.

D. The powers and duties of the Recorder will be:

1. To keep a detailed record of the proceedings of each meeting;
2. To carry on the correspondence of the organization as directed by the Executive Committee;
3. To gather all appropriate agenda items to be approved by the President;
4. To disseminate information concerning issues of state importance;
5. To maintain and distribute a list of all Officers and Committee Chairs; and

6. To serve on the Campaign and Elections Committee to facilitate productive improvement in the committee.

E. The powers and duties of the Treasurer will be:

1. To receive all funds belonging to the organization and pay out the same on orders approved by the Executive Committee. All checks will be co-signed by the President;
2. To keep an itemized account of all expenditures to be read at all executive meetings and to file with the recorder a copy of the same at the Executive Committee meeting preceding the annual meeting of the organization;
3. To submit the books for an audit by an ad hoc audit committee at the end of the term of the office;
4. To report the receipt of outside contributions to Finance Chair, Executive Committee and the General Membership; and
5. To serve on the Finance Committee to facilitate productive improvement in the committee.

F. The powers and duties of the Sargent at Arms will be:

1. To check credentials of membership for voting or other reasons, as directed by the President;
2. To assist in ensuring an orderly environment for meetings;
3. To facilitate cooperation and interaction between the organization and those that are affiliated with the organization;
4. To disseminate information concerning issues of federal importance; and
5. To serve on the Club Coordination Committee to facilitate productive improvement in the committee.

Section 2. Election of Officers

- A. At the last meeting of the fiscal year officers will be elected by the regular membership from nominations submitted from the floor.
- B. Once all nominations have been received for all offices, each candidate will be given one (1) minute to address the membership.
- C. Votes will be taken by secret ballot, with a majority vote needed for election to an office.

D. An ad hoc committee will be formed to oversee elections.

Section 3. Qualifications for Elections

All candidates for office must be a paid regular member and in good standing at least sixty (60) days prior to the election. To vote in any election, members must have paid regular membership dues and in be good standing at least thirty (30) days prior to the election.

Section 4. Term of Office

Each term of office will be two (2) years and will coincide with the fiscal year. The offices of the President, 2nd Vice President and Treasurer will be elected in odd years. The offices of the 1st Vice President, Recorder and Sargent at Arms will be elected in even years. The maximum term for holding any one (1) office will be two (2) consecutive terms.

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Section 5. Vacancies

- A. A vacancy in the office of President will be filled by the First Vice President for the remainder of the term.
- B. A vacancy occurring in any other office shall be appointed by the President with a majority vote of the Executive Committee within sixty (60) days of the vacancy. The President may appoint an acting officer to carry out the duties until the Executive Committee vote.

Section 6. Removal from Office

- A. A petition for removal of an officer will be signed by at least five (5) members and submitted in writing to any member of the Executive Committee.
- B. The member of the Executive Committee receiving such petition shall call a meeting of the Executive Committee to consider the matter within fifteen (15) days of the receipt of the petition.
- C. The petition will be forwarded to the membership by a majority vote of the Executive Committee. A meeting of the general membership will be held within thirty (30) days following the Executive Committee vote.
- D. At the meeting of the membership, all interested parties will be allowed an opportunity to present any relevant information. An officer will be removed from office upon a two-thirds vote of the members present.

ARTICLE II MEMBERSHIP

Section 1. Open Membership

This organization is open to all persons, regardless of gender, race or creed, who adhere to the principles of the Democratic Party and meet the basic requirements in Article III of the Constitution. The organization will encourage participation at every level of membership.

Section 2. Types of Membership

A. Regular:

1. Anyone age eighteen (18) or over and has not reached their thirty-sixth (36) birthday at the beginning of the fiscal year;
2. Meet the basic requirements as set forth in the Constitution; and
3. This type of membership may participate in all aspects of the organization.

B. Supporting:

1. Anyone who has reached or passed their thirty-sixth (36) birthday a of the beginning of the fiscal year;
2. Meet the basic requirements as set forth in the Constitution; and
3. This type of membership may participate in all aspects of the organization with the exceptions of voting, holding elected office, or serving as committee chairs.

C. Associate:

1. Persons age of fifteen (15) to seventeen (17).
2. Registered voters outside of Montgomery County.
3. This type of membership may participate in all aspects of the organization with the exception of voting, holding elected office, or serving as committee chairs.

Section 4. Dues

A. Dues will be required to be paid within sixty (60) days past the beginning of the fiscal year, or within sixty (60) days of attendance of first meeting.

B. All members are required to pay dues annually. The dues are:

1. Regular: \$10.00
2. Supporting: \$15.00
3. Associate: \$5.00

- C. One dollar (\$1.00) from each regular membership will be used to pay membership for the Ohio Young Democrats.

ARTICLE III
COMMITTEES

Section 1. Appointment of Committee Chair

The President with the approval of the Executive Committee, will appoint the chair of all the Standing Committees.

Section 2. Appointment of Committee Members

Committee members will be appointed by the chair of such committee. All committees will have no less than two (2) members, in addition to the chair. The chair, with approval by the Executive Committee, shall appoint a vice chair to carry out all duties of the chair, including Executive Committee duties in the chair's absence.

Section 3. Duties of the Committees

A. The Duties of the Campaigns and Elections Committee will be:

1. To develop and guide comprehensive programs on a county-wide basis for election campaigns.
2. To research pertinent issues as related to the Democratic Party or the community for presentation to the membership.
3. To provide research and assistance to candidates and officials within the Democratic Party.
4. To conduct an intensive voter registration campaign on an annual basis.
5. To coordinate volunteers of all active campaigns. Inform the membership as to the activities of ongoing campaigns and return suggestions and concerns to the appropriate campaign officials.
6. To recruit and coordinate Election Day volunteers and workers.
7. To coordinate and facilitate voter registration both within the club and out in the community.

B. The duties of the Communications Committee will be:

1. To communicate with the Executive Committee, all chairs of the Standing Committees, and members to determine items of association interest fit for publication.

2. To assist the chair in production and distribution of the quarterly newsletter.
3. To be responsible for a quarterly newsletter including assigning articles, develop and layout.
4. To be responsible for all official communication among members of the organization.

C. The duties of the Community Affairs Committee will be:

1. To propose to the Executive Committee and the entire organization, ideas and methods for the organization to become involved and assist with community affairs.
2. To assist in the design, implementation, and operation of such programs.
3. To maintain contact with other groups, organizations, and agencies which are involved in similar activities to create and sustain cooperative ventures.

D. The duties of the Democratic Club Coordination will be:

1. To develop and maintain communication with other local Democratic clubs, including attending meetings and extending invitations to the Montgomery County Young Democrats meeting and functions.
2. To work with other Democratic Clubs to help coordinate cooperative campaign efforts.
3. To be responsible for (along with the Sargent at Arms) all official communication between the MCYD and other organizations. In addition, the Chair will remain responsible for coordination between local young Democrats groups including, but not limited to the local high schools and colleges.
4. To plan and implement a quarterly social activity for the club members to participate in.
5. To assist the President to program a manner in which new members can be easily and comfortably integrated into the General Membership.

E. The duties of the Finance Committee will be:

1. To create, plan, and implement programs that raise the necessary funds to sustain and propel the organization.
2. To insure that each and every event planned by the organization is fiscally feasible.

3. To assure donations to political candidates do not exceed limits in Article IV, Section 2 of these By Laws.
4. To correspond with all persons or entities that make a financial or other valued gift to the organization.

F. The duties of the Membership Committee will be:

1. To maintain a program for the active recruitment and retention of members.
2. To contact related organizations in order to recruit membership between the organizations.
3. To maintain the membership database.
4. To structure the monthly reminder calls for the General Membership meetings.
5. To prepare and send meeting notices to all current and perspective members.

Section 5. Ad Hoc Committees

Ad Hoc Committees may be established and appointed by the President with a majority vote of the Executive Committee.

Section 6. Terms of Committees

The terms of the chair and members of all standing committees shall be for one (1) year from the beginning of the fiscal year. The terms of chair and members of all special committees shall expire one (1) year from the date of establishment of the committee, unless otherwise provided by resolution of the Executive Committee. The chair and members of all committees may be appointed for unlimited consecutive terms.

ARTICLE IV CONTRIBUTIONS

Section 1. Purpose

To the extent possible, the Montgomery County Young Democrats desire to participate with Financial contributions to candidates, campaigns and community activities.

Section 2. Limits on Contributions

- A. No more than sixty percent (60%) of the organization's funds will be donated to political candidates or campaigns in any one calendar year.
- B. No more than twenty percent (20%) of the organization's funds will be donated to any one political candidate or campaign in any one (1) calendar year.

- C. Items A and B are maximum amounts and the organization may set contributions at any amount below these figures, as seen fit.
- D. The Treasurer, with the assistance of the Finance Committee, will insure that contributions do not exceed the maximum amounts allowed.
- E. All contributions must be approved by the Executive Committee and the full organization by a majority vote.
- F. Contributions to candidates are permitted only to Young Democrat candidates. The candidate must be a member in good standing with the Montgomery County Young Democrats.

ARTICLE V

REPRESENTATION IN THE DELEGATION ASSEMBLY OF NATIONAL YOUNG DEMOCRATS OF OHIO (AND NATIONAL ASSOCIATION, IF APPLICABLE)

Section 1. Selection of Delegates

Delegates must be chosen from the active membership and will be selected for the delegate assembly of the National Young Democrats Association of Ohio (and national association if applicable). Selection of delegates will be made by the Executive Committee

Section 2. Selection of Alternates

Alternates may be selected by the Executive Committee to represent the association in the event of the absence of any delegate.

Section 3. Reimbursement of Delegates and/or Alternates

Delegates of alternates representing this association will be reimbursed an amount fixed by the Executive Committee, but which will not exceed one hundred dollars (\$100.00) per individual, for any one (1) delegate meeting.

ARTICLE VI

PARLIAMENTARY PROCEDURE

Section 1. Rules of Order

The rules contained in Robert's Rules of Order, Revised, will govern the association in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of this association.

Section 2. Appointment and duties of Parliamentarian

The President will appoint the association's Parliamentarian, whom will be in attendance at Executive Committee and general membership meetings to assist the President in implementing and maintaining parliamentary procedure.

ARTICLE VII

AMENDMENTS

Amendments to these By Laws will be made under the same provisions as stated in Article X, Sections 1 and 2, of the Constitution.