

BY LAWS OF
RICHMOND COUNTY DEMOCRATIC COMMITTEE

ARTICLE I. ORGANIZATION, PURPOSE, AND DUTIES

Section A. Organization and Purpose

1. An organization known as the Richmond County Democratic Committee, hereafter called "RCDC," is hereby organized. The Committee has jurisdiction over Democratic Party affairs in Richmond County.
2. The Committee's purpose is to help select and elect Democratic Party Candidates to office.
3. The platform of the RCDC will include those of the Democratic Party of Georgia.

Section B. Duties

1. Promote development of Democratic Party organization and activities
2. Seek and encourage qualified candidates for public office
3. Support Democratic nominees
4. Perform election functions as are required by Law
5. Maintain appropriate records
6. Raise funds for the above purposes
7. Perform such other duties as may be required by the State Committee

Section C. Authorities

1. RCDC will adhere to the decisions made by the following representative bodies;
 - a. The National Convention
 - b. The National Democratic Committee
 - c. The State Convention
 - d. The State Democratic Committee
 - e. The Congressional District Convention
 - f. The Congressional District Democratic Committee
2. The Officers and Members of these bodies who are residents of Richmond County will be Honorary Members of the RCDC with privileges of the floor, but without a vote.
3. As to matters purely of a local County nature, the Democratic Party of Richmond County, through its County Committee, is sovereign, subservient only to the laws of the State.

ARTICLE II. MEMBERSHIP

Section A. Party Districts and Committee Posts

1. General Membership

- a. All qualified electors residing within the county of Richmond who believe in the principles for which the party stands, and who, in good faith, will pledge themselves to support the Democratic nominee for all offices, are hereby declared to be members of the Democratic Party of Richmond County including the right to seek Democratic Nomination for public office.

2. Committee Membership

- a. The governing body of the Democratic Party of Richmond County will be known as the Richmond County Democratic Committee which will be composed of members elected as follows:

Fifteen (15) members from each (Commission District numbered 1-8), receiving a majority of votes within the district, and a County-wide Democratic Caucus, called for this purpose by the County Chair. Such election should be advertised for two (2) weeks in the local newspaper during the month preceding the election. At-Large Committee members are non-voting members of the Committee. (See II.A.3)

- b. Every member of the said committee will be a registered elector of the District from which he/she is elected. Removal of residence from Richmond County will vacate his/her seat of said Committee.
- c. RCDC will be the sole judge of the qualifications of its own members and by a majority will fill vacancies in said Committee caused by death, resignation, removal, or otherwise, and the person so elected will hold office for the unexpired term. A nomination made to fill a vacancy in the Committee will be made by the District Committee affected. The nominee will then be submitted to the Committee for election.
- d. Any Committee member who is absent without just cause from regular Committee meetings on three consecutive occasions and following a review by the Executive Committee may be asked to resign.

3. At - Large Membership

- a. At-Large (non-voting) Members can be accepted to the Committee when there is a concentration of Committee members in one district. This also allows for elected officials to be members of the Committee without taking the Committee post away from other individuals who desire to be members of the Committee.

4. Members Emeriti
 - a. This group will consist of those members of long standing and outstanding service to the RCDC whose age/or health have severely limited their ability to participate. They shall be elected in the same manner as all other Committee members. Members Emeriti shall serve as non-quorum lifetime members with the same duties, privileges, and vote as members except that they shall be exempt from attendance requirements.

ARTICLE III. OFFICERS AND DUTIES

Section A. Officers

1. Chairperson
2. First Vice Chairperson
3. Second Vice Chairperson
4. Third Vice Chairperson
5. Secretary
6. Assistant Secretary
7. Treasurer
8. Assistant Treasurer
9. Chaplain
10. Parliamentarian
11. Sergeant at Arms

Section B. Committees

1. Executive Committee
 - a. The Chairperson of the RCDC will be the chair of the Executive Committee. The Executive Committee will consist of the officers, committee chairpersons, and one representative from the League of Democratic Women and one representative from the Young Democrats.
2. Active Committees will be:
 - a. Affirmative Action
 - b. Finance
 - c. Finance
 - d. Membership
 - e. Political Action
 - f. Publicity and Public Relations
 - g. Labor
 - h. Latino
 - g. Ways and Means
3. Standing Committee will be

- a. By-Laws
- b. Nominating

4. Appointments of Committee Chairs

- a. Each Active and Standing Committee Chairperson will be appointed by the RCDC Chairperson and approved by the Executive Committee except for the Nominating Committee Chairperson. (See Article V.A.a.) All Chairpersons must be members of RCDC.
- b. The Chairperson will appoint other committees as needed to carry out the Committee's business with approval of the Executive Committee.

Section C. Duties

1. CHAIRPERSON

- a. The Chairperson will preside at all meetings thereof and shall have general supervision of all the affairs of the Committee.
- b. He/She may call meetings of the whole Committee or any Sub-committee, whenever, in his/her discretion the business of the Party requires such action. He/She will be Ex-Officio Chairperson of all committees. He/She will exercise all and singular duties usually devolving upon a chief executive officer.

2. VICE-CHAIRPERSONS

- a. First Vice-Chairperson – Acts as Chairperson of the Finance Committee and has oversight responsibilities for the Ways & Means Committee and all ad hoc Committees. He/She is responsible for making sure an fidelity bond is current to cover all Executive Committee members.
- b. Second Vice-Chairperson – Is responsible for making sure the Affirmative Action and Membership Committees are active.
- c. Third Vice-Chairperson – Is responsible for making sure the Political Action and Public Relations Committees are active.
- d. The Vice-Chairperson will preside at the meetings in the absence of the Chairperson in the following order: First Vice-Chairperson, Second Vice-Chairperson, and Third Vice-Chairperson.

3. SECRETARY

- a. The Secretary will keep the minutes of all public business meetings of the RCDC and the Executive Committee. Will provide a copy of RCDC's minutes to members at regular meetings. Will notify members of all meetings in coordination with the Public Relations Committee and will attend generally to the correspondence of the Committee.
- b. Will attest the signature of the Chairperson on all credentials and certificates.
- c. Will keep an accurate, updated list of all members in coordination with the Membership Committee. Will also keep a record of when terms expire, to include when someone is filling an unexpired term.

4. ASSISTANT SECRETARY

- a. Will assist the Secretary in any phase of duties as requested.
- b. Will preside at the meetings in the absence of the Secretary.

5. TREASURER

- a. Will issue receipts for all monies collected, make deposit of the same in the bank in Richmond County, Georgia, insured by the FDIC, to the credit of the RCDC account.
- b. Checks will be issued only upon receipt of a voucher properly showing the nature of the expenditure and for what purpose, with the proper signatures. Under normal conditions, all vouchers above \$1000 will be approved at the Executive Committee meeting. Should funds be needed between meetings for emergencies, vouchers may be approved by the Chairperson and reported to the Executive Committee at the next meeting.
- c. The Treasurer is authorized to sign all checks. If for any reason, the Treasurer is unable to perform this duty, the following persons are authorized to sign checks: Assistant Treasurer, Chairperson, and First Vice-Chairperson.
- d. Financial reports, including bank statements, will be prepared and distributed to all Executive Committee members at their monthly meetings.
- e. At the end of each term of office, there will be an audit conducted by the Finance Committee and a report made to the whole Committee. All records, transfer of funds, and supplies will be done with a smooth, expedient transition.

6. ASSISTANT TREASURER

- a. Will assist the Treasurer in any phase of duties as requested.
- b. Will preside at the meetings in the absence of the Treasurer.
- c. Will serve as a member of the Finance Committee.

7. CHAPLAIN

- a. Insures that all meetings are opened with appropriate nondenominational oral or silent invocation and the Pledge of Allegiance to the American flag.

8. PARLIAMENTARIAN

- a. Ensures that order is maintain at all meetings in accordance with the current edition of *Roberts Rule of Order*.

9. SERGEANT AT ARMS

- a. Is responsible for maintaining security and decorum at all public meetings and special events. In addition, he/she will aid in the organization of special events.

ARTICLE IV. TERMS OF OFFICE AND ELECTIONS OF COMMITTEE
MEMBERS

Section A. Terms of Office

1. Designation of Terms

- a. One half of the members of the Committee will be elected in Gubernatorial election years and one half will be elected in Presidential election years.

2. Length of Terms

- a. Committee members will serve four-year terms, except that all Committee members' terms will be subject to termination at the time of general reapportionment. Also, following general reapportionment, Committee members elected to posts, which are scheduled to stand for re-election in the next general primary shall serve two-year terms.

3. Beginning of Terms

- a. Persons elected in regular Committee elections shall take office immediately following the general election.

Section B. Election of Committee Members

1. Method of Election

- a. The method of election of Committee members will be by Caucus or Ballot. Changes in the method of election may be made only in odd number election years.

2. Time of Election

- a. Regular election of Committee members shall occur within 45 days of the General Primary Election Date. Elections may be held at any regular Committee Meeting.

ARTICLE V. ELECTION OF COMMITTEE OFFICERS

Section A. Nominating Committee

1. In every Gubernatorial and Presidential election year, each district will elect one member to serve on the Nominating Committee, and then will by caucus elect their Chairperson. The Committee will immediately begin to work and meet weekly to prepare a slate of officers within four weeks to present to Executive Committee. The suggested schedule for the Nominating Committee will be as follows:

- September Each district will elect one representative to serve on the Nominating Committee and they will meet, pick a Chairperson, and immediately begin work preparing a slate of officers. They are responsible for bringing appropriate names before the Nominating Committee with input from their constituents.
- October The Nominating Committee will present the slate of officers at the regular monthly meeting of the Executive Committee to approve qualifications of the nominees.
- November The Nominating Committee will present the slate of officers to the regular monthly meeting of the RCDC for selection. The method of voting will be by caucus or ballot.
- December Transition of positions. Within four weeks after newly-elected officers take office, the Committee will meet at a time and place to be set by the ongoing Chairperson.
- January New Officers take office

Section B. Elections

1. The Committee will elect from its membership a Chairperson, 3 Vice-Chairpersons, a Secretary, an Assistant Secretary, a Treasurer, an Assistant Treasurer, a Chaplain, a Parliamentarian, and a Sergeant at Arms. A person receiving a majority of votes for election to an office will be declared elected.

Section C. Terms of Office

1. Committee members, and all members of any Subcommittee elected or appointed in an even-number, i.e. Gubernatorial or Presidential, election year will serve four-year terms. Members elected in an odd-number year will serve an abbreviated term and may be re-elected during the next Gubernatorial or Presidential election year. Members may be re-elected consecutively. Members can be removed from the Committee for cause for one or more of the following reasons:
 - a. Failure to perform the designated duties
 - b. Public disclaimer of affiliation with the Democratic Party
 - c. Failure to abide by attendance requirements
2. Executive Committee officers serve two-year terms and officers may be re-elected consecutively. Officers can be removed from office for one or more of the following reasons:
 - a. Failure to perform the designated duties
 - b. Public disclaimer of affiliation with the Democratic Party
 - c. Failure to abide by attendance requirements
 - d. Mental or physical incapacity
 - e. Incarceration
 - f. Other Malfeasance of office

Section D. Vacancies

1. In the event of the vacancy of the Chairperson, the First, Second or Third Vice-Chairpersons will fill such vacancy in said order until a successor is chosen. (See V.E.2.) During the vacancy, the Vice-Chairperson who fills the vacancy will exercise all singular duties of chief executive officer.
2. In the event of a vacancy before a term is completed, a three person nominating committee, appointed by the Chairperson, will present name(s) to fill that vacancy to the Executive Committee. The Executive Committee will select the nominee to be presented to the RCDC in a timely manner for ratification.

ARTICLE VI. COMMITTEE OPERATIONS

Section A. Meeting Requirements

1. The RCDC will meet regularly at least once a month. Regular meetings will be held at a designated time and place to be announced before the meeting.

Section B. Prohibitions

2. No member of the Committee will receive compensation for, or be reimbursed for travel expenses incurred in order to attend a meeting.

Section C. Certification, Records, and Reporting

1. Maintenance of Records (The Calendar Year will begin on January 1)
 - a. The Committee will maintain the following records:
 - A list of all financial transactions kept on a calendar year basis
 - A list of all unpaid financial obligations
2. Filing requirements
 - a. In meeting filing requirements set forth in the State Charter and by-laws and the State Election Code, the Committee will report directly to the State Chair and the Elections Superintendent. The Committee will file the following documents in timely fashion:
 - A list of Committee Members
 - All Charters, by-laws, and Regulations of Committee and affiliate organizations
 - A certification by the Chairperson that the Committee is duly constituted and organized and is following sound financial operating procedures
 - The Committee will also file with the State Chair an annual report of activities or meeting minutes and the location and signatories of all Committee bank accounts

ARTICLE VII. AMENDMENT OF BY-LAWS

Section A. Amendment Process

Provided that a quorum of 20 duly elected Committee members are present, these By-laws may be amended by a 2/3 vote. Such vote cannot take place until one month after the amendment is initially presented to the Committee.

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