

Constitution and By-laws

Last Updated Saturday, April 4, 2009

CONSTITUTION AND BY-LAWS OF THE KNOX COUNTY DEMOCRATIC PARTY, TENNESSEE

Adopted at Biennial Convention, Democratic Party of Knox County, Tennessee, April 4, 2009

In order to promote the goals and ideals of the Knox County Democratic Party in Knox County, Tennessee, and to provide an opportunity for any person interested in the Democratic Party to actively participate in Party affairs, the following Constitution and Bylaws are hereby adopted.

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is the Knox County Democratic Party, Tennessee

ARTICLE II. MEMBERSHIP

Any registered voter of Knox County, Tennessee, who supports the goals and purposes of the Democratic Party shall be entitled to membership and full participation in the Party.

ARTICLE III. ORGANIZATIONAL STRUCTURE

Section 1. Officers - The Officers shall consist of a Chair, First Vice-Chair, Second Vice-Chair, Third Vice-Chair, Fourth Vice-Chair, a Secretary, and a Treasurer. The Delegates to the Biennial Convention shall elect these Officers in separate votes.

Section 2. a) Board of Governors - The Board of Governors shall consist of the Officers, the Immediate past Chair, a representative from the Knox County Young Democrats Club, a Representative from the Democratic Women's Clubs of Knox County, and a male and female Representative from each of the nine (9) Commission Districts of Knox County.

b) Twenty-five percent (25%) of the total membership shall constitute a quorum.

c) The representatives for each Commission District shall be elected at the Biennial Convention by the Voting Delegates from that Commission District in a District caucus.

d) The number of Voting Delegates in attendance at the District caucus shall constitute a quorum.

Section 3. a) Executive Committee - The Executive Committee shall consist of the members of the Board of Governors and the Chair of each Ward/Precinct Committee or, in the absence of the Ward/Precinct chair, the next ranking officer of that committee.

b) Twenty-five percent (25%) of the total membership shall constitute a quorum.

Section 4. a) Ward/Precinct Committees - A Ward/Precinct Committee shall be established for each voting Ward/Precinct in Knox County, Tennessee. Any person permanently residing in said Ward/Precinct who meets the eligibility requirements as stated in Article II is entitled to membership in a Ward/Precinct Committee. A Committee member is any person who either attends a Committee meeting or provides a written notice of intent for membership to the Committee's Secretary.

b) The number of such persons in attendance at a duly convened Committee meeting shall constitute a quorum.

ARTICLE IV. DUTIES AND RESPONSIBILITIES

Section 1. Officers - The Officers shall administer and carry out the policies adopted by the Board of Governors, Executive Committee or Biennial Convention, and shall otherwise perform the duties of their respective offices as may be required in the operation of the Party.

a) The Chair shall supervise and manage the day-to-day business of the Party, and shall carry out other duties as are assigned.

b) The Chair shall preside at all meetings of the Board of Governors, the Executive Committee, and at the Biennial Convention. In the absence of the Chair, the highest-ranking Vice-Chair shall conduct these meetings

c) The Chair is automatically an ex-officio member of any committee.

d) The Chair may establish committees as needed and appoint special officers to serve ex-officio, with the concurrence of the Board of Governors (e.g., Parliamentarian, Sergeant-at-Arms).

Section 2. The four (4) Vice-Chairs shall carry out those duties as assigned by the Chair, Board of Governors, Executive Committee, or Biennial Convention.

Section 3. The Secretary shall keep a complete and accurate record of the meetings of the Convention, Board of Governors, and Executive Committee and shall make such records available for examination by any person affiliated with the Democratic Party. The Secretary shall pass the records and documents of the Party to his/her successor. The Secretary shall perform other duties that the Chair may assign.

Section 4 a) The Treasurer shall keep a full and accurate record of all receipts and a full and accurate account of all disbursements and shall deposit all monies in the name of the Party into a federally insured bank or trust company within five (5) business days of receiving such monies.

b) The Treasurer shall disburse funds of the Party only as directed by the Chair, Board of Governors, Executive Committee, or Biennial Convention. The Treasurer shall keep a full and accurate record of all disbursements. All checks or orders for payment shall be signed by the Treasurer and countersigned by the Chair.

c) The Treasurer shall be responsible for the completion and timely filing of all Party financial reports required by the laws of the State of Tennessee and the United States of America.

d) The Treasurer shall provide a full and accurate report to every Board of Governors, Executive Committee, and Biennial Convention meeting. The Treasurer shall pass the records and documents of the Party to his/her successor.

Section 2. a) The Board of Governors - The Board of Governors shall be the policy making body of the Party subject only to the authority of the Executive Committee and the Biennial Convention and the limitations imposed by the Constitution and Bylaws. The Board of Governors shall hold regular monthly meetings. Five (5) days notice shall be given prior to each meeting.

b) The Board of Governors shall create and maintain a Manual of Policies and Procedures, which will address standing rules, committees, and other day-to-day business of the Party.

Section 3. a) The Executive Committee - The Executive Committee shall have power and authority over the affairs of the Party subject only to the ultimate power and authority of the Biennial Convention and the limitations imposed by the Constitution and Bylaws.

b) The Executive Committee shall meet quarterly and at such other times as called by the Chair or a minimum of ten (10) members of the Executive Committee. Five (5) days notice shall be given prior to each meeting.

Section 4. a) Ward/Precinct Committees - The Ward/Precinct Committees shall have the duty and responsibility of organizing and promoting the Democratic Party in each Ward/Precinct. The Committees shall meet a minimum of once per year. Each Committee shall meet at such other times as may be required to conduct its affairs. Five (5) days notice shall be given prior to each meeting. A member must be present to vote.

b) The Ward/Precinct Committees shall reorganize during the week immediately preceding the Biennial Convention. Each Ward/Precinct Committee shall elect a Chair, Vice-Chair, Secretary, and other Officers as necessary.

c) The Committee Chair and Secretary shall maintain a membership roll of all members including addresses and telephone numbers, and shall furnish a copy of the roll to the Secretary of the Party. Rolls must be filed within 60 days of the conclusion of the Biennial Convention to be included in the official Ward / Precinct book.

d) Ward/Precinct Committee Officers and members shall cooperate with the Party Officers, Board of Governors, and Executive Committee in all matters concerning the Party.

ARTICLE V. THE BIENNIAL CONVENTION

Section 1. a) Biennial Convention - A Biennial Convention of the membership shall be held at the time and date specified by the Tennessee Democratic Party. The purpose of the Convention is to elect Officers and readopt the County Bylaws as prescribed by the Tennessee Democratic Party.

b) The Convention shall have ultimate authority and absolute power over all affairs of the Party pursuant to the Constitution and Bylaws.

c) The number of properly authorized Voting Delegates in attendance at the Convention shall constitute a quorum.

Section 2. Prior to calling of the Biennial Convention, the Chair, in cooperation with the other Officers and Board of Governors, shall allocate the number of votes each Ward/Precinct shall be entitled to vote at the Convention. The allocation shall be based on a ratio to the vote cast in the preceding Democratic Gubernatorial primary in that Ward/Precinct. The Chair shall advise each Ward/Precinct Committee of the number of allotted votes.

Section 3. In a Ward/Precinct Committee meeting prior to the Convention, the Committee shall elect Voting Delegates to the Convention equal to the number of votes allotted. The Committee may also elect a number of Alternates. The Committee Chair shall certify the names of the Voting Delegates and Alternates to the Credentials Committee prior to the Convention; otherwise, the Delegates and Alternates will not be officially recognized.

Section 4. In the event a Voting Delegate to the Convention is not present, the Ward/Precinct will not lose the vote provided the Ward/Precinct Committee elected an Alternate Delegate who is present to vote at the Convention.

Section 5. Participation in the Convention shall be open to all members, but only officially elected Voting Delegates or Alternates may vote.

Section 6. a) On all matters to be voted at the Convention, each Ward/Precinct Chair shall poll his/her Delegates prior to the vote, and upon roll call by Ward/Precinct, the Chair shall announce the results of this polling, which shall be recorded as the official vote of the Ward/Precinct.

b) The Convention, voting as a body by a majority vote, may suspend this rule and call for votes to be taken by all assembled Delegates as a body.

Section 7. Any member of a Ward/Precinct may challenge the organization of his/her Ward/Precinct or the method and selection of a Voting Delegate within the Ward/Precinct by submitting the complaint to the Credentials Committee which shall make an investigation and make a decision thereon. The decision of the Credentials Committee shall be final unless the Convention elects to assume jurisdiction of the matter.

Section 8. The following Oath will be given to all Officers:

I (name) do hereby solemnly promise, before my fellow Democrats, to fulfill the duties of the office to which I have been elected, to the best of my ability. I further promise that if for any reason I cannot perform these duties I shall resign so that a replacement may be obtained.

ARTICLE VI. VOTING RULES

Neither proxies, nor voting by the unit rule, nor secret ballot shall be allowed at any meeting of the Knox County Democratic Party, nor at any meeting called under the Party's auspices, nor at a meeting of any committee thereof.

ARTICLE VII. LATE NOMINATION OF CANDIDATES

In the event that it becomes necessary to nominate a Democratic candidate for public office after the time has expired to make such nomination through the regular process, the following procedure shall be followed:

- 1) The Chair shall call a meeting of the Executive Committee for this purpose, giving at least five (5) day's notice thereof to members of the Executive Committee.
- 2) The Chair shall have published a newspaper notice of such meeting at least three (3) days in advance.
- 3) If the time remaining to meet a nomination deadline does not permit such advance notice, then the notice shall be given by telephone, personal courier or other means.

ARTICLE VIII. IMPEACHMENT AND VACANCIES

Party Officers, District Representatives and Ward/Precinct Chairs may be impeached from office by the Executive Committee for inattention to duty, incompetence, or failure to support candidates for office nominated by the Democratic Party. Vacancies so created and vacancies occurring for other reasons shall be filled as follows:

- 1) The Executive Committee shall fill the vacancy of any Party Officer.
- 2) The Chair shall call a meeting of all the Ward/Precinct Committees within any given District for the purpose of electing a new representative to fill the vacancy of any District Representative.
- 3) a) The highest ranking Ward/Precinct Vice Chair shall fill the vacancy of any Ward/Precinct Chair until such time as the committee elects a new Chair. In the absence of a Vice Chair, a temporary Chair shall be appointed by the Board of Governors.
b) The temporary Chair shall call a meeting of the Ward/Precinct Committee within sixty (60) days for the purpose of electing a new Chair.

ARTICLE IX. TENNESSEE DEMOCRATIC PARTY

In the event of a conflict between this Constitution and Bylaws and the rules of the Tennessee Democratic Executive Committee, the Constitution and Bylaws of the Tennessee Democratic Party shall take precedence.

ARTICLE X. RULES OF ORDER

The most recent edition of Roberts Rules of Order shall govern the proceedings of any meeting of the Party except where such rules are inconsistent with this Constitution and Bylaws.

ARTICLE XI. AMENDMENTS

- a) The Constitution and Bylaws may be amended by a two-thirds majority vote of the Voting Delegates present at the Biennial Convention, or by a two-thirds majority vote of the members present at a quarterly Executive Committee meeting.
- b) Any member of the Knox County Democratic Party may propose amendments to these Bylaws to the Board of Governors. All proposed amendments must be approved by the Board of Governors before submission to the Executive Committee.
- c) The Board of Governors shall give twenty-eight days notice to the Executive Committee of any approved proposals. Upon presentation of the proposals at a regularly scheduled Executive Committee meeting, the Committee may amend the proposals. The final vote on any amendments shall take place at the next regularly scheduled Executive Committee meeting or Biennial Convention.

Adopted at the Convention on April 4, 2009.

The name was changed from Democratic Party of Knox County to Knox County Democratic Party.