

# Bradley County Democratic Party

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## Bylaws

Adopted

2009

(Revised July 18, 2011)

(Revised April 6, 2013)

(Revised January 17, 2017)

BRADLEY COUNTY DEMOCRATIC PARTY  
BYLAWS

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BRADLEY COUNTY DEMOCRATIC PARTY  
IN ASSOCIATION WITH THE TENNESSEE DEMOCRATIC PARTY

BYLAWS

PREAMBLE

The members of the Bradley County, Tennessee Democratic Party, in order to promote and encourage good government in Bradley County, Tennessee, the State of Tennessee and the United States of America, and increase interest and involvement of Party members to ensure a responsive leadership and enable the Bradley County Democratic Party to conduct its affairs in an open and orderly fashion, join together with a renewed faith in our county, state, country and Party to provide our people with responsive, responsible government, and that our government should be of laws, not favoritism, and that all citizens, regardless of religion, race, creed, age, sex, sexual orientation, disability or ethnic origin, shall participate fully in every level of government as we the membership adopt these Bylaws, establish all Party affairs and conduct in accordance therewith.

ARTICLE I

NAME AND OBJECT

Section 1. Name.

- A. The name of this organization shall be the Bradley County Democratic Party, hereinafter referred to as “BCDP.”
- B. The BCDP address shall be known as that of the BCDP Chair.

Section 2. Object.

- A. The object of this organization shall be to promote the ideals and principles of the Democratic Party and to aid in the election of Democrats and Democratic nominees for public office.

ARTICLE II

JURISDICTION AND AUTHORITY

- Section 1. The BCDP membership shall exercise authority and supervision over all matters pertaining to the Democratic Party of Bradley County, Tennessee as set forth in these Bylaws, subject to the authorization of the Tennessee Democratic Party and the laws of the State of Tennessee.
- Section 2. These current Bylaws shall remain in full force and effect until amended and/or revised Bylaws are duly accepted and adopted by the BCDP membership as provided for herein.

ARTICLE III

MEMBERSHIP

- Section 1. All residents of Bradley County, Tennessee, who are registered voters in this county and believe in the ideals and principles of The Democratic Party, are eligible for membership in the BCDP.
- Section 2. Membership in the BCDP shall not be denied regardless of race, creed, age, sex, religion, gender, sexual orientation, disability or ethnic origin.
- Section 3. Members are encouraged to support the BCDP through participation, volunteer activities and contributions.
- Section 4. There are no annual dues required of members

ARTICLE IV

OFFICERS

Section 1. Officers.

- A. The elected officers of the BCDP shall consist of a Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer.
- B. Party officers shall be nominated and elected by majority vote during the Bradley County Reorganization Convention as directed by the Tennessee Democratic Party.
- C. Party officers shall hold office for two (2) years.

Section 2. Qualifications for officers.

- A. All persons elected as an officer within the BCDP must:
  - 1) be a registered voter in Bradley County, Tennessee
  - 2) accept the principles of the Democratic Party
  - 3) have attended no less than three (3) monthly BCDP meetings since the last Reorganization Convention as evidenced by the permanent attendance book

ARTICLE V

RESPONSIBILITIES OF OFFICERS

Section 1. The Chair.

- A. The Chair shall be responsible for the enforcement of the Bylaws.
- B. The Chair shall supervise all daily business of the BCDP.
- C. The Chair shall preside over and preserve order at all meetings, and discharge their duties as a representative of the BCDP throughout their term of office.
- D. The Chair shall strive to promote unity within the Party.
- E. The Chair may appoint committees and/or committee chairs from the BCDP membership as needed to perform tasks for the Party. The Chair may also dissolve committees. A

committee will serve no longer than the next Reorganization Convention. The Chair shall be an ex-officio member of all committees.

- F. The Chair may call special meetings of the Executive Committee and/or the BCDP as needed for the benefit of the Party. The Chair shall preside over all Executive Committee meetings, casting a vote only in the event of a tie.
- G. The Chair shall have a working knowledge of Robert's Rules of Order.

Section 2. The First Vice-Chair

- A. The First Vice-Chair shall be responsible for the enforcement of the Bylaws.
- B. The First Vice-Chair shall preside over and preserve order at all meetings, and discharge their duties as a representative of the BCDP during the absence or vacancy of the Chair and shall have all powers of, and be subject to all restrictions as the Chair.
- C. The First Vice-Chair, in conjunction with the Executive Committee, shall be responsible for submitting to the county Election Commission Office a list of potential election workers for the Democratic Party.
- D. The First Vice-Chair shall be kept informed of all functions of the BCDP by the Chair, Officers and Committees.

Section 3. The Second Vice-Chair

- A. The Second Vice-Chair shall perform the duties of the First Vice-Chair during the absence or vacancy of the Chair or First Vice-Chair.
- B. The Second Vice-Chair shall Chair the Membership Committee, whose purpose is to increase the rolls and participation levels within the county.
- C. The Second Vice-Chair shall be kept informed of all functions of the BCDP.

Section 4. The Secretary

- A. The Secretary shall be responsible for party correspondence.
- B. The Secretary shall keep a record and be custodian of the minutes of all meetings, which shall be available for inspection by any member upon request.
- C. The Secretary shall be responsible for keeping accurate Roll Call records of all Executive Committee meetings. All excused absences shall be announced at roll call.
- D. The Secretary shall provide a permanent attendance book at each monthly meeting for attending members to sign.
- E. The Secretary shall make all provisions necessary to deliver the attendance book to the Chair prior to an absence at a monthly meeting..

Section 5. The Treasurer

- A. The Treasurer shall receive and record all monies received by the Party, receipt any and all transactions, and make available to the membership a monthly financial report at each monthly meeting.
- B. The Treasurer shall disperse no funds except those which have been approved and/or budgeted by the BCDP membership and shall be liable for unauthorized disbursement of Party funds, except those expenditures less than one hundred (\$100) dollars, which may be authorized by the Chair.
- C. The Treasurer shall keep books, which shall be available for inspection by any member upon reasonable request.
- D. The Treasurer shall secure a two (2) party checking account at a local bank in the name of the Bradley County Democratic Party. The Treasurer and the Chair shall sign each check for Party payments. The First Vice-Chair shall also be included on the checking account signature card as an emergency signature only.
- E. The Treasurer may be required by the BCDP membership to secure a Bond within 30 days of taking office. The BCDP membership will then determine a reasonable value and pay the costs of the bond from the BCDP account.
- F. The Treasurer shall register with the State Election Commission and file any and all reports required by the State Election Commission (SEC) and the Federal Election Commission (FEC) should the BCDP membership chose to become a registered Political Action Committee (PAC).

Section 6. The Executive Committee.

- A. The Executive Committee shall be nominated and elected by a plurality vote during the Bradley County Reorganization Convention as directed by the Tennessee Democratic Party.
- B. Members of the Executive Committee shall hold office for two (2) years.
- C. The Executive Committee shall be composed of two (2) members elected from each of the seven (7) County Commission Districts and the elected Officers. The President of the Bradley County Democratic Women and the President of the Bradley County Young Democrats shall be invited to become a nonvoting member to the BCDP Executive Committee.
- D. The Executive Committee shall be presided over by the BCDP Chair, who shall cast a vote only in the event of a tie.

- E. The Executive Committee shall be responsible for making recommendations about policies, procedures, projects and activities to the BCDP membership at monthly meetings and carrying out the directives of the BCDP membership. The Executive Committee shall be responsible for promoting all functions of the BCDP.

ARTICLE VI

MEETINGS AND QUORUMS

Section 1. Meetings.

- A. The BCDP shall have monthly membership meetings on the third (3rd) Monday of each month at 7:00 PM at the Cleveland Bradley County Public Library, 795 Church Street NE, Cleveland, TN 37311 or as announced.
- B. All monthly meetings of the BDCP shall be publicized with the countywide media and website at least five (5) days prior to the date of each meeting. All meetings shall be open to the general public and all media representatives, except where legal counsel otherwise indicates a legal need for a closed meeting.
- C. The BCDP Executive Committee shall have monthly meetings on the third (3<sup>rd</sup>) Monday of each month at 6:00 PM just prior to the BCDP monthly meeting or as announced. Executive Committee Members shall answer to a roll call.
- D. The BCDP may have special called or make up meetings for the BCDP membership and /or Executive Committee as needed and announced by the Chair. There shall be at least a five (5) day notice given to the BCDP Membership and /or Executive Committee Members prior to special meetings unless a situation arises requiring the Chair to act accordingly

Section 2. Quorum.

- A. Ten (10) BCDP Members, which must include at least two (2) BCDP Officers, one being the Chair, First Vice-Chair or Second Vice-Chair, shall constitute a quorum at any BCDP monthly meeting or special called meeting.
- B. A simple majority, including two (2) BCDP Officers, one being the Chair, First Vice-Chair or Second Vice-Chair of the BCDP, shall constitute a quorum at any Executive Committee meeting or special called meeting.

ARTICLE VII

ORDER OF BUSINESS

The regular Order of Business for meetings of the BCDP shall be in accordance with the current edition of Robert's Rules of Order, newly Revised, in all cases to which they are applicable and not inconsistent with these current Bylaws and/or any special order which may be adopted by its membership.

Regular Order of Business shall be:

Call to Order

Pledge of Allegiance

Reading and approval of the Minutes of previous meeting

Treasurer's Report

Committee Reports

Unfinished business

New business

Election (if necessary)

Announcements

Adjournment

ARTICLE VIII

RESOLUTIONS, AMENDMENTS, RULES, AUDITS, CONTRACTS, BILL RETENTION

Section 1. Resolutions.

- A. All proposed resolutions to advocate an opinion or intention, to be acted upon by the BCDP must be submitted to the Chair in writing at least seven (7) days prior to the next monthly BCDP meeting.
- B. Emergency resolutions that require action before the next BCDP monthly meeting may be brought before the membership by a majority vote.

- C. Resolutions are approved only after a proper motion, second to the motion and a two-thirds (2/3) affirmative vote of the BCDP membership.
- D. Resolutions will be submitted to the media and/or individual or group as deemed appropriate.

Section 2. Amendments.

- A. All proposed amendments to change the current Bylaws must be in writing and submitted to the Chair seven (7) days prior to a BCDP monthly meeting, where it shall be brought before the BCDP membership for discussion. Only after a proper motion, second to the motion and an affirmative vote of the majority shall such an amendment be considered to change the current Bylaws.
- B. Following an affirmative vote of the majority of the BCDP membership of said amendment, a notice shall be given to the membership through the local media five (5) days prior to the next BCDP monthly membership meeting.
- C. Then, and only then, shall a vote be taken to amend the Bylaws at a regularly scheduled BCDP monthly membership meeting or Bradley County Reorganization Convention, requiring a two-thirds (2/3) vote of the attending membership for approval.

Section 3. Rules.

- A. The BCDP is a constituent party of the Tennessee Democratic Party. If there is any conflict between the BCDP Bylaws and the Tennessee Democratic Party, the Tennessee Democratic Party Bylaws shall prevail.
- B. BCDP shall maintain neutrality in Democratic primaries to insure Party unity. BCDP members and officers, as individuals are encouraged to support the candidates of their choice in Democratic primaries

Section 4. Audits.

- A. The Executive Committee, excluding those Officers on the bank account signature cards, may appoint three (3) Auditors from the BCDP membership who shall audit and examine the Treasurer's Books of Account for the BCDP, and annually certify balance of said books.
- B. Professional auditors may be hired as deemed necessary by the Executive Committee with related fees paid by the BCDP for such tasks.

Section 5. Contracts.

- A. The BCDP shall not contract the Party for any obligation that has not been approved for budget by the BCDP membership.
- B. At such time any contracts are approved by the membership, an annual fiscal budget shall be set and utilized.
- C. The Treasurer shall present a monthly itemized statement of income and expenditures to the membership at each monthly meeting while the BCDP is under any contract.

Section 6. Bill Retention.

- A. All financial records shall be retained by the BCDP for a period of five (5) years.

ARTICLE IX

RESIGNATIONS, VACANCIES, ELECTIONS, SANCTIONS, EXPULSIONS,  
GRIEVANCES, PROXIES

Section 1. Resignations.

- A. The BCDP may accept a resignation from any Officer or Executive Committee Member with the resignation taking effect upon receipt of written notice given to the Chair.
- B. All resignations shall be announced at the next BCDP monthly Meeting.

Section 2. Vacancies.

- A. A vacancy of an elected officer may be filled by nominations of eligible members, per Art. IV, Sec. 2A, from the BCDP membership at a monthly meeting, and a majority vote of the standing count shall be taken to determine the winner. If no nomination is brought forth for vacated office, the Chair may appoint an eligible member of the BCDP to fill said vacancy.
- B. A vacancy of the Executive Committee shall be filled by nominations from members who reside in vacant district at the next BCDP monthly meeting and a plurality vote of that district's members will determine the winner. If no nominations are brought forth, the Chair may appoint a BCDP member. The nominee or appointee must reside in the vacant district and meet the same requirements of the duly elected member.
- C. All newly elected or appointed officers and/or Executive Committee Members shall fulfill the term of said vacated office.

Section 3. Elections.

- A. The BCDP shall elect Officers and Executive Committee Members during the Bradley County Democratic Party Reorganization Convention as directed by the Tennessee Democratic Party.

Section 4. Sanctions.

- A. The BCDP may vote to impose sanctions and/or expel a member, but only if written notice is given that the issue will be acted upon after a seven (7) day notice by certified mail to the member in challenge and notification of the membership at the next monthly BCDP meeting.
- B. After the member in challenge has been given the opportunity to be heard, the BCDP membership can take action.

Section 5. Expulsions.

- A. Any BCDP Officer or Executive Committee member shall forfeit their office if they qualify for political office representing any political party other than the Democratic Party or if they support a nominee outside the Democratic Party.
- B. If any BCDP Officer or Executive Committee member has six (6) unexcused absences from Executive Committee meetings or special called Executive Committee meetings during a term, that position shall be forfeited and declared vacant. An absence may be excused for illness, business; family matters or if one is out of town, when notice was given to the Chair and/or Secretary prior to the meeting.
- C. A notification in writing shall be sent to the Officer or Executive Committee Member when a position has been forfeited and declared vacant.
- D. All vacancies shall be announced at the next BCDP monthly meeting.

Section 6. Grievances.

- A. Grievances shall be defined as a violation of the BCDP Bylaws or Robert's Rules of Order that would result in a different outcome if corrected.
- B. All grievances shall be submitted in writing to the BCDP Chair and/or BCDP Executive Committee within thirty (30) days of the violation.
- C. Grievances shall state Article and Section of the BCDP Bylaws and/or Roberts's Rules of Order that were violated.

D. Grievances shall be resolved in a timely matter.

Section 7. Proxies.

- A. The BCDP shall not recognize a proxy vote. Only attending members present at meetings shall be allowed to vote.
- B. All votes shall be public and shall not be by secret ballot.

ARTICLE X

BIENNIAL REORGANIZATION CONVENTION

Section 1. Reorganization Convention.

- A. A biennial Reorganization Convention of the BCDP membership shall be held at the time and date specified by the Tennessee Democratic Party. The purpose of the Reorganization Convention is to elect Officers, Executive Committee Members and adopt or re-adopt the County Bylaws.
- B. All members of the BCDP who are registered voters in the county, and who attest they are bona fide Democrats by signing a Pledge of Support are eligible to be Voting Delegates of the Reorganization Convention and to be candidates for the Executive Committee and/or Officers, if eligible per Art IV, Sec 2A.

Section 2. Prepare for the Reorganization Convention.

- A. Prior to calling of the Biennial Reorganization Convention, the Chair, with the approval of the Executive Committee shall appoint a Convention Chair and the following committees:
  - 1. Sergeant at Arms, to assure that only bona fide Democrats are present for the voting process.
  - 2. Credentials and Rules, to present rules to be used in conducting a fair Reorganization Convention for approval prior to the start of voting. This Committee would also settle Convention grievances.
  - 3. Bylaws, to review the current Bylaws and recommend any changes, adoption or re-adoption at the Convention, following procedure in existing Bylaws.

- B. The Reorganization Convention shall be well publicized in the local media and website page fourteen (14) to twenty one (21) days prior to the Convention.

Section 3. Holding the Reorganization Convention.

- A. The Reorganization Convention shall be called to order by the incumbent BCDP Chair or an appointed Convention Chair.
- B. The Reorganization Convention shall assemble to elect BCDP Officers and Executive Committee Members and adopt or re-adopt the Bylaws.
  - 1. Officers to be elected, Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer.
  - 2. Officers shall be elected by a simple majority of BCDP members present.
  - 3. In the event a majority is not achieved, a runoff election shall be held until a majority prevails with the low vote getter being dropped from the next vote.
  - 4. Upon the completion of the election of Officers, the Reorganization Convention shall then divide into caucuses to elect Executive Committee Members. The caucuses shall be divided by the seven (7) county commission districts; they shall elect one (1) man and one (1) woman to represent each of the seven (7) districts.
  - 5. After various attempts to elect a man and a woman from a district is unsuccessful, then and only then may two (2) persons of the same sex be elected as Executive Committee Members from said district.
  - 6. Separate elections shall be held for each Executive Committee position.
  - 7. In each caucus, a chair shall be selected and the chair shall call for nominations.
  - 8. A plurality shall prevail for each election. In the case of a tie, a runoff between those tied shall be held to decide the winner.
  - 9. Upon completion of the election of the Executive Committee Members representing each district, the Convention shall reassemble and district chairs shall announce the winners.
  - 10. The Reorganization Convention shall adjourn, as all business has been completed.
  - 11. A copy of the adopted Bylaws and complete list of newly elected Officers, Executive Committee Members and all applicable material shall be forwarded to the Chair of the Tennessee Democratic Party.

ARTICLE XI

PLEDGE OF ACCEPTANCE

We hereby witness the acceptance of the newly adopted Bylaws of the Bradley County Democratic Party, and agree to abide by this document while serving as an Officer of the Bradley County Democratic Party.

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CHAIR DATE

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FIRST VICE-CHAIR DATE

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SECOND VICE-CHAIR DATE

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SECERTARY DATE

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TREASURER DATE