

PLEDGE OF ACCEPTANCE FOR THE ADOPTED BYLAWS

We hereby witness the acceptance of the newly adopted bylaws of the Hawkins County Democratic Party.

I have agreed to abide by these bylaws while serving as an officer of the Hawkins County Democratic Party.

I also pledge to only support Democrats while holding this office.

Jennie Carter - Chair
Officer

3/25/17
Date

Betsy Givens - Vice Chair
Officer

3-25-17
Date

Bonnie Lee - Sec.
Officer

3-25-17
Date

Sileen Queener - EXE Board
Officer

3-25-17
Date

Seda Patton - EXE-Board
Officer

3-25-17
Date

Judy Lewis - EXE-Board
Officer

3/25/2017
Date

MODEL COUNTY BYLAWS

ARTICLE I. - NAME AND OBJECT

SECTION 1: The name of this organization shall be the Hawkins County Democratic Party.

SECTION 2: 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. - MEMBERSHIP

SECTION 1: Eligibility. All residents of Hawkins County, Tennessee who are registered to vote in this county and who believe in the ideals and principles of the Democratic Party are eligible to become members of the Hawkins County Democratic Party.

SECTION 2: Nondiscrimination. Membership in the Hawkins County Democratic Party shall not be denied because of race, color, sex, religion, age, gender, sexual orientation, disability or ethnic origin.

ARTICLE III. - POWERS AND RESPONSIBILITIES

SECTION 1: Governance. The governance and direction of the affairs of the Hawkins County Democratic Party shall be vested in the Hawkins County Democratic Executive Committee (the "Executive Committee") and in officers of the Hawkins County Democratic Party, as hereinafter set forth in these bylaws, subject to the laws of the state of Tennessee and such rules as may be established by the Tennessee State Democratic Executive Committee.

SECTION 2: Party Responsibilities. The Hawkins County Democratic Party shall have the following responsibilities:

- a) Planning and conducting all county meetings and convention.
- b) Keeping and maintaining records of all Democratic Party meetings and business.
- c) Supporting the duly selected nominees of the Democratic Party.

ARTICLE IV. - EXECUTIVE COMMITTEE

SECTION 1: Membership. The Executive Committee shall be evenly balanced by gender; and shall be composed of a man and a woman elected from each county (*district or precinct or ward, provided each such district or precinct or ward represents an equal number of voters in the county*); plus those who become members pursuant to Article VIII, Section 8 (Officers).

- (a) **Filling Seats with At-Large Members.** If a county has difficulty filling Executive Committee positions on a district or precinct or ward basis, then and in that event representation in that district or precinct or ward should be at-large; representation should be balanced by gender if possible, and such a requirement may be written into the bylaws; extra members to the Executive Committee from a particular district, precinct or ward may be awarded based on the Democratic vote in the last gubernatorial primary)

SECTION 2: Manner of Election. The Executive Committee members shall be elected at a (*County Convention*) called for the purpose of electing Executive Committee members at a date determined by the State Democratic Executive Committee.

ARTICLE V. - MEETINGS

SECTION 1: General. All meetings of the _____ County Democratic Party or of the Executive Committee shall be publicized 14 days prior to the date of the meeting. All meetings shall be held at convenient times and locations, and shall be open to the general public and media representatives (*except where legal counsel otherwise indicated based upon a legal need for a closed meeting*).

SECTION 2: Regular Meetings. Regular meetings of the Executive Committee shall be held _____, *N/A*, or when called by the Chair or by one-third (1/3) of the Executive Committee members.

SECTION 3: Special Meetings. If more than sixty (60) days have passed since the last previous meeting, and if the Chairperson has not called a meeting, any *MEMBER* (____) members may call a meeting by notifying all members at least seven (7) days prior to such a meeting. If fewer than sixty (60) days have passed since the last previous meeting, *MEMBERS* (____) members may call a special meeting provided seven (7) days prior notice is given by mail to the membership. Any notification of a meeting must include time and location.

SECTION 4: Quorum. _____ percent (____%) of the members of the Executive Committee shall constitute a quorum for the transaction of business at a meeting of the Executive Committee. If less than a quorum is present at a meeting of the Executive Committee, a majority of the members present may adjourn the meeting.

SECTION 5: Convention Meeting. A regular meeting of the Executive Committee shall be held without other notice than this bylaw immediately after, and at the same place as, the convention.

ARTICLE VI. - CONDUCT OF BIENNIAL COUNTY REORGANIZATION CONVENTION

SECTION 1: Biennial Reorganization Convention:

- (a) A Biennial Reorganization Convention of the membership of the *Hawkins* County Democratic Party shall be held at the time and date specified by the Tennessee Democratic Party. The purpose of the Reorganization Convention is to elect Officers and adopt the County Bylaws as prescribed by the Tennessee Democratic Party.
- (b) The Reorganization Convention shall have ultimate authority and absolute power over all affairs of the County Party pursuant to the *Constitution and Bylaws*.
- (c) All members of the *Hawkins* County Democratic Party who are registered voters in the county, and who attest they are bona fide Democrats by execution of affidavits or affirmations to that effect, are eligible to be Voting Delegates at the Reorganization Convention and to be candidates for the Executive Committee and vote.
- (d) The number of properly authorized Voting Delegates in attendance at the Convention shall constitute a quorum.

SECTION 2: Prepare for the Reorganization Convention:

- (a) Prior to the calling of the Biennial Convention, the Chair, in cooperation with the Executive Committee shall appoint the following committees:
 - a. Sergeant at Arms Committee;

ARTICLE VIII. – OFFICERS

SECTION 1: Officers. The officers of the Hawkins County Democratic Party shall be chair, vice-chair (additional vice-chairs optional), secretary, and treasurer, all of who shall be elected by the Hawkins County Executive Committee for a two (2) year term, or until their successors are duly elected and qualified.

SECTION 2: Election of Officers. The officers shall be elected by a simple majority of the members of the Hawkins County Democratic Executive Committee present at the meeting held immediately following the convention. 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 ballot. A complete list of all officers and Executive Committee members shall be forwarded to the Chair of the Tennessee Democratic Party within ten (10) days after their election.

SECTION 3: Vacancies. Vacancies in any office for any reason may be filled by the Executive Committee for the unexpired portion of the term.

SECTION 4: Chair. The chair shall preside over any convention, which may be called, and over the meetings of the Executive Committee. He/she shall perform all duties incident to the office of chair and such other duties as may be prescribed by the Executive Committee members from time to time.

SECTION 5: Vice-Chair. In the absence of the chair or in the event of his/her death or inability or refusal to act, the vice-chair shall perform the duties of the chair, and, in so acting, shall have all the powers of, and be subject to all restrictions on, the chair. He/she shall perform all duties incident to the office of vice-chair and such other duties as may be assigned to him/her by the chair or by the Executive Committee. In the absence of the vice-chair, the second vice-chair steps up to perform the duties of the Vice-Chair.

SECTION 6: Secretary. The secretary shall:

- (a) keep the minutes of the Executive Committee;
- (b) keep the minutes of any conventions which may be held;
- (c) see that all notices are duly given in accordance with the provisions of law and these bylaws;
- (d) be custodian of the records of the Executive Committee;
- (e) keep membership records and have general charge of membership books of the Executive Committee; and
- (f) in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the chair or by the Executive Committee, or which may be required by law.

SECTION 7: Treasurer. The treasurer shall:

- (a) have charge and custody of, and be responsible for, all funds and securities of the Party from any source whatsoever, and deposit all such monies in the name of the Hawkins County Democratic Executive Committee in such bank or other depositories as shall be selected in accordance with the provisions of these bylaws;
- (b) keep and maintain, open to inspection by any member of the Executive Committee at all reasonable times, adequate or correct accounts of the funds and transactions of the Executive Committee, which shall include all matters required by law;
- (c) disburse the funds of the Executive Committee as he/she may be ordered by the Executive Committee;

SECTION 3: Removal of any Member of the Committee. Any member of any committee may be removed by the person or persons authorized to appoint such member whenever, in their judgment, the best interest of the Party shall be served by that removal.

BUSINESS AT MEETINGS

The regular order of business at Executive Committee meetings shall be as follows:

- a. Call to Order
- b. Invocation (optional)
- c. Pledge of Allegiance
- d. Roll call
- e. Reading and approval of the minutes of previous meeting
- f. Treasurer's report
- g. Reports of committees
- h. Resolutions
- i. Unfinished business
- j. New business
- k. Elections (if necessary)
- l. Announcements
- m. Adjournment

ARTICLE XI. – RESOLUTIONS

All proposed resolutions must be submitted to the chair at least one (1) week prior to a meeting. Emergency resolutions may be brought before the body by consent of a two-thirds (2/3) majority of those present.

ARTICLE XII. - CONTRACTS AND EXPENDITURES

SECTION 1: Contracts; Expenditures; Bill Retention. All Executive Committees are urged to operate under an approved budget. Except in the case of an emergency for items not designated in the budget, no expenditures or bills shall be made or contracts entered into which purport to obligate the Executive Committee unless such expenditures or contracts are authorized by a majority vote of those present at a duly called meeting at which a quorum is present, except those expenditures for less than _____ Dollars (\$ _____), obligating the Executive Committee may be authorized by the chair of the Executive Committee. The treasurer shall present a monthly-itemized statement of income and expenditures to Executive Committee members. All paid bills shall be retained by the treasurer for a period of _____ (____) years.

SECTION 2: Audits. Auditors may be designated by the Executive Committee, who shall audit and examine the books of account of the _____ County Democratic Party and shall certify to the Executive Committee the annual balances of the books which shall be prepared at the close of the fiscal year by, or under the direction of the treasurer.