

Sumner County Democratic Party

BY-LAWS (Last amended 3-21-2013. Last adopted 3-28-2015.)

Name

I. The name of this organization shall be the *Sumner County Democratic Party*.

Object and Purpose

II. The object and purpose of this organization shall be to promote the ideals and principles of the Democratic Party and to support the election of Democratic nominees. Pursuant to these objectives, the Party shall encourage Democrats to take an active role in the affairs of their Party and their county, state and national governments.

Membership

III. All citizens of Sumner County, Tennessee, eighteen years of age or older, who support the goals and purposes of the Democratic Party shall be entitled to membership in the Democratic Party of Sumner County and are encouraged to actively participate in Party affairs. It shall be the politiseize of the Executive Committee and Steering Committee to only support for positions of leadership within the Party members who have demonstrated a long-standing, dedicated and enthusiastic affiliation with the Democratic Party. The Executive Committee, after consultation with the Steering Committee, will deny membership to individuals who do not meet the qualifications stated above.

Executive Committee/Officers

IV. The officers as a group shall be called the Sumner County Democratic Executive Committee. The officers shall consist of a Chair, Executive Vice-Chair, Secretary, Treasurer, Communications Officer, and five District Vice-Chairs. The President and Vice President of the Sumner County Young Democrats shall also be members of the Executive Committee; however, they are elected at the re-organizational meeting of the Sumner County Young Democrats.

A. All officers will be elected in odd number years during a period specified by the TNDP, at a meeting time and place designated by the Executive Committee.

B. Term of office shall be two (2) years.

C. A male and female District Vice-Chairs shall be elected from the following areas: Gallatin, Hendersonville, Portland, Westmoreland/Bethpage/Castallian Springs, and White

House/Millersville. These areas will encompass county commission districts as follows:

Gallatin – Districts 4, 5 and 6

Hendersonville – Districts 7, 8, 9, 10 and 11

Portland – District 2

Westmoreland, Bethpage, Castalian Springs – District 1 and 3

White House, Millersville – District 12

D. The Chair, Executive Vice-Chair, Secretary, Treasurer, and five District Vice-Chairs shall be elected at county-wide meeting of the Democratic Party. The voting will be done in accordance with the by laws of the TNDP, which state that there will be no secret ballots.

E. District Vice-Chairs will be elected by district meeting or caucus of Democrats living in that area.

F. If a district fails to elect a Vice-Chair, then after sixty (60) days from the date of the county meeting, the Executive Committee may appoint a district Vice-Chair for said district.

G. The Chair may appoint additional District Vice-Chairs as needed in a manner and number that reflects the diversity of Sumner County.

H. Officers shall be eligible for re-election.

I. The resignation of an officer shall be submitted in writing to the Chair.

Committees

V. The Chair may appoint such standing and select committees as are needed and such committees shall be representative of the diversity of the voting population of Sumner County .

Steering Committee

VI. The Steering Committee shall be composed of the Executive Committee plus the Chairs of all Standing and Select Committees. The Steering Committee will develop plans to promote unity within the Democratic Party and lay the groundwork necessary to increase the effectiveness of the Democratic Party in Sumner County .

Duties of Officers

VII. The duties of the officers shall be as follows:

A. Chair – the Chair shall make arrangements for and preside over meetings of the Democratic Party of Sumner County and the Executive Committee, and shall call and attend meetings of the Steering Committee.

i. He/she shall see that other officers faithfully perform their duties.

- ii. He/she shall appoint committees and approve recommendations before they are submitted to the general membership.
- iii. He/she shall approve the expenditures of all funds.
- iv. He/she shall be authorized to make appointments of individuals to assist him in the performance of his duties, consistent with the state and county constitution and bylaws.
- v. He/she shall see that the directives of the State Democratic Committee are carried out in a manner consistent with the constitution and bylaws.
- vi. The Chair shall remain neutral in all contested county, state and federal Democratic primaries. The Sumner County Democratic Party, nor any officer of said Party, shall not by any means, directly or indirectly, use the organization in any primary election for any particular candidate unless there is only one candidate in such primary election.

B. Executive Vice-Chair – the Executive Vice-Chair shall assist the Chair when called upon.

- i. He/she shall be vested with all the powers and shall perform all duties of the Chair in the event the Chair is incapacitated or is absent for an extended period of time.
- ii. The Executive Vice-Chair shall serve as Chair in the event of the Chair's resignation until the Executive Committee elects a Chair. A meeting to fill a vacancy in the office of Chair shall require notice of at least one (1) month of the resignation. Nominees must be members of the Executive Committee.
- iii. The Executive Vice-Chair shall preside at Steering Committee meetings.

C. Secretary – The Secretary shall keep complete and accurate minutes of the meetings and shall furnish a copy of the minutes of each meeting to all members of the Executive Committee within thirty (30) days of any meeting.

- i. With the assistance of other officers, the Secretary shall keep an accurate mailing list of the general membership.
- ii. He/she shall perform other duties as requested by the Chair.
- iii. He/she shall, in consultation with the Chair, prepare an agenda for any meeting of the general membership.

D. Treasurer – The Treasurer shall keep a record of all receipts and disbursements and shall deposit all monies in the name of the

Democratic Party of Sumner County in a bank to be designated by the Chair.

- i. He/she shall make a financial report at the annual meeting and at other meetings if deemed necessary by the Chair. A detailed report shall be given annually to the Executive Committee.
- ii. The Treasurer shall issue checks to settle any debts of the Party as directed by the Chair.
- iii. He/she shall perform other duties as requested by the Chair.
- iv. He/she shall serve as Chair of any finance committee established.
- v. In the absence of the Treasurer, the Chair shall also have the authority to sign checks of an urgent nature.

E. Communications Officer – The Communications Officer shall distribute information to the public and SCDP membership through all forms of media.

- i. He/She shall maintain an open website and other on-line forms of media and coordinate with other Executive Officers to ensure complete distribution of email communications to Democrats in Sumner County.
- ii. He/She shall establish outreach committee dedicated to effectively communicating with Democrats in Sumner County.
- iii. He/She shall write and distribute press releases to local media outlets as directed by Chair and Executive Committee.
- iv. He/She shall promote upcoming SCDP events through on-line and other media channels.

F. District Vice-Chairs – District Vice-Chairs shall assist in the direction of affairs of the Democratic Party of Sumner County and shall maintain a close liaison with the citizens in their district and work for more unity and efficiency with the Party organization.

- i. The District Vice-Chair shall make arrangements for and see that district meetings are held within ninety (90) days of the required county-wide reorganization meeting.
- ii. The District Vice-Chairs shall have in place by January 15 of each election year an organization of precinct captains to work every voting precinct in their respective areas.
- iii. He/she shall perform other duties as requested by the Chair.
- iv. The District Vice-Chair will receive upon request, any financial assistance necessary to mail out notices to their district members of the required district organizational meetings. In addition, funds will be made available for newspaper advertising, if necessary.

General Membership Meetings

VIII. A regular meeting shall be held in odd number years during the time specified by the TNDP for re-organizational purposes.

A. Regular meetings shall be held at a time and place designated by the chair

B. Special meetings may be called upon written request from three (3) members of the Executive Committee. The Chair may also call meetings.

C. Public notice of meetings shall be given at least seven (7) days prior to the meetings through local radio and newspapers. Business to be considered must be specified in this news release.

Establishment of Interim Authority

IX. The Executive Committee shall be the governing body of the Democratic Party of Sumner County between regular Party meetings and shall meet quarterly and/or at the request of the Chair.

A. A majority of the members of the Executive Committee shall constitute a quorum provided such members have had at least forty-eight (48) hours notification of said meetings for the transaction of any business. A simple majority of the quorum shall be empowered to act.

B. Any member of the Executive Committee found not performing his duty may be removed from office by a two-thirds (2/3) vote of the entire Executive Committee.

Rules of Order and Amendments

X. Robert's Rules of Order, revised, shall govern the proceedings of the Sumner County Democratic Party meetings, the Executive Committee Meetings, the Steering Committee Meetings and all District Caucus Meetings.

A. The constitution and bylaws may be amended first by a vote of three-fourths (3/4) of the members of the Executive Committee, provided the amendment has been submitted to the Chair in writing. Final approval of any amendment shall be by a majority vote at a regular meeting.

B. In any conflict between the State Democratic Party or the National Democratic Party rules, such State or National rules shall supersede the County rules.