

# **Kenosha County Democratic Party By-Laws**

**Proposed 2006**

*Table of Contents*

<b>Article 1</b>	<b><u>Name of Organization</u></b>	4
<b>Article 2</b>	<b><u>Purposes of Organization</u></b>	4
Section 1	Who we support	4
Section 2	Who we inform	4
Section 3	Who we promote	4
Section 4	What we wish to achieve	4
<b>Article 3</b>	<b><u>Membership Requirements</u></b>	5
Section 1	Who is a member	5
Section 2	Dues	5
Section 3	Committeeman and Committeewoman	5
Section 4	Statutes regarding Committeeman and Committeewoman	6
<b>Article 4</b>	<b><u>Officers of the Organization</u></b>	5
Section 1	Officers	5
Section 2	Period of Office	5
Section 3	Members of Executive Board	6
Section 4	Other Members to the Executive Board	6
Section 5	End of Term in Office	6
Section 6	Endorsements	6
Section 7	Removal from Office	6
Section 8	Installation of Officers	6
<b>Article 5</b>	<b><u>Duties of Officers</u></b>	7
Section 1	Chairperson	7
Section 2	Vice Chairperson	7
Section 3	Secretary	8
Section 4	Treasurer	8
Section 5	Sergeant of Arms	7
Section 6	Executive Board Members at Large	7
Section 7	Chairs of Committees	8
Section 8	Voting on Executive Board	8
Section 9	Management Plan	8
Section 10	Statutory Committee	8
<b>Article 6</b>	<b><u>Nomination and Election of Officers and Delegates</u></b>	9
Section 1	Meeting Hall	9
Section 2	Eligibility to Vote	9
Section 3	Who is at the election of officers	9
Section 4	Who is elected	9
Section 5	Election of the five Executive Board Members	9
Section 6	Nominations of Officers	10

Section 7	Elections Committee Responsibilities	10
Section 8	Election of District and State Delegates	10
<b><u>Article 7</u></b>	<b><u>Committees</u></b>	10
Section 1	Names of Committees	10
Section 2	Duties of Standing Committees	10
<b><u>Article 8</u></b>	<b><u>Meetings</u></b>	11
Section 1	Regular Membership Meetings	11
Section 2	Meetings of Executive Board	12
<b><u>Article 9</u></b>	<b><u>Order of Business/Quorum</u></b>	11
Section 1	Order of Business	11
Section 2	Governance	12
Section 3	Quorum for Meeting	12
Section 4	Quorum of Executive Board	12
Section 5	Call for Quorum	12
Section 6	Agenda for the Meeting	13
<b><u>Article 10</u></b>	<b><u>Operations of the Party</u></b>	13
Section 1	Expenditures of the Kenosha County Democratic Party	13
Section 2	Party Resources	13
Section 3	Meeting Notification	13
Section 4	Executive Board Attendance	13
<b><u>Article 11</u></b>	<b><u>Amendments</u></b>	13
Section 1	Amendments to by-laws	13
Section 2	Vote needed to amend by-laws	14
Section 3	Reference to State Constitution	14

**Article 1 – Name of Organization**

**Section 1:**

This organization shall be known as the “Kenosha County Democratic Party.”

**Article 2 – Purpose(s) of Organization**

**Section 1:**

To support and promote the principles and programs of the local, state and national Democratic Party.

**Section 2:**

To keep the citizens of Kenosha County informed as to the activities and records of those who are appointed or elected to public office in the county state or nation.

**Section 3:**

To promote the candidacy of the Democratic Party(s) nominees.

**Section 4:**

To do everything possible to help achieve one hundred percent voter registration within the county and thus help to assure all eligible citizens of their rights to vote in all elections.

**Article 3 – Membership**

**Section 1:**

Any person who subscribes to the principles and ideals of the Democratic Party is eligible for membership upon payment of membership dues.

**Section 2:**

Annual membership dues are spelled out in the Constitution of the Democratic Party of Wisconsin.

**Section 3:**

Committeemen and committeewomen who are members in good standing of their county parties are, by virtue of their office, granted party credentials for participation in any caucus or convention called by their congressional or state committees. They act as liaison between their party and residents of the district they serve. Other duties include gathering and disseminating information, voter

identification and registration, promoting party membership and appointing ward captains. Election district committeemen and committeewomen also serve on higher committees in the party's organizational structure.

Section 4:

In general, the election district committeemen and committeewomen in the county form the county committees required by statute. They are also required to by the statutory committee to join the party. A combined meeting of the county committee and all party members in the county is held no sooner than 15 days after the September primary and no later than April 1 of the following year. This group elects the county chairman, vice chairman, secretary, treasurer, and such additional officers and subcommittees as deemed necessary. In addition, the county committees elect members (and alternates) for the congressional district committees, and their terms begin immediately. Those elected must be party members, but it is not necessary that they be party committeemen or committeewomen.

**Article 4 – Officers**

Section 1:

- A. Chairperson
- B. Vice – Chairperson
- C. Secretary
- D. Treasurer
- E. Sergeant at Arms
- F. Five Executive Board Members at Large

Section 2:

The above named office holders shall be elected and installed for a period of one year. The election shall be by secret ballot vote of the membership at the membership meeting in November. The office holders shall take office immediately.

Section 3:

Also included on the Executive Board will be the chair of each chapter of the College/High School Democrats. Each organization chair shall have one vote.

Section 4:

The Chairperson shall have the authority, with the approval of the membership, to appoint one Democrat from each incorporated village and township in Kenosha County. All of these appointees shall be part of the Executive Board with a voice, but no vote.

Section 5:

All officers shall turn over all books, records and property of the Democratic Party to their successors at the end of their term of office.

Section 6:

No member of the Kenosha County Executive Board shall endorse any candidate on behalf of the Kenosha County Democratic Party.

**(Removal Of Officers and /or Committeepersons)**

Any officer or committeeperson may be removed for just cause. Charges for removal shall be submitted to the Secretary in writing and must be signed by at least five members.

The accused officer to committeeperson shall be given a copy of the charges at least ten days prior to the next membership meeting. The charges will be read at the membership meeting. A committee of seven members shall be elected to hear the evidence and defense of the charges. The accused has the privilege of representation of counsel if they so wish.

The trial committee shall make a full report with its recommendation to the following membership meeting. A vote of the membership present will vote to remove the officer/committeeperson from office. A two-thirds vote will be required for removal.

**(Installation of Officers)**

All newly elected officers of the Kenosha County Democratic Party shall subscribe to the following obligation.

**Installing Officer:**

“Give attention while I read to you the following obligation”

“Do you hereby pledge on your honor to perform the duties of you are representative office as required by the By-laws to the best of your ability and the complete good faith to support, advance and carry out all the official policies of the Democratic Party; to deliver all books papers and other property of the Party at the end of your term to your successor in office, and at all times conduct yourself as becomes an officer of the Democratic Party. Do thus you promise.

**Each respondent** – I do.

**Installing Officer:**

“Your duties are defined in the By-laws. Should any emergencies arise not provided for in the by-laws you are expected to act according to the dictates of common sense, guided by the earnest desire to advance the best interest of the Democratic Party. We trust you will all faithfully perform your duties so that you may gain not only the esteem of your members, but what is even more important the approval of your conscience. You will now assume your respective stations.

### **Article 5 - Duties of Officers**

#### **Section 1: Chairperson**

The Chairperson shall preside over all meetings of this organization including all Executive Board meetings. The chair shall countersign all checks for expenditures of funds from this organization. The Chair shall appoint all standing and special committees as well as Official Parliamentarian not otherwise provided for with the approval of the membership. The Chair shall be responsible for the development of the budget/management plan to be approved by the membership no later than the first meeting of the year.

#### **Section 2: Vice-Chairperson**

The Vice-Chairperson shall assist the Chairperson when called upon to do so. In case of resignation or removal of the Chairperson, the Vice Chairperson shall act as the chairperson until another election is held. In the absence of the chairperson and vice chairperson is also absent the treasurer shall preside at the meeting.

### Section 3: Secretary

The Secretary shall keep all the minutes and attendance of the Kenosha County Executive Board and membership meetings. The Secretary shall also carry on all official correspondence of the Kenosha County Democratic Party. If both the chair and vice-chair are unable to attend then the meeting is run by the Secretary.

### Section 4: Treasurer

The Treasurer shall keep all records of all finances of the Kenosha County Democratic Party and report the income and expenditures the income and expenditures each month to the membership. The Treasurer shall sign all checks for expenditures authorized by the Kenosha County Democratic Party Executive Board or membership. In the absence of the Chair, Vice Chair and Secretary the Treasurer shall chair the meeting.

### Section 5: Sergeant of Arms

The Sergeant of Arms shall escort out anyone being deemed unruly at the either the Board or Membership meeting of the Kenosha County Democratic Party. This person shall also be a member of the board.

### Section 6: Executive Board Members at Large

Members of the Executive Board at Large of the Kenosha County Democratic Party shall attend Executive Board meetings and perform duties assigned to them. Each executive board member shall be responsible for coordinating a major activity outlined in the Kenosha County Democratic Parties management plan.

### Section 7: Chairs of the Committees

Each chair of a committee shall have a vote on the Executive Board.

### Section 8: Voting on Executive Board

Each member of Executive Board only gets one vote even if they are a officer and/or a chair of an committee.

### Section 9: Management Plan

At the first meeting of the Executive Board of the Kenosha County Democratic Party, a management plan must be developed for approval to the membership at the first meeting of the year. The management plan should outline all of the major events for

the year including the Executive Board member who will coordinate the activity, goals of the Kenosha County Democratic Party (this includes membership goals, fundraising, and GOTV) and any other objectives that are appropriate.

Section 10: Statutory Committee

The Statutory Committee of the Kenosha County Democratic Party shall be responsible for overseeing the recruitment of Poll workers, manages and executes the assignment and to insure that the Polling Places are well represented in all elections.

**Article 6 - Nomination and Election of Officers and Delegates**

Section 1:

The meeting hall shall be of sufficient size to accommodate expected attendance and be handicapped accessible.

Section 2:

Tables shall be set up at the entrance of the meeting hall, for selling new memberships and for checking membership cards. Members who sit at the tables shall be named by the Kenosha County Executive Board prior to the election meeting night. A person must be a member for five days to be eligible to vote in a Kenosha County Democratic Party election.

Section 3:

No one shall be allowed in the hall except paid up members of the party. Exceptions include invited speakers and official guests who shall be seated in a specific location.

Section 4:

All elected officers must receive the highest number of votes cast.

**Section 5: Election of the five Executive Board Members at Large**

Nominations of the five Executive Board members at Large shall be made at the same time. Balloting for the five positions shall be done on a single ballot. The five individuals with the highest vote totals shall be elected. In case of run-off election, a re-election with the same balloting procedures shall be in effect at the next regularly scheduled meeting. This includes a ten-day notification of the election.

#### Section 6: Nominations of Officers

To be nominated, a member must either be present at the membership meeting or a written correspondence must be submitted to either the secretary or the chairperson to accept the nomination.

The nomination of officers for the Kenosha County Democratic Party shall be made at the October meeting each year and the election of officers shall take place at the November meeting. After the votes of the election are counted, the newly elected officers shall be sworn in and take office immediately.

#### Section 7:

Prior to the meeting when elections are being held, the elections committee shall prepare ballots for the election. At the elections, the elections committee will distribute, collect and count the ballots. The committee will also destroy the ballots after the election.

#### Section 8: Election of district and state convention delegates

First consideration should be given to those members in attendance at the meeting or those placed in nomination by a majority vote of the meeting. Second consideration shall be given to members who send in written notice notifying that they would like to run for a delegate position.

### *Article 7 – Committees*

#### Section 1:

The Kenosha County Democratic Party shall have the following Standing Committees appointed by the Chairperson subject to the approval of the board.

- a) Membership
- b) GOTV
- c) By-laws and auditing
- d) Education
- e) Fundraising
- f) Public Relations
- g) Elections

Section 2:

Duties of Standing Committees

- A. Membership: (no limit on size) It is the duty of this committee to promote and maintain memberships in the Kenosha County Democratic Party. This committee shall outline and carry out a year around membership plan.
- B. GOTV: This committee shall develop specific strategies for implementing a management plan objectives related to promoting, recruiting and developing Democratic candidates. Included in such plans shall be the financing need to carry out such activities
- C. By-laws and Auditing: To review the By-Laws annually and to prepare for consideration of changes needed or requested. To audit the financial records of the Treasurer at least once a year and report thereon to the membership.
- D. Education: This committee will identify the relevant community issues to be addressed for the year.
- E. Fundraising: This committee will hold fundraisers for the Kenosha County Democratic Party. Fundraisers will include the annual dinner/
- F. Public Relations: This Committee will promote the Kenosha County Democratic Party to the general public. All press releases will be approved by the Chairperson of the Kenosha County Democratic Party.
- G. Elections: This committee will hold the annual elections for the Kenosha County Democratic Party. This committee will hold any elections necessary throughout when a position is vacated. Members of this committee will not hold any other office within the Kenosha County Democratic Party.

**Article 8 – Meetings**

Section 1:

The regular membership meeting of the Kenosha County Democratic Party shall be held monthly unless changed at the previous membership meeting or by the Executive Board of the Kenosha County Democratic Party.

Special meetings may be called by the membership or by two thirds of the Kenosha County Democratic Party Executive Board.

Section 2:

The Kenosha County Executive Board shall meet prior to the regular monthly meeting, unless changed by the Kenosha County Democratic Party Executive Board.

**Article 9 – Order of Business / Quorum**

Section 1:

The following shall be the established order of business for all meetings of the Kenosha County Executive Board and Membership Meeting.

1. Salute to the flag
2. Introductions / Roll Call of Officers
3. Minutes of the previous Membership Meeting
4. Treasurers Report
5. Unfinished Business
6. New Business
7. Committee Reports
8. Good and Welfare
9. Speakers
10. Adjournment

Section 2:

Roberts Rule of Order, Revised shall govern the conduct of all meetings of this organization.

Section 3:

A quorum for a membership meeting shall be a minimum of fifteen members.

Section 4:

A quorum for a Kenosha County Executive Board meeting shall be one over half the total voting membership of the Kenosha County Executive Board.

Section 5:

If a question of quorum is raised at a meeting, it shall be the duty of the Chairperson to ascertain if a quorum is present. In the event that no quorum is present, then the meeting shall adjourn, but all business conducted prior to time of the quorum count is called for shall be deemed as legally conducted business of this organization.

Section 6:

An agenda for the Kenosha County Membership meeting shall be done before the start of any Membership meeting.

**Article 10 – Operations of the Party**

**Section 1: Expenditures of the Democratic Party**

Expenditures of the Democratic Party shall be made when a quorum of the general membership is present with a majority for the vote. When a general meeting is not practical, a quorum of the Executive Board must be present with a majority vote of those present approving the expenditure of funds. The Chairperson can spend up to \$100.00 without Executive Board approval that is not previously put into the budget.

**Section 2: Party Resources**

The Kenosha County Democratic Party may provide resources for Democratic candidates who have been members of the Kenosha County Democratic Party for two years in good standing. All such members shall be treated equally and with the same consideration.

**Section 3: Meeting Notification**

All Kenosha County Democratic Party Executive Board members shall be given twenty-four hours notice in order for an Executive Meeting to be held. A good faith effort shall be made to contact all the members.

**Section 4: Executive Board Attendance**

All Kenosha County Democratic Party Executive Board members shall attend at least one meeting in a three month period during their time in office. (Ex. One meeting during the months of January, February March etc)

**Article 11 – Amendments**

**Section 1:**

All proposed amendments to the By-Laws of the Kenosha County Democratic Party must be referred to By-Laws Committee. The By-laws committee is required to report their action on the proposed amendment at the next scheduled membership meeting.

Section 2:

A vote of two-thirds of membership present is needed to amend the By-laws of the Kenosha County Democratic Party. Members of the Kenosha County Democratic Party must be given notice of the proposed changes prior to the membership meeting.

Section 3

The By-laws of the Kenosha County Democratic Party are subservient to the Democratic Party of Wisconsin's Constitution and By-laws.