

SEVIER COUNTY DEMOCRATIC PARTY BYLAWS

ARTICLE I. NAME AND OBJECT

- SECTION 1:** The name of this organization shall be the Sevier County Democratic Party (SCDP). The Sevier County Democratic Party is a group of optimistic Democrats located in Sevier County, Tennessee, working together for a healthy democracy based on Democratic values, who share the beliefs that responsible government: (a) must faithfully protect and enrich the lives of all citizens; (b) must foster a just and peaceful international community based on human rights, democratic principles, and international law; (c) must stay fiscally responsible; and, (d) must preserve our natural environment.
- 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 Sevier 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 Sevier County Democratic Party and the Tennessee Democrat Party.
- SECTION 2:** Nondiscrimination. Membership in the Sevier County Democratic Party shall not be denied because of race, color, sex, religion, age, gender, disability or ethnic origin.
- SECTION 3:** Participation. Attendance, participation in meetings, events, and committee activities is expected of all active members. While dues are not required, members are encouraged to support the SCDP through volunteer activities, in-kind and cash donations.

ARTICLE III. EXECUTIVE COMMITTEE POWERS AND RESPONSIBILITIES

- SECTION 1:** Governance. The governance and direction of the affairs of the Sevier County Democratic Party shall be vested in the Sevier County Democratic Executive Committee (the "Executive Committee"), including the officers of the Sevier 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 Party.
- SECTION 2:** Party Responsibilities. The Sevier County Democratic Party shall have the following responsibilities:
- a) plan and conduct all county meetings and conventions;
 - b) keep and maintain accurate and complete records of all Democratic Party meetings and business;
 - c) assist in identifying loyal Democrats and obtaining their contact information for Party files;
 - d) recruit and support candidates for local offices;
 - e) coordinate with the Sevier County Election Commission scheduling of Democratic primaries;
 - f) in the event that no primary is held, to select identified primary candidates for local office in a special caucus called by the chair;
 - g) support the duly selected nominees of the Democratic Party;
 - h) if deemed necessary by the Executive Committee, establish a headquarters office for the Sevier County Democratic Party;
 - i) actively participate in Voter Registration and GOTV efforts;
 - j) help provide appropriate poll workers for local elections;
 - k) encourage appropriate Democratic poll-watchers at local elections;
 - l) encourage contributions to qualified candidates who run for office as Democrats;
 - m) provide ongoing communication and liaison with the State and National Democratic Parties;
 - n) support the efforts of the Democratic National Committee (DNC), Tennessee State Democratic Party (TNDP), and campaigns of duly-selected nominees of the Democratic Party.

ARTICLE IV. EXECUTIVE COMMITTEE

- SECTION 1:** Membership. The Sevier County Executive Committee shall be composed of members of the Sevier County Democratic Party, ideally one man and one woman elected from each county voting district. If there is difficulty filling Executive Committee positions with residents of a district, then representation of that district should be on an at-large basis with particular care to maintain a balance in gender and representation from the community. Those who are elected as Officers of the Executive Committee automatically become voting members of the Executive Committee. All members of the Executive Committee normally serve for a term of two (2) years, or until their successors are duly elected and qualified.
- SECTION 2:** Manner of Election. The Executive Committee members shall be elected at a County Reorganization Convention called for the purpose of electing Executive Committee members, at a date determined by the State Democratic Executive Committee.
- SECTION 3:** Resignations. The resignation of any member of the Executive Committee shall be made in writing and shall take effect at the time specified therein, or if no time is specified, then it shall take effect upon receipt of such resignation by the Chair or Secretary.
- SECTION 4:** Vacancies. A vacancy shall be filled by nomination from the Executive Committee. Any vacancies occurring in the Executive Committee may be filled by the affirmative vote of a majority of the Executive Committee members present at any regular meeting, even though less than a quorum of the Executive Committee exists. In the event of a vacancy, whether resulting from a resignation, expulsion or failure of any district to elect its Executive Committee members, the remaining members of the Executive Committee in attendance at any subsequent meeting may fill those Executive Committee positions from members of the Sevier County Democratic Party who reside in that district and who meet the same requirements of a duly elected member as prescribed in Article IV, Section 1.
- SECTION 5:** Attendance. An Executive Committee member who fails to attend three (3) consecutive meetings of the Executive Committee, without an excuse satisfactory, as prescribed in Section 7, Part (c), to the majority of the members of the Executive Committee in attendance, may be removed from the position and the position shall be declared vacant. Notice and excuse of an absence from a meeting should be provided to the Chairperson or Secretary prior to a scheduled or called meeting.
- SECTION 6:** Manner of Acting. The act of a simple majority of the Executive Committee members present shall be the act of the Executive Committee, unless a greater number be required by law or by these bylaws.
- SECTION 7:** Sanctions or Expulsion
- (a) Notice and Opportunity to be heard. The Executive Committee may vote to impose sanctions on, or expel a member. Written notice will be given to the member advising the member that the issue will be discussed at the next meeting. The member in question must be given written notice at least 15 business days in advance, and an opportunity to be heard at the next meeting.
 - (b) Automatic Expulsion. A member of the Executive Committee shall automatically forfeit his/her membership in said committee and the position shall be declared vacant for the following reasons:
 - i. In the event he/she qualifies for political office as an Independent or representing any political party other than Democratic Party and opposes a duly qualified Democratic nominee.
 - ii. If he/she has three (3) unexcused absences during a term. An absence is excused if notice is given to the Chair or the Secretary prior to the start of the meeting and the reason for the absence is illness, family illness or death, business or out of town travel.

- (c) Discretionary Sanctions or Expulsions. A member may be expelled at the discretion of the Executive Committee if a pattern of non-attendance is established, even if such absences are excused. Sanctions may be imposed against a member, or he/she may be expelled at the discretion of the Executive Committee, for demonstrating disloyalty to the Democratic Party, either in the form of a public announcement of support of a candidate of another party in a pending election, or by working for or giving financial support to any such candidate running against a duly nominated candidate of the Democratic Party. The Executive Committee shall not impose discretionary sanctions or expel a member, unless and until such a member is given an opportunity to be heard and three-fourths (3/4) of the Executive Committee members present and voting concur in a discretionary sanction or expulsion. Notice will be provided to said member, as noted in Part (a) above.

SECTION 8 Members Must Support Nominees Of The Democratic Party: No person shall be or remain a member of the Sevier County Executive Committee if he/she does not support nominees of the Democratic Party. Failure to support the nominees of the Democratic Party shall be cause for removal. Members may be removed under this Section by the Executive Committee by a simple majority of those present at any regular meeting or any meeting called for that purpose after at least seven (7) days prior notice to all members of the Executive Committee.

ARTICLE V. EXECUTIVE COMMITTEE MEETINGS

SECTION 1: General. All meetings of the Sevier County Democratic Party or of the Executive Committee shall be well publicized in countywide media at least seven (7) 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 indicates based upon a legal need for a closed meeting).

SECTION 2: Regular Meetings. Regular meetings of the Executive Committee shall be held when called by the Chair, or by one-third (1/3) of the Executive Committee members. In no case will meetings be held less than quarterly.

SECTION 3: Special Meetings. Special meetings of the Executive Committee may be called by the Chairperson or by one-third (1/3) of the members of the Executive Committee, provided that at least seven (7) days prior notice is given by email or postal mail to the membership. Any notification of a meeting must include its purpose, time, and location.

SECTION 4: Quorum. Thirty three percent (33%) or one-third (1/3) 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 these bylaws, immediately after, and at the same place as, the reorganization convention to elect the new Executive Committee.

ARTICLE VI. CONDUCT OF BIENNIAL COUNTY REORGANIZATION CONVENTION

SECTION 1: Convention. The provisions for the holding of the county reorganization convention shall be as follows:

- (a) 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 Executive Committee

members, Officers and re-adopt the County Bylaws as prescribed by the Tennessee Democratic Party.

- (b) The convention shall be well publicized in the local news media. At least fourteen (14) days prior notice must be given.
- (c) All members of the Sevier County Democratic Party who are registered voters, and who attest they are bona fide Democrats by execution of affidavits or affirmations to that effect, are eligible to vote at the convention and to be candidates for the Executive Committee and vote.
- (d) Prior to calling the Convention, the Chairperson shall appoint an adequate number of Sergeants-at-arms to assure that only bona-fide Democrats are present for the voting process. The Secretary or duly appointed representative shall verify the affirmations of all attendees.
- (e) Prior to calling the Convention, the Chairperson shall appoint a committee to review the current Bylaws. The committee may recommend changes or re-adoption at the Convention, following the rules for such changes within the existing Bylaws.
- (f) Separate elections shall be held for each Executive Committee position.
- (g) The convention shall be called to order by the incumbent Chair of the Sevier County Democratic Executive Committee. The Convention shall then divide into caucuses, divided by voting district. In each caucus, a chair shall be selected and the chair shall then call for nominations for each Executive Committee position. After the nominations cease, the ballot is closed and the elections shall commence. Separate elections shall be held for each Executive Committee position. One man and one woman shall be elected from each district. A majority shall prevail for each election. In the case of a tie, a runoff between those tied shall be held to decide the winner. Upon the completion of the election of the two (2) Executive Committee members in each district, the convention shall reassemble and each district shall report the names of members who have been elected from that district. The convention shall then adjourn, as its business has been completed.

ARTICLE VII. PROXIES

SECTION 1: No Proxies Allowed. No proxy shall be allowed at any meeting or Convention of the Executive Committee.

SECTION 2: Unit Rule. No voting by the unit rule shall be allowed at any meeting of the Executive Committee.

SECTION 3: Open Voting. All votes shall be public and shall not be by secret ballot.

ARTICLE VIII. OFFICERS

SECTION 1: Officers. The officers of the Sevier County Democratic Party shall be Chair, First Vice-Chair, Second Vice-Chair, Third Vice Chair, Secretary, and Treasurer, all of whom shall be elected by the Sevier County Executive Committee for a two (2) year term, or until their successors are duly elected and qualified.

SECTION 2: Eligibility: Officers must be residents and registered voters in Sevier County, Tennessee. Officers must also attest they are bona fide Democrats by execution of affidavits or affirmations to that effect. Officers must continue to support and foster the ideals and principles of the Democratic Party.

SECTION 3: Election of Officers. The officers shall be elected by a simple majority of the members of the Sevier 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 4: Vacancies. Vacancies in any office for any reason may be filled by the Executive Committee for the unexpired portion of the term, using the procedures outlined above in Article IV, Section 4, Vacancies.

- SECTION 5:** 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 6:** Vice-Chairs. In the absence of the Chair, or in the event of his/her death or inability or refusal to act, the First 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. In the absence of the Second Vice-Chair, the Third Vice-Chair steps up to perform the duties of the Second Vice-Chair.
- SECTION 7:** Secretary. The Secretary shall:
- (a) keep the minutes of the Sevier County Executive Committee;
 - (b) keep the minutes of any conventions which may be held;
 - (c) ensure that all meeting notices are duly communicated 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;
 - (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 8:** 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 Sevier 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 and 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;
 - (d) render to the Executive Committee and general membership of the Sevier County Democratic Party, whenever it may be required or requested, an account of all his/her transactions as Treasurer and financial statements in satisfactory forms, showing the condition of the funds of the Sevier County Democratic Party;
 - (e) in general, perform all of the duties incident to the office of treasurer and such other duties as may be assigned to him/her by the chair or Executive Committee; and
 - (f) keep records of the general membership, which include contact information, contributions and voting districts;
 - (g) if required by the Executive Committee, give a bond, to be paid for by the Executive Committee, for the faithful discharge of his/her duties, in such sum and with such corporate surety or sureties as the Executive Committee shall determine.
- SECTION 9:** Officers Not Required to be Members. Nominees for officer positions are not required to be previously elected members of the Executive Committee. Any officer who is elected by the Executive Committee who is not already an elected member of the Executive Committee shall, upon his/her election as an officer, become a voting member of the Executive Committee.
- SECTION 10:** Neutrality. No officer shall openly support a candidate for public office in a contested Democratic Primary, so that the officers present neutrality to maintain party unity.
- SECTION 11:** Members Must Support Nominees of the Democratic Party. No person shall be an officer or member of the Executive Committee if he/she shall not support nominees of the Democratic Party. Failure to support the nominees of the Democratic Party shall be cause for removal. Officers may be removed

under this Section by the Executive Committee by a simple majority of those present at any regular meeting or any meeting called for that purpose after at least seven (7) days prior notice to all members of the Executive Committee.

SECTION 12: Resignations. The resignation of any officer of the Executive Committee shall be made in writing and shall take effect at the time specified therein, or if no time is specified, then it shall take effect upon receipt of such resignation by the Chair or Secretary.

ARTICLE IX. COMMITTEES

SECTION 1: Committees Appointed By Chair. The Chair may establish committees, to be composed solely of Executive Committee members or Executive Committee members and general members of the Sevier County Democratic Party, as it deems appropriate. The following committees will be deemed Standing Committees: Finance Committee, Fundraising Committee, and Outreach Committee.

SECTION 2: Term of Office. Each member of a committee shall serve at the pleasure of the chair, but no longer than until the next biennial reorganization convention or until the committee is terminated.

SECTION 3: Finance Committee. The Finance Committee will provide ongoing oversight of financial matters. This Committee shall consist of not less than three (3) people with demonstrated knowledge, expertise, and experience in related fields, such as auditing, bookkeeping, accounting, and financial management. The Treasurer shall be a member of this committee, but shall not serve as chair of the committee. The Finance Committee will develop an annual budget and propose its approval by the full Executive Committee and produce an Annual Financial Report.

SECTION 4: Fundraising Committee. The Fundraising Committee's purpose shall be to identify possible events and opportunities for fundraising. This Committee shall consist of not less than three (3) people with a desire to assist in raising funds for operations, expenses and election efforts. The Committee will present events and opportunities to the Executive Committee for consideration on action.

SECTION 5: Outreach Committee. The Outreach Committee will serve to develop different strategies to reach out to Democrats and the general public in Sevier County. This Committee shall consist of not less than three (3) people with a commitment to devising methods and activities to engage local participation in the activities of the Sevier County Democratic Party. The Committee will present methods and activities to the Executive Committee for consideration on action.

SECTION 6: Political Action Committee (PAC). Should the Executive Committee determine it necessary or advantageous to establish a Political Action Committee, the Chair will appoint the PAC Treasurer, who will file a proper registration with the State Election Commission; and file any and all reports required by the State Election Commission (SEC) and Federal Election Commission (FEC).

ARTICLE X. BUSINESS AT MEETINGS

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

- a. Call to Order
- b. Pledge of Allegiance
- c. Reading of Democratic Values
- 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 Executive Committee by consent of a two-thirds (2/3) majority of those present.

ARTICLE XII. - CONTRACTS AND EXPENDITURES

SECTION 1: Contracts; Expenditures; Bill Retention. The Sevier County Executive Committee will strive to operate under an approved budget. Except in the case of an emergency for items not designated in the budget, no expenditures, financial commitments 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. Expenditures of less than one hundred dollars (\$100.00), obligating the Executive Committee may be authorized by the Chair of the Executive Committee. The Treasurer shall present a monthly itemized statement of income, expenditures and current balance to Executive Committee members. All financial records, including paid bills and lists of contributors shall be retained by the Treasurer for a period of three (3) years.

SECTION 2: Audits of Financial Reviews. Auditors may be designated by the Executive Committee, who shall audit and examine the books of account of the Sevier County Democratic Party and shall report and certify the annual balances of the books to the Executive Committee. Such report shall be prepared at the close of the fiscal year or under the direction of the Treasurer and Finance Committee.

ARTICLE XIII. PARLIAMENTARY PROCEDURES

The current edition of Robert Rules of Order, Newly Revised, shall govern meetings of the Executive Committee in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order which may be adopted.

ARTICLE XIV. AMENDMENTS

These bylaws may be amended or substituted by a two-thirds (2/3) vote of the total membership of the Executive Committee at any meeting of the Executive Committee called for the purpose of amending these bylaws. All amendments or substitutions to these bylaws proposed will be distributed to the full Executive Committee at least 15 business days in advance of any meeting where the amendments or substitutions will be considered for vote.

ARTICLE XV. - RULES

The Sevier County Democratic Party is a constituent party of the Tennessee Democratic Party. The Sevier County Democratic Party is an organization created by the Tennessee Democratic Party, with the State Democratic Executive Committee having full authority in all matters over the Sevier County Democratic Executive Committee. Should there be any conflict between the county bylaws and the bylaws of the Tennessee Democratic Party, the bylaws of the Tennessee Democratic Party bylaws prevail.

August 9, 2012

Approved and Adopted by the Executive Committee
