

WILSON COUNTY DEMOCRATIC PARTY BYLAWS

Effective September 14, 2015

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ARTICLE 1

NAME AND OBJECTIVES

SECTION 1: The name of the organization shall be the Wilson County Democratic Party, hereinafter referred to as WCDP.

SECTION 2: The objectives of this organization shall be to promote the ideals and principles of the Democratic Party through community engagement and outreach, and to aid in the election of Democrats and Democratic Nominees for public office.

SECTION 3: Party Structure. The WCDP shall be governed by Officers and an Executive Committee whose members shall be elected by precinct, or at large, from registered voters who are residents of Wilson County, TN. The Executive Committee represents the entire county, and area responsibilities may be expanded or reorganized by the Chair as deemed necessary to fulfill the objectives of the WCDP, as defined in Section 2 above.

ARTICLE II

MEMBERSHIP

SECTION 1: Eligibility. All residents of Wilson 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 Wilson County Democratic Party.

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

ARTICLE III

POWERS and RESPONSIBILITIES

SECTION 1: Governance. The governance and direction of the affairs of the Wilson County Democratic Party shall be vested in the Wilson County Democratic Executive Committee (the "Executive Committee") and in officers of the Wilson 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: Responsibilities. The WCDP Officers act on behalf of members of the WCDP. As such, their responsibilities include the following:

- A. Planning and conduction of all county meetings and conventions
- B. Keeping and maintaining records of all Democratic Party meetings and business
- C. Supporting the duly selected nominees of the Democratic Party
- D. Managing and maintaining the WCDP organization to ensure objectives are fulfilled
- E. Ensuring that bylaws are enforced

ARTICLE IV EXECUTIVE COMMITTEE

SECTION 1: Membership. The Executive Committee shall be composed of a male and a female, each a registered voter in Wilson County, selected from each County District, plus those designated as “at large” representatives, and those who become members pursuant to article VIII, Section 11 (Officers).

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.

SECTION 3: Responsibilities. Executive Committee members are required to fulfill the following responsibilities:

- A. Attend monthly meetings
- B. Participate in a committee(s)
- C. Recruit new members in their respective districts to WCDP through methods including, but not limited to:
 - a. Phone Banking
 - b. Canvasing
 - c. Hosting precinct gatherings
- D. Support candidates during election cycles through actions including, but not limited to:
 - a. Organizing district teams
 - b. Phone Banking
 - c. Canvasing
 - d. Hosting precinct gatherings
 - e. Working poll locations
 - f. Working at the headquarters
- E. Serve a monthly minimum hour requirement during an election cycle, which will be determined by a vote of the Executive Committee
- F. Fulfill other duties as determined by a vote of the Executive Committee

SECTION 4: Resignations. The resignation of any member of the Executive Committee shall be submitted verbally at an Executive Committee meeting, or in writing or in an email addressed to the Chair or Secretary, to take effect at the time specified therein. If no time is specified, then it shall take effect upon receipt of such resignation by the Chair.

SECTION 5: Vacancies. In the event of a vacancy, whether resulting from a resignation, expulsion or failure of any District to elect its Executive Committee members, the Executive Committee may fill those Executive Committee positions from members of the Wilson County Democratic Party who reside in that District and who meet the same requirements of a duly elected member as prescribed in Section 1. 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.

SECTION 6: At-large Members.

Up to Ten (10) At-large Members may be elected from sub-groups of WCDP. Sub-groups must be approved by a vote of the Executive Committee.

Ex: Wilson County Young Democrats, Democratic Women of Wilson County, etc.

SECTION 7: Attendance. An Executive Committee Member that fails to attend three (3) consecutive meetings of the Executive Committee without a satisfactory excuse, as prescribed in Article IV, Section 9 (B-b), may be removed from the position and the position shall be declared vacant.

SECTION 8: Manner and Acting. The act of the majority of the Executive Committee members present shall be the act of the Executive Committee, *unless* a greater number is required by law or by these bylaws.

SECTION 9: Sanctions and Expulsion.

- A. Notice and Opportunity to be heard. The Executive Committee may vote to impose sanctions on or expel a member, but only if written notice is given that the issue will be taken up at the meeting prior to the meeting on which such action is voted. The member in question will be given the reason for expulsion, an opportunity to speak on their behalf, and must be given two weeks written notice with the date of the hearing.
- 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:
 - a. In the event he/she qualifies for political office as an Independent or representing any political party other than the Democratic Party and/or opposes a duly qualified Democratic nominee.
 - b. If he/she had three consecutive 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 one of the following:
 - i. Illness
 - ii. Family illness or death
 - iii. Business
 - iv. Out of town
- 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. It is required that three-fourths (3/4) of the membership present and voting concur in a discretionary sanction or expulsion.

ARTICLE V EXECUTIVE COMMITTEE MEETINGS

SECTION 1: General. All meetings of the Wilson County Democratic Party or of the Executive Committee shall be well publicized in countywide media 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 monthly or when called by the Chair or by one-third (1/3) of the Executive Committee members. A teleconference and/or video conference will be made available for those who are unable to attend the meeting in person.

SECTION 3: Special Meetings. If more than forty-five (45) days have passed since the previous meeting and if the Chairperson has not called a meeting, any seventeen (17) members may call a meeting by notifying all members by email at least seven (7) days prior to such meeting. If fewer than forty-five (45) days have passed since the previous meeting, any seventeen (17) 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. Forty percent (40%) 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 CONVENTION**

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

- A. The convention shall be well publicized in the local news media and at least fourteen (14) days prior notice must be given.
- B. All members of the Wilson County Democratic Party who are registered voters and who attest they are bona fide Democrats by execution of an affidavit or affirmations to that effect are eligible to vote at the convention and to be candidates for the Executive Committee.
- C. Prior to voting, the Chairperson shall appoint an adequate number of Sergeant-at-Arms to assure that only bona fide Democrats are present for the voting process. The Secretary or duly appointed representative shall verify the affirmation of all attendees.
- D. Separate elections shall be held for each Executive Committee position to represent the districts of Wilson County as determined by the Wilson County Election Commission.
- E. The convention shall be called to order by the incumbent Chair of the Wilson County Democratic Executive Committee.
- F. The convention shall then divide into sub-divisions, each with a caucus to be held for each district. In each sub-convention a chair shall be selected and the chair shall then call for nominations for each Executive Committee Members.
 - a. Separate elections shall be held for each Executive Committee position.
 - i. One male and one female shall be elected from each district for a term of two (2) years.
 - ii. A plurality shall prevail for each election.
 - iii. In the case of a tie, a runoff between those tied shall be held to decide the winner.
 - b. The conventions shall reassemble and each district shall report the Executive Committee Members who have been elected from that district.
 - c. In addition to district representatives, up to ten (10) At-Large members may be elected from sub-groups of WCDP. Ex: Democratic Women, College Democrats, etc.
 - d. The convention shall then adjourn as its business has been completed.

**ARTICLE VII
PROXIES**

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

SECTION 2: Unit Rule. No voting by 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 Wilson County Democratic Party shall be Chair, Vice-Chair (“Director of Legislative Action”), 2nd Vice Chair “Director of Fundraising and Events”, 3rd Vice Chair “Outreach Director”, Secretary, and Treasurer, all of whom shall be elected by the Wilson 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 members of the Wilson County 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 the 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 the Chair and such other duties as may be prescribed by the Executive Committee.

- a. The Chair shall see that other officers faithfully perform their duties.
- b. The Chair shall appoint committees and vet recommendations before they are submitted to the Executive Committee for a vote.
- c. The Chair shall be authorized to make appointments of individuals to assist with the performance of duties, consistent with the state and county constitution and bylaws.
- d. The Chair shall see that the directives of the State Democratic Committee are carried out in a manner consistent with the constitution and bylaws.
- e. The Chair shall oversee candidate recruitment, volunteer coordination, merchandising, Party Headquarters, and internet database.

SECTION 5: Vice-Chair “Director of Legislative Action”

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 have oversight and coordinating responsibilities for programs, publicity and such other duties as may be assigned by the Chair or the Executive Committee.

- a. The Vice-Chair shall be responsible for legislative action items, including, but not limited to, forming action committees, organizing lobby days, and other objectives in accordance with the State Party.

SECTION 6: 2nd Vice-Chair “Director of Fundraising and Events”

In the absence of the Chair and the inability or the refusal of the Vice-Chair to perform the duties of the Chair and in so acting shall have all the powers of and shall be subject to all restrictions on the Chair.

- a. He/she shall perform all duties incident to the office of Director of Fundraising and Events and have oversight and coordinating responsibility for fundraising, events, and other duties as assigned by the Chair or the Executive Committee.

SECTION 7: 3rd Vice-Chair “Outreach Director”

In the absence of the Chair and the inability or refusal of the Vice-Chair and Director of Fundraising to perform the duties of the Chair and in so acting, shall have all the powers of and shall be subject to all restrictions on the Chair.

- a. The Outreach Director shall be responsible for items falling under outreach and recruitment, including, but not limited to, membership, Get Out the Vote, phone banking, voter registration, and other objectives in accordance with the State Party

SECTION 8: Secretary

The Secretary shall:

- A. Keep the minutes of all meetings
- 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 WCDP
- 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 by the Chair or Executive Committee or which may be required by law

SECTION 9: 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 funds in the name of the Wilson 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. Present an itemized report of income, expenses, and account balances to the Executive Committee at its regularly scheduled meetings
- D. Disperse the funds of the Executive Committee as he/she may be ordered by the Executive Committee
- E. Render to the Chair and Secretary, or to the Executive Committee, whenever it may require or request it, an account of all his/her transactions as Treasurer and a financial statement in form satisfactory to it, showing the condition of the Executive Committee
- F. In general, perform all of the duties incident to the office of Treasurer and such duties as from time to time may be assigned to him/her by the Chair or the Executive Committee
- G. Maintain all records and receipts for a period of seven (7) years, which shall be handed over to the incoming Treasurer.

SECTION 10: Non-Elected Positions. Non-elected/non-voting positions shall be appointed by the Chair, subject to approval by a majority vote of the Executive Committee. Positions include, but are not limited to, Communications Director, Assistant Treasurer, and Data Management Director.

SECTION 11: Officers Not Required to be Members. It is not required that the officers be members of the Executive Committee. Any officer who is elected by the Executive Committee who is not an elected member of the Executive Committee shall upon his/her election as an officer become a voting member of the Executive Committee.

SECTION 12: Neutrality. “County Parties” shall maintain Neutrality to maintain party unity, and not support one Democrat over another Democrat in a Democratic Primary to maintain unity. Officers on the other hand, as individuals, are encouraged to support Democratic candidates of their choice in a Democratic Primary. (Since the Chair of the County Party is seen in the public as “The County Party”, each county should decide whether or not they want the Chair to maintain neutrality in all except the Presidential Primary.) In order to participate in a Presidential Primary each person must declare support for a candidate. Chairs should also be allowed to choose a personal candidate.

SECTION 13: Members Must Support Nominees of the Democratic Party. Officers and Executive Committee members must support nominees of the Democratic Party. Failure to support a Democratic nominee may result in expulsion.

SECTION 14: Resignations. The resignation of any Officer of the Executive Committee shall be submitted in writing and shall take effect at the time specified therein. 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 the Chair. The Chair may establish committees to be composed solely of Executive Committee members or partly Executive Committee members and partly others, as deemed appropriate.

SECTION 2: Standing Committees. Standing committees to support the work of the Party shall be:

- A. Finance (chaired by the Treasurer)
- B. Outreach (chaired by the “Director of Outreach”)
- C. Events (chaired by the “Director of Fundraising and Events”)
- D. Fundraising (chaired by the “Director of Fundraising and Events”)
- E. Legislative Action (chaired by the Vice-Chair (“Director of Legislative Action”).
- F. Communications (chaired by the Chairman)

SECTION 3: Term of Office. Each member of the committee shall serve at the pleasure of the person or entity creating the committee, but no longer than until the next convention or until the committee is terminated.

SECTION 4: Removal of any Member of the Committee. Any member of any committee may be removed by a majority vote of the Officers, whenever in their judgment the best interest of the party shall be served by that removal.

ARTICLE X CONDUCT OF BUSINESS AT MEETINGS

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

1. Call to order
2. Pledge of Allegiance
3. Welcome and recognition of visitors
4. Establishment of a quorum
5. Approval of the minutes of the previous meeting
6. Elections to fill vacant positions
7. Treasurer’s report
8. Old Business
9. Resolutions/New Business
10. Announcements
11. Adjournment

**ARTICLE XI
RESOLUTIONS**

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

**ARTICLE XII
CONTRACTS AND EXPENDITURES**

SECTION 1: Contracts and Expenditures. All Executive Committee members 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 obligate the WCDP to \$200 or more unless such expenditures or contracts are authorized by a majority vote of Executive Committee members present at a duly called meeting at which a quorum is present. Expenditures for obligations less than Two Hundred Dollars (\$200.00) may be authorized by the Chair.

SECTION 2: Audits. Auditors may be designated by the Executive Committee, who shall audit and examine the bills and account of the Wilson 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.

**ARTICLE XIII
PARLIAMENTARY PROCEDURES**

The current edition of Robert's 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**

Recommendations for amendment or substitution to these bylaws shall be made available to members of the Executive Committee at least fourteen (14) days prior to consideration. These bylaws may be amended or substituted by a two-thirds (2/3) vote of the membership of the Executive Committee present at any meeting of the Executive Committee called for the purpose of amending these bylaws.

**ARTICLE XV
RULES**

The Wilson County Democratic Party is a constituent part of the Tennessee Democratic Party. The Wilson County Democratic Executive Committee is an organization created by the State Democratic Executive Committee, having full authority in all matters over the Wilson County Democratic Executive Committee. If any conflict between the county bylaws and the bylaws of the Tennessee Democratic Party occurs, the bylaws of the Tennessee Democratic Party bylaws prevail.