

HOUSTON COUNTY DEMOCRATIC COMMITTEE

By-Laws of the

Democratic Committee of Houston County

Adopted: May 15, 2003

Amended: November 19, 2008

Preamble

We, the members of the Democratic Party of Houston County are committed to the establishment of a Committee open to all Democrats of Houston County, Georgia. We are committed to the wisdom and efficiency of the will of the majority; to a belief in the merits of a two Party system of government, which allows for diversity of groups and individuals and to the belief that our Party will be strengthened by these differences. We believe in the value of the individual and believe that government, while protecting life, liberty, and property of individuals, must also be responsive to their collective needs and wills. To this end, we encourage full, timely and equal opportunity for all segments of the population to participate in Committee.

We pledge ourselves to an honest participation of all citizens within the framework of the United States Constitution and the laws of the United States and the State of Georgia.

for the Committee,

Jim Pearsall, Chair

HOUSTON COUNTY DEMOCRATIC COMMITTEE

By-Laws

ARTICLE I

Section A - Name

The name of this organization shall be the Houston County Democratic Committee, hereinafter referred to as the "HCDC".

Section B - Location

This organization shall serve as the Democratic Committee for Houston County, Georgia as outlined in The Charter, By-laws and Rules of the Democratic Party of Georgia.

Section C - Territorial Area

The HCDC shall function in the territorial area of Houston County, Georgia.

ARTICLE II

Section A - Membership

Membership is open to any person residing within the territorial limits of Houston County, who professes to be a Democrat and who demonstrates allegiance to the principles, traditions and beliefs of the Democratic Party.

Section B - Dues

Annual dues will be twelve dollars (\$12.00) to run January through December of the current year. Dues will not be prorated or refunded. Payment of dues, while not mandatory for membership, is strongly encouraged.

ARTICLE III

Section A - Governance

The governing authority of the HCDC shall be the Executive Committee. Such Executive Committee shall conduct all business of the HCDC at any duly called meeting of the Executive Committee and/or the HCDC. To this end, we encourage HCDC members to participate in discussion during general meetings.

Section B - Executive Committee Members

Executive Committee members shall be elected as follows:

1. The Executive Committee shall consist of a minimum of thirteen (13) members.
2. The Executive Committee shall have the authority to appoint five (5) at-large members.

Section C - Election of Executive Committee Members

1. The party shall elect members to the Executive Committee at the November meeting of the HCDC.
2. Party members shall be allowed to nominate candidates to the Executive Committee from the floor at the November meeting.

3. At the November meeting of the HCDC, Committee members shall elect, either by a show of hands or a secret ballot, the members of the Executive Committee.

4. Executive Committee members shall serve ~~four (4) year~~ two (2) year terms.

5. In the year 2002 and thereafter committee members shall be elected and/or appointed by Houston County political districts, as such districts exist following the reapportionment pursuant to the 2000 census or any such future reapportionment. Such districts are: the city of Warner Robins, the city of Perry, the city of Centerville and those areas of the county lying outside the limits of the aforementioned cities. HCDC districts shall be designated as follows:

a. District 1 - Houston County (less cities) - 4 members - 2 members elected on even numbered years and 2 members elected on odd numbered years

b. District 2 - City of Warner Robins - 6 members - 3 members elected on even numbered years and 3 members elected on odd numbered years.

c. District 3 - City of Perry - 2 members - 1 member elected on even numbered years and 1 member elected on odd numbered years.

d. District 4 - City of Centerville - 2 members - 1 member elected on even numbered years and 1 member elected on odd numbered years

Section D - Duties of Executive Committee

1. To promote development of the Democratic Party organizations and activities.
2. To seek and encourage qualified candidates for public office.
3. To support Democratic nominees.
4. To perform election functions as are required by law.
5. To maintain appropriate records.
6. To raise funds for appropriate purposes.
7. To perform such duties as may be required by the State Committee.

Section E - Election and Responsibilities of Executive Committee Officers

1. Officers shall be elected from and by the members of the Executive Committee at the December meeting. This shall be first order of business at the meeting. The chair from previous year will preside over this meeting until the new Chair is elected, after which time the new Chair shall conduct the meeting.
2. The Officers of the Executive Committee shall consist of a Chair, 1st Vice-Chair, 2nd Vice-Chair, Secretary, and Treasurer.
3. The Officers shall serve a two year term.
4. The Chair shall preside over all meetings of the HCDC; shall perform the usual duties of this office, shall decide all questions or disputes not controlled by laws of the State party; and shall provide for and shall perform other duties as may be required by the Committee or the State Party Charter and By-laws.
5. A Vice-Chair who shall act in the absence of the Chair, shall; serve as ex-officio member of all committees, shall see that all persons entering the meetings are members and notify the Chair of any visitors, shall assist the Chair in maintaining order, shall, in the absence of the Chair, be authorized to sign vouchers, checks, and other documents, and shall perform other duties as may be required by the Committee, or the State Party Charter and By-laws.
6. A 2nd Vice-Chair who shall act in the absence of the Chair and/or the 1st Vice Chair, shall assist the 1st Vice Chair in the performance of those duties.
7. A Secretary, who shall take minutes at all official meetings of the Party; shall retain all records of the HCDC including minutes and other historical and official documents; shall distribute minutes to the Executive Committee members; shall maintain accurate lists of Executive Committee members including addresses, phone numbers and e-mail addresses; shall assist the Chair with agendas; shall conduct correspondence for, and in the name of the Committee; shall present all communications and bills to the Committee and deliver such bills to, and for the files of the Treasurer; shall draw orders on the Treasurer when passed by the Committee; and shall perform the usual duties required of this office, and perform such other duties as may be required by the Committee and/or the State Party Charter and By-laws.
8. A Treasurer who shall receive all funds of the Committee, give a receipt thereof, and deposit same in a bank of sound financial standing in the name of the Committee; shall pay all properly drawn orders by check, which check shall be countersigned by the Chair or Vice Chair; shall file

any required government reports; shall perform the usual duties of this office; and shall perform other such duties as stated by the Committee and/or the State Party Charter and By-laws.

Section F- Appointments

The Chair of the Executive Committee shall make the following appointments:

1. a Chair of committees to perform necessary tasks;
2. a Chaplain
3. a Parliamentarian who shall be present at all meetings of the Party, and shall be prepared to rule on all questions concerning procedures and points of order; and perform the usual duties required of this office. In the absence of the Parliamentarian, a temporary Parliamentarian shall be appointed.
4. a temporary Chair for the purposes of conducting the meeting in the absence of the Chair, 1st Vice-Chair and 2nd Vice Chair at a duly scheduled meeting.

If any member of the Executive Committee disagrees with an appointment, she/he may ask for a vote to change the appointment, and a majority vote of the Executive Committee shall rule.

Section G - Executive Committee Member and Officer Vacancies

When a vacancy on the Executive Committee occurs, the members of the Executive Committee shall fill that vacancy for the remainder of the term from the HCDC membership. If a vacancy in any position of the officers occurs, the members of the Executive Committee shall fill that vacancy from the Executive Committee for the remainder of the term.

Section H - Removal of Executive Committee Member and Officer

The duty of each member of the Executive Committee is to take an active role in the operation of the HCDC.

If an Executive Committee member is unable to attend three unexcused meetings and has not assumed active involvement in the HCDC, the officers of the Executive Committee may call for a resignation and appoint a nominating committee to select a replacement candidate who is able to fulfill these obligations. If the Executive Committee member feels he or she has been asked unfairly to terminate his or her term, she or he may call for

a hearing of the Executive Committee to reconsider the Chair's decision. The member to be removed shall be notified of termination via certified, return receipt mail.

Section I - Filing Requirements In meeting filing requirements set forth in the State Charter and By-laws and the State Election Code, the Executive Committee shall report directly to the State Chair and the Election Superintendent the following documents:

1. a list of Executive Committee members;
2. all charter, by-laws, and regulations of the Party and affiliate organizations;
3. a certification by the Chair that the Party is duly constituted and organized, and is following sound financial operating procedure;
4. an annual report of activities or meeting minutes, the location and signatories of all Party bank accounts.

ARTICLE IV

Section A - Meetings

The HCDC shall conduct regular monthly meetings.

Section B - Notice of Meetings

1. Notices of regular and special meeting times and places of the Party shall be mailed or e-mailed to all members of the Executive Committee and posted in the local newspaper at least five days prior to the date of the meeting. Notices of meetings of the Executive Committee shall be mailed or e-mailed five days prior to the meeting date, or, in case of emergency, members may be telephoned or e-mailed for immediate notification and response.

Section C - Quorum

A quorum to transact business at any duly called meeting shall consist of the Chair or the Chair's appointee, and four (4) members of the Executive Committee.

Section D - Rules of Order

Roberts Rules of Order (Newly Revised) shall govern the conduct of meetings of the HCDC, the Executive Committee and all other committees.

Section E - Special Meetings

Special meetings may be called by the Chair or by:

1. A written request to the Chair signed by six members of the Executive Committee; or
2. a written request to the Chair signed by four (4) members of the HCDC.

Section F - Affiliate Organizations

The Party may recognize and allow affiliation of such county organizations the Executive Committee deems appropriate, as provided for in the State Party Charter and By-laws.

Section G - Prohibitions

No member of the HCDC or Executive Committee shall receive compensation for, or be reimbursed for, expenses incurred while attending a meeting of the HCDC or an Executive Committee meeting.

Section H - Committees

The Executive Committee shall provide for an Affirmative Action committee and any other committees, as the Executive Committee may deem necessary including but not limited to a Bylaws/Policies & Procedures Committee, Finance Committee, Ways and Means Committee, Membership Committee, Nominating Committee, Political Action Committee, Publicity and Public Relations Committee and a Steering Committee. A full description of the committees and their responsibilities is contained in Appendix A.

ARTICLE V

Section A - Policy

1. The HCDC shall not endorse or support candidates for public office prior to nomination by Democratic Party. However, it shall be the right of members, as individuals, to participate actively in campaigns in the Democratic Party primaries and in non-partisan elections.
2. The Party shall actively support the nominees of the Democratic Party in national, state, and local elections.
3. The Executive Committee may establish or declare policy that is consistent with the By-laws.

ARTICLE VI

Section A - Adoption of By-laws

1. The HCDC may adopt new by-laws or amendments to these by-laws by the vote of a majority of the members present at a regular meeting, provided notice of the intent to adopt or amend the by-laws has been given in writing to members either delivered by mail or email or published in the local paper at least 14 days prior to the meeting.
2. All changes in By-laws shall be presented to the HCDC at a duly called regular meeting but shall not be voted upon until the next duly called regular meeting.

Section B - Adoption of Rules

The Executive Committee shall adopt rules and regulations not in conflict with the provisions of the State Party Charter and By-laws and the State Election Code. Such rules and regulations shall become effective only when copies, certified by the Chair of the HCDC Executive Committee have been filed with the Houston County Elections Superintendent and the State Party Chair.

BYLAWS/POLICIES & PROCEDURES COMMITTEE

Develops recommended policies and procedures to ensure efficiency, effectiveness and accountability of the HCDC.

FINANCE COMMITTEE

Provides overall supervision of the finances of the HCDC, audits the books of the Secretary and Treasurer, and makes reports and recommendations to the HCDC on matters relating to financial matters.

WAYS AND MEANS COMMITTEE

Conducts special fund-raising events and activities throughout the year.

Secures promotional items to be sold (bumper stickers, Tee shirts, caps, coffee mugs, buttons, license plates, or other items that project a positive image of Democratic ideals).

MEMBERSHIP COMMITTEE

Plans and implements the HCDC membership program .

Promotes development of Democratic Party organizations, and activities including Young Democrats, and League of Democratic Women.

Cultivates select groups such as older voters, ethnic groups, women, veterans and organized labor .

Processes applications for HCDC membership and ensures all HCDC positions are filled.

Maintains and distributes HCDC Executive Committee Directory to Executive Committee members and other interested parties.

Assists with staffing registration table at monthly meetings and special events.

NOMINATING COMMITTEE

Presents a proposed slate of officers in accordance with the HCDC Bylaws.

POLITICAL ACTION COMMITTEE

Implements strategic plan for upcoming elections including operation of a campaign headquarters.

Seeks and encourages qualified candidates for public offices.

Supports and orients Democratic nominees and performs such election functions as required by law.

Recruits deputy registrars and distributes/mailes registration forms to help register voters.

Secures and distributes absentee voter applications as allowed by law.

HOUSTON COUNTY
BOARD OF ELECTIONS

JAN 23 2015

STATE OF GEORGIA

HOUSTON COUNTY DEMOCRATIC COMMITTEE

By-Laws of the

Democratic Committee of Houston County

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We pledge ourselves to an honest participation of all citizens within the framework of the United States Constitution and the laws of the United States and the State of Georgia.

for the Committee,

Jim Pearsall, Chair

_____ **County 2015 Certification BYLAWS**

_____ **Yes**, our County Committee amended our Bylaws in 2015

_____ **No**, our County Committee did not amend our Bylaws in 2015.

If your answer was yes, please provide the following information.

_____ Date when the bylaws were amended.

The sections that were changed are:

(LIST THEM HERE)

The changes were needed because:

(EXPLAIN HERE)

PLEASE SUBMIT A COPY OF YOUR BYLAWS

31

_____ COUNTY

Received by _____ at
the DPG

Date Received: _____

_____ DATE

CHAIR CERTIFICATION:

I _____ certify that the _____ county
committee has been duly constituted and organized and has been following sound financial
operation procedures. Our committee has:

Met at least quarterly over the past year;
Has made a good faith effort to ensure that all members of our diverse
populations are fairly represented on the committee; and
Been divided fairly and in accordance with the DPG Bylaws into districts.

Signature of Chair

Printed Name of Chair

Date

County Democratic Party

FINANCIAL REPORT

January 1, 2015 through December 31, 2015

Bank Name: _____	Account Number: _____
Bank Address: _____	Type of Account: _____
City, GA Zip _____	(Checking, Savings, Fund)
Bank Phone _____	Credit/Debit Card Number (if guaranteed by County Bank Account) _____
Bank Manager's Name: _____	EIN / Tax ID: _____
Year End Balance: \$ _____	Signatories to Account: _____
Total Unpaid Debt: \$ _____	

Financial Activities Detail

Beginning Balance

\$ _____
(yours may be zero)

Income:

Membership Fees	\$ _____
Merchandise (bumper stickers, t-shirts)	\$ _____
Bequeathed Donations	\$ _____
Annual Fundraiser	\$ _____
Candidate Qualifying	\$ _____
Interest	\$ _____
Other: _____	\$ _____

Total Income:

\$ _____ \$ _____
(sub-total)

Expenses:

Office Supplies	\$ _____
Postage	\$ _____
Printing/Copying	\$ _____
Advertising	\$ _____
Meeting Room	\$ _____
Fundraiser Banquet Hall & Meals	\$ _____
Other: _____	\$ _____

Total Expenses:

\$ _____

Ending Balance:

\$ _____
(Total)

This report is certified by:

Signature of County Chair

Signature of County Treasurer

This form can be copied for multiple bank accounts.

Next Page:

Financial Report. Use the DPG Template.

Next Page:

Annual Report. This should include a copy of all minutes from your meetings as submitted by your Secretary. Also, this is a great place for the Chair to write a short summary if she or he wishes to share with the State Party successes, challenges and vision for the coming year.

Next Page:

Member List—officers and all committee members. Include full name, address, phone number and email address.

Next Page:

If there were any elections for officers, committee members or state committee members over the year, please include the method for advertising the election, the affidavits, and the elections results here.

Next Page:

Statement on whether or not any changes have been made to your County Committee bylaws. Examples of the statements:

The _____ County Committee has not made any changes to the Bylaws over the past year.

--or--

The _____ County Committee amended our bylaws on the following date _____. The section(s) that were changed are:

- List the sections that were changed here

This change was needed because: _____.

Next Page:

Include a copy of the most recent bylaws.

County Democratic Party

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January 1, 2015 through December 31, 2015

Bank Name: _____

Bank Address: _____

City, GA Zip _____

Bank Phone _____

Bank Manager's Name: _____

Year End Balance: \$ _____

Total Unpaid Debt: \$ _____

Account Number: _____

Type of Account: _____

(Checking, Savings, Fund)

Credit/Debit Card Number (if guaranteed by County Bank Account)

EIN / Tax ID: _____

Signatories to Account: _____

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\$ _____ \$ _____
(sub-total)

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Postage \$ _____

Printing/Copying \$ _____

Advertising \$ _____

Meeting Room \$ _____

Fundraiser Banquet Hall & Meals \$ _____

Other: _____ \$ _____

Total Expenses:

\$ _____

Ending Balance:

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(Total)

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