

THURSTON COUNTY DEMOCRATIC CENTRAL COMMITTEE

BYLAWS FOR 2007-2008

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ARTICLE I — NAME & OBJECTIVES

Section 1: Name

The official name of the organization is the Thurston County Democratic Central Committee (TCDCC). The organization may also be referred to as the Thurston County Democrats (TCD).

Section 2: Objectives

- A. To elect Democrats.
- B. To strive for a truly representative party, open to all, to work for all the people through the Democratic Party, and to promote the principle expressed in the Constitution of the United States that the power to govern resides with the people.
- C. To adhere to those concepts and policy positions expressed in the county, state, and national Democratic Platform.

ARTICLE II — MEMBERSHIP & PARTICIPATION

Section 1: Governing Body

The TCDCC governing body consists of the duly elected or appointed Democratic Precinct Committee Officers (PCO) in accordance with RCW 29A.80 and other members as outlined in this article.

Section 2: Membership

- A. All elected and appointed Democratic Precinct Committee Officers (PCOs) registered to vote in Thurston County shall be members.
- B. Any other registered voter residing within Thurston County who declares him/her self a Democrat may become a voting member 30 days following receipt of annual dues. Renewing members shall maintain their eligibility to vote upon payment of current annual dues.
- C. Members who are not PCOs are allowed to fully participate in the Thurston County Democrats except for those duties limited to PCOs by State statute or by the charter and bylaws of the Washington State Democratic Party.
- D. The membership shall establish the amount of annual dues by the January meeting of each calendar year. Dues will be paid at the time of joining and be renewable in February of each year.

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ARTICLE III — PRIVACY

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Section 1: Information Collection and Use

Thurston County Democrats may collect information (address, phone number, email address) from members and use such information to contact, provide informational materials, and of course to share various political communications.

Thurston County Democrats is the sole owner of the information collected. TCD will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. Nor will we allow use of the information that will compromise the interest of the Thurston County Democrats or individual members.

We may use outside mailing companies to mail you information from candidates, political causes, and campaigns. The mailing companies shall not use personally identifiable information except for the purpose of providing contracted mail services. They will not retain, share, store or use information provided by Thurston County Democrats for any secondary purposes.

ARTICLE IV — PRECINCT COMMITTEE OFFICERS

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Section 1: Duties - PCOs shall:

- A. Elect all TCDCC officers and Thurston County state committee representatives (RCW 29A.80). Election of officers and state committee representatives shall occur no later than the second Saturday of January in odd numbered years.
- B. Fill vacancies on the Democratic Party ticket.
- C. Call conventions and elect delegates to conventions.
- D. Make rules and regulations through the TCDCC.
- E. Attend all monthly TCDCC meetings, or arrange for a proxy to attend.
- F. Identify the location, notify the public, convene and chair the Biennial Precinct Caucus in accordance with state law and the Party Charter.
- G. Attend all Legislative District meetings and caucuses within the district in which they reside, and elect a District Chair, Vice Chair, and two State Central Committee representatives.
- H. Recruit and recommend to the Executive Committee the names of persons willing to serve as election Board Workers, persons willing to fill any vacancy within the organization, and help with fundraising.
- I. Canvass and conduct telephone polls, coffee hours, doorbell, poll watch, and perform other activities to help elect Democrats.
- J. Chose the Democrats of the year.

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85 **Section 2: PCO Proxies**

86 Any PCO may designate a proxy to attend meetings when the PCO cannot. The
87 designated proxy must be a registered voter and reside in the PCO's precinct. The
88 proxy shall be filed in writing with the Secretary of the TCDCC, and it will
89 remain in effect until revoked by the PCO, or until the next general election. A
90 proxy may not vote at the biennial reorganization meeting or on any recall
91 motion.

92
93 **Section 3: PCO Resignation**

94 A PCO may resign at any time. Upon resigning, the PCO shall submit a written
95 resignation to TCDCC, P.O. Box 164, Olympia, WA 98507 or send an e-mail to
96 the TCDCC First Vice Chair. The TCDCC First Vice Chair will verify the
97 resignation and notify the County Auditor.

98
99 **Section 4: PCO Vacancies**

100 Vacant PCO positions shall be filled by majority vote of the Executive
101 Committee. An appointed PCO must be a registered voter in the precinct served.
102 If a PCO resigns or moves out of a precinct, the PCO position is then vacant. Any
103 TCDCC member may nominate a candidate to fill a vacant PCO position. All
104 nominations shall be made in writing and submitted to TCDCC, P.O. Box 164,
105 Olympia, WA 98507 or by sending an e-mail to the TCDCC First Vice Chair.
106 The Executive Committee shall act on the nomination no later than the next
107 meeting of the Executive Committee after nominations are received.

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ARTICLE V — ELECTION OF TCDCC OFFICERS

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111 **Section 1: Election**

112 The Chair, First Vice Chair, Second Vice Chair, Secretary, and Treasurer are
113 officers of the organization. They are elected by the elected PCO membership at
114 the annual Reorganization meeting and serve two-year terms effective upon
115 election at the Reorganization meeting. The Chair and First Vice Chair shall be
116 of the opposite sex.

117

118 **Section 2: Vacancies**

119 After a minimum ten (10) day notification to the membership, the TCDCC shall
120 fill vacant officer positions by election.

121

122 **Section 3: Leave Of Absence**

123 Any officer filing for elected public office outside the TCDCC, except the office
124 of PCO, shall be automatically placed on leave of absence until the public office
125 election is certified, or the officer's candidacy is withdrawn. The Executive
126 Committee shall appoint an acting replacement for that officer position at the next
127 Executive Committee meeting after the leave of absence takes effect.

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ARTICLE VI — DUTIES OF TCDCC OFFICERS

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Section 1:

Chair

The Chair is responsible for directing the organization. The Chair shall:

- A. Act as spokesperson for the TCDCC.
- B. Direct the organization in a manner consistent with the Executive Committee strategic plan.
- C. Convene and conduct monthly TCDCC and Executive Committee meetings.
- D. Convene the Thurston County Democratic Convention.
- E. Authorize and approve expenditures within the approved budget limits.
- F. Appoint committee chairs as needed to fulfill the duties of office, and make other appointments authorized by the Executive Committee and these Bylaws.

Section 2:

First Vice Chair

The First Vice Chair is responsible for political field operations and shall:

- A. Direct the organization in the Chair's absence and shall assume all the authority, duties, and responsibilities of the Chair.
- B. Serve on the TCDCC Executive Committee.
- C. Recruit Precinct Committee Officer candidates.
- D. Train new PCOs on PCO duties and responsibilities.
- E. Develop and maintain TCDCC mailing lists and donor database.
- F. Coordinate with the State Party to enhance and maintain the Registered Voter File.
- G. Organize and lead TCDCC efforts to canvass precincts and register new voters.
- H. Develop and submit a preliminary annual budget needed to carry out the duties of First Vice-Chair to the Executive Committee by the 1st of February of each year.
- I. Organize biennial party caucuses and the County Convention.
- J. Recruit election board members and poll watchers, and act as liaison to the County Auditor's office for all election related activities.
- K. Recruit volunteers and recommend appoint of committee members and chairs as needed to fulfill the duties of the office of First Vice Chair.

Section 3:

Second Vice Chair

The Second Vice Chair is responsible for organizational fundraising and TCDCC event planning and shall:

- A. Plan, organize and direct TCDCC fundraising activities and membership events, such as soliciting membership donations, burger booth sales at TESC Super Saturday and the Olympia Lakefair, and managing TCDCC events such as the Champagne Breakfast, Jefferson-Jackson dinner, the Summer Picnic and end of year Holiday Party.

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- 174 B. Recruit volunteers and recommend appointment of committee members and
175 chairs as needed to fulfill the duties of the office.
176 C. Serve on the TCDCC Executive Committee.
177 D. Develop and submit a preliminary annual budget needed to carry out the
178 duties of the Second Vice Chair to the Executive Committee by the 1st of
179 February of each year.
180 E. Inventory, record in writing and manage the security of all fundraising assets
181 including but not limited to any TCDCC equipment or supplies such as the
182 TCDCC Burger Booth, computers, printers, copiers, and telephones valued at
183 or above \$100. Inventory records should be copied to the Treasurer and
184 Secretary with copies maintained by the TCDCC Secretary.
185

186 **Section 4: Secretary**

187 The Secretary is responsible for orderly maintenance of TCDCC records. The
188 Secretary shall:
189

- 190 A. Serve on and take minutes of TCDCC and Executive Committee meetings,
191 and at the County Convention.
192 B. Make copies of Executive Committee and TCDCC meeting minutes available
193 at each TCDCC meeting.
194 C. Maintain TCDCC convention documents and PCO attendance records for
195 each meeting.
196 D. Manage expendable office supplies.
197 E. Secure and maintain all records and official documents of the TCDCC.
198 F. Prepare official correspondence of the TCDCC.
199 G. Maintain a list of parliamentarians authorized by the Executive Committee.
200

201 **Section 5: Treasurer**

202 The Treasurer is responsible for managing TCDCC funds. The Treasurer shall:
203

- 204 A. Receive funds and disburse properly authorized expenditures for the
205 organization.
206 B. Prepare and maintain monthly and annual financial statements and balance
207 sheets.
208 C. Prepare and file all Public Disclosure Commission Reports in a timely
209 fashion, in accordance with the Revised Code of Washington (RCW), the
210 Washington Administrative Code (WAC) and deadlines.
211 D. Participate in annual review of financial records.
212 E. Prepare a written monthly TCDCC financial status report for the Executive
213 Committee meeting and distribute it at the regular monthly TCDCC meeting.
214 F. After consultation with the TCDCC Officers and Committee Chairs, draft a
215 preliminary annual budget proposal for review by the Executive Committee in
216 February and for approval by the TCDCC membership effective no later than
217 March 1st of each year.

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218 G. In consultation with TCDCC officers, review and correct as needed the
219 written inventory of TCDCC assets.
220

ARTICLE VII — REMOVAL OF OFFICERS

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223 **Section 1: Absenteeism**

224 Unless excused by the Chair, a TCDCC officer is automatically removed for
225 missing three consecutive TCDCC or Executive Committee meetings.
226

227 **Section 2: Grounds For Recall**

228 Any officer may be removed by recall vote on one or more of the following
229 grounds:

- 230 A. Failure to perform duties as prescribed by ARTICLE V.
- 231 B. Making public endorsements of candidates, initiatives or referendums in the
232 TCDCC’s name without prior approval by the TCDCC membership or
233 Executive Committee.
- 234 C. Illegal use, misuse, loss or damage of TCDCC assets such as equipment,
235 property, data or funds.
- 236 D. Failure to follow Public Disclosure laws and regulations.
- 237 E. Authorizing or expending funds or obligating TCDCC to debt without proper
238 prior authorization by the TCDCC or Executive Committee.
239

240 **Section 3: Procedures For Recall**

- 241 A. Any motion to recall an officer must be in writing and signed by at least ten
242 (10) TCDCC members.
- 243 B. A recall motion shall be referred to the Executive Committee for review.
244 Written notification of a recall motion shall be made to the membership within
245 10 days of referral to the Executive Committee.
- 246 C. Following notification to the membership, the Executive Committee shall
247 conduct a hearing into the recall motion. This hearing shall be open to all
248 TCDCC members and the hearing date notification must be sent to all
249 TCDCC members ten (10) days in advance of the hearing date. At the next
250 TCDCC meeting after the hearing is concluded, or at a specially convened
251 meeting of the TCDCC, the Executive Committee will make its
252 recommendation to the membership.
- 253 D. A two-thirds vote of the voting members present at the next regular TCDCC
254 meeting is required to recall an officer.
- 255 E. In no case shall a recall motion remain unresolved for more than 45 days.
256

257 **ARTICLE VIII — STATE COMMITTEE REPRESENTATIVES**
258

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259 **Section 1: Selection**
260 State Committee representatives shall be of the opposite sex and elected by the
261 PCOs of the TCDCC.

262
263 **Section 2: Duties**
264 A. Attend all properly called State Committee meetings, or designate a proxy in
265 accordance with state party rules.
266 B. Report to the state committee on issues raised by the TCDCC.
267 C. Report to the TCDCC on issues raised by the state committee.
268 D. Supply minutes of state committee meetings to the TCDCC Secretary.
269

270 **ARTICLE IX — EXECUTIVE COMMITTEE**

271
272 **Section 1: Composition**
273 The Executive Committee shall be composed of the following nine positions:
274

- 275 A. The five duly elected TCDCC officers.
276 B. The two Thurston County State Committee Representatives.
277 C. Two members of the opposite sex elected at-large from the membership.
278

279 **Section 2: Quorum**
280 In order to conduct official TCDCC business between monthly membership
281 meetings, the Executive Committee quorum shall consist of at least five members
282 who are present until adjournment of that Executive Committee meeting.
283

284 **Section 3: Responsibilities**
285 The Executive Committee shall:
286
287 A. Act on behalf of the general membership between TCDCC meetings.
288 B. By no later than February 15 of each fiscal year, establish and publish a
289 Strategic Plan and event calendar to meet the objectives of ARTICLE I.
290 C. Develop a strategic plan for fundraising and an annual budget for approval by
291 the membership no later than the February TCDCC meeting in each calendar
292 year.
293 D. Set authorized spending limits, and be authorized to spend up to \$500 for non-
294 candidate or non ballot issue and non-budgeted items between TCDCC
295 meetings.
296 E. By majority vote of the Executive Committee, approve and/or remove
297 committee chairs.
298 F. Propose TCDCC meeting agenda items.
299 G. Establish, publish and maintain an annual calendar of TCD events.
300 H. Recommend candidates for campaign services eligibility to the TCDCC
301 members.
302 I. Review and act on Treasurer's monthly report.

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- 303 J. Recruit and confirm by majority vote, all TCD staff hiring and firing.
304 K. Establish staff compensation.
305 L. Establish a list of approved parliamentarians.
306 M. Make recommendations to the TCDCC membership on acceptance or
307 rejection of all Recall Motions.
308 N. Inventory, manage and maintain the fundraising assets, such as the
309 Demoburger booth/trailer, equipment and the database of Thurston County
310 Democrats.
311 O. Estimate revenues required to fund operating expenses, programs, and events.
312 P. Monitor expenditures and refer action items to the Executive Committee.
313 Q. Develop new ideas and techniques to fund the Executive Committee Strategic
314 Plan.
315 R. Develop a preliminary annual budget to be submitted to TCDCC.
316 S. In even numbered years, establish and manage a TCD local campaign office.
317

318 **Section 4: Meetings**

- 319 A. The Executive Committee shall meet at a public location, accessible to the
320 disabled, at least one week prior to the TCDCC monthly meeting. By a
321 majority vote, the Executive Committee may go into executive session to
322 exclude members of the public to discuss but not take action on legal or
323 personnel issues. All official TCDCC votes will be taken in meetings open to
324 TCDCC members.
325 B. Emergency meetings may be called by the Chair or First Vice Chair with 72
326 hours advance notice to all Executive Committee members.
327 C. Copies of Executive Committee meeting minutes shall be available to
328 members at the next TCDCC meeting.
329

330 **ARTICLE X — TCDCC COMMITTEES**

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332 **Section 1:** The Executive Committee may establish standing committees as needed to
333 perform the duties and meet the objectives of the organization. Any member of TCDCC may
334 volunteer to serve on these committees.
335

336 **Section 2:** Ad hoc committees may be established as needed.
337

338 **Section 3: Appointments**

339 Standing Committee chairs may be nominated by any member of the Executive
340 Committee but their appointment shall be confirmed by majority vote of the
341 Executive Committee. The Executive Committee shall act on the nominations no
342 later than the next meeting after nominations are received.
343

344 **Section 4: Removal**

345 A. Provided reasons are presented, any Officer may recommend to the Executive
346 Committee removal of a Committee chair.

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- 347 B. Any person subject to removal action shall be notified five (5) days in
- 348 advance of a proceeding that affects the status of that person's appointment.
- 349 C. Removal of committee chairs shall be by majority vote of the Executive
- 350 Committee.
- 351

ARTICLE XI — FINANCIAL MATTERS

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- 354 **Section 1:** The TCDCC fiscal year begins on January 1st and ends on December 31st of the
- 355 calendar year.
- 356
- 357 **Section 2:** TCDCC bank accounts and all disbursements, including checks shall be signed by
- 358 two TCDCC officers, one of which shall be the Treasurer. The Chair and First
- 359 Vice Chair should be the other two officers on the bank account signature
- 360 documents.
- 361
- 362 **Section 3:** No TCDCC member (or officer) may obligate funds or create debt for the
- 363 TCDCC without approval, in advance, by a majority vote of the Executive
- 364 Committee or TCDCC.
- 365
- 366 **Section 4:** The Executive Committee may be authorized to spend up to \$500 on emergency,
- 367 non-budgeted items between TCDCC meetings. Non-budgeted expenditures
- 368 estimated to be above \$500 must be held over until the next TCDCC meeting.
- 369
- 370 **Section 5:** By October 1st of each year, the TCDCC Chair shall appoint and the Executive
- 371 Committee shall confirm by majority vote, a three-member Financial Review
- 372 Committee.
- 373
- 374 **Section 6:** The Financial Review Committee shall review the Treasurer's records each fiscal
- 375 year. The Financial Review Committee findings shall be reported to the general
- 376 membership no later than January 31st of the year after the fiscal year reviewed.
- 377 This committee will cease to function upon delivery of its report to the
- 378 membership.
- 379

ARTICLE XII — TCDCC MEETINGS

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- 382 **Section 1: Regular Meetings**
- 383 TCDCC meetings shall be held monthly at a public location accessible to the
- 384 disabled. TCDCC members shall be notified by mail ten (10) days in advance of
- 385 the meeting date when there are changes in the TCDCC monthly meeting
- 386 schedule or location. The meetings shall be open to the public and other
- 387 interested parties. By a majority vote of PCOs, PCOs may go into executive
- 388 session.
- 389

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390 **Section 2: Quorum**
391 A quorum exists when 40 percent of the members who have signed in are present.
392

393 **Section 3: Special Meetings**
394 A. The Chair or Executive Committee may call a special meeting of the TCDCC.
395 B. The TCDCC membership may direct the Chair to call a special meeting by
396 vote of ten (10) percent of the TCDCC members present.
397 C. All members shall be notified by mail ten (10) days in advance of the date of
398 a special meeting and four (4) days in advance of an Emergency meeting.
399 That notification shall include an agenda for that meeting.
400

401 **Section 4: Roberts Rules of Order**
402 Roberts Rules of Order, Revised, Tenth Edition, October, 2000 shall prevail in all
403 matters governing meetings that are not specifically addressed in these Bylaws.
404

405 **Section 5: Parliamentarian**
406 An approved parliamentarian shall be present at all regularly scheduled meetings
407 of the TCDCC, and at the biennial reorganization meeting of the TCDCC. The
408 Chair, Executive Committee, or membership may at anytime ask for a
409 parliamentarian to be present at other meetings as deemed necessary.
410

ARTICLE XIII — AMENDMENTS

411
412
413 A. These Bylaws may be amended by a two-thirds vote of the members present and voting at
414 any meeting, provided that notice of such proposed amendments shall have been published or
415 mailed to the membership ten (10) days before the meeting to vote on the change.
416 B. These Bylaws may be amended at a reorganization meeting by a simply majority of the
417 Precinct Committee Officers (PCOs) present and voting.
418

419 Adopted 12/04/06
420 Revised 6/25/07