

# **THURSTON COUNTY DEMOCRATS 2011-2012 BYLAWS**

**ADOPTED DECEMBER 6, 2010 BY TCDCC**

**THURSTON COUNTY DEMOCRATS**

**BYLAWS FOR 2011-2012**

**ARTICLE I — NAME & OBJECTIVES.....1**

**ARTICLE II — MEMBERSHIP & PARTICIPATION.....1**

**ARTICLE III — PRIVACY .....2**

**ARTICLE IV — PRECINCT COMMITTEE OFFICERS .....3**

**ARTICLE V — EXECUTIVE COMMITTEE.....4**

**ARTICLE VI — DUTIES OF TCD OFFICERS.....5**

**ARTICLE VII — REMOVAL OF OFFICERS.....8**

**ARTICLE VIII — EXECUTIVE COMMITTEE OPERATIONS .....9**

**ARTICLE IX — TCD COMMITTEES .....10**

**ARTICLE X — FINANCIAL MATTERS.....11**

**ARTICLE XI — AMENDMENTS .....13**

# THURSTON COUNTY DEMOCRATS

## BYLAWS FOR 2011-2012

### ARTICLE I — NAME & OBJECTIVES

1  
2  
3 **Section 1: Name**

4 The official name of the organization is the Thurston County Democrats (TCD).  
5 TCD is a membership driven organization made up of dues-paying members and  
6 the Thurston County Democratic Central Committee (TCDCC) of elected and  
7 appointed Precinct Committee Officers.  
8

9 **Section 2: Objectives**

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

### ARTICLE II — MEMBERSHIP & PARTICIPATION

17  
18  
19 **Section 1: Governing Body**

20 The TCD governing body consists of members as outlined in Section 2 of this  
21 article. Executive Authority to act on behalf of the membership is vested in the  
22 Executive Committee as outlined in Article V.  
23

24 **Section 2: Membership**

- 25 A. All elected and appointed Democratic Precinct Committee Officers (PCOs)  
26 registered to vote in Thurston County shall be members.  
27  
28 B. All locally elected Democratic partisan officials in both County government  
29 and the Legislature with districts inside Thurston County and residing in  
30 Thurston County shall be members of the TCDCC.  
31  
32 C. Any other registered voter residing within Thurston County who declares  
33 himself/herself a Democrat and pays annual membership dues shall be a  
34 member.  
35  
36 D. Members who are not PCOs are allowed to fully participate in the Thurston  
37 County Democrats except for those duties limited to PCOs by State statute or  
38 by the charter and bylaws of the Washington State Democratic Party.  
39

40 **Section 3: Term of Membership**

# THURSTON COUNTY DEMOCRATS

## BYLAWS FOR 2011-2012

- 41 A. Membership in TCD runs from February 1 through January 31 of the  
42 following year.
- 43 B. The membership shall establish the amount of annual dues by the January  
44 meeting of each calendar year. Dues will be paid at the time of joining and  
45 will be renewable by February of each year.
- 46 C. New paying members joining after the general election each year will be  
47 considered members from the completion of the current year and through the  
48 following membership year.
- 49 D. New non-PCO members may participate in discussion at the first regularly  
50 scheduled Thurston County Democrats meeting after they join, but may not  
51 vote until their 2<sup>nd</sup> meeting.
- 52 E. Renewing members may vote at all meetings, so long as their membership is  
53 current and is consistent with Article 2.
- 54 F. Members may join into perpetuity by purchasing a 'Lifetime Membership' for  
55 \$500, eliminating all future dues payments for that member. Lifetime  
56 Memberships are non-transferrable, and do not offer additional rights or  
57 obligations to the organization.

### 58 **Section 4: TCD Meetings**

- 59 A. Regular TCD meetings shall be held monthly at a public location accessible  
60 to the disabled. All TCD monthly meetings will also be meetings of TCDCC.  
61 TCD members shall be notified ten (10) calendar days in advance of the  
62 meeting date when there are changes in the TCD monthly meeting schedule or  
63 location. The meetings shall be open to the public and other interested parties.  
64 By a majority vote of PCOs present at a regularly scheduled TCD meeting,  
65 PCOs may go into executive TCDCC session.
- 66 B. A quorum exists when 40 percent of the members who have signed in are  
67 present.
- 68 C. The Chair or Executive Committee may call a special meeting of the TCD.  
69 The TCD membership may direct the Chair to call a special meeting by vote  
70 of forty (40) percent of the TCD members present at a regularly scheduled  
71 TCD meeting. All members shall be notified by mail ten (10) days in advance  
72 of the date of a special meeting. That notification shall include an agenda for  
73 that meeting.
- 74 D. Robert's Rules of Order, Revised, Tenth Edition, October, 2000 shall prevail  
75 in all matters governing meetings that are not specifically addressed in these  
76 Bylaws.
- 77 E. An approved parliamentarian shall be present at all regularly scheduled  
78 meetings of the TCD, and at the biennial reorganization meeting of the TCD.  
79 The Chair, Executive Committee, or membership may at anytime ask for a  
80 parliamentarian to be present at other meetings as deemed necessary.

### 81 **ARTICLE III — PRIVACY**

82

# THURSTON COUNTY DEMOCRATS

## BYLAWS FOR 2011-2012

83 **Section 1: Information Collection and Use**

84 Thurston County Democrats may collect information (address, phone number,  
85 email address) from members and use such information to contact, provide  
86 informational materials, and to share various political communications.  
87

88 Thurston County Democrats is the sole owner of the information collected. TCD  
89 will not sell, share, or rent this information to others in ways different from what  
90 is disclosed in this statement. Nor will we allow use of the information that will  
91 compromise the interest of the Thurston County Democrats or individual  
92 members.  
93

94 **Section 2: Outside Mailing Companies**

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

100 **ARTICLE IV — PRECINCT COMMITTEE OFFICERS**

101

102 **Section 1: Duties - PCOs shall:**

- 103 A. Elect certain TCD officers and Thurston County state committee  
104 representatives (RCW 29A.80). Election of officers and state committee  
105 representatives shall occur no later than the second Saturday of January in odd  
106 numbered years.
- 107 B. Vote on the adoption of and amendments to the bylaws of the TCD.
- 108 C. Attend all monthly TCD meetings, or arrange for a proxy to attend.
- 109 D. Identify the location, notify the public, convene and chair the Biennial  
110 Precinct Caucus in accordance with state law and the Party Charter.
- 111 E. Attend all Legislative District meetings and caucuses within the district in  
112 which they reside, and elect a District Chair, Vice Chair, and two State  
113 Central Committee representatives as per the bylaws of the Legislative  
114 District.
- 115 F. Recruit and recommend to the Executive Committee the names of persons  
116 willing to serve as Election Board Workers, persons willing to fill any  
117 vacancy within the organization, and help with fundraising.
- 118 G. Conduct canvasses, telephone polls, and coffee hours within his or her  
119 precinct, regularly update the registered voter database, and perform other  
120 activities to help elect Democrats.  
121

122 **Section 2: PCO Proxies**

123 Any PCO may designate a proxy to attend meetings when the PCO cannot. The  
124 designated proxy must be a registered voter and reside in the PCO's precinct. The  
125 proxy shall be filed in writing with the Secretary of the TCD, and it will remain in

**THURSTON COUNTY DEMOCRATS**

**BYLAWS FOR 2011-2012**

126 effect until revoked by the PCO, or until the next general election. A proxy may  
127 not vote at the biennial reorganization meeting or on any recall motion.  
128

129 **Section 3: PCO Resignation**

130 A PCO may resign at any time. Upon resigning, the PCO shall submit a written  
131 resignation to TCD, P.O. Box 164, Olympia, WA 98507 or send an e-mail to the  
132 TCD First Vice Chair. The TCD First Vice Chair will verify the resignation and  
133 notify the County Auditor.  
134

135 **Section 4: PCO Vacancies**

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

144 **ARTICLE V — EXECUTIVE COMMITTEE**  
145

146 **Section 1: Governing Power**

147 In order to run an effective and stream-lined organization, TCD  
148 membership vests certain powers and authority to an Executive Committee  
149 of elected and appointed members. All governing authority not expressly  
150 granted to the Executive Committee in these bylaws shall be retained by the  
151 membership.  
152

153 **Section 2: Executive Committee Membership**

154 The Executive Committee (TCDEC) shall be composed of 13 members  
155 as follows:

- 156 A. Chair
- 157 B. First Vice Chair
- 158 C. Second Vice Chair
- 159 D. Secretary
- 160 E. Treasurer
- 161 F. State Committee Woman
- 162 G. State Committee Man
- 163 H. LD 2 Chair (or appointed representative)
- 164 I. LD 20 Chair (or appointed representative)
- 165 J. LD 22 Chair (or appointed representative)
- 166 K. LD 35 Chair (or appointed representative)
- 167 L. At large member
- 168 M. At large member

**THURSTON COUNTY DEMOCRATS**

**BYLAWS FOR 2011-2012**

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**Section 3: Election and Appointment**

All elected officers must be members of TCD as defined in Article II. Election of officers shall immediately occur following party re-organization and adoption of bylaws. The following shall be applied to each office:

- A. The Chair, First Vice Chair, and Second Vice Chair Shall be elected by the TCDCC (Elected PCOs). The Chair and First or Second vice chair shall be of the opposite gender.
- B. The Secretary, Treasurer, and At Large Members shall be elected by the TCD membership.
- C. State Committee Representatives shall be of the opposite gender, and shall be elected by the TCDCC (Elected PCOs).
- D. LD Chairs will be elected by their respective LD committees. Each LD chair may appoint an ongoing representative to TCDEC to serve in their place.

**Section 4: Vacancies**

After a minimum ten (10) calendar day notifications to the membership, the TCD shall fill vacant officer positions by election at the next regularly scheduled TCD meeting. If necessary, the Chair may make a temporary appointment to fill a vacant position until an election is held. The Executive Committee may appoint an acting replacement for any officer taking a leave of absence at the next Executive Committee meeting after the leave of absence takes effect.

**ARTICLE VI — DUTIES OF TCD 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 TCD.
- B. Direct the organization in a manner consistent with the Executive Committee strategic plan.
- C. Convene and conduct monthly TCD and Executive Committee meetings.
- D. Convene the Thurston County Democratic Convention.
- E. Oversee 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 (Membership, PCO & Party-building)**

- A. The First Vice Chair is responsible for political field operations and shall: Direct the organization in the Chair's absence and shall assume all the authority, duties, and responsibilities of the Chair.
- B. Serve on the TCD Executive Committee.
- C. Oversee maintenance and updating of the TCD membership database
- D. Oversee recruitment and training of Precinct Committee Officer candidates.
- E. Oversee membership recruitment and volunteer recognition efforts.

# THURSTON COUNTY DEMOCRATS

## BYLAWS FOR 2011-2012

- 212 F. Coordinate with the State Party to enhance and maintain the registered voter  
213 file and oversee TCD efforts to canvass precinct and register new voters.  
214 G. Work with the treasurer to develop a preliminary budget needed to carry out  
215 the duties of First Vice-Chair.  
216 H. Oversee recruitment of election board members and poll watchers, and act as  
217 liaison to the county auditor's office for all election related activities.  
218 I. Recruit volunteers and recommend appointment of committee members and  
219 chairs as needed to fulfill the duties of the office of First Vice Chair.  
220

### 221 **Section 3: Second Vice Chair (Campaign Services)**

222 The Second Vice Chair is responsible for all direct and indirect services and  
223 relations with campaigns in Thurston County and shall:

- 224 A. Serve on the TCD Executive Committee.  
225 B. Chair the Campaign Services Committee.  
226 C. Serve as the body's liaison to all campaigns.  
227 D. Coordinate the recruitment of qualified candidates for office to ensure TCD is  
228 active in all local races.  
229 E. Recruit volunteers and recommend appointment of committee members and  
230 chairs as needed to fulfill the duties of the office of Second Vice Chair.  
231 F. Work with the treasurer to develop a preliminary budget needed to carry out  
232 the duties of Second Vice-Chair..  
233

### 234 **Section 4: Secretary**

235 The Secretary is responsible for orderly maintenance of TCD records. The  
236 Secretary shall:

- 237 A. Serve on and take minutes of TCD and Executive Committee meetings.  
238 B. Make copies of Executive Committee and TCD meeting minutes available at  
239 each TCD meeting.  
240 C. Manage expendable office supplies.  
241 D. Secure and maintain all non-database records and official documents of the  
242 TCDC.  
243 E. Prepare official correspondence of the TCD.  
244 F. Maintain a list of parliamentarians authorized by the Executive Committee.  
245 G. Oversee organizational communications, including website and newsletter.  
246 H. Recruit volunteers and recommend appointment of committee members and  
247 chairs as needed to fulfill the duties of the office of Secretary.  
248

### 249 **Section 5: Treasurer**

250 The Treasurer is responsible for managing TCD funds. The Treasurer shall:

- 251 A. Receive funds and disburse properly authorized expenditures for the  
252 organization.  
253 B. Serve as Chair for the TCD Finance Committee.  
254 C. In coordination with the Finance Committee, prepare and maintain monthly  
255 and annual financial statements and balance sheets for presentation and review  
256 by the executive committee and membership.

# THURSTON COUNTY DEMOCRATS

## BYLAWS FOR 2011-2012

- 257 D. Prepare and file all Public Disclosure Commission Reports in a timely  
258 fashion, in accordance with the Revised Code of Washington (RCW), the  
259 Washington Administrative Code (WAC) and deadlines.
- 260 E. Participate in a periodic review of financial records by the Finance  
261 Committee, led by another member of that committee designated by the Chair.
- 262 F. Prepare a monthly TCD financial status report for the Executive Committee  
263 meeting and distribute it at the regular monthly TCD meeting.
- 264 G. In consultation with the TCD officers, committee chairs and the Finance  
265 Committee draft a preliminary budget proposal for review by the Executive  
266 Committee for approval by the TCD membership.
- 267 H. Inventory, record in writing, and manage the security of all assets, including  
268 but not limited to any TCD equipment or supplies such as the TCD Burger  
269 Booth, computers, printers, copiers, and telephones valued at or above \$500.
- 270 I. In coordination with the Finance Committee, recommend an individual or  
271 firm to conduct Biennial TCD Audit. Participate in the audit, and present the  
272 findings to the executive committee, then membership at the biennial  
273 reorganization meeting.
- 274 J. In consultation with TCD officers, review and correct as needed the written  
275 inventory of TCD assets.
- 276 K. Serve on the TCD executive Committee and TCD Burger Booth Committee.
- 277 L. Recruit volunteers and recommend appointment of committee members and  
278 chairs as needed to fulfill the duties of the office of Treasurer.
- 279

### 280 **Section 6: State Committee Woman and Man**

281 State Committee Woman and Man shall represent the TCD on the Washington  
282 State Democrats Central Committee (WSDCC) and coordinate WSDCC activities  
283 in Thurston County. Their duties include:

- 284 A. Attend all official WSDCC meetings, or designate a proxy in accordance with  
285 WSDCC rules.
- 286 B. Report to the state committee on issues raised by the TCD
- 287 C. Report to the TCD at its monthly meetings on issues raised by the WSDCC.
- 288 D. Supply minutes of the WSDCC meetings to the TCD Secretary.
- 289 E. Oversee organization of biennial WSDCC party caucuses and the TCD  
290 County Convention.
- 291 F. Serve on the TCD executive Committee.
- 292 G. Recruit volunteers and recommend appointment of committee members and  
293 chairs as needed to fulfill the duties of the office of the State Committee  
294 Woman and Man.
- 295

### 296 **Section 7: LD Representatives**

297 The LD representatives shall ensure integration and cooperation between the  
298 activities of the Legislative Districts and the TCD. Duties shall include:

- 299 A. Serve on the TCD executive Committee.
- 300 B. Report to the TCD and Executive Committee issues raised in the LD.
- 301 C. Report to the LD issues raised by TCD and the Executive Committee.

**THURSTON COUNTY DEMOCRATS**

**BYLAWS FOR 2011-2012**

302 D. Support activities and operations of TCD wherever possible.

303

304 **Section 8: At-large Members**

305 At large members of the Executive Committee shall manage the large fundraising  
306 projects of the organization. Duties shall include:

307 A. Serve on the TCD executive Committee.

308 B. One member shall serve as the ‘Burger Booth Chair’ and, in coordination with  
309 the treasurer, manage and oversee all operations of the TCD burger booth.

310 C. One member shall serve as chair of all other fundraising activities- dinner  
311 auction, low cost fundraisers, and cash fundraisers.

312 **ARTICLE VII — REMOVAL OF OFFICERS**

313

314 **Section 1: Absenteeism**

315 Unless excused by the Chair, a TCD officer may be removed for missing three  
316 consecutive TCD or Executive Committee meetings, by majority vote of the  
317 executive committee. For LD representatives, the chair will request a  
318 replacement to be appointed by the appropriate LD committee.

319

320 **Section 2: Grounds For Recall**

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

323 A. Failure to perform duties as prescribed by ARTICLE VI.

324 B. Making public endorsements of candidates, initiatives or referendums in the  
325 TCD’s name without prior approval by the TCD membership or Executive  
326 Committee.

327 C. Illegal use, misuse, loss or damage of TCD assets such as equipment,  
328 property, data or funds.

329 D. Failure to follow Public Disclosure laws and regulations.

330 E. Authorizing or expending funds or obligating TCD to debt without proper  
331 prior authorization by the TCD or Executive Committee.

332

333 **Section 3: Procedures For Recall**

334 A. Any motion to recall an officer must be in writing and signed by at least ten  
335 (10) TCD members.

336 B. A recall motion shall be referred to the Executive Committee for review.

337 Written notification of a recall motion shall be made to the membership within  
338 10 days of referral to the Executive Committee.

339 C. Following notification to the membership, the Executive Committee shall  
340 conduct a hearing into the recall motion. This hearing shall be open to all  
341 TCD members and the hearing date notification must be sent to all TCD  
342 members ten (10) days in advance of the hearing date. At the next TCD  
343 meeting after the hearing is concluded, or at a specially convened meeting of

**THURSTON COUNTY DEMOCRATS**

**BYLAWS FOR 2011-2012**

- 344 the TCD, the Executive Committee will make its recommendation to the
- 345 membership.
- 346 D. A two-thirds vote of the voting members present at the next regular TCD
- 347 meeting is required to recall an officer.
- 348 E. In no case shall a recall motion remain unresolved for more than 45 days.

**ARTICLE VIII — EXECUTIVE COMMITTEE OPERATIONS**

**Section 1: Quorum**

In order to conduct official TCD business between monthly membership meetings, the Executive Committee quorum shall consist of at least seven members who are present until adjournment of that Executive Committee meeting.

**Section 2: Responsibilities**

The Executive Committee shall:

- 359 A. Act on behalf of the general membership between TCD meetings.
- 360 B. By no later than March 1, 2011, establish and publish a Strategic Plan and
- 361 event calendar to meet the objectives of ARTICLE I.
- 362 C. Work with the treasurer to develop a strategic plan for fundraising and a
- 363 budget for approval by the membership no later than March 1, 2011.
- 364 D. Set authorized spending limits, and be authorized to spend up to \$500 for non-
- 365 candidate or non ballot issue and non-budgeted items between TCD meetings.
- 366 E. By majority vote of the Executive Committee, approve and/or remove
- 367 committee chairs.
- 368 F. Propose TCD meeting agenda items.
- 369 G. Oversee the process of recommending candidates for campaign services
- 370 eligibility to the TCD members.
- 371 H. Review and act on Treasurer's monthly report.
- 372 I. If professional staffing is necessary, appoint a personnel committee to oversee
- 373 recruitment and procedures for hiring, compensation, and employee policies.
- 374 J. Make recommendations to the TCD membership on acceptance or rejection of
- 375 all Recall Motions.
- 376 K. Develop new ideas and techniques to fund the Executive Committee Strategic
- 377 Plan.
- 378 L. In even numbered years, establish and manage a TCD local campaign office.
- 379 M. Upon recommendation by the Treasurer, select a qualified individual or firm
- 380 to conduct a biennial audit of TCD finances. Review the audit on completion
- 381 and present to the membership at the Biennial reorganization meeting.
- 382

**Section 3: Meetings**

The Executive Committee shall meet at a public location, accessible to the disabled, at least one week prior to the TCD monthly meeting. By a majority

**THURSTON COUNTY DEMOCRATS**

**BYLAWS FOR 2011-2012**

- 386 vote, the Executive Committee may go into executive session to exclude members
- 387 of the public to discuss but not take action on legal or personnel issues.
- 388 A. Emergency meetings may be called by the Chair or First Vice Chair with 72
- 389 hours advance notice to all Executive Committee members.
- 390 B. Copies of Executive Committee meeting minutes shall be available to
- 391 members at the next TCD meeting.
- 392

**Section 4: Policies**

393 The Thurston County Democrats from time to time utilize specific policies to

394 ensure smooth and consistent management and operation of the organization.

395 Previously adopted policies shall be considered permanent until amendments

396 come before the TCD membership for approval. New policies may be

397 recommended at any time by the executive committee, but must be ratified by a

398 vote of the membership.

399

**ARTICLE IX — TCD COMMITTEES**

**Section 1: Standing Committees**

- 400
- 401
- 402 In order to fulfill the mission stated in Article I, the following standing
- 403 committees shall be recognized:
- 404
- 405 A. Scholarship Committee – (Chair to be chosen by Executive Committee) –
  - 406 Solicit and market to potential scholarship recipients. Oversee selection
  - 407 process. Assist in fundraising efforts. Be ambassadors for the scholarship
  - 408 program.
  - 409 B. Membership Committee (Chaired by 1<sup>st</sup> Vice Chair) – to recruit, retain and
  - 410 promote membership in TCD, and oversee recognition efforts of extraordinary
  - 411 members.
  - 412 C. Campaign Services Committee (Chaired by 2<sup>nd</sup> Vice Chair) – to implement
  - 413 the Campaign Services Policies, training of potential candidates, and advise
  - 414 the executive committee and membership on candidates and local election
  - 415 issues.
  - 416 D. Communication Committee (Chaired by Secretary) – to oversee and foster
  - 417 communications within and outside of the organization, including website and
  - 418 newsletter.
  - 419 E. Finance Committee (Chaired by Treasurer) – to oversee and support financial
  - 420 operations of the organization, and recommend new and updated financial
  - 421 policies on an ongoing basis. Committee Members shall be recommended by
  - 422 the treasurer, confirmed by a majority vote of the executive committee, and
  - 423 shall number between 3 and 9. Committee members will assist the treasurer
  - 424 in budget development, investments, and other financial matters. The
  - 425 Committee will conduct periodic financial reviews of the treasurers records,
  - 426 and work with the treasurer to recommend a qualified firm or individual for
  - 427 the biennial audit. Committee members will be recruited based on financial

# THURSTON COUNTY DEMOCRATS

## BYLAWS FOR 2011-2012

428 experience, knowledge in PDC reporting requirements, or other related  
429 experience.

430 F. Burger Booth Committee (Chaired by At Large Representative, Treasurer  
431 must also serve on Committee) – oversee all planning and operations of the  
432 TCD Burger Booth.

433 G. Fundraising Committee (Chaired by At Large Representative, Treasurer must  
434 also serve on Committee) – Oversee all planning and implementation of TCD  
435 fundraisers, including Dinner & Auction, low cost fundraisers, and cash  
436 fundraisers.

437

438 **Section 2: Ad Hoc Committees**

439 The Executive Committee may establish ad hoc committees as needed to perform  
440 the duties and meet the objectives of the organization.

441

442 **Section 3: Appointments**

443 Ad hoc committee chairs may be nominated by any member of the Executive  
444 Committee but their appointment shall be confirmed by majority vote of the  
445 Executive Committee. The Executive Committee shall act on the nominations no  
446 later than the next meeting after nominations are received. Any member of TCD  
447 may volunteer to serve on these committees unless limited by policy. It shall be  
448 the duty of each committee chair to recruit and report members to the Executive  
449 Committee.

450

451 **Section 4: Removal**

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

454 B. Any person subject to removal action shall be notified five (5) days in  
455 advance of a proceeding that affects the status of that person's appointment.

456 C. Removal of committee chairs shall be by majority vote of the Executive  
457 Committee.

458 **ARTICLE X— FINANCIAL MATTERS**

459

460 **Section 1: Fiscal Year**

461 The TCD fiscal year begins on January 1st and ends on December 31st of the  
462 calendar year.

463

464 **Section 2: Biennial Budget & Reporting**

465 The Executive Committee shall propose a budget for the 2011-2012 biennium no  
466 later than March 1, 2011. A written report to the members on budget vs. actual  
467 and fund balances shall be prepared and made available to members at least 3  
468 days in advance of any regularly scheduled TCD meeting.

469

470 **Section 3: Bank Accounts**

# THURSTON COUNTY DEMOCRATS

## BYLAWS FOR 2011-2012

471 TCD bank accounts and all disbursements will be overseen by the treasurer, in  
472 coordination with the Executive Committee. Bank accounts will have at least  
473 three signers from the executive committee, including the treasurer. No executive  
474 committee member may approve or sign for reimbursements to himself or herself.  
475

476 **Section 4: Authority to Obligate Funds**

477 No TCD member (or officer) may obligate funds or create debt for the TCD  
478 without approval, in advance, by a majority vote of the Executive Committee or  
479 TCD.  
480

481 **Section 5: Emergency Expenditures**

482 The Executive Committee may be authorized to spend up to \$500 on emergency,  
483 non-budgeted items between TCD meetings. Non-budgeted expenditures  
484 estimated to be above \$500 must be held over until the next TCD meeting.  
485

486 **Section 6: Investment of Funds**

487 The Finance committee shall develop and recommend an investment policy for  
488 TCD funds, and recommend investment of funds, wherever practical, in short-  
489 term or long-term interest bearing accounts. Interest earned shall be designated to  
490 the accounts that generate the funds. The Executive Committee shall be  
491 responsible for investment decisions.  
492

493 **Section 7: Financial Procedures**

494 The Treasurer and Executive Committee shall develop, maintain, and approve a  
495 set of operating procedures to guide the management of cash, assets, purchasing,  
496 and expenditures for the organization. Procedures will be available for the  
497 membership to review, and may change from time to time, as needs of the  
498 organization change. Prior to the expenditure of more than \$1000 in candidate  
499 contributions (individual or aggregate), the Treasurer, in consultation with the  
500 Finance Committee, shall prepare and submit to the body (at least 3 days in  
501 advance of any meeting) budget information including current balances, budget  
502 vs. actual, and significant upcoming expenses.  
503

504 **Section 8: Fiscal Responsibility**

505 The following 'reserves' or equity funds shall be established and maintained in  
506 separate accounts or subaccounts on an ongoing basis, and restricted as described:

- 507 A. Evalyn Poff Scholarship Fund – All funds collected, and interest accrued on  
508 said funds, shall be used for the express purpose of scholarships to eligible  
509 citizens for educational opportunities. Any administrative costs of the  
510 scholarship program shall be born by TCD operating funds. All financial  
511 reporting will show this account as separate from the general treasury.
- 512 B. Sunshine Fund – The Sunshine Fund will be used to send gifts, flowers, or  
513 donations to TCD members facing illnesses, deaths, or other hardships. All  
514 funds donated or raised will be set aside for this purpose, and all expenditures  
515 will achieve this purpose. The TCD chair will annually appoint a Sunshine

**THURSTON COUNTY DEMOCRATS**

**BYLAWS FOR 2011-2012**

- 516 Fund coordinator to raise and disburse funds. The chair and/or coordinator
- 517 may approve expenditures of up to \$75. The executive committee must
- 518 approve amounts larger than \$75.
- 519 C. Burger Booth Major Maintenance Reserve – A maintenance reserve will be
- 520 set aside for major repairs, significant maintenance or the ultimate
- 521 replacement of the Burger Booth. Any expenditures will be proposed to the
- 522 Executive Committee by the Burger Booth Chair for approval. Operating
- 523 expenses are NOT to be paid through this fund.
- 524 D. General Operating Reserve – A reserve is established to allow continuity and
- 525 smooth transition from year to year, and to cover unanticipated major
- 526 expenses.
- 527 E. Lifetime Membership Fund – A fund is established for committed members to
- 528 make a long-term investment in the party. Funds shall be utilized for
- 529 significant projects of the organization. All expenditures will be
- 530 recommended by the executive committee, but must be approved by the
- 531 membership.
- 532 F. The executive committee may propose other set asides or equity funds for
- 533 multi-year projects or investments as part of the annual budgeting process.
- 534

**Section 9: Audit**

536 The Treasurer, in consultation with the Finance Committee, will recommend an  
 537 individual or firm to perform a financial audit of the organization including  
 538 budget, PDC reporting, and expenditures. Specific focus or scope of the audit  
 539 may also be recommended. The Executive Committee, no later than September 1  
 540 of even numbered years, shall contract with a recommended firm or individual to  
 541 conduct the audit. Findings and reports will be reviewed by the Treasurer and  
 542 Finance Committee, then reviewed with the executive committee, who shall  
 543 present them to the membership at the biennial reorganization meeting.

**ARTICLE XI — AMENDMENTS**

544 These Bylaws may be amended by a two-thirds vote of the TCDCC members  
 545 present and voting at any meeting, provided that notice of such proposed  
 546 amendments have been given to the membership ten (10) days before the meeting  
 547 to vote on the change.  
 548  
 549  
 550  
 551  
 552

553 Proposed by the 2010 Bylaws Review Committee:  
554

- KD Chapman-See**
- Jim Cooper**
- John Cusick**
- Stew Henderson**

**THURSTON COUNTY DEMOCRATS**

**BYLAWS FOR 2011-2012**

**Joe Hyer  
Cynthia Pratt  
Liberty Ryder**

555