

**THURSTON COUNTY  
DEMOCRATS  
~~2015-2016~~ BYLAWS**

DRAFT

**DECEMBER 8, 2014 BY TCDCC**

**As Amended: 3 December 2018**

# THURSTON COUNTY DEMOCRATS

## 2015-2016 BYLAWS

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# ARTICLE I — NAME & OBJECTIVES

## Section 1: Name

The ~~official~~legal name of the organization is the Thurston County ~~Democrats~~Democratic Central Committee (TCDCC). ~~The Thurston County Democrats (TCD)-TCD~~ is a membership-driven organization made up of dues-paying members and the Thurston County Democratic Central Committee ~~(. The TCDCC)~~ is comprised of elected and appointed Precinct Committee Officers (PCOs) and locally elected officials within the county.

## Section 2: Objectives

~~A. To elect Democrats.~~

- a. To strive for a truly representative party, open to all ~~Democrats~~, 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.
- ~~b. To adhere~~We further pledge to those make every effort to encourage maximum participation in the political process and to protect individuals' rights, civil liberties, our environment, and social and economic justice for all.
- ~~b.c.~~ To endorse candidates and initiatives, and issue resolutions adhering to the concepts and policy positions expressed in the ~~county, state, and national~~ Thurston County Democratic Platform.
- ~~d. To support Democratic and non-partisan candidates whose records, statements and reputations show that they agree with Democratic principles and the Thurston County Democratic Platform.~~

# ARTICLE II — MEMBERSHIP & PARTICIPATION

## Section 1: Governing Body

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

## Section 2: Membership

~~A.~~ All elected and appointed Democratic ~~Precinct Committee Officers~~

- a. ~~(PCOs)~~ registered to vote in Thurston County shall be members.
- b. All locally-elected Democratic partisan officials in both county government and the Legislature with districts inside Thurston County and residing in Thurston County shall

be members of the TCDCC.

c. ~~Any other~~ registered voter residing within Thurston County who declares ~~himself/herself~~ themselves to be a Democrat ~~and pays~~ shall be a member if they:

1. Pay annual membership dues ~~shall be a member., or~~
2. Have their dues covered by the TCD Sponsorship Fund, or
3. Have their Volunteer Waiver approved by the First Vice Chair.

e.d. 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~~ per the Revised Code of Washington (RCW Chapter 29A.80) or by the charter and bylaws of the Washington State Democratic Party- (WSDP).

### **Section 3: Term of Membership**

- a. Membership in TCD runs from February 1 through January 31 of the following year.
- b. 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 will be renewable by February of each year.
- c. New paying members joining after the general election each year will be considered members from the completion of the current year and through the following membership year.
- d. New non-PCO members may participate in discussion at the first regularly scheduled Thurston County Democrats meeting after they join, but may not vote until their 2nd meeting.
- e. Renewing members may vote at all meetings, so long as their membership is current and is consistent with Article 2II.
- f. Members may join into perpetuity by purchasing a 'Lifetime membership' for \$500, eliminating all future dues payments for that member. Lifetime memberships are non-transferable, and do not offer additional rights or obligations to the organization.

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

- a. ~~Regular Meetings of the~~ TCD ~~meetings~~ shall be held monthly ~~regularly~~ at a public location accessible to the disabled. All TCD ~~monthly~~ meetings will also be meetings of TCDCC. TCD members shall be notified ten (10) calendar days in advance of the meeting date when there are changes in the TCD monthly meeting schedule or location. The meetings shall be open to the public and other interested parties. ~~By a majority vote of PCOs present at a regularly scheduled TCD meeting, PCOs may go into executive TCDCC session.~~

~~A. A quorum exists when 40 percent of the members who have signed in are present.~~

~~B. The Chair or Executive Committee may call a special meeting of the TCD. The TCD membership may direct the Chair to call a special meeting by vote of forty (40) percent of the TCD members present at a regularly scheduled TCD meeting. All members shall be notified by mail ten (10) days in advance of the date of a special meeting. That notification shall include an agenda for that meeting.~~

b. *Robert's Rules of Order*, Newly Revised, Tenth Edition, October, 2000<sup>11th edition (2011)</sup>, or the last revised edition, shall prevail in all matters governing meetings that are not specifically addressed in these bylaws.

~~c. An approved parliamentarian~~A quorum exists when 25 percent of the TCD members are present. Motions and voting can only take place when 40 percent of the TCD members are present.

~~d. By a majority vote of PCOs present at a regularly scheduled TCD meeting, PCOs may go into executive TCDCC session (thus excluding all non-PCOs). By majority vote of the TCDCC, the TCDCC can come out of executive session.~~

~~e. The Chair or Executive Committee may call a special meeting of the TCD. The TCD membership may direct the Chair to call a special meeting by vote of simple majority of the TCD members present at a regularly scheduled TCD meeting. All members must be notified ten (10) days in advance of the date of a special meeting.~~

~~f. A pre-approved parliamentarian, appointed by the Chair, shall be present at all scheduled meetings of the TCD when motions and votes will be conducted, and at the biennial reorganization meeting of the TCD. The Chair, Executive Committee, or membership may ask at anytime for a parliamentarian to be present at other meetings as deemed necessary.~~

~~e.g. A pre-approved Sergeant-At-Arms, appointed by the Chair, shall be present at all regularly scheduled meetings of the TCD, and at the biennial reorganization meeting of the TCD. The Chair, Executive Committee, or membership may ask at anytime ask for a parliamentarian~~Sergeant-At-Arms to be present~~appointed~~at other meetings as deemed necessary.

## ARTICLE III — PRIVACY

Privacy moved below to Article IX

### Section 1: — Information Collection and Use

- ~~A. Thurston County Democrats may collect information from members and use such information to contact, provide informational materials, and to share various political communications.~~
- ~~B. 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.~~
- ~~C. TCD does share information with the Washington State Democratic Central Committee periodically.~~

### Section 2: — Outside Mailing Companies

~~TCD may use outside mailing companies to mail members 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.~~

- ~~h. Agendas for TCD meetings are the responsibility of the TCD Executive Committee subject to the approval of the TCD meeting attendees at the beginning of each meeting. Draft agendas must be sent to the membership ten (10) calendar days in advance of the TCD meeting date.~~

### Section 5: Volunteer Program

- ~~a. The TCD shall offer a path to membership by allowing individuals to volunteer at TCD events, excluding campaign events, and submit a Volunteer Waiver form to the First Vice Chair.~~
- ~~b. Individuals must collect ten (10) hours of volunteer time and record their time on the Volunteer Waiver form with the corresponding TCDEC member signing off on directly supervised hours.~~
- ~~c. Assuming there is no objection regarding the volunteer's hours by the First Vice Chair, membership must be granted within ten (10) days of the First Vice Chair taking receipt of the Volunteer Waiver. The new member must attend one regular TCD membership meeting before they can participate in voting at the following TCD meeting.~~

# ARTICLE ~~IV~~III — PRECINCT COMMITTEE OFFICERS

## Section 1: PCO Duties

—PCOs shall:

- a. Elect certain TCD 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. Vote on the adoption of and amendments to the bylaws of the TCD.
- c. Attend all ~~monthly~~regular TCD meetings where business of the TCD will be conducted, or arrange for a proxy to attend.
- d. ~~Identify the location, notify the public~~Notify their precinct, convene, and chair the Biennial Precinct Caucus in accordance with state law and the Party Charter.
- e. 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 as per the bylaws of the Legislative District.
- f. 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.
- g. Conduct canvasses, telephone polls, coffee hours, etc. within the PCO's precinct. Also regularly update the registered voter database (votebuilder), and perform other activities to help get candidates elected.
- h. Notify the First Vice Chair within ten (10) days of relocating outside of the PCO's precinct.

## Section 2: PCO Proxies

Any PCO may designate a proxy to attend meetings when the PCO cannot. The designated proxy must be a registered voter, and reside in the PCO's precinct. The notice of proxy shall be filed in writing with the First Vice Chair of the TCD, and it will remain in effect until revoked by the PCO, or until the next Thurston County PCO election. A proxy may not vote at the biennial reorganization meeting or on any recall motion.

## Section 3: PCO Resignation

A PCO may resign at any time. Upon resigning, the PCO must submit a written resignation to the First Vice Chair. The First Vice Chair will verify the resignation and notify the County Auditor.

## Section 4: PCO Vacancies

Vacant PCO positions shall be filled by majority vote of the Executive Committee. An appointed PCO must be a registered voter in the precinct served. If a PCO resigns or moves out of a precinct, the PCO position is then vacant. Any TCD member may nominate a candidate to fill a vacant PCO position. All



nominations shall be made in writing and submitted to the First Vice Chair. The Executive Committee shall act on the nomination no later than the next meeting of the Executive Committee after nominations are received. Appointed PCOs or their proxy found to not be attending a sufficient amount of TCD meetings per year may have their status as PCO revoked by majority vote of the TCDEC.

## **ARTICLE IV — EXECUTIVE COMMITTEE**

### **Section 1: Governing Power**

In order to run an effective and streamlined organization, TCD membership vests certain powers and authority to an Executive Committee of elected and appointed members. All governing authority not expressly granted to the Executive Committee in these bylaws shall be retained by the membership.

The Executive Committee shall formulate policies, authorize expenditures, plan activities, and make recommendations independently to the extent the TCDCC has authorized.

The Executive Committee shall meet monthly and set the agenda for the TCD meetings.

Executive Committee officers shall recruit volunteers and form committees as needed to fulfill the duties of office, as approved by the Executive Committee.

### **Section 2: Executive Committee Membership**

The Executive Committee (TCDEC) shall be composed of 14 members as follows:

1. Chair
2. First Vice Chair
- ~~1-3.~~ Second Vice Chair
4. Third Vice Chair
- ~~2-5.~~ Communications Officer (Secretary)
- ~~3-6.~~ Treasurer
- ~~4-7.~~ State Committee Woman
- ~~5-8.~~ State Committee Man
9. At-large Member
10. At-large Member
- ~~6-11.~~ Legislative District (LD) 2 Chair (or appointed representative)
- ~~7-12.~~ Legislative District (LD) 20 Chair (or appointed representative)
- ~~8-13.~~ Legislative District (LD) 22 Chair (or appointed representative)
- ~~9-14.~~ Legislative District (LD) 35 Chair (or appointed representative)
- ~~3.~~ At large member
- ~~4.~~ At large member

### **Section 3: Election and Appointment**

All elected officers must be members of TCD as defined in Article II. ~~Election of officers~~The TCD shall immediately occur ~~meet~~ for its reorganization meeting following ~~party re-organization and adoption of bylaws.~~ the general election held in even-numbered years, subsequent to the certification of PCOs by the county, but before the end of the calendar year so as to provide sufficient time for a transition of the outgoing Executive Committee members to the members-elect.

Rules for the reorganization meeting shall be drafted by the Rules and Bylaws Committee and adopted by the Executive Committee of the retiring TCD. Notice of the time, place, and rules for the meeting shall be sent to each PCO at least fourteen (14) days in advance of the meeting.

Diversity of gender, race, socioeconomic status, and age is encouraged in the representation of the TCDEC.

The following shall ~~be applied~~apply to each office:

- a. The Chair, First Vice Chair, ~~and~~ Second Vice Chair, and Third Vice Chair shall be elected by the TCDCC (~~Elected~~ PCOs). Of these four elected officers, two must identify as male and two as female as per the Revised Code of Washington (RCW Chapter 29A.80). Non-binary gendered individuals can also hold these positions. The Chair ~~and First or Second vice chair shall~~ is to be of the opposite gender ~~elect~~ first at the reorganization meeting followed by the 1st, 2nd and 3rd Vice Chairs.
- b. The ~~Secretary~~ Communications Officer, Treasurer, and At-large Members shall be elected by the TCD membership.
- c. State Committee Representatives shall be of ~~the opposite~~ differing gender identities, and shall be elected by the TCDCC (~~Elected~~ PCOs) as per the Revised Code of Washington (RCW Chapter 29A.80). Non-binary gendered individuals can also hold these positions.
- d. Legislative District (LD) Chairs will be elected by their respective LD ~~committees~~ membership. Each LD Chair may appoint an ongoing representative to TCDEC to serve in their place.

### **Section 4: Term of Office**

The term of office for all officers is two (2) years and shall begin on January 1 of an odd-numbered year following the reorganization meeting and ending on December 31st of an even-numbered year. The reorganization meeting to elect new officers must take place after the newly elected PCOs take office (Dec. 1st) but before the end of the calendar year to provide a period for outgoing board members to transfer documents and authorizations needed to perform the duties of each office.

### **Section 5: Vacancies**

~~After~~ The membership must be notified regarding any executive committee position vacancy a minimum of ten (10) calendar ~~day~~ notifications ~~days~~ prior to the membership, ~~next regularly scheduled meeting of the TCD.~~ The TCD shall fill vacant officer positions by election at the next regularly

scheduled TCD meeting. The vacant position must be filled according to Article IV, Section 3. If notification cannot be made ten (10) days or more before the next meeting, the election must be held at the second TCD meeting following the vacancy.

If necessary, the Chair may make a temporary appointment to fill a vacant position until an election is held ~~or the position is filled~~. 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~~**V** — DUTIES OF TCD OFFICERS

### **Section 1: Chair**

The Chair is ~~responsible for directing the organization, presiding officer of the TCDCC and the Executive Committee (TCDEC).~~ In addition, the Chair shall:

- ~~a. 1.~~ — Act as the spokesperson for the TCD.
- a. ~~Direct~~Guide the organization in ~~a manner consistent~~fulfilling the TCDEC's Strategic Plan and decisions.
- b. Conduct TCD and TCDEC meetings according to these bylaws or Robert's Rules of Order, and in accordance with the ~~Executive Committee strategic plan~~agenda set by the TCDEC.
- ~~3.~~ — ~~Convene and conduct monthly TCD and Executive Committee meetings.~~
- c. Cast the tie breaking vote for votes held by the TCDEC.
- ~~e.~~d. Convene the Thurston County Democratic Convention.
- ~~4.~~ — Join the Finance Committee to oversee expenditures within the approved budget limits.
- ~~d.~~e. ~~Appoint committee chairs as needed to fulfill the duties of office, and make other appointments authorized by the Executive Committee and these Bylaws~~timely PDC filings.
- f. Compile the agenda for all meetings of the TCDEC and TCD with input from the executive committee members.
- g. Attend all official Washington State Democratic Central Committee (WSDCC) meetings, or designate a proxy.
- h. Follow all applicable laws and codes.

### **Section 2: First Vice Chair (Membership, PCO & Party-building)**

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

- a. ~~Direct~~Guide the organization ~~in the Chair's absence and shall~~and assume all the authority, duties, and responsibilities of the Chair in the Chair's absence.
- b. Serve on the TCD Executive Committee.

- c. Oversee maintenance and updating of the TCD membership database.
- d. Oversee recruitment, retention and training of Precinct Committee Officer candidates.
- e. Oversee membership recruitment, retention and volunteer recognition efforts.
- f. Coordinate with the State Party to enhance and maintain the registered voter file and oversee TCD efforts to canvass ~~precinct~~precincts and register new voters.
- g. Work with the treasurer to develop a preliminary budget needed to carry out the duties of First Vice -Chair.
- h. Oversee recruitment of Thurston County Election Board members and poll watchers, and act as liaison to the county Auditor's office for all election related activities.
- ~~i. Recruit volunteers to assist with event sign-ins and recommend appointment of committee members meeting credentials.~~
- ~~i.j. Follow all applicable laws and chairs as needed to fulfill the duties of the office of First Vice Chair codes.~~

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

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

- a. Serve on the TCD Executive Committee.
- ~~1. Co-chair the Campaign Services Committee.~~
- ~~b. Appoint a Campaign Services Committee Vice Chair, subject to the approval of the Executive Committee, who will assist the Second Vice Chair in the duties of the Campaign Services Committee.~~
- ~~c. Chair the Campaign Services Committee with the Campaign Services Committee Vice Chair.~~
- ~~b.d.~~ Serve as the body's liaison to all campaigns.
- ~~e.e.~~ Coordinate the recruitment of qualified candidates for office to ensure the TCD is active in all local races.
- ~~2. Recruit volunteers and recommend appointment of committee members and chairs as needed to fulfill the duties of the office of Second Vice Chair.~~
- ~~d.f.~~ Work with the treasurer to develop a preliminary budget needed to carry out the duties of the Second Vice -Chair.
- ~~g. Follow all applicable laws and codes.~~

### **Section 4: Third Vice Chair (Issues, Platform, Resolutions and Bylaws)**

The Third Vice Chair shall be responsible for all of the following:

- a. Serve on the TCD Executive Committee.
- b. Help the TCD enact the principles and policies of its Platform and Resolutions by:
  - 1. Supporting agenda items for the TCD meetings to help the membership keep abreast of related issues, initiatives, and organizations; and

- 2. Reporting to the body periodically on the status of policies and legislation of concern to the membership, including relevant actions of elected officials endorsed by the TCD.
- c. Work with the Executive Committee to appoint a Platform Committee.
- d. Coordinate with State Committee Members to get resolutions introduced for consideration by the Washington State Democratic Central Committee.
- e. Oversee maintenance and updating of the TCD bylaws as needed.
- f. Form ad hoc committees as necessary to accomplish the above objectives. Committee members must be approved by the TCDEC.
- g. Follow all applicable laws and codes.

### **Section 5: Communications Officer (Secretary)**

~~The Communications Officer is the Secretary is responsible for orderly maintenance of TCD records. The Secretary for the TCDCC and shall:~~

- a. Serve on the TCD Executive Committee.
- ~~a.b.~~ Prepare draft and take amended minutes of the TCD and Executive Committee meetings.
- ~~c. Make copies~~ Preserve the formal documents of the TCDCC and TCDEC.
- d. Oversee outgoing communications and official correspondence of the TCD.
- ~~1.—Ensure that the agenda, Executive Committee and TCD meeting minutes, and TCD meeting minutes are available at each TCD/TCDCC meeting.~~
- ~~2.—Manage expendable office supplies.~~
- ~~3.—Secure and maintain all non-database records and official, as well as additional documents of the TCDCC.~~
- ~~4.—Prepare official correspondence of the TCD.~~
- ~~5.—Maintain a list of parliamentarians authorized by the Executive Committee.~~
- ~~6.—Oversee organizational communications, including website and newsletter.~~
- ~~b.c.~~ Recruit volunteers and recommend appointment of committee members and chairs as needed to fulfill the duties of the office of Secretary.
- f. Make the draft agenda available to the TCD, after it is set by the Executive Committee, at least three days before the TCDCC meeting.
- g. Chair the Communications Committee.
- h. Follow all applicable laws and codes.

### **Section 5: 6: Treasurer**

The Treasurer is responsible for managing TCD funds and shall:

- a. Serve on the TCD Executive Committee.

- a.b. Receive funds and disburse properly authorized expenditures for the organization.
- b.c. Serve as Chair for the TCD Finance Committee.
- e.d. Appoint a Deputy Treasurer, subject to the approval of the Executive Committee, to serve in the absence of the Treasurer and assist the Treasurer in the duties of the position.
- e. Maintain the signature authority for the TCD bank accounts.
- d.f. In coordination with the Finance Committee, prepare and maintain monthly and annual financial statements and balance sheets for presentation and review by the executive committee and membership.
  - e.—Prepare and file all Public Disclosure Commission (PDC) reports in a timely fashion, in accordance with the Revised Code of Washington (RCW),) and the Washington Administrative Code (WAC) and deadlines.)
- f.g. Participate in a periodic review of financial records by the Finance Committee, led by another member of that committee designated by the Chair.
- g.h. Prepare a monthly TCD financial status report for the Executive Committee meeting and distribute it at the regular monthly TCD meeting.
- h.i. In consultation with the ~~TCD~~TCDEC officers, committee chairs, and the Finance Committee, draft a preliminary annual budget proposal for review by the Executive Committee for approval by the TCD membership.
- i.j. Inventory, record in writing, and manage the security of all assets, including but not limited to any TCD equipment or supplies such as the TCD Burger Booth, computers, printers, copiers, and telephones valued at or above \$500.
- k. ~~In coordination~~ With the assistance of the TCD Finance Committee, ~~recommend cooperate with~~ an individual independent external review or ~~firm to conduct Biennial TCD Audit. Participate in the audit, and present of the findings to~~ TCD finances per Article X, Section 9.
- l. Assist the executive committee, then membership at At-large Members with managing their budgets and cash management.
- j.m. Prepare a draft budget for the biennial reorganization meeting following fiscal year by the end of the current fiscal year.
- ~~6. In consultation with TCD officers, review and correct as needed the written inventory of TCD assets.~~
- ~~7. Serve on the TCD executive Committee and TCD Burger Booth Committee.~~
- ~~8. Recruit volunteers and recommend appointment of committee members and chairs as needed to fulfill the duties of the office of Treasurer.~~
- n. Follow all applicable laws and codes.

**Section ~~6:~~ 7: State Committee Woman and Man**

State Committee Woman and Man shall represent the TCD on the Washington State Democrats Central

Committee (WSDCC) and coordinate WSDCC activities in Thurston County. Their duties include:

- a. Attend all official WSDCC meetings, or designate a proxy in accordance with WSDCC rules.
- b. Report ~~to the state committee on~~ issues raised by the TCD to the WA State Democratic Party (WSDP) and the WSDCC.
- c. Report to the TCD at its ~~monthly~~regular meetings on issues raised by the WSDP and the WSDCC and on actions taken by the State Committee Person on behalf of the TCD.  
WSDCC.
- d. ~~Supply minutes~~Provide a summary of the WSDCC meetings to ~~the TCD~~  
SecretaryCommunications Officer.
- e. Oversee organization of biennial WSDCC party caucuses and the TCD County Convention.
- f. Serve on the TCD Executive Committee.
- ~~a. Serve on the TCD Executive Committee.~~
- g. ~~Recruit volunteers and recommend appointment of committee members and chairs as needed to fulfill the duties of the office of the~~Submit all resolutions passed by the TCD forward for consideration with the WSDCC Resolutions Committee, and pledge to promote those concepts and policy positions expressed in the Thurston County Democratic Platform and Resolutions.
- h. Join one of the WSDCC sub-committees.
- f.i. Either the State Committee Woman and/or Man must run for the CD 10 representative seat on the WSDCC Executive Committee.
- j. Follow all applicable laws and codes.

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

At-large Members of the Executive Committee shall manage the fundraising projects of the organization. The At-large Members are:

- a. Events and Fundraising - One member shall oversee event activities, e.g., dinners, auctions, low cost fundraisers, and cash fundraisers. Duties shall include:
  1. Serve on the TCD Executive Committee.
  2. ~~7:~~ —Serve as chair of the Fundraising Events Committee.
  3. Create an annual budget for events working with the TCD Chair and the TCD Treasurer prior to finalization of the annual TCD budget.
  4. Form sub-committees to plan event elements such as selection of a date, venue, menu, speakers, entertainment, auction, and community outreach, and keep a record of sub-committee decisions.
  5. Oversee programs and presentations as needed for large events.
  6. Contact elected officials and candidates to coordinate their participation in events and donations for events.
  7. Recruit volunteers for events and event committee(s).
  8. Coordinate with the Treasurer to ensure that the laws of the State Public Disclosure

Commission (PDC) are followed.

9. Follow all applicable laws and codes.

b. Burger Booth - One member shall serve as the 'Burger Booth Chair.' Duties shall include:

1. Serve on the TCD Executive Committee.

2. Serve as chair of the Burger Booth committee.

3. Create an annual budget for the Burger Booth activities in coordination with the TCD Treasurer prior to finalization of the annual TCD budget.

4. Form sub-committees as-needed to carry out the duties of this role, and maintain records of decisions of the sub-committees.

5. Cleaning after events and at end and beginning of season, storage during off-season, purchasing of materials, menu creation, volunteer solicitation, maintenance of booth, scheduling of events attendance, maintain health code needs

6. Follow all applicable laws and codes.

### **Section 9: LD Representatives**

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

a. Serve on the TCD Executive Committee.

~~g.a. Serve on the TCD Executive Committee.~~

a.b. Report to the TCD and Executive Committee issues raised in the LD.

b.c. Report to the LD issues raised by TCD and the Executive Committee.

e.d. Support activities and operations of the TCD wherever possible.

### **Section 8: ~~At-large Members~~ 10: Documentation**

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

~~1. Serve on the TCD Executive Committee.~~

~~1. One member shall serve as the 'Burger Booth Chair' and, in coordination with the treasurer, manage and oversee all operations of the TCD burger booth.~~

~~2. One member shall serve as chair of all other fundraising activities dinner auction, low cost fundraisers, and cash fundraisers.~~

To ensure continuity and facilitate any transition of responsibility, it is expected that each officer (excluding the LD representatives) will maintain a record of actions and work performed to be turned over to their elected/appointed replacement at the end of their term of office.

### **Section 11: Resignation**

A member of the Executive Board may resign at any time by written resignation to the TCDEC. The



Chair or First Vice Chair will verify the resignation.

## **Section 12: Succession**

In the event of a temporary absence of the Chair, the First Vice Chair will assume the role and responsibilities of the Chair until the Chair's return or replacement by election. Further succession shall be as follows: Second Vice Chair, Third Vice Chair, State Committeewoman, State Committeeman, Treasurer, Communications Officer, and At-large Members.

# **ARTICLE ~~VII~~<sup>VI</sup> — REMOVAL OF OFFICERS**

## **Section 1: Absenteeism**

Unless excused by the Chair, a TCD officer may be ~~removed~~recommended for removal for missing three consecutive TCD or Executive Committee meetings, ~~by majority vote of the executive committee according to the protocol for Removal by Resolution.~~ For LD representatives, the Chair will request a replacement to be appointed by the appropriate LD committee.

## **Section 2: Grounds For Recall**

Any officer may be removed by recall vote ~~on~~. Grounds for recall may include one or more of the following ~~grounds~~:

- a. Failure to perform duties as prescribed by Article ~~VIV~~.
- b. Making public endorsements of candidates, initiatives, or referendums in the TCD's name without prior approval by the TCD membership or Executive Committee.
- c. Illegal use, misuse, loss or damage of TCD assets such as equipment, property, data or funds. Failure to follow Public Disclosure laws and regulations.
- d. Authorizing or expending funds or obligating TCD to assume debt without proper prior authorization by the TCD or Executive Committee.
- e. Conduct tending to injure the good name of the organization, disturb its well-being, or hamper its work.
- f. Failure to follow applicable laws and codes, including codes of conduct.

## **Section 3: Procedures For Recall**

~~Any motion~~ There are two pathways to recall a TCD officer: Petition for Removal or Resolution for Removal. In no case shall a recall motion remain unresolved for more than forty-five (45) days.

- a. Petition for Removal.
  1. A Petition for Removal must be submitted to the TCDEC for review in writing and signed by at least ten (10) TCD members. Petitioners must list their name, the name of the officer whose removal is sought, and the grounds for removal.

~~1. A recall motion shall be referred to the Executive Committee for review. Written notification of a recall motion for receipt of the Petition for Removal shall be made to the membership and the officer being removed, in the name of the petitioners, within ten (10) days of referral to the Executive Committee.~~

- ~~2. Following TCDEC. This notification to the must also include the date, time, and location for a hearing open to the TCD membership, the Executive only.~~
- ~~3. Committee The TCDEC shall conduct a hearing into the recall motion. This hearing shall be open to all TCD members and the hearing date notification must be sent to all TCD members ten (10) days in advance of the hearing date allegations made in the petition. At the next TCD meeting after the hearing is concluded, or at a specially convened meeting of the TCD, the Executive Committee TCDEC will make its recommendation to the membership.~~
- ~~4. The recall vote shall be presided over by the Chair, First Vice Chair, or by an individual chosen by majority vote of the TCD membership in attendance. A two-thirds vote of the voting members present at the next regular TCD recall meeting is required to recall an officer.~~

~~2. In no case shall a recall motion remain unresolved for more than 45 days.~~

b. Resolution for Removal.

- ~~1. A Resolution for Removal must be signed by two-thirds of the filled Executive Committee positions, excluding the LD representatives. If all committee positions are filled, two-thirds requires eight (8) signatories. The resolution must name the officer whose removal is sought and include grounds for removal. The resolution shall be sent to the membership at least ten (10) days prior to the next regular TCD meeting. As the first order of business of the regular TCD meeting, the resolution must be presented to the membership by a member of the Executive Committee.~~
- ~~2. The recall vote shall be presided over by the Chair, First Vice Chair, or by an individual chosen by majority vote of the TCD membership in attendance. A two-thirds vote of the voting members present at the meeting is required to recall an officer.~~

## ARTICLE ~~VIII~~VII — 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:

~~The Executive Committee shall:~~

- ~~a.~~ Conduct regular Executive Committee meetings.
- ~~b.~~ Conduct regular TCD meetings.
- ~~a.c.~~ Act on behalf of the general membership ~~between~~ outside of TCD meetings.
- ~~b.d.~~ By no later than March 1 of the year after adoption, establish and publish Establish a Strategic Plan and event calendar ~~to for fundraising and events during the first two months that~~ meet the objectives ~~of statements in Article I, to be published no later than March 1st of every year for~~ viewing by the membership.
- ~~e.~~ Work with the treasurer to develop a strategic plan for fundraising and a budget Develop, at the charge of the Treasurer, an annual operating budget during the first two months, to be submitted for approval by the membership no later than March 1st of the every year after adoption.
- ~~4.~~ Set authorized spending limits, and be authorized to spend up to \$500 for non-candidate or non-ballot issue and non-budgeted items between TCD meetings.
- ~~5.~~ By majority vote of the Executive Committee, approve and/or remove committee chairs.
- ~~6.~~ Propose TCD meeting agenda items.
- ~~7.~~ Oversee the process of recommending candidates for campaign services eligibility to the TCD members.
- ~~d.e.~~ Review and act on the Treasurer's monthly report.
- ~~f.~~ If professional staffing is necessary, Review candidates recommended by the Campaign Services Committee to be submitted for approval by the membership throughout the election season.
- ~~g.~~ Appoint a Technology and Outreach Coordinator at the first Executive Committee meeting following the reorganization meeting.
- ~~h.~~ Manage a local campaigns office during even numbered years.
- ~~e.i.~~ Appoint a personnel committee to oversee recruitment ~~and procedures for~~, hiring, compensation, and ~~employee~~ policies when professional staffing is necessary.
- ~~8.~~ Make recommendations to the TCD membership on acceptance or rejection of all Recall Motions.
- ~~9.~~ Develop new ideas and techniques to fund the Executive Committee Strategic Plan.
- ~~10.~~ In even numbered years, establish and manage a TCD local campaign office.

~~f.i. Upon recommendation by the Treasurer, Select a qualified individual or firm to conduct a biennial an independent audit of TCD finances. Review the audit on completion and present to the membership at the Biennial reorganization meeting according to Article X, Section 9.~~

### **Section 3: — Meetings**

~~k. The Executive Committee officers shall meet at a public location, accessible recruit volunteers and appoint ad hoc committees, and committee chairs as needed to fulfill the disabled, at least one week prior to the TCD monthly meeting. By a majority vote, duties of office, and make other appointments authorized by the Executive Committee may go.~~

### **Section 2: Permissions**

The Executive Committee has permission to:

- ~~a. Conduct team-building sessions where business transactions are not taking place and motions are not being passed.~~
- ~~a.b. Enter into executive session, by majority vote, during a regular TCDEC meeting to exclude members of the public to discuss but not take action on legal and/or personnel other issues where business transactions are not taking place and motions are not being passed.~~
- ~~1. Emergency meetings may be called by the Chair or First Vice Chair with 72 hours advance notice to all Executive Committee members.~~
- ~~2. Copies of Executive Committee meeting minutes shall be available to members at the next TCD meeting.~~

### **Section 4: — Policies**

~~The Thurston County Democrats from time to time utilize specific policies to ensure smooth and consistent management and operation of the organization. Previously adopted policies shall be considered permanent until amendments come before the TCD membership for approval. New policies may be recommended at any time by the executive committee, but must be ratified by a vote of the membership.~~

## **ARTICLE IX — TCD COMMITTEES**

### **Section 1: — Standing Committees**

~~In order to fulfill the mission stated in Article I, the following standing committees shall be recognized:~~

~~1. Scholarship Committee (Chair to be chosen by Executive Committee) Solicit and market to potential scholarship recipients. Oversee selection process. Assist in fundraising efforts. Be ambassadors for the scholarship program.~~

~~c. Membership Committee (Chaired by 1<sup>st</sup> Vice Chair) to recruit, retain and promote membership in TCD, and Authorize non-candidate, non-ballot, non-budgeted expenditures up to \$1000 in a 30-day period.~~

~~d. Request additional authorization for specified expenditures from the membership.~~

~~e. Set the TCDCC and TCDEC meeting location and agenda items.~~

~~f. Allow candidates and elected officials time to address the membership during regular TCD meetings.~~

~~1. Create and dissolve Oversee recognition efforts of extraordinary members.~~

~~2. Campaign Services Committee (Co-chaired by 2<sup>nd</sup> Vice Chair) to implement the Campaign Services Policies, training of potential candidates, and advise the executive committee and membership on candidates and local election issues.~~

~~3. Communication Committee (Chaired by Secretary) to oversee and foster communications within and outside of the organization, including website and newsletter.~~

~~4. Finance Committee (Chaired by Treasurer) to oversee and support financial operations of the organization, and Recommend new and updated financial policies on an ongoing basis. Committee Members shall be recommended by the treasurer, confirmed by a majority vote of the executive committee, and shall number between 3 and 9. Committee members will assist the treasurer in budget development, investments, and other financial matters. The Committee will conduct periodic financial reviews of the treasurers records, and work with the treasurer to recommend a qualified firm or individual for the biennial audit. Committee members will be recruited based on financial experience, knowledge in PDC reporting requirements, or other related experience.~~

~~5. Burger Booth Committee (Chaired by At Large Representative, Treasurer must also serve on Committee) oversee a ll planning and operations of the TCD Burger Booth.~~

~~6.1. Fundraising Committee (Chaired by At Large Representative, Treasurer must also serve on Committee) Oversee a ll planning and implementation of TCD fundraisers, including Dinner & Auction, low cost fundraisers, and cash fundraisers.~~

~~7. **Section 2: Ad Hoc Committees**~~

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

~~**Section 3: Appointments**~~

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

#### **Section 4: — Removal**

- ~~h. Provided reasons are presented, any Officer may recommend~~Appoint and remove committee chairs by majority vote.
- ~~e.i. Make recommendations to the TCD membership on any motions for new policies, bylaw changes, or the recall of Executive Committee~~removal of a Committee chair~~officers.~~

#### ***Any person* Section 3: Quorum**

A quorum of the Executive Committee shall require a majority of filled positions in attendance at any official TCDEC meeting. When all fourteen (14) positions are filled, a quorum will require eight (8) officers to be present.

#### **Section 4: Meetings**

- a. TCDEC meetings will take place regularly in order to conduct business and pass motions on behalf of the membership as authorization and permissions have been granted to the Executive Committee.
- b. All TCDEC meetings are required to take place in an American Disability Act (ADA) accessible location and be accessible to the membership to observe proceedings.
- c. All TCDEC meetings will use current Robert's Rules of Order procedures.
- d. Regular TCDEC meetings will occur at least seven (7) days prior to the regular TCD meetings. Time and location of the meeting is required to be announced in the call to meeting sent to the membership via electronic mail no less than seven (7) days prior to the meeting. Disability accommodation requests should also be sent to the First Vice Chair seven (7) days prior to the meeting.
- e. Additional TCDEC meetings called by the Chair or a Vice Chair require seventy-two (72) hours advance notice to the TCDEC members. Time and location of the meeting is required to be announced to the membership no less than thirty-two (32) hours prior to the meeting.
- f. Copies of all draft TCDEC meeting minutes must be made available to members by the following TCD meeting, either in physical or electronic format. The final TCDEC meeting minutes shall be made available, either in physical or electronic format, to the membership after approval of the TCDEC.

#### **Section 5: Agendas**

- a. Draft agendas for the TCD and TCDEC will be the responsibility of the Chair to manage subject to ~~removal action shall be~~ the approval of the Executive Committee.
- b. Agendas must be developed according to the current version of Robert's Rules of Order adopted by the TCD.
- c. Draft agendas cannot be modified between when the membership is notified and the corresponding meeting. Agendas can only be modified at the appropriate time in the agenda once the corresponding meeting has commenced but before the agenda is accepted by the meeting attendees.
- d. TCD and TCDEC agendas are finalized by the meeting attendees at the beginning of each meeting after any amendments are made.

## **ARTICLE VIII — TCD COMMITTEES**

### **Section 1: Standing Committees**

- a. The Evelyn Poff Scholarship Committee will:
  1. Be chaired by an appointed member in good standing.
  2. Solicit and market to potential scholarship recipients.
  3. Oversee the recipient selection process.
  4. Assist in scholarship fundraising efforts.
  5. Engage as ambassadors for the scholarship program.
- b. The Membership Committee will:
  1. Be chaired by the First Vice Chair
  2. Recruit, retain, and promote membership in the TCD.
  3. Oversee recognition efforts of extraordinary members.
- c. The PCO Committee will:
  1. Be chaired by the First Vice Chair.
  2. Find potential PCO candidates to fill vacant precincts by election or appointment depending on the time of year and help retain existing PCOs.
  3. Be charged with managing PCO efforts in the County including door-to-door canvassing and phone banking for various campaigns, candidates, initiatives, and voter outreach (registration, ballot drop locations), etc.
- d. The Campaign Services Committee will:
  1. Be co-chaired by the Second Vice Chair and the Campaign Services Committee Vice Chair.
  2. Develop, approve, and maintain the campaign services policies to guide the committee and its operations. Current policies will be posted on the TCD website for the membership to review, and may change from time to time, as needs of the committee change.
  3. Implement campaign services policies, and maintain records of campaign services decisions.
  4. Assist potential candidates and campaign managers.
  5. Advise the TCDEC and membership on local candidates.
- e. The Issues and Resolutions Committee will:
  1. Be chaired by the Third Vice Chair

2. Responsible for addressing issues at the community, state, and national levels through new platform points and resolutions.
  3. Advise the TCDEC and membership on issues.
  4. Submit resolutions, which are ratified by the TCD, to the WSDCC for consideration.
- f. The Communications Committee will:
1. Be chaired by the Communications Officer
  2. Archive meeting minutes.
  3. Maintain all legal and other important TCD documents.
  4. Develop and distribute a regular newsletter to the membership.
  5. Oversee and foster communications within and outside the organization, including commercially printed material, the TCD website, and social media.
  6. Maintain a record of decisions made by the Communications Committee.
- g. The Finance Committee will:
1. Be chaired by the Treasurer
  2. Include the Deputy Treasurer
  3. Oversee and support all financial operations of the TCD.
  4. Assist the Treasurer with mandated Public Disclosure Commission financial filings.
  5. Assist in budget development, investments, and other financial matters.
  6. Conduct periodic financial reviews of financial records.
  7. Assist with recommendation of a qualified firm or individual for an independent audit of the TCD finances.
  8. Recommend new and updated financial policies on an ongoing basis. ~~five (5) days in advance of a proceeding that affects~~
  9. Maintain a record of decisions made by the Finance Committee.
- h. The Technology Committee will:
1. Be chaired by the TCDEC-appointed Technology Coordinator.
  - ~~2.~~ Keep the TCDEC informed on a regular basis regarding the status of that person's appointment TCD-owned technology, any issues encountered, and future plans or expenses.
  3. ~~Removal~~ Work with other committees with the purpose of assisting them in meeting their duties and or goals.
  4. On an ongoing basis, research new or cost effective technology to assist in data management, data security, communications, fundraising, organization, etc. Results to be shared with the TCDEC.
  5. Be overseen by the TCDEC.
- i. The Community Outreach Committee will:
1. Be chaired by the TCDEC-appointed Outreach Coordinator.
  2. Be responsible for developing charitable, educational, and civic community service projects within Thurston County which improve the lives of its citizenry.
  3. Manage a list of potential volunteers for involvement in TCD committees, fundraising events, and community outreach.
  4. Be overseen by the TCDEC.



- j. The Burger Booth Events Committee will:
  - 1. Be chaired by the TCDEC Burger Booth At-large Member.
  - 2. Oversee all planning and operations of the TCD Burger Booth.
  - 3. Raise funds in accordance to the annual budget and Strategic Plan.
- k. The Fundraising Events Committee will:
  - 1. Be chaired by the TCDEC Fundraising At-large Member.
  - 2. Oversee all planning and implementation of all other TCD fundraisers.
  - 3. Raise funds in accordance with the annual budget and Strategic Plan.

## **Section 2: Committee Member Appointment Requirements**

- a. All Standing Committee members will be appointed by the committee chairs shall be by chair and ratified by the Executive Committee. The member must be informed within three (3) days of the decision.
- a.b. All committee members of an ad hoc committee will be appointed/removed by a majority vote of the Executive Committee.
- c. All committee and subcommittee members are required to be TCD members in good standing with a reputation for consistent attendance at TCD meetings and events.
- d. Finance Committee members are required to have financial experience, knowledge/ongoing training in PDC reporting, or a reputation for principled moral behavior.
- e. Removal of committee members can be done at the discretion of the committee chair and ratified by the Executive Committee. The member must be informed within three (3) days of the decision.

## **Section 3: Committee Chair Removal**

Any committee chair, who is not serving as an Executive Officer, may be removed by a majority vote of the Executive Committee on the following grounds and must be informed within three (3) days of the decision:

- a. Failure to administer the purpose of the committee as established by the TCDEC upon creation of the committee.
- b. Making public endorsements of candidates, initiatives, or referendums in the TCD's name without prior approval by the TCD membership or Executive Committee.
- c. Illegal use, misuse, loss or damage of TCD assets such as equipment, property, data or funds.
- d. Failure to follow Public Disclosure laws and regulations.
- e. Authorizing or expending funds or obligating TCD to assume debt without proper prior authorization by the TCD or Executive Committee.
- f. Conduct tending to injure the good name of the organization, disturb its well-being, or hamper its work.
- g. Failure to follow applicable laws and codes, including codes of conduct.

## **ARTICLE IX — PRIVACY**

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

The Thurston County Democrats will:

- a. Only collect self-reported information from members and use such information to contact, provide informational materials, and to share various political communications.
- b. Share information with the WSDP and the WSDCC periodically.
- c. Not sell, share, or rent this information to individuals or entities in ways different from what is disclosed in items a. and b. stated above. Nor will the TCD allow use of the information that will compromise the interest of the Thurston County Democrats or individual members.
- d. Use best practices to protect the information collected. Once a year, the TCDEC, in cooperation with the Technology Coordinator, will review the use of all third party software utilized in member data collection and use; and report to the body on this review.
- e. Not guarantee the privacy of willfully disclosed personal information by our membership on social media and the TCD website.

### **Section 2: Outside Mailing Companies**

TCD may use outside mailing companies to mail members 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 X — FINANCIAL MATTERS**

### ***Section 1: Fiscal Year***

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

### ***Section 2: ~~Biennial~~ Budget & Reporting***

The ~~Executive Committee~~ TCDEC shall propose ~~an annual~~ budget prepared by the Finance Committee for the ~~next biennium~~ current year no later than ~~the~~ March 4<sup>th</sup> TCD meeting of the year ~~after~~ for adoption. A written report to the members on budget vs. actual and fund balances shall be prepared and made available to members at any ~~regularly scheduled~~ regular TCD meeting.

### ***Section 3: Bank Accounts***

TCD bank accounts and all disbursements will be overseen by the Treasurer, in coordination with the Executive Committee. ~~Bank accounts will have and Deputy Treasurer. There shall be~~ at least three (3) authorized signers from the ~~executive committee, TCDEC~~ including the Treasurer. ~~No executive committee member may approve or sign for reimbursements to himself or herself and Deputy~~

Treasurer. Checks over \$1,500 require two (2) signers.

#### **~~Section 4: Authority to Obligate~~ Obligation of Funds**

~~No~~ Any non-budgeted items/funds must be approved, in advance, by a majority vote of the TCD member (unless considered an emergency expenditure. Only the Treasurer or officer) Deputy Treasurer may obligate funds or create debt, in accordance with the annual budget, for the TCD without approval, in advance, by a majority vote of the Executive Committee or TCD.

#### **Section 5: Emergency Expenditures**

The ~~Executive Committee may be~~ TCDEC is authorized to spend up to \$~~500~~1000 on emergency, non-budgeted items between TCD meetings. Non-budgeted expenditures estimated to be above \$~~500~~1000 must be held over until the next TCD meeting.

#### **Section 6: Investment of Funds**

The Finance Committee shall develop and recommend an investment policy for TCD funds, and recommend investment of funds, wherever practical, in short-term or long-term, low-risk, interest bearing accounts. Interest earned shall be designated to the accounts that generate the funds. The Executive Committee shall be responsible for execution of investment decisions.

#### **Section 7: Financial Procedures**

The Treasurer, Deputy Treasurer and Executive Committee shall develop, approve, and maintain, and approve a set of operating procedures to guide the management of cash, assets, purchasing, and expenditures for the ~~organization~~TCD. Procedures will be readily available for the membership to review, and may change from time to time, as needs of the organization change.

Prior to the expenditure of more than \$1000 in candidate contributions (individual or aggregate), the Treasurer, in consultation with the Finance Committee, shall prepare and submit to the body budget information including current balances, budget vs. actual, and significant upcoming expenses.

#### **Section 8: Fiscal Responsibility**

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

- a. Evalyn Poff Scholarship Fund – All funds collected, and interest accrued on said funds, shall be used for the express purpose of scholarships to eligible citizens for educational opportunities. Any administrative costs of the scholarship program shall be born by TCD operating funds. All financial reporting will show this account as separate from the general treasury.

- ~~1. Sunshine Fund – The Sunshine Fund will be used to send gifts, flowers, or donations to TCD members facing illnesses, deaths, or other hardships. All funds donated or raised will be set aside for this purpose, and all expenditures will achieve this purpose. The TCD chair~~

~~will annually appoint a Sunshine Fund coordinator to raise and disburse funds. The chair and/or coordinator may approve expenditures of up to \$75. The executive committee must approve amounts larger than \$75.~~

- b. Burger Booth Major Maintenance Reserve – A ~~maintena ne~~maintenance reserve will be set aside for major repairs, significant maintenance or the ultimate replacement of the Burger Booth. Any expenditures will be proposed to the Executive Committee by the Burger Booth Chair for approval. Operating expenses are NOT to be paid through this fund.
- c. General Operating Reserve – A reserve of \$5000 is ~~establishe~~destablished to allow continuity and smooth transition from year to year, and to cover unanticipated major expenses.
- d. Lifetime Membership Fund – A fund is established ~~fo r~~for committed members to make a long-term investment in the party. Funds shall be utilized for significant projects of the organization. All expenditures will be recommended by the Executive Committee, but must be approved by the membership.
- ~~e. The executive committee~~Member Sponsorship Fund - TCD shall create a Sponsorship Fund comprised of voluntary contributions made by the TCD membership in addition to their annual dues. The Sponsorship Fund will be used to sponsor individuals, subject to availability of funds, by covering their annual membership dues. Applicants must be registered voters residing in Thurston County who do not have the ability to purchase a membership. Individuals who are seeking sponsorship must apply by submitting an application to the First Vice Chair on a rolling basis. The First Vice Chair will meet with the applicants at least seven (7) days prior to the next TCDEC meeting before making a recommendation to the TCDEC for sponsorship. The TCDEC will have final approval over which individuals are awarded the sponsorship.
- ~~e.f.~~The TCDEC may propose other set asides or equity funds for multi-year projects or investments as part of the annual budgeting process.
- ~~g. TCD charitable or other financial contributions to another entity shall be voted and approved by the membership and shall meet the following criteria:~~
  - 1. Donation will support the TCD mission;
  - 2. Donation shall not exceed the budget as approved by the membership for the year of the donation;
  - 3. Finance Committee shall make the final determination if criteria 1 and 2 have been met.

## **Section 9: Financial Audit**

~~If a financial audit is approved by the TCD membership, the Treasurer, in consultation with the Finance Committee, will recommend an individual or firm to the TCDEC for approval. The auditing individual or firm will perform an independent financial audit of the organization including budget, PDC reporting, and expenditures- with full cooperation of the Treasurer and Finance Committee. Specific focus or scope of the review or audit may also be recommended- by the TCD membership.~~

~~The Executive Committee, audit findings shall be provided in writing to the Treasurer and Finance Committee members for comment, and then provided to the TCDEC, who shall release the findings to~~

~~the membership in writing~~ no later than ~~September 1~~ of even numbered years, shall contract with a recommended firm or individual to conduct the audit. Findings and reports will be reviewed by the Treasurer and Finance Committee, and then reviewed with the executive committee, who shall ten (10) days after the TCDEC takes receipt of the audit findings. The TCDEC shall present ~~them to the membership~~ audit findings at the biennial reorganization meeting.

## ARTICLE XI — AMENDMENTS

These bylaws may be amended by a two-thirds vote of the ~~TCDEC~~ TCDC members present and voting at any meeting, provided that notice of such proposed amendments have been given to the membership ten (10) days before the meeting to vote on ~~the changes~~ said amendments.

~~Proposed and adopted at the 2014 Re-Organization Meeting.~~

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DRAFT