

**THURSTON COUNTY
DEMOCRATS
BYLAWS**

As Amended:

DRAFT

THURSTON COUNTY DEMOCRATS BYLAWS

ARTICLE I — NAME & OBJECTIVES	2
Section 1: Name	3
Section 2: Objectives	3
ARTICLE II — MEMBERSHIP & PARTICIPATION	3
Section 1: Governing Body	3
Section 2: Membership	3
Section 3: Term of Membership	4
Section 4: TCD Meetings	4
ARTICLE IV — PRECINCT COMMITTEE OFFICERS	5
Section 1: Duties - PCOs shall:	5
Section 2: PCO Proxies	5
Section 3: PCO Resignation	6
Section 4: PCO Vacancies	6
ARTICLE V — EXECUTIVE COMMITTEE	6
Section 1: Governing Power	6
Section 3: Election and Appointment	7
Section 5: Vacancies	7
ARTICLE VI — DUTIES OF TCD OFFICERS	8
Section 1: Chair	8
Section 2: First Vice Chair (Membership, PCO & Party-building)	8
Section 3: Second Vice Chair (Campaign Services)	8
Section 4: Third Vice Chair (Issues, Platform, Resolutions and Bylaws)	9
Section 4: Communications Officer (Secretary)	9
Section 5: Treasurer	9
Section 6: State Committee Woman and Man	10
Section 7: LD Representatives	10
Section 8: At-large Members	11
ARTICLE VII — REMOVAL OF OFFICERS	12
Section 1: Absenteeism	12
Section 2: Grounds For Recall	12
Section 3: Procedures For Recall	12
ARTICLE VIII — EXECUTIVE COMMITTEE OPERATIONS	13
Section 1: Responsibilities	13
Section 2: Permissions	13

Section 3: Quorum	14
Section 4: Meetings	14
ARTICLE IX — TCD COMMITTEES	15
Section 1: Standing Committees	15
Section 2: Committee Member Appointment Requirements	16
Section 3: Committee Chair Removal	17
ARTICLE X — PRIVACY	17
Section 1: Information Collection and Use	17
Section 2: Outside Mailing Companies	17
ARTICLE XI — FINANCIAL MATTERS	18
Section 1: Fiscal Year	18
Section 2: Budget & Reporting	18
Section 3: Bank Accounts	18
Section 5: Emergency Expenditures	18
Section 6: Investment of Funds	18
Section 7: Financial Procedures	18
Section 8: Fiscal Responsibility	19
Section 9: Financial Audit	19
ARTICLE XII — AMENDMENTS	20

ARTICLE I — NAME & OBJECTIVES

Section 1: Name

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

Section 2: Objectives

- a. To strive for a truly representative party, open to all, to work for all the people through the Democratic Party, and to promote the principle expressed in the Constitution of the United States that the power to govern resides with the people.
- b. We further pledge to 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.
- c. To endorse candidates and initiatives, and issue resolutions adhering to the concepts and policy positions expressed in the 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.

Section 2: Membership

- a. All elected and appointed Democratic 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 registered voter residing within Thurston County who declares themselves to be a Democrat shall be a member if they:
 1. Pay annual membership dues, or
 2. Have their dues covered by the TCD Sponsorship Fund, or
 3. Have their Volunteer Waiver approved by the 1st Vice-Chair.
- d. Members who are not PCOs are allowed to fully participate in the Thurston County Democrats except for those duties limited to PCOs 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 II.
- 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. Meetings of the TCD shall be held regularly at a public location accessible to the disabled. All TCD 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.
- b. *Robert's Rules of Order Newly Revised*, 11th edition (2011), or the last revised edition, shall prevail in all matters governing meetings that are not specifically addressed in these bylaws.
- c. 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.
- 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 for a Sergeant-At-Arms to be appointed at other meetings as deemed necessary.
- 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 1st 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 1st Vice-Chair, membership must be granted within ten (10) days of the 1st 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 — PRECINCT COMMITTEE OFFICERS

Section 1: 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 regular TCD meetings where business of the TCD will be conducted, or arrange for a proxy to attend.
- d. Notify their precinct, convene, and chair the Biennial Precinct Caucus in accordance with state law and the Party Charter.
- e. Attend 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 TCD First Vice Chair. The TCD 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 V — 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
3. Second Vice Chair
4. Third Vice Chair
5. Communications Officer (Secretary)
6. Treasurer
7. State Committee Woman
8. State Committee Man
9. At-large Member
10. At-large Member
11. Legislative District (LD) 2 Chair (or appointed representative)
12. Legislative District (LD) 20 Chair (or appointed representative)
13. Legislative District (LD) 22 Chair (or appointed representative)

14. Legislative District (LD) 35 Chair (or appointed representative)

Section 3: Election and Appointment

All elected officers must be members of TCD as defined in Article II. The TCD shall meet for its reorganization meeting following 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 Board 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 apply to each office:

- a. The Chair, First Vice Chair, Second Vice Chair, and Third Vice Chair shall be elected by the TCDC (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 is to be elected first at the reorganization meeting followed by the 1st, 2nd and 3rd Vice Chairs.
- b. The Communications Officer, Treasurer, and At-large Members shall be elected by the TCD membership.
- c. State Committee Representatives shall be of differing gender identities, and shall be elected by the TCDC (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 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

The membership must be notified regarding any executive committee position vacancy a minimum of ten (10) calendar days prior to the 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 V, 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 — DUTIES OF TCD OFFICERS

Section 1: Chair

The Chair is the presiding officer of the TCDCC and the Executive Committee. In addition, the Chair shall:

- a. Act as the spokesperson for the TCD.
- b. Guide the organization in fulfilling the TCDEC's Strategic Plan and decisions.
- c. Conduct TCD and TCDEC meetings according to these bylaws or Robert's Rules of Order, and in accordance with the agenda set by the TCDEC.
- d. Cast the tie breaking vote for votes held by the TCDEC.
- e. Convene the Thurston County Democratic Convention.
- f. Join the Finance Committee to oversee expenditures within the approved budget limits and timely PDC filings.
- g. Compile the agenda for all meetings of the TCDEC and TCD with input from the executive committee members.
- h. Attend all official Washington State Democratic Central Committee (WSDCC) meetings, or designate a proxy.
- i. 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. Guide the organization 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 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 meeting credentials.
- j. Follow all applicable laws and 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.
- 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.
- d. Serve as the body's liaison to all campaigns.
- e. Coordinate the recruitment of qualified candidates for office to ensure the TCD is active in all local races.
- 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 4: Communications Officer (Secretary)

The Communications Officer is the Secretary for the TCDCC and shall:

- a. Serve on the TCD Executive Committee.
- b. Prepare draft and amended minutes of the TCD and Executive Committee meetings.
- c. Preserve the formal documents of the TCDCC and TCDEC.
- d. Oversee outgoing communications and official correspondence of the TCD.
- e. Ensure that the agenda, Executive Committee meeting minutes, and TCD meeting minutes are available at each TCDCC meeting, as well as additional documents as needed.
- 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: Treasurer

The Treasurer is responsible for managing TCD funds and shall:

- a. Serve on the TCD Executive Committee.
- b. Receive funds and disburse properly authorized expenditures for the organization.
- c. Serve as Chair for the TCD Finance Committee.
- 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.
- 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.
- g. 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).
- h. Participate in a periodic review of financial records by the Finance Committee, led by another member of that committee designated by the Chair.
- i. Prepare a monthly TCD financial status report for the Executive Committee meeting and distribute it at the regular monthly TCD meeting.
- j. In consultation with the 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.
- k. 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.
- l. With the assistance of the TCD Finance Committee, cooperate with an independent external review or audit of the TCD finances per Article XI, Section 9.
- m. Assist the At-large Members with managing their budgets and cash management.
- n. Prepare a draft budget for the following fiscal year by the end of the current fiscal year.
- o. Follow all applicable laws and codes.

Section 6: 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 issues raised by the TCD to the WA State Democratic Party (WSDP) and the WSDCC.
- c. Report to the TCD at its 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.
- d. Provide a summary of the WSDCC meetings to Communications Officer.
- e. Oversee organization of biennial WSDCC party caucuses and the TCD County Convention.
- f. Serve on the TCD executive Committee.
- g. 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.
- i. Either the State Committee Woman or Man must run for the CD 10 representative seat on the WSDCC Executive board.
- j. Follow all applicable laws and codes.

Section 7: 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.
- b. Report to the TCD and Executive Committee issues raised in the LD.

- c. Report to the LD issues raised by TCD and the Executive Committee.
- d. Support activities and operations of the TCD wherever possible.

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. 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: Documentation

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 10: 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 11: 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 — REMOVAL OF OFFICERS

Section 1: Absenteeism

Unless excused by the Chair, a TCD officer may be recommended for removal for missing three consecutive TCD or Executive Committee meetings 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. Grounds for recall may include one or more of the following:

- a. Failure to perform duties as prescribed by ARTICLE VI.
- 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.

Section 3: Procedures For Recall

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.
 2. Written notification 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 TCDEC. This notification must also include the date, time, and location for a hearing open to the TCD membership only.
 3. The TCDEC shall conduct a hearing into the 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 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 recall meeting is required to recall an officer.
- b. Resolution for Removal.

1. A Resolution for Removal must be signed by two-thirds of the filled TCDEC positions, excluding the LD representatives. If all committee positions are filled, two-thirds requires seven (7) 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 TCDEC.
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 — EXECUTIVE COMMITTEE OPERATIONS

Section 1: Responsibilities

The Executive Committee shall:

- a. Conduct regular Executive Committee meetings.
- b. Conduct regular TCD meetings.
- c. Act on behalf of the general membership outside of TCD meetings.
- d. Establish a Strategic Plan and event calendar for fundraising and events during the first two months that meet the objectives statements in Article I, to be published no later than March 1st of every year for viewing by the membership.
- e. 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 every year.
- f. Review and act on the Treasurer's monthly report.
- g. Review candidates recommended by the Campaign Services Committee to be submitted for approval by the membership throughout the election season.
- h. Appoint a Technology and Outreach Coordinator at the first Executive Committee meeting following the reorganization meeting.
- i. Manage a local campaigns office during even numbered years.
- j. Appoint a personnel committee to oversee recruitment, hiring, compensation, and policies when professional staffing is necessary.
- k. Select a qualified individual or firm to conduct an independent audit of TCD finances according to Article XI, Section 9.
- l. Executive committee officers shall recruit volunteers and and appoint ad hoc committees, and committee chairs as needed to fulfill the duties of office, and make other appointments authorized by the Executive Committee.

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.
- b. Enter into executive session, by majority vote, during a regular TCDEC meeting to exclude members of the public to discuss legal and/or other issues where business transactions are not taking place and motions are not being passed.
- c. 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 TCDECC and TCDEC meeting location and agenda items.
- f. Allow candidates and elected officials time to address the membership during regular TCD meetings.
- g. Create and dissolve ad hoc committees by majority vote.
- h. Appoint and remove committee chairs by majority vote.
- i. Make recommendations to the TCD membership on any motions for new policies, bylaw changes, or the recall of executive committee officers.

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 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 meetings 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 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 IX — 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 1st 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 1st 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 2nd 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 3rd 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.
 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 TCD-owned technology, any issues encountered, and future plans or expenses.
 3. 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 chair and ratified by the Executive Committee. The member must be informed within three (3) days of the decision.
- 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 X — 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 XI — 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: Budget & Reporting

The TCDEC shall propose an annual budget prepared by the Finance Committee for the current year no later than the March TCD meeting of the year 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 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 and Deputy Treasurer. There shall be at least three (3) authorized signers from the TCDEC including the Treasurer and Deputy Treasurer. Checks over \$1,500 require two (2) signers.

Section 4: Obligation of Funds

Any non-budgeted items/funds must be approved, in advance, by a majority vote of the TCD unless considered an emergency expenditure. Only the Treasurer or Deputy Treasurer may obligate funds or create debt, in accordance with the annual budget, for the TCD.

Section 5: Emergency Expenditures

The TCDEC is authorized to spend up to \$1000 on emergency, non-budgeted items between TCD meetings. Non-budgeted expenditures estimated to be above \$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 a set of operating procedures to guide the management of cash, assets, purchasing, and expenditures for the 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 established and maintained in separate accounts or 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.
- b. Burger Booth Major Maintenance Reserve – A 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 established to allow continuity and smooth transition from year to year, and to cover unanticipated major expenses.
- d. Lifetime Membership Fund – A fund is established 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. 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 1st Vice-Chair on a rolling basis. The 1st 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.
- 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 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 ten (10) days after the TCDEC takes receipt of the audit findings. The TCDEC

shall present the audit findings at the biennial reorganization meeting.

ARTICLE XII — AMENDMENTS

These bylaws may be amended by a two-thirds vote of the TCD 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 said amendments.

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