

**THURSTON COUNTY
DEMOCRATS
2015-2016 BYLAWS**

DECEMBER 8, 2014 BY TCDCC

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ARTICLE I — NAME & OBJECTIVES

Section 1: Name

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

Section 2: Objectives

- A. To elect Democrats.
- B. 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.
- C. To adhere to those concepts and policy positions expressed in the county, state, and national Democratic Platform.

ARTICLE II — MEMBERSHIP & PARTICIPATION

Section 1: Governing Body

The 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 Precinct Committee Officers (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 a Democrat and pays annual membership dues shall be a member.
- 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 or by the charter and bylaws of the Washington State Democratic Party.

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 2.
- 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 TCD meetings shall be held monthly 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.
- B. A quorum exists when 40 percent of the members who have signed in are present.
- C. 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.
- D. Robert's Rules of Order, Revised, Tenth Edition, October, 2000 or the last revised edition, shall prevail in all matters governing meetings that are not specifically addressed in these Bylaws.
- E. An approved parliamentarian 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 at anytime ask for a parliamentarian to be present at other meetings as deemed necessary.

ARTICLE III — PRIVACY

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.

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 monthly TCD meetings, or arrange for a proxy to attend.
- D. Identify the location, notify the public, 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, and coffee hours within his or her precinct, regularly update the registered voter database, and perform other activities to help elect Democrats.

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 proxy shall be filed in writing with the Secretary of the TCD, and it will remain in effect until revoked by the PCO, or until the next general 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 shall submit a written resignation to TCD, P.O. Box 164, Olympia, WA 98507 or send an e-mail 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 TCD, P.O. Box 164, Olympia, WA 98507 or by sending an e-mail to the TCD 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.

ARTICLE V — EXECUTIVE COMMITTEE

Section 1: Governing Power

In order to run an effective and stream-lined 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.

Section 2: Executive Committee Membership

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

1. Chair
2. First Vice Chair

3. Second Vice Chair
4. Secretary
5. Treasurer
6. State Committee Woman
7. State Committee Man
8. LD 2 Chair (or appointed representative)
9. LD 20 Chair (or appointed representative)
10. LD 22 Chair (or appointed representative)
11. LD 35 Chair (or appointed representative)
12. At large member
- 13.** At large member

Section 3: Election and Appointment

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

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

Section 4: Vacancies

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

ARTICLE VI — DUTIES OF TCD OFFICERS

Section 1: Chair

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

1. Act as spokesperson for the TCD.

2. Direct the organization in a manner consistent with the Executive Committee strategic plan.
3. Convene and conduct monthly TCD and Executive Committee meetings.
4. Convene the Thurston County Democratic Convention.
5. Oversee expenditures within the approved budget limits.
6. Appoint committee chairs as needed to fulfill the duties of office, and make other appointments authorized by the Executive Committee and these Bylaws.

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

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

1. Direct the organization in the Chair's absence and shall assume all the authority, duties, and responsibilities of the Chair.
2. Serve on the TCD Executive Committee.
3. Oversee maintenance and updating of the TCD membership database
4. Oversee recruitment and training of Precinct Committee Officer candidates.
5. Oversee membership recruitment and volunteer recognition efforts.
6. Coordinate with the State Party to enhance and maintain the registered voter file and oversee TCD efforts to canvass precinct and register new voters.
7. Work with the treasurer to develop a preliminary budget needed to carry out the duties of First Vice-Chair.
8. Oversee recruitment of election board members and poll watchers, and act as liaison to the county auditor's office for all election related activities.
9. Recruit volunteers and recommend appointment of committee members and chairs as needed to fulfill the duties of the office of First Vice Chair.

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:

1. Serve on the TCD Executive Committee.
2. Co-chair the Campaign Services Committee.
3. Serve as the body's liaison to all campaigns.
4. Coordinate the recruitment of qualified candidates for office to ensure TCD is active in all local races.
5. Recruit volunteers and recommend appointment of committee

members and chairs as needed to fulfill the duties of the office of Second Vice Chair.

6. Work with the treasurer to develop a preliminary budget needed to carry out the duties of Second Vice-Chair.

Section 4: Secretary

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

1. Serve on and take minutes of TCD and Executive Committee meetings.
2. Make copies of Executive Committee and TCD meeting minutes available at each TCD meeting.
3. Manage expendable office supplies.
4. Secure and maintain all non-database records and official documents of the TCDC.
5. Prepare official correspondence of the TCD.
6. Maintain a list of parliamentarians authorized by the Executive Committee.
7. Oversee organizational communications, including website and newsletter.
8. Recruit volunteers and recommend appointment of committee members and chairs as needed to fulfill the duties of the office of Secretary.

Section 5: Treasurer

The Treasurer is responsible for managing TCD funds and shall:

1. Receive funds and disburse properly authorized expenditures for the organization.
2. Serve as Chair for the TCD Finance Committee.
3. 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.
4. 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.
5. Prepare and file all Public Disclosure Commission Reports in a timely fashion, in accordance with the Revised Code of Washington (RCW), the Washington Administrative Code (WAC) and deadlines.

6. Participate in a periodic review of financial records by the Finance Committee, led by another member of that committee designated by the Chair.
7. Prepare a monthly TCD financial status report for the Executive Committee meeting and distribute it at the regular monthly TCD meeting.
8. In consultation with the TCD officers, committee chairs and the Finance Committee draft a preliminary budget proposal for review by the Executive Committee for approval by the TCD membership.
9. 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.
10. In coordination with the Finance Committee, recommend an individual or firm to conduct Biennial TCD Audit. Participate in the audit, and present the findings to the executive committee, then membership at the biennial reorganization meeting.
11. In consultation with TCD officers, review and correct as needed the written inventory of TCD assets.
12. Serve on the TCD executive Committee and TCD Burger Booth Committee.
13. Recruit volunteers and recommend appointment of committee members and chairs as needed to fulfill the duties of the office of Treasurer.

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:

1. Attend all official WSDCC meetings, or designate a proxy in accordance with WSDCC rules.
2. Report to the state committee on issues raised by the TCD
3. Report to the TCD at its monthly meetings on issues raised by the WSDCC.
4. Supply minutes of the WSDCC meetings to the TCD Secretary.
5. Oversee organization of biennial WSDCC party caucuses and the TCD County Convention.
6. Serve on the TCD executive Committee.
7. Recruit volunteers and recommend appointment of committee members and chairs as needed to fulfill the duties of the office of the

State Committee Woman and Man.

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:

1. Serve on the TCD executive Committee.
2. Report to the TCD and Executive Committee issues raised in the LD.
3. Report to the LD issues raised by TCD and the Executive Committee.
4. Support activities and operations of TCD wherever possible.

Section 8: At-large Members

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

ARTICLE VII — REMOVAL OF OFFICERS

Section 1: Absenteeism

Unless excused by the Chair, a TCD officer may be removed for missing three consecutive TCD or Executive Committee meetings, by majority vote of the executive committee. 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 one or more of the following grounds:

1. Failure to perform duties as prescribed by ARTICLE VI.
2. Making public endorsements of candidates, initiatives or referendums in the TCD’s name without prior approval by the TCD membership or Executive Committee.
3. Illegal use, misuse, loss or damage of TCD assets such as equipment, property, data or funds.

4. Failure to follow Public Disclosure laws and regulations.
5. Authorizing or expending funds or obligating TCD to debt without proper prior authorization by the TCD or Executive Committee.

Section 3: Procedures For Recall

1. Any motion to recall an officer must be in writing and signed by at least ten (10) TCD members.
2. A recall motion shall be referred to the Executive Committee for review. Written notification of a recall motion shall be made to the membership within 10 days of referral to the Executive Committee.
3. Following notification to the membership, the Executive Committee 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. At the next TCD meeting after the hearing is concluded, or at a specially convened meeting of the TCD, the Executive Committee will make its recommendation to the membership.
4. A two-thirds vote of the voting members present at the next regular TCD meeting is required to recall an officer.
5. In no case shall a recall motion remain unresolved for more than 45 days.

ARTICLE VIII — EXECUTIVE COMMITTEE OPERATIONS

Section 1: Quorum

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

Section 2: Responsibilities

The Executive Committee shall:

1. Act on behalf of the general membership between TCD meetings.
2. By no later than March 1 of the year after adoption, establish and publish a Strategic Plan and event calendar to meet the objectives of ARTICLE I.
3. Work with the treasurer to develop a strategic plan for fundraising and a budget for approval by the membership no later than March 1 of the 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.
8. Review and act on Treasurer's monthly report.
9. If professional staffing is necessary, appoint a personnel committee to oversee recruitment and procedures for hiring, compensation, and employee policies.
10. Make recommendations to the TCD membership on acceptance or rejection of all Recall Motions.
11. Develop new ideas and techniques to fund the Executive Committee Strategic Plan.
12. In even numbered years, establish and manage a TCD local campaign office.
13. Upon recommendation by the Treasurer, select a qualified individual or firm to conduct a biennial audit of TCD finances. Review the audit on completion and present to the membership at the Biennial reorganization meeting.

Section 3: Meetings

The Executive Committee shall meet at a public location, accessible to the disabled, at least one week prior to the TCD monthly meeting. By a majority vote, the Executive Committee may go into executive session to exclude members of the public to discuss but not take action on legal or personnel issues.

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.
2. Membership Committee (Chaired by 1st Vice Chair) – to recruit, retain and promote membership in TCD, and oversee recognition efforts of extraordinary members.
3. Campaign Services Committee (Co-chaired by 2nd 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.
4. Communication Committee (Chaired by Secretary) – to oversee and foster communications within and outside of the organization, including website and newsletter.
5. 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.
6. Burger Booth Committee (Chaired by At Large Representative, Treasurer must also serve on Committee) – oversee all planning and operations of the TCD Burger Booth.
7. Fundraising Committee (Chaired by At Large Representative, Treasurer must also serve on Committee) – Oversee all planning and implementation of TCD fundraisers, including Dinner & Auction, low cost fundraisers, and cash fundraisers.

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

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

1. Provided reasons are presented, any Officer may recommend to the Executive Committee removal of a Committee chair.
2. Any person subject to removal action shall be notified five (5) days in advance of a proceeding that affects the status of that person's appointment.
3. Removal of committee chairs shall be by majority vote of the Executive Committee.

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 shall propose a budget for the next biennium no later than March 1 of the year after 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 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 at least three signers from the executive committee, including the treasurer. No executive committee member may approve or sign for reimbursements to himself or herself.

Section 4: Authority to Obligate Funds

No TCD member (or officer) may obligate funds or create debt 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 authorized to spend up to \$500 on emergency, non-budgeted items between TCD meetings. Non-budgeted expenditures estimated to be above \$500 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 interest bearing accounts. Interest earned shall be designated to the accounts that generate the funds. The Executive Committee shall be responsible for investment decisions.

Section 7: Financial Procedures

The Treasurer and Executive Committee shall develop, maintain, and approve a set of operating procedures to guide the management of cash, assets, purchasing, and expenditures for the organization. Procedures will be 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 subaccounts on an ongoing basis, and restricted as described:

1. 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.
2. 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.

3. 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.
4. General Operating Reserve – A reserve is established to allow continuity and smooth transition from year to year, and to cover unanticipated major expenses.
5. 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.
6. The executive committee may propose other set asides or equity funds for multi-year projects or investments as part of the annual budgeting process.

Section 9: Audit

The Treasurer, in consultation with the Finance Committee, will recommend an individual or firm to perform a financial audit of the organization including budget, PDC reporting, and expenditures. Specific focus or scope of the audit may also be recommended. The Executive Committee, 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 present them to the membership at the biennial reorganization meeting.

ARTICLE XI — AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the TCDCC 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 change.

Proposed and adopted at the 2014 Re-Organization Meeting.