

DEMOCRATIC PARTY OF PULASKI COUNTY BY-LAWS

Article I: Name

This organization shall be known as the Democratic Party of Pulaski County (DPPC).

The by-laws and all official acts and proceedings shall be binding on all officers, members, and subordinate bodies where applicable.

Article II: Mission

The mission of the Democratic Party of Pulaski County is to:

- **Build** a strong County Party with emphasis on local-level engagement and activism to educate the community about the Democratic Party of Arkansas.
- **Recruit** quality candidates to seek local, county, district, and statewide office.
- **Raise** money to provide resources for county and statewide Democratic candidates.
- Have an active role on the state level to **express** local concerns.
- **Maintain** and grow the membership of the DPPC.
- **Elect** members to the Democratic Party of Arkansas State Committee and participate in Democratic Conventions and activities of the Democratic Party of Arkansas.

Article II: Membership and Organization

Elections for officers shall be held in January following a general election. Only DPPC members who have paid member fees at least thirty (30) days prior shall serve as voters in officer elections.

The elected officers of the DPPC are: Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer. The Executive Committee shall be made up of the elected officers and the Chair Emeritus. Candidate(s) for elected DPPC officer positions shall be paid members in good standing for no less than 30 days prior to the officer election.

A member in good standing is anyone who has paid the member fees required by DPPC. Officers of DPPC must avoid public expressions of support, including campaign contributions, for candidates opposing Democratic nominees.

The **Chair** shall call and preside at all meetings of the DPPC; oversee the day-to-day affairs of the DPPC; serve as chairperson and voting member of the Executive Committee; serve as *ex officio* member on all committees; call meetings of the Executive Committee and Auxiliary Council, when necessary; and make appointments to committees of the DPPC; serve as a signatory for all DPPC accounts.

The **First Vice-Chair** shall preside at DPPC meetings in the absence of the Chair; shall coordinate programs at DPPC meetings that promote the mission of the DPPC; and carry out such other duties as delegated by the Chair.

The Chair and First Vice-Chair shall be of opposite sexes.

The Second Vice-Chair shall coordinate all membership development programs of the DPPC; shall maintain the social media presence, website, email systems, and other digital media of the DPPC;

shall serve as interim secretary in the absence of the **Secretary**; and carry out such other duties as delegated by the Chair.

The **Secretary** shall record all minutes and votes of DPPC regular, Executive Committee, and Auxiliary Council meetings and prepare them for consideration by the body at the subsequent meeting; shall preserve all important records and papers of the DPPC; shall maintain the archives of the DPPC; and carry out such other duties as delegated by the Chair. All records and reports of the Secretary shall be subject to audit at the request of the Chair or Executive Committee. In Auxiliary Council meetings, any member of the Auxiliary Council may temporarily serve in the absence of the Secretary.

The **Treasurer** shall maintain all financial records of the DPPC and provide financial reports at regular meetings, shall be a co-signatory on any bank accounts with the chair, shall maintain accurate membership rolls of the DPPC, shall digitally submit the complete contact information including: name, phone number, mailing address, and email address of each member of the DPPC as well as any payment associated with said members to the Democratic Party of Arkansas on an annual basis as required by the rules and policies of the Democratic Party of Arkansas. The treasurer shall submit any reports required by the Arkansas Secretary of State, Arkansas Ethics Commission, the Democratic Party of Arkansas, or by statute. All records and reports of the Treasurer shall be subject to audit at the request of the Chair or Executive Committee.

The DPPC shall strive to reflect the diversity of the DPPC in the election of its officers.

Chair Emeritus is the immediate past Chair of the Pulaski County Democratic Committee and shall serve as a counselor to the DPPC and the Executive Committee.

The Executive Committee shall carry out the business of the DPPC as designated by the DPPC membership and make decisions within its powers in the interim when the DPPC does not meet. It shall also serve as the budget committee for the organization and shall present to the DPPC a biennial budget for approval.

The Chair may appoint a Parliamentarian, Faith Leader, Data Officer, Events Chair, Fundraising Chair, and Outreach Leaders, as needed, to serve the DPPC.

Auxiliary Council

Recognized County Auxiliary Organizations shall exist for the purpose of conducting outreach, increasing the visibility of DPPC in Pulaski County, and growing the membership of the DPPC. The Auxiliary Council shall be made up of the DPPC Executive Committee and the President(s) of each recognized County Democratic auxiliary organization.

“Recognized County Democratic auxiliary organizations” shall only include auxiliary organizations whose connected state auxiliary is duly chartered by the Democratic Party of Arkansas and whose recognition is acknowledged by the County Executive Committee in a community outreach plan per Democratic Party of Arkansas Rules Article III, Section 2.04(11). Recognized County Democratic auxiliary organizations shall hold an annual convention to elect officers each February and present a detailed outreach plan, GOTV plan, and budget to the Executive Committee each April for approval. Each member of the Auxiliary Council shall vote to select the Jeffrey Ledbetter

Outstanding Young Democrat award honoree as requested by the Chair of the Democratic Party of Arkansas.

General Membership

The DPPC shall be composed of members who reside in Pulaski County, are paid members in good standing, and who file to join the DPPC during the primary election filing period. The DPPC may extend membership to county registered voters seeking membership outside the filing period. Aside from votes taken at the County Convention, in order to vote one must be a member thirty (30) days prior to any votes taken by the DPPC.

In accordance with State Party Rules, the DPPC may be composed of at least twenty (20) members.

The DPPC shall convene in an open, public meeting to be held not later than thirty (30) days prior to the opening of the filing period to fix and announce the ballot access requirements (fees/petitions) to be met by each candidate, and member fees for the next member term.

Proxy voting shall be permitted at meetings of the DPPC only by a vote of the DPPC to allow proxy voting. If proxy voting is allowed the following rules per Democratic Party of Arkansas Rules Article II, Section 2.01(41) shall apply:

- no member shall vote the proxy of more than one other member
- proxies shall be granted only when printed, dated, signed, and filed with the Secretary by the commencement of a meeting
- no proxy shall be valid for more than one meeting
- the Secretary shall preserve said proxies for no less than one year past the term of the Committee, at the Democratic Party headquarters as part of the records of the State Committee.

DPPC member terms shall begin at the commencement of the biennial County Convention, or thirty (30) days after remittance of member fees, and serve until the convening of the next biennial Convention.

Jeffrey Ledbetter Outstanding Young Democrat Award

Each year, at the request of the Democratic Party of Arkansas chair, the DPPC Chair shall present the Jeffrey Ledbetter Outstanding Young Democrat award to a young person that shares the same passion and dedication of its namesake. This award should reflect an enthusiasm and idealism that is inherent in youth and is present when one thinks of Jeffrey Ledbetter. Each young person chosen must have contributed to the success of the DPPC, Democratic Party of Arkansas, or Democratic candidate(s) by volunteering, recruiting members, raising funds, and/or showing aptitude for leadership. Each member of the Auxiliary Committee shall review all nominations and vote for a JLYDA honoree.

Certification

Within ten (10) days after the County Convention, the Treasurer shall digitally submit the complete contact information including: name, mailing address, phone number, and email address of each elected delegate to the State Committee as directed by officers or staff of the Democratic Party of Arkansas.

Following the election of DPPC officers, the Chair shall submit the following to the Democratic Party of Arkansas County Party Review Committee:

- A complete list of the name, address, phone number, and email address of each officer.
- A copy of the DPPC bylaws.
- A detailed plan for DPPC's active support of Democratic candidates.
- A detailed plan for DPPC's community outreach.
- A financial statement from the Treasurer listing the balance of all DPPC bank accounts, and any outstanding debt of the DPPC.

Quorum

The quorum for the DPPC shall be 10% of the membership.

ARTICLE IV: Meetings

Meetings

All meetings of the DPPC are open to all members of the Democratic Party regardless of race, ethnicity, color, religion, sex, national origin, age, disability, military status, sexual orientation, gender identity, or economic status. The DPPC shall hold at least four (4) regular meetings in a non-election year, and at least six (6) meetings in an election year.

Notice

The DPPC shall meet at the call of the Chair at such time and place as is designated in the call. Notice of call for meetings shall be mailed or emailed by the Chair or Second Vice-Chair to the membership of the DPPC at least five (5) days before the dates of the meetings, provided that in case of an emergency, DPPC may be convened on two (2) days notice. The news media within the County shall be informed thereof at the time of the calling of such meeting.

Special Meetings

Special meetings of the DPPC shall be called by the Chair upon request of one-fifth (1/5) of the membership of the full County Party. Upon failure or refusal of the Chair to call a requested meeting, those members requesting the meeting may issue the call. Notice of calls for special meetings shall be mailed or emailed by the Secretary or their designee to each member of the DPPC at least five (5) days before the date of the meeting, provided that in case of emergency, the DPPC may be convened on two (2) days notice. The news media within the County shall be informed thereof at the time of the calling of such meeting. In the event the Secretary fails to act or refuses to act, those making the call shall give notice to membership and the news media.

Statutory Meetings

The DPPC shall meet as required by state law for the purpose of conducting primary elections and shall meet otherwise in compliance with statutory requirements and rules of the Democratic Party of Arkansas. Ten (10) days written notice of such meetings shall be given by the Chair to the membership. The news media within Pulaski County shall be informed thereof at the time of the calling of such meeting.

ARTICLE V: Rules of Order

The official business of the DPPC shall be conducted in accordance with *Robert's Rules of Order (Newly Revised)* when not inconsistent with the Bylaws or Rules of the DPPC.

The news media within the County shall be informed thereof at the time of the calling of such meeting.

ARTICLE VI: Pulaski County Convention

The DPPC shall hold a Biennial County Convention for the purpose of confirming delegates to the State Convention and electing county representatives to the State Committee, and for any other such purpose as may be required by state law or party rules.

On the first Monday following the general primary election, i.e. the primary runoff election, DPPC will hold a County Convention. The Chair, Second Vice-Chair, or Secretary shall give adequate notice to members by mail no later than one week in advance of said County Convention and by news release in the local news media no later than one week in advance of said County Convention.

The Pulaski County Convention shall be composed of all paid DPPC members in good standing, where not in conflict with the rules of the Democratic Party of Arkansas.

The Pulaski County Convention shall be called to order by the Chair of the DPPC, who shall serve as the Temporary Chair until election of permanent officers of the Convention. If the Chair of the DPPC is not present or refuses to act, any delegate to the Convention may serve as Temporary Chair.

The County Convention shall also certify DPPC's delegates to the State Convention. All members of the County Party at the time of the County Convention shall be eligible to attend the State Convention as a voting delegate.

The Chair and Secretary of the County Convention shall certify the names of DPPC's State Committee representatives and State Convention delegates to the Secretary of the State Committee within seven (7) days of the election.

ARTICLE VII: Amending the By-Laws

Proposals to amend the bylaws must be submitted by a DPPC member to the DPPC Chair. The proposal then shall be submitted to the Executive Committee, which shall require a majority vote to amend. The Executive Committee shall then refer the proposal to the full County Party at least thirty (30) days prior to a vote. The proposal shall require a majority vote of the County Party quorum to be passed.

ARTICLE VIII: Election Commission

County Election Commissioner(s) shall be elected in January immediately following the General Election. Candidate(s) for Election Commissioner shall be paid members in good standing. The office of the Election Commissioner shall not be combined with any other County Party offices. Within ten (10) days of the date of electing the Election Commissioner, the Chair or the Secretary shall notify the Pulaski County Clerk in writing the name(s) and address(es) of the member(s) selected to serve on the Pulaski County Board of Election Commissioners in accordance with state law.

ARTICLE IX: Committees

Standing Committees and Their Duties

Section 1. There shall be the following standing committees: Events and Fundraising. Other committees shall be established by the DPPC upon recommendation of the Chair.

Section 2. Within the first month after taking office, the Chair shall appoint a chair and such additional members as the work of each committee may require with the exception of specifically assigned positions presented by the by-laws.

Section 3. The duties of the standing committees shall be as follows:

Fundraising: This committee shall be responsible for the development and conduct of fundraising activities to finance the programs of the DPPC as set forth in the budget approved by the membership.

Events: This committee shall work in tandem with the Fundraising Committee to plan and conduct fundraising events to finance programs of the DPPC as set forth in the budget approved by the membership.