



**BY-LAWS  
LEELANAU  
COUNTY  
DEMOCRATIC  
PARTY**

**Approved: November 19, 2009**

The By-laws Committee (Don Boyce, Ruth Boyce, John Dick, Donna Dodd, Larry Dodd (Chairperson), Mary Easthope, Tom Hinsberg, Bob Marshall and Connie Soma) revised the original Bylaws on February 20, 2002.

On October 11, 2008 the Bylaws Committee (Jon Boulton, Donna Dodd(Chair), Larry Dodd, Mary Easthope, Charles Godbout, Jim Hamm, Bob Marshall, Lannie Sterling, and Lee Ann Sterling, submitted the second revision of the bylaws to the LCDP Steering Committee for approval. The Steering Committee discussed and recommended several changes over the course of the next six months as did the general membership. In September, at a regularly held general membership meeting, the revised by-laws were presented for perusal. Full recommendation from the Steering Committee came at the October 10, 2009 monthly meeting. The general membership passed that recommendation at its meeting on November 19, 2009.

Respectfully submitted:  
Bylaws Committee,  
Jon Boulton  
Donna Dodd  
Mary Easthope  
Charles Godbout  
Jim Hamm  
Bob Marshall  
Lannie Sterling  
Lee Ann Sterling  
Larry Dodd (Chair)

## **PREAMBLE: FUNDAMENTAL PRINCIPLES**

All public meetings at all levels of the Leelanau County Democratic Party shall be open to all members of the Democratic Party regardless of actual or perceived race, color, creed, sex, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

No tests for membership in, nor any oaths of loyalty to, the Leelanau County Democratic Party shall be required or used which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

The Leelanau County Democratic Party, on all levels, shall support the broadest possible participation without discrimination on grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

## **ARTICLE I: NAME AND PURPOSE**

This organization is registered as the Leelanau County Democratic Committee, but shall be referred to as the Leelanau County Democratic Party (LCDP), an affiliated unit of the Michigan Democratic Party (MDP) whose purpose shall be:

- to promote the philosophy of the Democratic Party;
- to provide coordination between Democrats in the prospective townships as well as coordination on district and state party matters;
- to encourage qualified candidates to run for elective offices on the township, county, state and federal levels;
- to provide the people of Leelanau County with information concerning township, county, district and state affairs;
- to provide a continuing organization capable of conducting effective township and county campaigns in Leelanau County;
- to aid the township, county and district Democratic candidates in local and general elections in Leelanau County;
- to aid Democratic candidates of our choice in State and Federal elections;
- to abide by the rules of the Democratic Party of the State of Michigan.

## **ARTICLE II: MEMBERSHIP AND VOTING**

**Section A:** Any member of the Michigan Democratic Party, upon payment of local dues as herein provided, becomes a member of the Leelanau County Democratic Party (hereafter designated as "LCDP").

**Section B:** Any resident of Leelanau County who is interested in and supportive of the purposes of the LCDP as stated in Article I, upon payment of local dues as herein provided, becomes an active member in the LCDP.

**Section C:** Honorary and/or lifetime membership in the LCDP may be awarded by majority vote of the LCDP Steering Committee.

**Section D:** All LCDP precinct delegates, Executive Committee members, officers and LCDP Steering Committee members must be members of the Michigan Democratic Party.

**Section E.** The membership and fiscal year shall be January 1 through December 31.

**Section F:** In order to vote at any LCDP meeting at any level, a person must be a member of both the Michigan Democratic Party and the LCDP at least thirty (30) days prior to that meeting.

## **ARTICLE III: ORGANIZATION**

### **Section A: General Structure**

1. The structure of the LCDP shall consist of the precinct delegates, Executive Committee, Officers of the LCDP, the LCDP Steering Committee, and the general membership.
2. The Officers of the LCDP shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer.
3. The Chairperson and Vice-Chairperson must be members of the opposite sex and may come from any part of Leelanau County, preferably not from the same township.
4. Should the officers fail to perform their duties, the Executive Committee of the LCDP shall have the power to remove them from office.

### **Section B: Executive Committee**

1. In even numbered years, the LCDP delegates to the Fall County Convention shall convene at the call of the County Chairperson within twenty (20) days following the November election to elect a number of persons equal to twice the number of candidates for County, State, Legislative, and U.S. House of Representatives offices for which candidates were nominated at the most recent fall primary for that office. These persons, together with the persons most recently nominated by the Party for each of those offices, shall constitute the Executive Committee.
2. When a new nomination is made for an office listed in Section B 1 above, the nominee for which office is entitled to serve as a member of the Executive Committee; the new nominee shall replace the previous nominee as a member of the Executive Committee.
3. If a vacancy occurs in the position of a delegate-elected member of the Executive Committee, the remaining delegate-elected members shall fill the vacancy.
4. Except as otherwise provided, the Executive Committee shall elect the officers to carry out the purposes of the Party and shall fill a vacancy in any of its offices.
5. Immediately following the election of members of the Executive Committee, including the filling of vacancies, the (LCDP) Secretary shall certify the names and addresses of persons chosen to the County Clerk who shall immediately notify each person.
6. Any LCDP member who wishes to submit a resolution to the State Convention must first submit it to the LCDP Steering Committee for recommendation. The LCDP Secretary will forward the resolution to the Executive Committee Chair person for the Executive Committee's approval. The LCDP secretary, upon receiving the approval of the Executive Committee, will forward the resolution to the MDP Resolutions Committee.

### **Section C: Duties of Officers.** The officers of the LCDP shall govern the LCDP and will consist of the following:

1. Chairperson. The Chairperson shall perform all functions/duties attributed to this office or that may be required by this organization. Such duties include but are not limited to: developing a LCDP Steering Committee Policy Handbook; serving as liaison to the District, State and National Democratic Party; presiding over general membership and Steering Committee meetings of the LCDP; setting the agenda for LCDP meetings; appointing chairs of the LCDP standing and various ad hoc committees; representing the LCDP before the public; acting as the executive officer of the LCDP; submitting an annual budget to the Steering Committee for consideration with final approval by the general membership; presenting a slate of officers at the end of his/her term; calling special meetings; postponing or canceling meetings; and serves as an ex-officio member of all standing and ad hoc committees. Term of office is two years.
2. Vice-Chairperson. The Vice-Chairperson shall temporarily assume the duties and responsibilities of the Chairperson in his/her absence and, as assigned, shall assist the Chairperson in the discharge of his/her duties. Term of office is two years.
3. Secretary. The Secretary shall keep an accurate record of the proceedings of the LCDP. He/She shall keep and preserve all the books, documents, correspondence, minutes, effects and record the

whereabouts of any other property of the LCDP, and when a new secretary is elected shall promptly deliver to the newly elected secretary all the aforesaid items kept and preserved during his/her tenure. Additionally, immediately following the election of members and officers of the Executive Committee, including the filling of vacancies, the LCDP Secretary shall certify the names and addresses of persons chosen to the County clerk who shall immediately notify each person. In addition, the LCDP Secretary will also notify the Secretary of State and officials of the state Democratic Party. Term of office is two years.

4. Treasurer. The Treasurer shall be responsible for the financial records of the LCDP. Such duties include but are not limited to: depositing funds received; making disbursements; maintaining a record of individual dues per member and contributions to the LCDP; delivering a treasurer's report at each LCDP Steering Committee and general membership meeting; preparing an annual financial statement for membership and assisting in drafting the annual budget for approval by the LCDP Steering Committee with final approval by the general membership. The treasurer may assist the Membership and Publicity chairs with maintaining the mailing and e-mailing lists and producing mailing lists for newsletters, postcards, etc. Items approved in the annual budget may be disbursed by the Treasurer, with checks over \$500 requiring consent of the LCDP Steering Committee. If revenue is less than forecast, the budget must be reviewed before major items are disbursed. Items not included in the budget must be approved by the LCDP Steering Committee. The treasurer shall be responsible for reports required by the Secretary of State and the Federal Election Commission as well as periodic and annual financial reports to the LCDP Steering Committee. When a new treasurer is elected, the past treasurer shall forthwith deliver to the new treasurer the funds and all the books and records kept during his/her tenure in office. Term of office is two years.

**Section D: Election of Officers and Delegates at Large**

1. Within thirty (30) days following the Fall Convention, in even numbered years, the Executive Committee, acting without the officers of the LCDP who are not otherwise members of the Executive Committee, shall meet and elect a temporary chairperson and temporary secretary. The temporary officers shall serve only during the election of the officers of the Executive Committee, who shall also serve as the officers of the LCDP for the two (2) years beginning on the following January 1. The officers shall be a Chairperson, a Vice-Chairperson of the opposite sex to the Chairperson, a Secretary and a Treasurer. Each officer shall have a vote on the Executive Committee. A candidate for legislative office whose district comprises more than one (1) county may give a written proxy to any other member of the Executive Committee.

2. After the officers of the LCDP have taken office and within forty-five (45) days after January 1 of each odd-numbered year, the LCDP Steering Committee shall consist of those members as the Executive Committee may determine

3. The Executive Committee shall have the right to elect additional officers who in its judgment are proper to carry out the purposes of the LCDP, and shall have power to fill a vacancy which may occur in the membership of the LCDP or in any of its additional offices.

4. Between meetings of the LCDP, the Executive Committee shall have all the powers and perform all the duties of the LCDP, including the filling of vacancies in nominations as prescribed by law.

5. The term of service of an officer of the LCDP shall continue for two (2) years or until the selection of their successors.

6. A person nominated as a Democratic Party candidate for County office shall be a delegate-at-large to the Fall County Convention held in the year of the candidate's nomination and to all County Conventions during the term of office for which the candidate was nominated.

7. A person nominated as a candidate for legislative office shall be a delegate-at-large to the Fall County Convention held in the year of the candidate's nomination in each County or part of a County contained in the legislative district and to all County Conventions held during the term of office for which the candidate as nominated.

8. The number of delegates-at-large shall be in addition to the number of delegates specified in the call for the Fall County Convention.

9. If a person is elected both a delegate-at-large and a precinct delegate, a vacancy shall exist in the precinct and shall be filled accordingly: all vacancies occurring in any delegation to any County or District Convention may be filled by a majority vote of the delegation for that Convention only. That delegation shall not be permitted to fill any vacancy which may occur in its number by any person not a qualified and registered elector and resident of the district, county, township and precinct as the case may be from which the delegate was chosen.

#### **Section E: LCDP Steering Committee**

1. Purpose of the LCDP Steering Committee. The purpose of the LCDP Steering Committee is to act as an advisory board to the officers of the LCDP, to act on the recommendations of the standing and ad hoc committees. Meetings are open.

2. Composition of LCDP Steering Committee. The LCDP Steering Committee shall consist of the officers of the LCDP, the chairs of the standing and ad hoc committees, the immediate past chairperson and up to three LCDP members-at-large appointed by the Chair.

#### **3. Standing Committees**

##### **a. Procedures**

1. The Standing Committees are: Membership, Publicity, Publication, Rules and By-laws, Finance, Candidate Recruitment and Campaign Support, Annual Dinner, Events, Web Site, Education, Archivist, and Blue Tiger.

2. The Chairperson of each Standing and Ad Hoc Committee, appointed by the Chairperson of the LCDP, shall appoint as many members as are deemed necessary to carry out the duties of the committee and call meetings as needed. The terms of office of all committee chairs will run concurrently with the Chairperson's term. The Chair may terminate an ad hoc committee when its work is done. Said termination removes the committee from its position on the LCDP Steering Committee.

3. The Chairperson shall report the findings and decisions of the standing committees to the LCDP Steering Committee for consideration and recommendation to the officers of the LCDP.

b. Duties: In addition to the duties of each standing and ad hoc committee, each committee shall: submit material, which has been reviewed and approved by the Steering Committee, to the LCDP Web Master who will include it on the web site; recruit and coordinate volunteers to perform the tasks of the committee. The committee chair may recruit volunteers from the active volunteer list maintained by the Membership Committee and other sources. The committee chair shall provide the Membership Committee with the names and information about volunteers recruited that do not appear on the Active Volunteer list.

1. Membership. This committee shall solicit new members via newsletters and other recruitment techniques; maintain membership lists from data supplied by the Treasurer; maintain a mailing list; develop forms to collect dues; and maintain a volunteer data base.

2. Publicity. This committee shall maintain an E-mail list of LCDP members and provide media outlets with such announcements as LCDP meeting time, speakers, topics, and any other announcements (i.e., postcards, ads etc.) pertinent to the Democratic Party.

3. Publication. This committee shall be responsible for producing and mailing periodic newsletters.

4. Rules and By-laws. This committee shall be responsible for updating the LCDP By-laws, presenting changes to the LCDP Steering Committee for discussion and submitting said changes to the general membership for approval. A copy of the by-laws shall be given to the Secretary.

5. Finance: This committee, together with the Chairperson, Vice-Chairperson and Treasurer of the LCDP, shall develop an annual budget for approval by the LCDP Steering Committee. The Chair of the Finance Committee shall be the Treasurer of the LCDP.
6. Candidate Recruitment and Campaign Support. This committee shall encourage and recruit candidates for local, county and state offices and may assist as requested in organizing their campaigns. Such assistance may include but is not limited to providing wires for yard signs, helping place yard signs, placing advertising in local media outlets, and raising funds.

In order to receive in-kind/financial support or assistance from the LCDP, the following conditions must be met:

  - (1) the candidate must be a member of the Michigan Democratic Party in good standing(dues paid to date);
  - (2) for elections to Leelanau County positions, the candidate must be a member in good standing of the LCDP;
  - (3) the request must be made either in written form or be made in person at a General Membership Meeting at least six weeks prior to the election date(exceptions: a person already in office may make a verbal/written request through his/her aide;
  - (4) No candidate will receive support/assistance until the primary filing date is past or the candidate is determined. Conditions guiding the LCDP Steering Committee as it relates to Article III Organization, Subsection E LCDP Steering Committee, Subsection 7 will be found in the LCDP Steering Committee Policy Handbook
7. Annual Dinner. This committee shall plan and conduct an annual dinner/fund raiser for the general membership.
8. Events. This committee shall be responsible for those events which further the goals of the LCDP; advance membership numbers; show the LCDP engaging its members so as to further the conviviality of the organization; and may also raise funds for the general good of the Party. This committee shall be responsible for developing programs, including speakers, for each of the general membership meetings. It will work closely with the Annual Dinner Committee regarding that committee's thematic structure. The following events would be considered "social" in nature and are limited in scope only by the creativity and ingenuity of the committee: 4th of July parades; Labor Day picnic; refreshments prior to each general membership meeting; providing for 50/50 drawings; selling LCDP T-shirts, sweatshirts and other fund raising merchandise.
9. Web Site. The web master shall be responsible for designing and maintaining a current LCDP web site. The various committee chairs, standing and ad hoc, will supply the material for the site.
10. Archivist. This committee shall record and preserve the annual events of the LCDP and maintain these as archives. This record may come in any form and is not limited to photographs, video, Power Point presentations, etc.
11. Education. This committee shall develop and maintain projects which further the role of the LCDP as an educational supporter of public education in and around the Grand Traverse Bay area. To further this role, a program to aid students in the Middle and High Schools in any Leelanau County school system and other affiliated schools in Science, Technology, Engineering and Mathematics (STEM) education will be supported. The committee will establish a list of experts to give talks to the schools on STEM topics to motivate students to seek careers in appropriate STEM fields. In addition, the committee will create a "speakers bureau" composed of individuals in the county with expertise in other areas such as sustainability, history, English, creative writing, etc. The committee will also help develop educational materials for use in the schools and will aid in organizing a tutorial program for the students. The committee will coordinate with local teachers as to their needs for guest lecturers, educational materials and tutors.

12. Blue Tiger. This committee shall be responsible for encouraging members of the LCDP to build trust in their communities through civic engagement and community service. LCDP volunteers will be encouraged to participate in a wide variety of projects that benefit the community at large. Such projects may include participation in ongoing programs within Leelanau County that support individuals and families in need and the development of new programs that address unmet needs not covered by existing community services. Possible volunteer projects under consideration include, but are not limited to, MDOT Adopt-A-Highway, Spring Beach Cleanup, National Public Radio telethon, Suttons Bay Pantry, Lake Leelanau Samaritan's Closet, the Laundry Project, Early Childhood Scholarship program, food banks, and volunteer drivers. Other new projects may include programs in the areas of sustainability, energy efficiency and aid to the homeless. Groups of volunteers will be established for each Blue Tiger project undertaken. In addition, this committee will support the activities of the Education Committee in the creation of student tutoring, and a guest lecturing program in science, technology engineering, and mathematics (STEM).

4. Ad Hoc Committees. Ad Hoc Committees will be created at the discretion of the Chair of the LCDP. They will serve on LCDP Steering Committee until their function is completed as determined by the LCDP chair.

## **ARTICLE IV: POLICY GUIDELINES**

1. The Chair of the LCDP will develop, with input from the Steering Committee, a Steering Committee Policy Handbook which will guide the LCDP in operating procedures.

## **ARTICLE V: AUTHORITY**

**Section A:** Any part of these By-laws which is in conflict with the Michigan Democratic Party Constitution and Michigan By-laws shall be declared null and void.

**Section B:** The LCDP shall so construe these By-laws as to conform to the Constitution of the State of Michigan but will reserve complete autonomy in the matter of township and county action in Leelanau County.

**Section C:** The LCDP shall not incur or cause to be incurred any liability or obligation which shall subject to liability any other Democratic County, District, or State Organization.

**Section D:** The LCDP may fix bond for the Treasurer, which in no case shall be less than the amount in the treasury.

## **ARTICLE VI: MEETINGS**

**Section A:** The LCDP shall hold general membership meetings every other month except June and August or on any schedule determined by the LCDP Steering Committee at a place and date to be chosen by the LCDP Steering Committee. At least five (5) days' notice shall be given of the date, time and place of the meeting. Notice may be given by mail, fax, e-mail or local media. Meeting postponement or cancellation shall be made at the discretion of the Chairperson.

**Section B:** Special meetings of the LCDP may be called by a majority of the **LCDP** Steering Committee or the LCDP Chairperson. At least five (5) days' notice shall be given of the date, place, time and purpose of the special meeting.

**Section C:** In accordance with the Rules of the Michigan Democratic Party and these By-laws, all meetings shall be conducted according to Robert's Rules of Order (latest edition).

**Section D:** A majority vote at any general membership meeting shall consist of a majority of LCDP members present. A majority will be considered one more than half ( ie; with 50 members present a majority would be 26; with 41 members present a majority would be 21).

**Section E:** An LCDP Steering Committee meeting will be duly constituted whenever the members assembled equal one more than half as described in Article VI so long as one of the members is an officer of the LCDP.

## **ARTICLE VII: DUES**

**Section A:** The amount of local membership dues will be set annually by the **LCDP** Steering Committee. Membership year is from January 1 to December 31.

**Section B:** Members join the LCDP by paying dues on the date they join and renew their membership every January thereafter.

## **ARTICLE VIII: AMENDMENTS**

**Section A:** Members may propose amendments to these By-laws at any time. Such proposed amendments shall be made in accord with the rules of the Michigan Democratic Party and Robert's Rules of Order. They shall then be referred to the Rules and By-laws Committee which shall report its recommendation to the LCDP Steering Committee and the general membership of the LCDP in a timely manner.

**Section B:** These By-laws may be amended at any regular LCDP General Membership meeting by a two-thirds vote of the members in attendance at said meeting provided that the proposed amendment shall have been submitted in writing and read at a General Membership meeting immediately previous to the one at which the vote is taken.

## **ARTICLE IX: ORDER OF BUSINESS FOR GENERAL MEETINGS**

At meetings, the business of the organization may proceed in the following order:

1. Roll Call of Officers
2. Minutes of the previous meeting
3. Reports of officers
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Treasurer (financial report)
  - d. Secretary (correspondence)
4. Reports of Committees
5. Old Business
6. New Business
7. Adjournment

## **ARTICLE X: RATIFICATION**

**Section A:** The By-laws of the LCDP may be ratified by a simple majority at a regularly constituted General Membership meeting, after proper notification has been given. The By laws shall be in full force and effect upon their adoption and shall supersede all previous By-laws of the LCDP with the exception of the Rules of The Michigan Democratic Party.

## **ARTICLE XI: DISSOLUTION**

**Section A.** The Leelanau County Democratic Party shall be a nonprofit organization. Upon the dissolution of the LCDP, all of its assets and real and personal property shall revert to the benefit of the Michigan Democratic Party. No part of the income or assets shall inure to any of its members except for the reimbursement of actual expenses.