

CONSTITUTION AND BY-LAWS
DEMOCRATIC PARTY OF SANDUSKY COUNTY, OHIO

PREAMBLE

We, members of the SANDUSKY COUNTY DEMOCRATIC PARTY In convention assembled, in order to organize and perpetuate a representative, effective and responsible party organization at all levels in Sandusky County, Ohio, affiliate with and advance nationally, sustain and advance the principles of democracy, and uphold human rights, civil rights and constitutional government, do establish this Constitution and By-Laws.

ARTICLE I. Name, Membership and Eligibility for Office.

Section 1. Name

The name of this organization shall be the SANDUSKY COUNTY DEMOCRATIC PARTY

Section 2. Membership

Membership in this party shall be open to all residents of Sandusky County, Ohio, who support the Constitution of the United States of America, the State of Ohio and of the SANDUSKY COUNTY DEMOCRATIC PARTY. No person may be a member or may vote on any motion, resolution, nomination, or election any caucus, convention, meeting or conference of the SANDUSKY COUNTY DEMOCRATIC PARTY, who does not meet the aforesaid qualifications or who is a member of any other political party at that time.

Section 3. Qualifications

In the event that any person's qualifications as a member of the SANDUSKY COUNTY DEMOCRATIC PARTY or eligibility for party office must be determined, the same challenge procedures shall be followed to determine his or her qualifications as provided by the Election Laws of the State of Ohio.

ARTICLE II. Constitution and Laws

Section 1.

Nothing herein shall conflict with the Constitution of the United States of America, the laws of the United States of America, the Constitutions of the the State of Ohio, the laws of the State of Ohio, and the Ohio Democratic Party Constitution and By- Laws. Any matter which conflicts with any of the aforesaid shall be of no force and effect. All constitutional provisions and laws of the United States and the State of Ohio are hereby incorporated by reference and made a part hereof. Each clause of this Constitution and By-laws shall be considered separately and the illegality of unenforceability of any once clause shall not affect any other clause.

Section 2.

The Constitution and By-laws will remain in effect at all Central and Executive Committee meetings until amended or replaced. They may be amended or replaced at any regular meeting of the Party's Central Committee provided that written notice of the proposed amendments have been sent to the members ten (10) days in advance of said meeting. Any amendment to the Constitution and By-Laws shall be adopted by a favorable vote of three-fourths of the Central Committee members present at the meeting.

ARTICLE III. Central Committee- Executive Committee

Section 1.

The controlling committee of the SANDUSKY COUNTY DEMOCRATIC PARTY shall be the County Central Committee, consisting of such membership as shall be elected to a four (4) year term according to the laws of the State of Ohio. The County Central Committee Shall elect a County Executive Committee, to a four (4) year term, which shall have such powers as are granted it by the County Central Committee, as are provided by law and this Constitution and By-Laws, provided however, that any and all actions of the County Executive Committee shall be subject to modification, alteration or cancellation by a three-fourths vote of the Central Committee present at a regular meeting or special meeting called for such purpose.

Section 2.

The members of the Party's Central Committee shall meet not earlier than six (6) nor later than fifteen (15) days following the certification of the results of the Primary Election at a suitable place and time in Sandusky County, Ohio to be designated by the retiring chairperson of the Committee. Notice of such meeting, giving the place and time, shall be sent by mail to each elected member by the retiring secretary of the committee. A copy of the notice shall be posted in the office of the Board of Elections of Sandusky County at least five (5) days prior to any such meeting. If the retiring secretary does not issue the call within the time provided by law, such meeting shall be called according to the statutes of the State of Ohio. The meeting shall be called to order by the retiring chairperson or secretary, or if there is no such officer or if such officer is absent, then as provided by the laws of Ohio, a temporary chairperson and secretary shall be chosen and the committee shall proceed to organize by the election of a chairperson, vice-chairperson, secretary, and such other officers as the Committee may desire. NOTE: (treasurer shall be elected from Executive Committee)

Section 3.

Any vacancies which may occur in the County Central Committee shall be filled by a majority vote of the County Central Committee from among nominees submitted by the Membership Committee at the meeting in which such election is held. Only elected or appointed committee members are eligible to vote at Central Committee meetings.

Section 4.

A county Central Committee meeting may be called by the Central Committee chairperson, vice-chairperson; Executive Committee chairperson, vice-chairperson; or by five or more Central Committee members upon petition to the secretary of the Central Committee who shall call such a meeting within not less than fourteen (14) days upon receipt of demand for same and who shall notify all Central Committee members by regular mail not less than five (5) days prior to such meeting.

Section 5.

All members of the Democratic Central Committee of Sandusky County automatically become members for the Democratic Executive Committee and remain such as long as they adhere to the rules of the SANDUSKY COUNTY DEMOCRATIC PARTY contained in this constitution and By-Laws. The Democratic Executive Committee is granted full and necessary powers to operate the SANDUSKY COUNTY DEMOCRATIC PARTY.

Section 6.

In an effort to broaden the base of the SANDUSKY COUNTY DEMOCRATIC PARTY, fifteen (15) at-large seats appointed by a vote of the members of the Sandusky County Executive Committee for terms ending with the Primary Election preceding the next organizational meeting or so authorized and subject to the following procedures. The Sandusky County Executive Committee officers are authorized to appoint a Membership Review Committee consisting of Executive Committee Chairperson, the other Executive committee officers, and three other members appointed by the Democratic Executive Committee officers. The Membership Review Committee shall recommend, from time to time, to the floor of the Democratic Executive Committee such interested Democrats who are not elected Central Committee members but wish to be members of the Sandusky County Democratic Executive Committee. These members shall have proven by their voting record, financial contributions, talents, interests, and other qualifications, that they possess a resource that the Democratic Executive Committee has a need of, and therefore, shall be qualified to be members of the Executive Committee. The Membership committee shall recommend their appointment to the Executive Committee and such recommendation shall be then voted on in individual basis by the members of the Sandusky County Democratic Executive Committee.

Section 7.

The organizational meeting of the County Executive Committee shall be held immediately after the organization of the Sandusky County Central Committee, without notice. The County Executive Committee at its organizational meeting shall elect the following officers: a chairperson, a vice chairperson, a vice-chairperson, a secretary, and a treasurer.

The County Executive Committee shall carry out the policies of the SANDUSKY COUNTY DEMOCRATIC PARTY as the same are formulated and enacted by the County Central Committee. The County Executive Committee shall assume all ministerial functions of administration of the SANDUSKY COUNTY DEMOCRATIC PARTY including the raising, collecting, and dispersing of funds.

The County Executive Committee shall form such sub-committees as the County Central Committee shall direct and such other committees as the chairperson deems necessary and to which the County Central Committee does not object. The basic committees to be formed are: Finance Committee, Auditing Committee, Campaign Publicity and Issue Committee, Candidate Recruiting Committee, Budget Committee, Membership Review Committee, Jefferson/Jackson Dinner Committee and the Ox-Roast Committee. Chairperson and membership of these committees shall be appointed by the Executive Committee officers from the Executive Committee membership. However, membership on committees is not limited to Central Committee members or Executive Committee members.

ARTICLE IV. Officers

Section 1.

The Executive Committee chairperson's duties shall be those of chief executive officer and shall be subject to the direction of and responsible to the County Central Committee.

Section 2.

The vice-chairperson, in order of succession, shall act as the chairperson in the case of the death, resignation, incapacity, removal or absence of the chairperson or his predecessor, and shall in such event have the same powers, duties and responsibilities as the chairperson until such time as the County Executive Committee shall properly elect a new chairperson.

Section 3.

The Executive Committee secretary shall be in charge of all the official documents of the Executive Committee and of preparation of the necessary notices, minutes and other documents. The secretary shall preserve such files and records and open them for examination at appropriate times and at the request of any duly elected member of the County Executive Committee or County Central Committee upon twenty-four (24) hour notice.

Section 4.

The Executive Committee treasurer shall have the custody of the funds of the party and shall render to date financial reports to each meeting of the County Executive Committee and to each County Central Committee meeting. The treasurer shall be accountable for all receipts and expenditures of the Party subject to the direction of the Finance Committee. In the absence of the treasurer, the Executive Committee chairperson shall perform these duties. The treasurer and the chairperson shall be bonded for a minimum of \$10,000 each at the expense of the County Executive Committee.

a) Checks: All checks shall be signed by two officers, the treasurer and the chairperson or in the absence of the chairperson, the treasurer and the secretary. When paying for goods or services of the SANDUSKY COUNTY DEMOCRATIC PARTY checks must be used, no cash payments will be made. All payment invoices shall be approved by the chairperson and the secretary before a check is written for payment. These payments shall be in the budget if foreseen as a n expenditure or in the case of an emergency authorized by a majority of the officers. Any expenditures not in the approved budget shall be put to the Central and or Executive Committee for a vote.

b) Fundraiser events. All funds received at a fund raiser shall be counted, recorded in a ledger, and locked in a deposit bag and then deposited at the night depository by the treasurer and chairperson before retiring for the day. A copy of the total amount deposited shall be given to the secretary at the time of recording the totals. A file shall be kept of all deposit slips in order of date deposited. All funds received by mail shall be opened by two of the officers.

c) Ledger: Accounts of all monetary transactions must be by hand written ledger or entered into a computer that is owned by the Democratic Party of Sandusky County. If entered in a computer two back up disks must be preserved to prevent loss of records in case of computer failure or theft. Ledger and computer records shall contain the following: name of donor, amount, date, and indication of cash or check. Expenditures shall be entered with recipient name, date, amount, check number and nature of expense. A file shall be kept of all vouchers, bills and requests for payment.

d) Before each meeting the treasurer shall present to the chairperson, or designate, the report of all deposits and expenditures of the previous months activity for verification. Copies of each monthly report will be filed with the officers and a copy kept in a permanent file. Copies shall also be made available for members to examine at each meeting.

e) In the event that the treasurer becomes a candidate for public office, he or she shall relinquish the treasurer's office until the results of that election is determined. If elected the treasurer shall then vacate said office and a new treasurer shall be elected by the Central Committee. In the interim the chairperson shall assume the duties of the treasurer and the secretary shall be designated to countersign all checks.

Section 5.

The chairperson of the Audit Committee shall preside over said committee. The committee shall be responsible to audit the receipts and expenditures of the Democratic Party and all organizations that are sanctioned by said party, namely the Central and Executive Committee, Democratic Women, Young Democrats and any other organization that may be sanctioned in the future. The Committee shall make an annual audit and such other audits as deemed necessary by the chairperson or at the request of any member of the Audit Committee. The Audit Committee shall consist of the Executive Committee Chairperson or designate and two members appointed by the County Executive Committee by majority vote.

Books shall be subject to audit each year not later than May 20, allowing for a grace period of ten (10) days. If the treasurer refuses to deliver the books in a timely fashion the chairperson of the Sandusky County Democratic Party shall demand and receive such books at once. Failure to deliver financial books are grounds for immediate suspension of the treasurer. The chairperson shall use any and all legal means to obtain the records and shall immediately notify the banking depository that the treasurer is no longer empowered to remove funds from the accounts of the Sandusky County Democratic Party. The chairperson shall assume at that time the responsibilities of the treasurers office until the matter is resolved or a new treasurer is elected.

Section 6.

The chairperson of the Budget Committee shall preside over said committee. The Budget Committee shall be responsible for the planning of all expenditures of the Sandusky County Democratic Party. The Budget Committee shall prepare and submit an annual budget covering expenditures and income for the period September 1 to the following August 31 for approval by the Executive Committee.

Section 7.

The Executive Committee chairperson, vice-chairperson, secretary and treasurer shall serve as the committee to handle minor patronage. A minor patronage shall be defined as any patronage paying 275% of the federal minimum hourly wage or less. A major patronage, being one that exceeds the minor patronage rate, shall be handled by a committee comprised of the four (4) persons on the minor patronage committee which committee shall present the qualifications of all the applicants for major patronage to the Central Committee for final selection. Applications may appear before the Central Committee for the final selection. Applicants may appear before the Central Committee for the purpose of making a presentation, if they so choose.

ARTICLE V. State, County, Political Subdivisions and Democratic Club's Cooperation.

Section 1.

The chairperson of the Sandusky County Democratic Executive Committee shall consult with and cooperate with the various precincts or ward committee persons and all officers of all Democratic Clubs of the Ohio Democratic party within their chartered areas of jurisdiction.

Section 2.

The Central Committee persons of the precincts or wards and the presidents of the various chartered Democratic Clubs shall cooperate with the Sandusky County Democratic Executive Committee and its chairperson on all matters relating to the business of the SANDUSKY COUNTY DEMOCRATIC PARTY in their respective areas of jurisdiction of the Central Committee person or officers of chartered Democratic Clubs.

Section 3.

An officer of the Democratic Women, Young Democrats or any other organization sanctioned by the Sandusky County Democratic Central Committee shall not be an officer of the Sandusky County Democratic Central or Executive Committee.

ARTICLE VI. Meetings.

Section 1.

The County Central Committee shall meet after its election as required by law and this Constitution and By-Laws. The County Executive Committee shall meet after its election by the Central Committee. The County Central Committee shall meet at least quarterly thereafter during its existence. The County Executive Committee may be called to meet by the chair person, vice-chairperson, or by a minimum of three of the membership of said committee at least monthly unless dispensed with by a vote of the Executive Committee.

Section 2.

Notice of any meeting, other than the organizational meeting of the County Executive Committee, specifying time and place, shall be sent by the secretary of the Executive Committee, in writing through regular United States mail, to all members of the Committee not less than seven days in advance of the meeting, unless otherwise provided by law.

Section 3. Minutes shall be taken of all meetings of the County Central Committee and the County Executive Committee by the secretary of the respective committees.

Section 4.

Twelve (12) members of the Executive Committee shall constitute a quorum for conducting any business to come before the Committee.

Section 5.

Any officer of the Central or any member of the Executive Committee or any member of a sub-committee may be removed from office for misfeasance, malfeasance, or nonfeasance in office by a three-fourths vote of the entire Central Committee. Any such charge may be brought by any five (5) members of the Central Committee or by three (3) members of the Executive Committee.

ARTICLE VII. Primary Endorsement

Section 1.

At any time the Sandusky County Executive Committee may make primary endorsements for any local or district candidate providing that 60% of the members of the Committee present and voting on such questions, so determine. At any meeting on which endorsement shall be discussed, ample notice shall be given to each member of the Committee.

ARTICLE VIII. Finance

Section 1.

The Finance Committee of the Sandusky County Executive Committee shall have the primary responsibility for the soliciting all contributions and promoting all fund raising activities for the party.

Section 2.

The County Central Committee members of the SANDUSKY COUNTY DEMOCRATIC PARTY shall be obligated to assist in the raising of monies as shall be determined from time to time by the Sandusky County Democratic Executive Committee. This shall be fair, equitable and uniform throughout the County, taking into consideration the population, Democratic vote and resource in each sub-division.

ARTICLE IX. Party Unity.

All members of the party, candidates for office, party officers, party committees and organizations and elected Democratic officials shall support the principles of the SANDUSKY COUNTY DEMOCRATIC PARTY.

ARTICLE X. State Convention, Party Structure-National Guidelines, Party Structure-State Guidelines

Section 1.

The provisions for a State Convention of the Ohio Democratic party, Party Structure-National Guidelines, and Party Structure-State Guidelines as adopted in ARTICLE X, ARTICLE XI, and ARTICLE XII of the Ohio Democratic Party Constitution and By-Laws, adopted June 26, 1971, are incorporated herein and made part of the Constitution and By-Laws of the SANDUSKY COUNTY DEMOCRATIC PARTY.

ARTICLE XI. Roberts Rules

Section 1.

Any matters regarding the conduct of the affairs of the Sandusky County Central Committee and Executive Committee not governed by this Constitution and By-Laws or by the Convention rules or laws of the State of Ohio shall be governed by Roberts Rules of Order.

1. All persons desiring to make or change by-laws must submit purposed by-laws or changes to the By-Laws Committee no later than three weeks before the next Central or Executive Committee meeting. The By-Laws Committee will review the aforementioned if such changes are consistent with the good practices of said Committee.
2. All members of the EXECUTIVE COMMITTEE shall be subject to review and/or removal from said EXECUTIVE COMMITTEE by the Membership Committee if the member missed three (3) consecutive meetings or six (6) meetings during the year. The Secretary shall submit, at least semi-annually, an updated attendance delinquency list to the Membership Committee chairperson. Members subject to review will be contacted for their reasons for nonattendance. Members may also be removed for malfeasance of their duties by a three-fourths vote of the Executive Committee members present.
3. Person (s) to be considered for membership to fill vacancies on the Central Committee must first be submitted to the Membership Committee, in writing, signed by the Central Committee member nominating such person, no later than two (2) weeks before the next Central Committee meeting. Such person(s) then will be evaluated by the Membership Committee and if determination is made that the nominee is qualified by election laws and other criteria, recommendation will be made for membership by the proper process for vote of the Central Committee.

4. All candidates for one of the officer positions of the Central or Executive Committee caused by a vacancy, election of officers for a new term, candidates for nomination to the Board of Elections, candidates for State Convention delegate and any other office sanctioned by the Democratic Party of Ohio or the Democratic Party of Sandusky County in the realm or scope of the Central or Executive Committee appointment, shall have fifty-one (51%) percent majority vote of said committee members present at such meeting to attain nomination to office or election to said office. If there are three (3) or more nominated with the resulting vote being less than fifty-one (51%) percent for any candidate, then the two candidates with the highest vote total will be in a run-off election with the majority vote determining the winner.
5. The Jefferson/Jackson dinner Committee will nominate two persons for the Democrat of the Year award to be then voted on by the Executive Committee. Past recipients are ineligible to be nominated until a five (5) year period has expired. Jefferson/Jackson dinner committee chairman will be responsible for maintaining the secrecy of the ballots and having the winners name inscribed on a plaque. The Ballots will be available on the night of the dinner for inspection.
6. Proxy voting will not be allowed.

Amendments

1/25/90

The above is the Constitution and By-Laws of the SANDUSKY COUNTY DEMOCRATIC PARTY as amended by the Central Committee vote on January 24, 1990, and includes all amendments to date.

9/27/93

Amendments to ARTICLE IV., Section 4, Section 5; ARTICLE V, Section 3 by a vote of Central Committee of the Sandusky County Democratic party on October 27, 1993.