



**CONSTITUTION AND BY-LAWS OF THE
DEMOCRATIC PARTY OF LOUDON COUNTY, TENNESSEE**

Amended October 6, 2005

Loudon County Democratic Party By-Laws

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CONSTITUTION AND BY-LAWS OF THE DEMOCRATIC PARTY OF LOUDON COUNTY, TENNESSEE

We the Democratic Party of Loudon County, in order to improve the conduct of party business, to extend the control of party affairs to all Democratic voters in the county, to permit the Democratic voters to choose their own candidates for public and party office, and to improve the conduct of public office in Loudon County, hereby adopt the following constitution and by-laws for the Democratic Party of Loudon County.

ARTICLE 1 – MEMBERSHIP

SECTION 1 – Qualifications for Membership

Membership in the Democratic Party of Loudon County shall be open to all bona fide Democrats, eighteen years of age or over, residing in Loudon County. In the event that membership is challenged, the person in question may establish his/her membership either through evidence or by sworn oath to that effect.

Membership in the Loudon County Democratic Party shall not be denied because of race, color, sex, religion, age, disability or ethnic origin.

SECTION 2 – Rights of Members

The rights of the members shall include:

- a. The right to attend any Executive Committee Meeting
- b. The right to petition for the placement of any item on the agenda of an Executive Committee Meeting by written petition of twenty-five Democrats of Loudon County.
- c. The right to hold and run for office in the Democratic Party of Loudon County through the procedures outlined in these bylaws.

SECTION 3 – Membership Dues

Membership dues, as set by the Executive Committee, shall be payable on, or before April 1 of each year. Dues statements shall be sent to current members on, or before March 1 of each year. The Executive Committee may grant a waiver of dues to any member currently receiving, or eligible to receive, SSI disability benefits.

COMMENT – LATE PAYMENT OR NON-PAYMENT HAS REGULARLY COME UP AS A TOPIC OF DISCUSSION. NO SPECIFIC PROPOSALS HAVE BEEN PUT FORWARD BEYOND THE CURRENT BY-LAWS AND POLICIES IN EFFECT, SOME OF WHICH ARE SHOWN HEREIN.

ARTICLE II – EXECUTIVE COMMITTEE

SECTION I – Executive Committee

- a. The Loudon County Democratic Party Executive Committee shall be elected by the Democrats of each Civil District at District meetings of the party to be called by the chair for that purpose. At such a meeting the qualified Democrats from each Civil District shall caucus and elect their committee from the qualified Democratic residents of their respective districts, and announce the names to the Chairperson. If such District meeting, duly called, fails to meet or fails to elect its representative(s), the Executive Committee chairperson may appoint the representatives from the District. The members of the Executive Committee so elected shall serve until the next regular election provided for herein; provided however, that each member of the Executive Committee shall be required to attend the meeting of the Executive Committee.
- b. The following shall be deemed satisfactory excuses for absence from attendance at an Executive Committee Meeting, regularly scheduled or properly called;
 - 1) From one or more consecutive meetings:
 - A. Required attendance at regular employment or school.
 - B. Medical condition of member or immediate family, which reasonably prevents attendance (with medical evidence if more than one consecutive meeting).
 - 1) From one or more meetings but in no event two consecutive meetings without prior approval by a majority of fellow district members:
 - a. Required attendance of a non-profit charitable, governmental, civic or religious organization's meeting or function.
 - b. Scheduled vacation, business or pleasure trip out of the Loudon County area.
 - c. Attendance of funeral services.
- c. Absences for other reasons shall be considered unexcused for purposes of by-law attendance requirements.
- d. The members of the Executive committee for a district may, after meeting held upon at least 10 days notice and at which meeting the challenged member may be heard, upon a two-thirds majority vote of the district members present declare a seat for their district vacant due to violations of attendance requirements.
- e. Upon notification by the chairperson of such district, the Chairperson of the Loudon County Democratic Executive Committee shall declare said seat vacant.

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- f. Each civil district shall have one representative to the Executive Committee for each fifty (50) votes, or major fraction thereof, cast for the Democratic candidate in that civil district in the most recent Democratic Gubernatorial Primary Election with the exception that no civil district shall be represented by less than one (1) committee person. The representatives from each district shall elect one of their number as District Chairperson who shall preside at any meeting of the district representatives. The representatives shall also elect one precinct captain for each precinct in their district
- g. The retiring Chairperson and one representative each to be selected by the Young Democratic Club and Women's organization shall automatically be ex-officio voting members of the new executive committee in addition to all other members.
- h. The officers of the party shall be members of the Executive Committee for his/her district in addition to the members of the Executive Committee from their district as set out and determined by paragraph (f) above, subject to Article III, Section 4 (a) 5.
- i. If a vacancy occurs by reason of death, resignation, removal of residence from Loudon County or his/her civil district of any committee person, or otherwise, the vacancy so created shall be filled for the unexpired term by the remaining members of the Executive Committee by caucus process as set out in Article II Section I (a) from the particular civil district in which the vacancy occurs. Should there for any reason be no committee person in that civil district, the Chairperson shall be entitled to appoint such Committee person.
- j. In the event two Democrats are involved in a contest requiring endorsement of one or the other by the Executive Committee and one of said Democrats is a member of the Executive committee while the other is not, the Democrat so seated on the Executive Committee shall abstain from any vote thereon.
- k. A person otherwise qualified for election to the Executive Committee need not be present to so be elected. A "Qualified Democrat", for purposes of election to the Executive Committee, is an individual who has been a dues-paying member of the Loudon County Democratic Party for ninety (90) days prior to election to the Executive committee.

SECTION 2 - Powers and Duties

- a. The Executive Committee shall be the governing body of the Democratic Party of Loudon County.
- b. The Executive Committee shall have the authority to make decisions and act in the name of the Democratic Party of Loudon County and may delegate its authority for the carrying out of such policy matters and official business to duly authorized officers or committee persons.
- c. The Executive Committee will designate and certify the official Democratic nominees for local office.

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All candidates seeking nomination and/or endorsement by the Loudon County Democratic Party shall be dues paying members of said party provided that this provision shall apply only to offices held only within Loudon County.

- d. All powers and functions not specifically enumerated, delegated or otherwise denied, shall be the domain of the Executive Committee.
- e. The officers shall not use their official position, nor shall any party funds be used to influence the outcome of any party primary in which there is a contest.
- f. ~~Upon motion made at least 120 days in advance of any qualifying deadline for which a primary may be held, the Party may, upon a two-third (2/3) majority vote, choose to hold a primary rather than to proceed under Paragraph (e) of this section. In such event, said primary shall be held in accordance with all applicable state laws and regulations and other applicable Party resolutions, by laws or constitutional provisions.~~
Amended 10-06-05 at a Special Called Meeting - to provide for a Primary Election for local offices.

ARTICLE III – OFFICERS

SECTION 1 – Chapter Officers

The officers of the Democratic Party Executive Committee shall be a Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, Treasurer, and Sergeant-At-Arms.

SECTION 2 – Election of Officers

- a. The officers shall be elected by the membership of the Loudon County Democratic Party at a meeting that shall be held in the month of April of odd numbered years. Public notice shall be given of said election at least seven (7) days and no more than twenty-one (21) days prior to the meeting of the Party, which shall be called for the purpose of electing said officers. In the event a vacancy exists, or is created among the officers, the Executive Committee shall fill the vacancy for the unexpired portion of the term.
- b. A meeting of the Executive Committee shall be held within thirty days of the date of a vacancy in office to elect a successor to that office.
- c. To be qualified to serve as an officer of the Loudon County Democratic Party, an individual must have been a dues-paying member of the Loudon County Democratic Party for at least ninety days prior to his/her election as an officer of the Party.

SECTION 3 – Term of Officers and Committee Members

The term of officers as well as committee persons shall be two (2) years. The first meeting of the Loudon County Democratic Party Executive Committee shall be held no later than one (1) month following the election of the Committee. Nothing contained herein shall be construed as prohibiting officers of the Executive Committee from continuing in office until their successors are duly elected.

SECTION 4 – Duties and Responsibilities of Officers

a. Chairperson

1. The Chairperson of the Executive Committee shall preside at all meetings of the Executive Committee except those involving the election of officers or other business in which he/she or the officers have a direct vested interest.
2. He/She may call special meetings as set out in Article V.
3. He/She will represent the Democratic Party of Loudon County in its external relations subject to the desires of the Executive Committee.
4. He/She shall take such steps as shall be necessary and proper to implement the decisions of the Executive Committee.
5. He/She shall have the prerogative of being a voting member of all committees, except in the Executive Committee where he/she shall vote only in case of a tie.
6. He/She shall be authorized to sign contracts and obligate funds in the name of the Democratic Party of Loudon County, subject to the specific approval of the Executive Committee.
7. He/She shall submit a report on the state of the Democratic Party of Loudon County, subject to the specific approval of the Executive Committee.
8. He/She may place any item on the agenda of the Executive Committee meeting.

b. First Vice-Chairperson

- a. He/She shall assume the duties of the Chairperson in the latter's absence.
- b. He/She shall be a non-voting member of all committees.

c. Second Vice-Chairperson

- a. The duties shall be as prescribed by the Chairperson and/or the Executive Committee.
- b. He/She shall assume the duties of the Chairperson in the absence of the Chairperson and the First Vice-Chairperson.

d. Secretary

- a. He/She shall keep minutes of all meetings of the Executive Committee and general Party meetings.

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- b. He/She shall be responsible for all necessary correspondence except that which comes within the jurisdiction of one of the committees.
- c. He/She shall be responsible for notifying the membership of the meetings as prescribed under Article V.
- d. He/She shall be responsible for calling roll of all Executive Committee members at the meetings.
- e. Treasurer
 - a. He/She shall collect and disburse all funds of the Loudon County Democratic Party as directed by the Executive Committee.
 - b. He/She shall keep records of all receipts and all disbursements and shall submit a report of the financial condition of the party semi-annually.
 - c. He/She shall be bonded if the Executive Committee so desires.
 - d. He/She shall be a voting member of the Ways and Means Committee.
- f. Sergeant-at-Arms
 - a. He/She shall be responsible for calling all Executive Committee meetings to order with a Moment of Silence and the Pledge of Allegiance,
 - b. He/She shall be responsible for preserving the peace during meetings.
 - c. He/She shall aid the chair when to call to order.

ARTICLE IV – COMMITTEES

SECTION 1 – Permanent Committees and Their Duties

The Permanent committees of the Democratic Executive Committee shall be as follows: (1) Ways and Means; (2) Elections; (3) Social; (4) Rules; (5) Political; (6) Publicity; (7) Credentials Committee.

- a. Members and Chairperson of these committees shall be chosen by the Chairperson with the consent of the Executive Committee from among the membership of the Executive Committee and/or from among non-committee Democrats. Each committee shall consist of three (3) or more members of which at least one (1) shall be an elected member of the Executive Committee.
- b. The duties of these committees shall be as follows:
 - 1. The Ways and Means Committee shall work with the Treasurer and plan such fund raising activities as are necessary.

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2. The Elections Committee shall be charged with responsibility for implementing the fair and impartial carrying out of all Executive Committee Nominating Conventions or Primary Elections.
 3. The Social Committee shall plan and arrange for such Party functions as dances, rallies, picnics, etc.
 4. The Rules Committee shall include such items on the agenda of the Executive committee meetings as membership desires. Items may be placed on the agenda at the request of five (5) or more voting Democrats or 1 Executive committee member. The Chairperson of the Rules Committee shall act as parliamentarian of the Executive Committee under Robert's Rules of Order, Newly Revised.
 5. The Political Committee is charged with the formulation of strategy for the elections to office of Democratic nominees for public office. It shall take no action on primary elections. Its meetings may be closed at the direction of the Executive Committee. It shall maintain a comprehensive file of Democratic voters of Loudon County.
 6. The Publicity Committee shall be responsible for obtaining newspaper and radio publicity for the Democratic Party, its platform and candidates.
 7. The Credentials Committee shall review the records of the Party to ensure that each member voting at an election of officers or Executive Committee membership has been a dues-paying member of the Party for at least ninety days.
- c. With the consent of the Executive Committee, the chair may elect: to not fill a committee, to combine committees, or in lieu of a committee to appoint an individual to carry out the duties of such committee by way of reports, recommendations and actions, but in such event that an individual is so appointed, any recommendations or act shall be subject to majority approval of the Executive Committee, Article 4 Section 3 not applying thereto.

SECTION 2 – Formation of Other Committees

Other Committees shall be formed as necessary.

To establish a procedure, by recommendation of the Chair with the Executive Committees consent, or on majority vote of the Executive Committee upon motion duly made.

SECTION 3 – Committee Recommendations

A recommendation by any committee to the full Executive Committee must be approved by majority vote of the Executive Committee before taking effect.

ARTICLE V – MEETINGS

SECTION 1 – Number of Meetings

There shall be not less than two regular meetings of the Democratic Executive Committee to transact Party business each year.

SECTION 2 – Notice of Meetings

All meetings, regular or special, shall be given five (5) days prior notice.

SECTION 3 – Quorum and Special Meetings

A quorum shall consist of those Executive Committee members present and a simple majority of the quorum shall be sufficient to carry the measure. The only business which may be acted on at a special meeting called on five (5) days notice shall be that business set forth in the meeting notice. All votes by the members of the Executive Committee or members of the Party shall be made in person. No votes by proxy or extension shall be allowed.

SECTION 4 – Qualified Meeting Attendees

Meetings of the Executive Committee shall be open to all Democrats as defined in Article I.

SECTION 5 – Meeting Agendas

- a. Any item may be placed on the agenda as prescribed beforehand and if possible, the agenda of the meetings should be publicized beforehand. Further, items may be placed on the agenda:
- b. Upon petition of 25% of the members of the Executive Committee; or,
- c. If an issue pertains to a District or Districts, but not to the county as a whole, by majority vote of the Executive Committee members of the affected District or Districts.

SECTION 6 – Special Meetings

A special meeting shall be called within a month upon written petition of twenty-five (25)% of the Executive committee or of fifty (50)% Democratic voters.

SECTION 7 – Meeting Rules

All proceedings of this organization shall be conducted under and pursuant to Robert’s Rules of Order, Newly Revised, except as otherwise herein provided.

SECTION 8 – Handicapped Accessibility

All meetings of the Democratic Party of Loudon County shall, to the extent that appropriate facilities are available, be held in a place and manner so as to make them accessible to the handicapped and physically impaired.

ARTICLE VI – REMOVAL FROM OFFICE

SECTION 1 – Reasons for Removal

A committeeperson or officer may be removed from office (by majority vote of the Executive Committee in session) if he/she shall have:

- a. Disregarded the orders of the Executive Committee, acted beyond his/her authority as prescribed in the By-Laws, or fails to carry out his/her duties as herein provided.
- b. Been convicted of a felony while in office.
- c. Used direct financial inducement in the conduct of Party affairs.
- d. Been convicted of a crime involving moral turpitude.
- e. Become incompetent – in the opinion of two (2) licensed physicians.

SECTION 2 – Replacement of Officers

If removed from office for the reasons listed in Section 1 of this Article, or if an office is vacated for some other reason, officers shall be replaced by election of the Executive Committee as prescribed in Article II.

ARTICLE VII – AMENDMENT

SECTION 1 – To Amend By-laws

These By-laws may be amended by a two-thirds (2/3) vote of the Executive Committee membership.