

Ohio Democratic County Chairs Association
Constitution and By-Laws

ARTICLE I. NAME

The name of this organization shall be the Ohio Democratic County Chairs Association.

ARTICLE II. PURPOSE

The purpose of this organization is to support, promote, build and perpetuate the Democratic Party on the National, State and County levels.

ARTICLE III. MEMBERSHIP

Section 1.

The Chair of the Democratic Executive Committee of each County in Ohio is eligible to be a member of this organization. When a County's donation is paid for the year, its Executive Committee Chair will be in good standing for that year.

Section 2.

The duly elected Chair of each Democratic Executive Committee may participate in the discussions and may vote on motions presented at any meeting providing their County is in good standing.

Section 3.

Each County should contribute a donation of \$50.00 per year to the Treasurer of the Ohio Democratic Party County Chairs Association. Each year will be consistent with a calendar year and run from January 1st through December 31st.

ARTICLE IV. ORGANIZATION

Section 1.

The elective Officers shall be: President; First Vice President (who shall be of the opposite gender of the President); Second Vice President; Secretary; Treasurer and Sergeant At Arms. All officers must be in good standing at the time of their election. Good standing is defined by those Counties that have kept their yearly obligation to the Ohio Democratic County Chairs Association (Article III, Section 3).

Section 2.

Officers will be elected for a term of two (2) years. Their terms will end upon the election of new officers, at a meeting called for that purpose and set on a date concurrent with the Ohio Association of election Officials Winter Conference in odd numbered years.

Section 3.

At least thirty (30) days prior to the meeting called for the purpose of electing officers, the retiring President shall appoint a nominating committee of five members, designating one (1) member as the Chair of that committee. This committee shall meet and prepare a list of candidates (one or more) for each office to be presented to the membership for election to the respective offices.

Section 4.

Should the retiring President fail to appoint a nominating committee, or fail to call a meeting for the purpose of holding an election, or the nominating committee fails to report so a meeting can be called, the Executive Committee shall meet and prepare a list of candidates for election. They will then call a meeting for the purpose of electing new officers concurrent with the Ohio Association of Election Officials Winter Conference.

Section 5.

The Nominating Committee shall make its report to the full membership, office by office. Nominations of candidates may be made from the floor at the meeting called for the election of officers. Seconds are not required.

Section 6.

Should the office of President become vacant, the First Vice President will automatically assume the duties of President and the Second Vice President will assume the duties of First Vice President and that office shall be filled as provided in Article IV, Section 7.

Section 7.

Any vacancy in the office of Second Vice President, Secretary, or Sergeant At Arms shall be filled by nominations and election from the floor of the meeting called after such vacancy occurs and where notice of the vacancy, and the election, have been properly given.

Section 8.

The election of officers shall be by standing vote, unless there is no contest for that office. Then, a candidate shall be elected by a motion, second, and a voice vote from the floor. Pursuant to national and State of Ohio Democratic Party Rules, secret ballots are not permitted, but paper ballots may be used provided each bears the name of the member casting the ballot. The prohibition on secret voting applies to all votes of the Association and its committees.

Section 9.

Executive Committee. There shall be an Executive Committee composed of the elected officers of the Association. One member selected by the President from each of the six regions of the State as such may be determined from time to time by the President; one member selected by the President from one of the ten largest counties; one members elected by the President from a rural/red county. The President may appoint up to three additional members to the Executive Committee. The Executive Committee may establish policy and authorize the expenditure of no more than 25% of the funds of the Association between the regular semi-annual or special meetings of the Association. Meetings of the Executive Committee shall be public, any member of the Association may attend and participate in the discussions of the Executive Committee. Meetings of the Executive Committee may take place in person, via conference call or other electronic means such as Skype which allows all participants in the meeting to hear one another's comments.

ARTICLE V. DUTIES OF OFFICERS

Section 1.

The President shall be the Administrative and Chief Executive Officer, responsible for the work and activities of this organization. She/He shall preside at all meetings, appoint all permanent and temporary committees, appoint the Executive Committee members, and shall have the authority to appoint and employ personnel to assist in carrying out the duties and functions of the office.

Section 2.

The First Vice President and the Second Vice President shall also be Executive officers under the direction of the President and the First Vice President shall preside at any meeting in the absence of the President, and in case of the absence of the First Vice President, the Second Vice President shall preside.

Section 3.

The Secretary shall keep a record of the proceedings of all the meeting; answer correspondence and perform all the other duties usually appertaining to such an office or as assigned by the President.

Section 4.

The Treasurer shall have custody of the funds of the ODCCA and shall render to date such financial reports as required and reasonably requested by the President or other individuals authorized by law. The Treasurer shall be accountable for all receipts and expenditures of the ODCCA. All records shall be subject to the ODCCA Audit Committee. The Treasurer shall compile, complete and submit campaign finance reports as required by law. If determined to be necessary, the Treasurer and any other ODCCA Officer responsible for the handling of ODCCA funds shall be under sufficient bond, the amount of which shall be determined by ODCCA members.

Section 5.

The Sergeant At Arms shall prepare the meeting place by arranging the chairs and tables properly. She/He will take attendance at all meetings. She/He will act as an emissary of the President in any matter in carrying on the business of the meeting. She/He shall see that order is maintained at any meeting and shall have the authority to appoint any assistant to help them in the performance of any of these duties.

Section 6.

One of the duties of the Executive Committee shall be to call meetings of the membership at any time that the President fails to do so in the periods designated by this constitution and by-laws. The Executive Committee may also act as a committee to investigate grievances, and other matters which the President or the membership may delegate to it.

ARTICLE VI. MEETINGS

Section 1.

This organization shall have two (2) regularly scheduled meetings per year approximately one (1) every six (6) months and whenever possible, to coincide with the bi-annual meeting of the Ohio Association of Election Officials.

Section 2.

The President shall designate the time and place for each regularly scheduled meeting and will also call special meetings whenever necessary, also designating the time and place.

- A. Elections, Constitution & By-Laws changes or votes on Endorsements must be made at a meeting for which a written notice has been sent at least seven (7) days prior to the meeting.

- B. A written notice shall be sent to all Democratic County Executive Committee Chairs at least seven (7) days prior to every regular and special meeting.
- C. A written notice of meetings may be sent to all persons deemed necessary by the President. Notice may be provided electronically via email or other Internet methods to such addresses as intended recipients have provided.

Section 3.

A majority of the membership present and voting shall constitute a quorum to legally conduct business at any regular or special meeting.

Section 4.

Regional meetings may be held by the President or by a member of the Board of Directors from that region. Proper written notice, seven (7) days, shall be given to all Democratic County Executive Committee Chairs before the meeting is held in that region. Information may be given and received at that meeting. Votes taken at regional meetings, or the total thereof, will not be binding on this organization. No quorum is required at these meetings.

Section 5.

Minutes will be taken at all meetings of this organization.

Section 6.

When feasible and practicable, meetings shall be conducted according to Roberts Rules of Order, and where this Constitution and By-Laws is silent on any matter, Roberts Rules of Order shall be the authority.

ARTICLE VII. ACCOUNTING, FINANCE AND REIMBURSEMENT

Section 1.

Allowable expenses which may be reimbursed to officers or chairs assigned to attend to specific tasks when properly documented with receipts:

- A. When necessary, the most economical transportation shall be used while on ODCCA business. Air transportation, rental cars and/or taxis may be used with prior approval from the President. If said expenses are for the President, the Treasurer shall give prior approval.

- B. Personal automobile expenses may be allowed at the current IRS rate per mile. Tolls and other such expenses are allowable.
- C. Allowable meal expenses may be as follows:
- Breakfast up to \$10.00
 - Lunch up to \$15.00
 - Dinner up to \$21.00
- In addition, tipping may be reimbursed and not to exceed 20% of the meal bill. Alcoholic beverages will not be reimbursed.
- D. Reasonable and adequate hotel accommodations may be provided and reimbursed when necessary.
- E. Reasonable telephone, email and/or other communications expenses may be reimbursed.
- F. Registration fees, donations and/or contributions incurred on behalf of the ODCCA to attend Democratic seminars, training, functions and/or events may be reimbursed.
- G. Attendance at meetings of the Association are not generally reimbursable.

Section 2.

Expense reimbursement procedures:

- A. The President will approve all expenses prior to costs being incurred. If the expense is for the President, the Treasurer will approve such expenses.
- B. Reimbursement for expenses is accomplished by submitting a record of all expenses to the Treasurer on the Ohio Democratic County Chairs Association Expense Report form, along with all required receipts, vouchers and/or transportation tickets.
- C. The Ohio Democratic County Chairs Association Expense Report shall include the following information:
- The nature of the business for which the reimbursement is being requested.
 - The name, address and telephone number of the person requesting reimbursement.

- The form must be signed by the person requesting reimbursement and by the President and/or Treasurer.
- D. All requests for reimbursement shall be made within a reasonable time frame, but no longer than sixty (60) days of when costs were incurred. Exceptions may be made during election cycles by the President and/or Treasurer.
- E. The Treasurer will issue a check within fifteen (15) days of receipt of a properly submitted expense report form.

Section 3.

Members of their Board of Elections shall not be eligible for expense reimbursement for transportation, mileage, accommodations, communications, meals, training, seminars, functions and/or events provided through the Secretary of State's office when they are receiving reimbursement as Board members.

ARTICLE VIII. MISCELLANEOUS

Section 1.

Members will be given an opportunity to consider endorsement of National and Statewide candidates before both the Primary and the General Elections.

Section 2.

The President shall appoint an Audit Committee of no less than three (3) people to conduct an audit of all accounts that this organization maintains. The Audit should take place at least every two (2) years with the Chair of the Audit Committee making a report at the next regular or special meeting.

Section 3.

Membership cards and lapel pins will be issued with each paid membership.

Section 4.

The organization motto will be: "Democrats believe in a limited form of government that is controlled by the people who it governs and that all people are their political, legal and social equal."

ARTICLE IX. AMENDMENTS AND BY-LAWS

This Constitution may be amended and By-Laws added at any regular or special meeting, when proper notice is given, by a majority of the members present and voting.

ARTICLE X. PREVIOUS CONSTITUTIONS AND BY-LAWS

Section 1.

This Constitution and By-Laws supersedes any and all previous Constitutions and By-Laws of the Ohio Democratic County Chairs Association and shall take place immediately upon its adoption.

Adopted at Columbus, Ohio, Franklin County this 26th day of July, 2014, by the Democratic County Executive Committee Chairs assembled for this purpose.

(on file)

Signature of the Secretary of the
Ohio Democratic County Chairs Association

This Constitution and By-Laws were produced and duplicated using in-house resources.