**The Okeechobee Democratic Executive Committee**

**Of Okeechobee County**

**By-Laws**

**January 17, 2013**

We, the Democratic Party of Okeechobee, Florida, united in common purpose; hereby dedicate ourselves to the principles which have historically sustained our Party. We recognize that a political party which wishes to lead must listen to those who is would lead, that a party which asks for the people’s trust must prove that it trusts the people, and that a party which hopes to call forth the best the state and nation can achieve must embody the best of the county’s, state’s and nation’s heritage and traditions.

The Okeechobee Democratic Party, at all levels, shall encourage voter registration without discrimination on grounds of race, color, creed, sex, national origin, physical disability or sexual orientation.

What we see for our organization, we hope for all people: individual freedom in the framework of a just society; political freedom in the framework of meaningful participation by all citizens.

**ARTICLE I: NAME, POWERS AND GENERAL POLICIES**

SECTION 1. The name of this organization shall be the Okeechobee Democratic Executive Committee.

SECTION 2. The ODEC shall not endorse, certify, screen or recommend in any manner, one (1) or more candidates in primary elections or for the Party’s nomination.

SECTION 3. The ODEC has supervisory power and jurisdiction over the ODEC affairs within Okeechobee County. It shall set local policies and enforce rules and regulations determined by the Florida Democratic Party.

SECTION 4. Meetings shall be open to all members of the Democratic Party regardless of race, color, creed, sex, age, religion, economic status, ethnic identity, national origin, physical disability, sexual orientation or gender identity and expression. No vote shall be taken by secret ballot. Adequate records shall be kept of all meetings.

 Regular meetings of the membership shall be held monthly.

Emergency meetings of the membership may be held upon call of the chairman provided notice is given no less than three (3) days prior to such meeting.

 A quorum shall be 40% of the members.

SECTION 5. No tests for membership shall be required or used. Members of the Executive Committee shall execute by written oath the loyalty oath in the form included in the bylaws before taking office.

SECTION 6. If a ten (10) day written notice is given to members in advance of a meeting and the notice contains proposed changes to By-laws, they may be amended by a majority vote of the members present at a regular or special meeting at which a quorum is present.

SECTION 7: The officers of the Democratic Executive Committee shall consist of a Chairman, Vice Chairman, Secretary, Treasurer, State Committeeman and State Committeewoman.

SECTION 8: The term of office shall be four (4) years.

 **CHAIRMAN POWERS AND DUTIES:**

The Chairman shall preside at all meetings. The meetings shall be conducted in a proper manner and in accordance with good parliamentary procedures. They will do their best to maintain decorum during such meetings. It is their responsibility to see that the purposes and objectives of the association are met.

He or she shall execute contracts and agreements that have been approved by the Committee in a legal meeting with the Secretary attesting and shall see that all the actions that were approved in such meetings are in fact accomplished in a timely manner.

The chairman shall be a member of all standing committees with the right to vote as any other committee member. In addition, the Chairman shall have the right to appoint members to any special committees as deemed necessary.

Authority is granted to the Chairman to fill vacancies until the vacancy can be filled by election.

The Chairman may call special meetings of the Committee whenever deemed necessary or proper.

The Chairman shall keep in close touch with Congressional, State and National Committees of the Democratic Party and act as Liaison between these groups.

 **VICE-CHAIRMAN POWERS AND DUTIES:**

The Vice-Chairman shall preside in the absence of the Chairman at meetings or in the event that the office of the Chairman becomes vacant due to the Chairman’s death, incapacity, removal or resignation. The Vice-Chairman will serve as the acting Chairman until a successor to the Chairman is elected.

The Vice-Chairman will perform all such duties as assigned by the Chairman.

**SECRETARY:**

The Secretary shall keep the official records of the meetings, contracts or agreements properly executed by the Chairman.

They will maintain a roll of all members and keep a record of their attendance at all meetings.

They will handle all correspondence pertaining to the Committee and be a custodian of all papers pertaining to the business of this Committee*.*

They will prepare copies of the minutes for the membership.

They will be responsible for notifying membership of all the meetings.

They will assist with roll calls and vote tabulation

They will also be responsible for the submission of approved minutes to the Florida Democratic Party within 20 days of approval.

**TREASURER:**

The Treasurer shall keep all the monies of this Committee deposited in a bank selected by the vote of a majority of the members at any legal meeting and such deposits shall be subject to withdrawal only by a check drawn by him or her.

They shall make all reports required.

They will file quarterly reports with the Okeechobee County Supervisor of Elections detailing contributions and expenditures according to the requirements of Florida Statutes. Accuracy of the report shall be certified by Treasurer and Chairman. Filing a false report is a felony. The report is considered filed when it is accepted by the Supervisor of Elections office by 5:00 pm on day designated. *Note: Reporting times will vary during election periods*. (Chapter 106, Florida Statutes addresses campaign financing reporting requirements. County Executive Committees are regulated by Chapter 103).

They shall be responsible to collect and deposit monies.

They shall be responsible for securing a financial audit at the end of the fiscal year and preparing a report for the Committee and State. This report must be filed with the Supervisor of Elections and the Florida Democratic Party prior to April 1 of the ensuing year.

They shall sign checks for properly authorized disbursements.

They will be responsible for keeping accurate records of financial transactions. (Chapter 103.121 Florida Statutes)

They will report regularly to the membership the financial state.

Any misappropriation of funds or unlawful expenditures is a felony. (Chapter 103.121, Florida Statutes)

They will file form 1120-POL with the IRS on all interest income earned by the County if over $100 during the previous year. The deadline for Form 110-POL is March 15th.

They shall submit any required paperwork to the State as required by law.

**STATE COMMITTEEWOMAN AND STATE COMMITTEEMAN:**

The State Committeewoman and Committeeman from each county shall be elected by each Committee in the same manner as prescribed for Officer Elections. They will be responsible for representing the ODEC at State meetings and conventions.

**PRECINCT LEADERS:**

There will be two precinct leaders for each county precinct elected from the ODEC membership. One shall be female, one shall be male.

**SPECIAL AT LARGE STATUS:**

At any time, after the election of officers, the Committee may allow a special At-Large status if the Precinct Leader moves within the county.

SECTION 7 :By-Lawsand amendments must be submitted to the Florida Democratic Party within thirty (30) days of their adoption.

SECTION 8: The names and addresses of the Democratic Executive Committee Officers and Members must be submitted to the Florida Democratic Party immediately following the organizational meeting. Changes to membership should be submitted to the Florida Democratic Party within ten (10) days. A complete and updated membership list must be submitted to the Florida Democratic Party by January 31st of each year.