

# **THE ELGIN TOWNSHIP DEMOCRATS BYLAWS**

## **I. NAME AND PURPOSE**

The Elgin Township Democrats is an organization formed to advance democratic principles and ideals in the precincts of Elgin Township, Kane County, Illinois. The Elgin Township Democrats (hereafter referred to as “the ETD”) shall carry out the functions of the Democratic Party in Elgin Township in accordance with the Illinois Compiled Statutes, and in coordination with the Kane County Democrats, the Democratic Party of Illinois and the Democratic National Committee. The ETD shall:

- A. Hold regularly scheduled meetings.
- B. Form and maintain an effective campaign and fundraising organization.
- C. Seek to develop and maintain a full roster of active Precinct Committeepersons.
- D. Encourage and as deemed appropriate assist and financially support Democratic candidates for publicly elected office.
- E. Educate its members and the voters in the practices of good citizenship and responsibility to the community by:
  - 1. Stimulating interest in governmental affairs.
  - 2. Seeking to increase efficiency of all units of township, county, state and national governments.
  - 3. Identifying and developing positions on issues of concern to the voters.
  - 4. Presenting the issues and Democratic candidates responsive to those issues to the voters by effective use of relevant media.

## **II. MEMBERSHIP**

### *Non-voting Members*

As an inclusive organization, all interested Democrats are encouraged to attend ETD meetings and functions, to participate in activities, and to become members of this organization.

### *Voting Members*

In accordance with state statutes, all Democratic Precinct Committeepersons who have been elected or appointed to serve in a precinct located in Elgin Township shall be considered voting members of the Central Committee of the Kane County Democrats and the ETD Central Committee (hereafter referred to as “the Central Committee”).

To clearly represent the Democrats in a given precinct, it is preferred that Precinct Committeepersons are elected in the General Primary.

The Central Committee may recommend persons for appointment as Precinct Committeepersons to the Chair of the Kane County Democrats, who may fill any vacancy of a Precinct Committeeperson, regardless of the reason for the vacancy.

People nominated as Precinct Committeepersons by the Central Committee shall have a record of Democratic voting and support, demonstrated by primary voting records or similar evidence available to the public.

No Precinct Committeepersons may be appointed in the 30 days immediately following a General Primary election.

Elected Committeepersons shall hold office for the two-year term to which they are elected.

Appointed Committeepersons shall hold office for the two-year term or portion thereof to which they were appointed.

### **III. ORGANIZATION**

On the 29th day succeeding the General Primary at which Precinct Committeepersons are elected, the County Convention will be held. The elected Democratic Precinct Committeemen of Elgin Township shall meet at that convention and proceed to organize the Central Committee by electing, if possible, from the elected Democratic Precinct Committeepersons of Elgin Township, a Township Chair, Vice Chair, Secretary, Treasurer, Parliamentarian and Sergeant at Arms.

If any officer is not elected at this time, a vacancy shall exist and shall be filled by the process described below.

The terms of officers shall continue until the call to order of the next regular County Convention.

### **IV. OFFICERS AND DUTIES**

Township Chair. The Township Chair (hereafter referred to as “the Chair”) shall preside at all meetings, fill vacancies in offices of the organization, forward the names of persons to be recommended as Precinct Committeepersons to the County Chair when vacancies exist, create special committees as needed, and be an *ex-officio* member of all committees of the organization. In addition to the Treasurer, the Chair may sign, as appropriate, all checks issued on behalf of the ETD.

Vice Chair. The Vice Chair shall preside at all meetings in the absence of the Chair. The Vice Chair shall perform such other duties as delegated by the Chair. In the event of a vacancy in the office of Chair, the Vice Chair shall succeed to the office of acting Chair until the Central Committee duly elects a successor to the Chair.

Treasurer. The Treasurer shall keep and maintain the financial records of the organization, inclusive of monies from fundraising efforts and expenditures. The Treasurer shall deposit monies in a bank designated by the Central Committee and shall maintain precise records thereof, which shall be open for inspection by the Central Committee. The Treasurer shall make payments from the treasury only as directed by the Central Committee. The Treasurer shall, on a monthly basis, report to the Central

Committee the status of all accounts and all financial transactions not previously reported, in the form of a summary report. The Treasurer shall submit all books for audit annually. The annual audit shall be completed by the 15th day of February. The Treasurer shall be responsible for producing and, in accordance with statute, submitting to the State of Illinois all required reports of the organization. The Treasurer shall be in charge of the financial aspects of all fundraising activities. As such, the Treasurer shall coordinate with the Fundraising Committee or groups as directed by the Chair or by vote of the Central Committee. All costs of account administration shall be borne by the ETD.

Secretary. The Secretary shall be the official custodian of all records of the Central Committee and shall maintain minutes of its meetings and maintain a permanent log of minutes to be available at all meetings of the committee. The Secretary shall maintain the membership lists of Committeepersons, election judges and registrars and make the same available to the Central Committee, when requested. The Secretary shall send a copy of the minutes to all officers.

Ten days prior to ETD meetings, the Secretary shall mail and/or email written meeting notice to all members of the committee. The Secretary shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chair or by vote of the Central Committee.

Parliamentarian. The Parliamentarian is to advise the Chair and the Central Committee of proper procedure in case of disputes. The Parliamentarian shall, as necessary, settle procedural disputes and questions of order in accordance with the latest edition of "Robert's Rules of Order Newly Revised."

Sergeant at Arms. The Sergeant at Arms shall keep order at meetings and perform other duties as assigned by the Chair. The Sergeant at Arms shall have all attendees sign in at ETD meetings and is responsible for maintaining decorum at each meeting. The Sergeant at Arms shall, upon request of the Chair, be responsible for the restraint or removal of any disorderly person(s) from a meeting.

## **V. VACANCIES**

In the event that the office of Chair, Vice Chair, Secretary, Treasurer, Parliamentarian or Sergeant at Arms is vacated, a written notice shall be sent by mail and/or email to all members of the Central Committee. The Central Committee shall meet to elect a successor in office no less than thirty (30) days after the notice and within sixty (60) days after the date of vacancy.

If a vacancy occurs in the office of Chair within 120 days before the second Monday succeeding the General Primary, the Vice Chair shall continue as acting Chair until the regular County Convention. If a vacancy occurs in any other office within 120 days before the second Monday succeeding the General Primary, an acting officer, appointed

by the Chair with the approval of the Central Committee, shall continue to serve until the regular County Convention.

## **VI. MEETINGS AND NOTICES**

### Regular Meetings

The Central Committee shall meet at least (10) times each year, in meetings held the third Tuesday of each month, unless amended by the majority of members present. Notice of regular meetings shall be given at least seven (7) days in advance, by mail and/or email, to each member of the Central Committee. Regular monthly meetings of the Central Committee shall be made known to the general public. Notice shall be given in print and social media and on the ETD website.

### Quorum

A quorum shall consist of whoever appears for a meeting.

### Special Meetings

Special meetings of the Central Committee may be called by the Chair or by a minimum of 25 percent of the Precinct Commiteepersons. Notice of special meetings shall be provided at least five (5) days in advance by mail and/or email to all Central Committee members. In accordance with statutory requirements, the notice of a special meeting must state the topic of the meeting.

To be considered valid, any business transacted at special meetings must be approved by two-thirds (2/3) of the Committeepersons present. No business may be voted upon at special meetings unless a minimum of one-third (1/3) of the Committeemen are present.

### Executive Committee Meetings

The Executive Committee may meet on a monthly basis, with meeting time, date and location set by the Chair. Nominally, these meetings shall precede the regular meetings of the Central Committee.

### Procedure

After recognition of the members present, the first order of business shall be the adoption of the agenda, or the agenda as may be amended. The Central Committee may then proceed to the business before it, which shall be conducted in accordance with the recommended guidelines below:

1. Pledge of Allegiance
2. Roll call of voting members
3. Adoption of the agenda
4. Introduction of guests
5. Program
6. Reading and approval of minutes
7. Treasurer's report

8. Other reports and communication
9. Unfinished business
10. New business
11. Adjournment

New business and resolutions submitted for consideration or adoption may be referred by the Central Committee to the proper committee for its report without further consideration.

### Voting

As defined herein and by statute, Committeepersons, elected and appointed, may vote on issues before the Central Committee.

1. Elected Committeepersons shall select and vote on officers at the County Convention.
2. All Committeepersons shall vote on issues before the Central Committee throughout the term.

In general, all votes shall be voted on a “one person-one vote” basis. In those cases where a vote is considered critical by a majority of the Committeepersons present, the vote may be conducted as a proportioned vote as defined in the state statutes. When a proportional vote is conducted, a Precinct Committeeperson shall vote the number of Democratic ballots cast during the previous General Primary in the precinct he or she represents.

## **VII. COMMITTEES**

### Executive Committee

The Chair, Vice Chair, Secretary and Treasurer shall serve as the Executive Committee of the Central Committee. The Executive Committee shall propose agendas for all meetings. It shall have the authority to make expenditures up to \$200 per month for discretionary purposes not inconsistent with these bylaws or the mission of the ETD. Any such expenditure shall be reported at the next meeting of the Central Committee.

### Audit Committee

The Audit Committee shall be comprised only of elected Precinct Committeepersons to provide independent oversight of the Treasurer. The Treasurer shall submit all books for audit annually. The annual audit shall be completed by the 15th day of February.

### Fundraising Committee

The Fundraising Committee shall be responsible for development of funding ideas and efforts and for their implementation. The Treasurer shall serve as a member of the Fundraising Committee

### Ad Hoc Committees

The Chair may appoint a Committee Chair to organize a committee for the purpose of considering the details of specific issues and developing recommendations to present in a report to one or more regular meetings or to a special meeting of the Central

Committee. All Democrats in Elgin Township, whether or not Precinct Committeepersons, shall be eligible to serve on *ad hoc* committees.

### VIII. CANDIDATE FUNDING AND SUPPORT

In accordance with the purpose stated above, the ETD shall provide support, assistance and funding of Democratic candidates for office under the following conditions:

- Candidates shall have demonstrated public support for their candidacy.
- Candidates shall have presented themselves to the Central Committee, stating the reasons for their candidacy and their positions on the issues related to the office they seek.
- Candidates shall have made application for support, defining the type and level of support sought, i.e. endorsements, monies, campaign management, door-to-door campaigning, etc.
- The majority of a quorum of the Central Committee shall have voted to support the candidate in accordance with her or his application.
- Any funds distributed shall be as directed by a majority of a quorum of the Central Committee.

The ETD shall support candidates, at the discretion of the Central Committee, based on the above criteria. The ETD may support Democratic candidates in nonpartisan elections. The ETD shall not support candidates in partisan primary elections.


### IX. AMENDMENTS

These bylaws may be amended by a two-thirds vote of the members present and voting at a regular or special meeting of the Central Committee, provided that written notice of the proposed amendment has been given to the members at least thirty (30) days in advance of the meeting.


### X. CONDUCT OF MEETINGS

All meetings shall be conducted in accordance with “Robert’s Rules of Order Newly Revised,” except when in conflict with the Illinois State Statutes or these bylaws.

AS ADOPTED BY THE CENTRAL COMMITTEE: February 19, 2019

  
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Carl W. Strathmann, Chair

12-17-2019  
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Date

  
\_\_\_\_\_  
Patrick F. Gordon, Secretary

12/17/2019  
\_\_\_\_\_  
Date