**SECOND DISTRICT BYLAWS**

Table of Contents

[ARTICLE I. NAME 1](#_Toc129445970)

[ARTICLE II. PURPOSE 1](#_Toc129445971)

[2.1 - To Elect Democrats 1](#_Toc129445972)

[2.2 – To Support a Congressional Candidate 1](#_Toc129445973)

[ARTICLE III. FUNDAMENTAL PRINCIPLES 1](#_Toc129445974)

[3.1 – All District Meetings Are Public 1](#_Toc129445975)

[3.2 – No Test for Membership 1](#_Toc129445976)

[3.3 – Publicized Meetings Time and Date 1](#_Toc129445977)

[3.4 – Broad Participation 1](#_Toc129445978)

[3.5 – District Must Follow the Rules of MDP 2](#_Toc129445979)

[3.6 – Unit Rule Prohibited 2](#_Toc129445980)

[3.7 – No Requirement to Vote Against Belief 2](#_Toc129445981)

[3.8 – Roberts Rules of Order 2](#_Toc129445982)

[3.9 – Chair and Vice Chair of Different Gender Identities 2](#_Toc129445983)

[3.10 – No Secret Ballots 2](#_Toc129445984)

[3.11 – Majority Vote for Officers 2](#_Toc129445985)

[3.12 – Dissolution of the District 2](#_Toc129445986)

[ARTICLE IV. MEMBERSHIP 2](#_Toc129445987)

[4.1 – District Party Membership 2](#_Toc129445988)

[4.2 – Apportionment of Precinct Delegates 2](#_Toc129445989)

[ARTICLE V. MEETINGS 2](#_Toc129445990)

[5.1 – Meeting Notice 2](#_Toc129445991)

[A – Notice Timing 3](#_Toc129445992)

[B – Means of Notice 3](#_Toc129445993)

[C – Determining Quorum 3](#_Toc129445994)

[5.2 – Quarterly Membership Meetings 3](#_Toc129445995)

[5.3 – Special Meetings of the District 3](#_Toc129445996)

[5.4 - Membership Voting Requirements 3](#_Toc129445997)

[5.5 – Approval of Proposals 3](#_Toc129445998)

[5.6 – Building of the District 3](#_Toc129445999)

[5.7 – First Meeting after State Convention 3](#_Toc129446000)

[5.8 – Cancelling Meetings 3](#_Toc129446001)

[5.9 – District Committee and State Central Attendance 3](#_Toc129446002)

[A – Order of Alternates to Replace Delegates 4](#_Toc129446003)

[B – Use of Proxies 4](#_Toc129446004)

[C – Residency Requirement 4](#_Toc129446005)

[5.10 – Standing Committee Procedures 4](#_Toc129446006)

[5.11 – Establish a Young Democrats Club 4](#_Toc129446007)

[5.12 – Setting of Calendars 4](#_Toc129446008)

[ARTICLE VI. OFFICERS, DISTRICT COMMITTEE AND DISTRICT PARTY 4](#_Toc129446009)

[6.1 – Caucus to Elect Officers 4](#_Toc129446010)

[6.2 – Adopting Bylaws 4](#_Toc129446011)

[6.3 – Duties of the Chairperson 5](#_Toc129446012)

[6.4 – Duties of the Vice-Chairperson 5](#_Toc129446013)

[6.5 – Duties of the Secretary 5](#_Toc129446014)

[A – Preserving Records 5](#_Toc129446015)

[B – Transferring Records to New Secretary 5](#_Toc129446016)

[C – Meeting Notifications 5](#_Toc129446017)

[D – Maintaining Minutes 5](#_Toc129446018)

[E – Handling of District Bylaws 5](#_Toc129446019)

[F – Providing District Leadership Roster to MDP 5](#_Toc129446020)

[G – Obtaining List of MDP Members in the District 5](#_Toc129446021)

[H – Naming a Deputy Secretary 5](#_Toc129446022)

[6.6 – Duties of the Treasurer 5](#_Toc129446023)

[A – Handling of District Funds 6](#_Toc129446024)

[B – Providing Financial Reports 6](#_Toc129446025)

[C – Transferring Records to New Treasurer 6](#_Toc129446026)

[D – Deliver Treasurer’s Report to Officers 6](#_Toc129446027)

[E – Log Approved Treasurer’s Reports 6](#_Toc129446028)

[F – Provide Documentation for Expenditures 6](#_Toc129446029)

[G – Provide Documentation for Income 6](#_Toc129446030)

[H – Follow Appropriate Rules and Laws Regarding Finances 6](#_Toc129446031)

[I – File Reports as Required by Law 6](#_Toc129446032)

[J – Deliver Copies of Required Reports to Officer 6](#_Toc129446033)

[K – Work in Tandem with Secretary to Maintain Records 6](#_Toc129446034)

[L – Name a Deputy Treasurer 7](#_Toc129446035)

[6.7 – Endorsements by Officers 7](#_Toc129446036)

[6.8 Expenses 7](#_Toc129446037)

[A – Threshold for Approval 7](#_Toc129446038)

[B - Texas Hold’Ems 7](#_Toc129446039)

[ARTICLE VII. COMMITTEES 7](#_Toc129446040)

[7.1 – Appointing Committees 7](#_Toc129446041)

[7.2 – Standing Committees 7](#_Toc129446042)

[ARTICLE VIII. ORDER OF BUSINESS 7](#_Toc129446043)

[ARTICLE IX. MEMBER NOTIFICATION AND WEB PAGES 8](#_Toc129446044)

[9.1 – Role of Communications Committee 8](#_Toc129446045)

[9.2 – Approval of Posted Material 8](#_Toc129446046)

[ARTICLE X. AMENDMENT PROCEDURES 8](#_Toc129446047)

[10.1 – Role of Rules and Bylaws Committee 8](#_Toc129446048)

[10.2 – Two-thirds Majority 8](#_Toc129446049)

[10.3 – Enactment of Amendments 8](#_Toc129446050)

[APPROVAL OF BYLAWS 8](#_Toc129446051)

# ARTICLE I. NAME

 This organization shall be known as the Second Congressional District Democratic Party (the district). It shall consist of the District Committee and all members of the Michigan Democratic Party (MDP) and all duly elected Democratic Precinct Delegates residing in the Second Congressional District.

# ARTICLE II. PURPOSE

 2.1 - To Elect Democrats - The purpose of this district is to promote the philosophy of the Democratic Party and to elect Democrats who support this philosophy; and further to unite and aid in the activities of all Party members, precinct delegates, committees, officeholders, candidates and other Democrats working to promote wide participation in the Democratic Party.

 2.2 – To Support a Congressional Candidate - Raise money for and maintain a federal congressional campaign account for the supported congressional candidate and for growth and development of the Democratic Party within the District.

# ARTICLE III. FUNDAMENTAL PRINCIPLES

 3.1 – All District Meetings Are Public - All meetings of the district at all levels shall be open to all members of the MDP regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance, gender identity, or disability.

 3.2 – No Test for Membership - No test for membership in, nor any oaths of loyalty to the district shall be required or used which has the effect of requiring prospective or current members of the MDP to acquiesce in, condone or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance, gender identity, or disability.

 3.3 – Publicized Meetings Time and Date - The time and place for all meetings of the district on all levels shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons. Hybrid meetings, meetings held in person, on an internet connection or available on phone attendance, shall be held in a manner to allow broad participation.

 3.4 – Broad Participation - The district, on all levels, shall support the broadest possible participation without discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance, gender identity, or disability.

 3.5 – District Must Follow the Rules of MDP - All rules and bylaws of the district party at all levels shall be consistent with the Rules of the MDP and shall be available in writing to any member of the district party or to anyone looking for them on the State Party website.

3.6 – Unit Rule Prohibited - The unit rule is prohibited at all levels of the district party.

 3.7 – No Requirement to Vote Against Belief - No rule shall be adopted at any level of the district party which would require a person to cast a vote or be recorded a vote contrary to that person’s judgment.

3.8 – Roberts Rules of Order - For all questions of procedure not resolved by the Rules of the MDP or these bylaws, the latest edition of Robert’s Rules of Order shall be used.

 3.9 – Chair and Vice Chair of Different Gender Identities - The Chairperson and vice Chairperson of any Committee, Caucus or Convention of the district shall be of a different gender identity.

 3.10 – No Secret Ballots - Votes shall not be taken by secret ballot at any meeting of the district at any level.

 3.11 – Majority Vote for Officers - Election of a member to any office or position within the district, either at a District Caucus or a meeting of the District Committee, shall require a majority vote of the members voting. If no candidate is elected following an initial vote the candidate receiving the fewest vote is removed and the vote is repeated, until one candidate receives a majority. The only exceptions are for multiple-position officers.

 3.12 – Dissolution of the District - Upon dissolution of the Second District Democratic all assets remaining after the satisfaction of all debts shall be distributed to the Michigan Democratic Party Federal account.

# ARTICLE IV. MEMBERSHIP

 4.1 – District Party Membership - Membership of the district party shall consist of all duly elected Democratic precinct delegates and all members of the MDP residing in the district, and the district committee and Officers, all of whom must be members of the MDP.

 4.2 – Apportionment of Precinct Delegates - Precinct delegates shall be apportioned and selected in accordance with the Rules of the Michigan Democratic Party and State Law.

# ARTICLE V. MEETINGS

 5.1 – Meeting Notice - The regular meeting of the District Committee shall be at the call of the chair each month with the digital meeting platform, or the in-person location and time designated in the meeting notice. Attendance may be by digital meeting platform or in person.

A – Notice Timing - At least five (5) days’ notice shall be given of the date, time, and place of the meeting.

B – Means of Notice - Notice shall be given by website and email.

C – Determining Quorum - A quorum will exist when 50% of the officers and four additional members of the District Committee are present.

 5.2 – Quarterly Membership Meetings - The full district shall meet quarterly to review the activities of the district committee. At least five (5) days’ notice shall be given of the date, time, and place or digital meeting platform or location of the meeting. Notice shall be given by website and email.

5.3 – Special Meetings of the District - Special meetings of the district committee or district may be called by the Chair and/or Secretary or a majority of the members of the District Committee or district, respectively. At least five (5) days’ notice shall be given of the date, place, time and purpose of the special meeting. Notice shall be given by website and email.

 5.4 - Membership Voting Requirements - Only members of the MDP for 30 days prior to the meeting and/or precinct delegates or candidates in the most recent election who obtained a membership at the meeting shall be allowed to vote at District meetings. These are then considered “current members”.

 5.5 – Approval of Proposals - All proposals brought to the full District meetings must first be approved by the District Committee prior to presentation or approved by the District Committee during or after the meeting.

 5.6 – Building of the District - Elected district committee members’ attendance and help in building the Second District is required. See 5.9 below for clarification.

 5.7 – First Meeting after State Convention - The first Second District membership meeting shall be held within 30 days following the MDP State Spring Convention at which the officers and District Committee are elected.

 5.8 – Cancelling Meetings - The Chair and/or Secretary shall be empowered to cancel any regular meeting due to weather or other emergencies. Notice shall be given by website and email.

5.9 – District Committee and State Central Attendance - Require elected State Central Delegates and Alternates to participate in State Central and Second District meetings and committees. Attendance will be taken at Second District meetings and committee meetings. A State Central Member or elected District Committee member not attending and participating in a minimum of 50% of the meetings will be replaced by a vote of the District Committee.

 A – Order of Alternates to Replace Delegates - Only Second District elected alternates may cast votes for delegates who are absent. The question of which alternate is first to take the place of a delegate who is absent is determined by the order of the slate for alternate at the most recent MDP “Spring” State Convention.

 B – Use of Proxies - Proxies may be given only to Democratic Alternates from the Second District.

 C – Residency Requirement - All officers, State Central Delegates and Alternates must be residents of the Second District. Should a person change their residence the District Committee will elect a replacement.

5.10 – Standing Committee Procedures - At the first meeting of a standing committee or special committee the chairperson whom the District Chairperson appoints, will call for the election of a secretary. Minutes will be kept of all meetings. Copies of the minutes will be forwarded to the District Chairperson, so the chairperson can assess the progress of the committee, and District Secretary for filing.

5.11 – Establish a Young Democrats Club - The Second District Democratic Party will work to establish Young Democrat Clubs throughout the District. These clubs will help build the party for the future.

 5.12 – Setting of Calendars - Following the setting of the calendar by the State Party for the balance of the two-year term meetings of the District will be set with the location by County or zoom and date of meeting stated.

# ARTICLE VI. OFFICERS, DISTRICT COMMITTEE AND DISTRICT PARTY

 6.1 – Caucus to Elect Officers - During February of each odd-numbered year, a District Caucus or convention will be held on the date set by the State Central Committee to elect a District Chairperson, Vice-chairperson of a different gender identity, Secretary, Treasurer and a District Committee of at least 15 people. The District Committee may elect additional officers (at a subsequent meeting), if a vacancy occurs on the District Committee or among officers the District Committee has the authority to fill it.

 6.2 – Adopting Bylaws - Within thirty (30) days following the election of the District Committee, the District Committee will meet to adopt or readopt bylaws, pass a resolution indicating the acceptance of the Rules of the Michigan Democratic Party and if the District Committee allows elect additional members of the District Committee and fill vacancies should they occur. The officers of the District Committee shall serve as officers of the District Party. Between meetings of the District Party the District Committee shall have all powers and perform all duties of the District Party.

 6.3 – Duties of the Chairperson - The Chairperson shall preside at all District Committee Meetings and District Party Meetings and have such duties as are usual to the office of District Party Chairperson, or that may be required by this organization.

 6.4 – Duties of the Vice-Chairperson - The Vice-Chairperson shall be a member of the opposite gender identity from the Chairperson. The Vice-Chairperson shall assist the Chairperson in the discharge of their duties and shall temporarily assume the duties and responsibilities of the Chairperson in their absence.

 6.5 – Duties of the Secretary - The Secretary of this organization shall keep an accurate record and minutes of the proceedings of the District Committee and Party meetings.

 A – Preserving Records - The secretary shall keep and preserve all books, documents, correspondence, records, minutes, effects and any other property of this organization.

 B – Transferring Records to New Secretary - When a new secretary is elected the past secretary shall forthwith deliver to the newly elected secretary all aforesaid items kept and preserved during their tenure of office.

 C – Meeting Notifications - The secretary shall see that proper notification is given to the District Committee and District Party of their meetings.

 D – Maintaining Minutes - The secretary will log and maintain past meeting minutes after they are approved. This log will be a proven written record of the district’s past.

 E – Handling of District Bylaws - The secretary will present a copy of the bylaws to the State Democratic Party for approval. When approval is given, after corrections if needed, the Secretary will provide all officers a copy and prepare copies for members when requested. All past bylaws will be preserved as a permanent record of the party’s past existence. A copy will also be available on the district’s website and the State Party’s website.

 F – Providing District Leadership Roster to MDP - The secretary will forward the names and addresses of the new Officers and District Committee members to the MDP following their election and when anyone is replaced during the term.

G – Obtaining List of MDP Members in the District - The secretary will obtain a list of current state party members in the district for reference should anyone be challenged before voting on District matters.

H – Naming a Deputy Secretary - The Secretary shall name a deputy Secretary to do all the duties of the Secretary if the Secretary is unable to perform the duties of the secretary in their absence.

 6.6 – Duties of the Treasurer -The Treasurer’s duties include:

A – Handling of District Funds - The funds of this organization shall be deposited in financial institutions and shall be drawn upon by checks signed by the Treasurer or Chairperson. Debit card and direct payment must be authorized by the membership, Treasurer or Chairperson.

B – Providing Financial Reports - The Treasurer will make financial reports to all party meetings.

C – Transferring Records to New Treasurer - When a new Treasurer is elected, the past Treasurer shall forthwith deliver to the new Treasurer the funds and all the books and records, and audits kept during his/her time in office.

D – Deliver Treasurer’s Report to Officers - Once the Treasurer’s Report is presented a copy will be given to the Chairperson, Vice-Chairperson and Secretary.

E – Log Approved Treasurer’s Reports - After approval a copy will be placed in a permanent log maintained by the Treasurer.

F – Provide Documentation for Expenditures - All checks will be accompanied with a standard form showing how the funds were used.

G – Provide Documentation for Income - All deposits must be accompanied by a form showing where and how the funds were obtained and what account the funds were placed in. The district will maintain three separate accounts as recommended by the State Party. Accounts to be maintained are:

1. - Candidate Support Account - for support of a Congressional candidate and other federal candidates. No funds can be expended in any primary unless the candidate is unopposed.

2. - Administrative Account - to be used for district activities as directed by the state party financial guidelines.

3. - State Account - to assist where possible candidates in state or local elections.

H – Follow Appropriate Rules and Laws Regarding Finances - The Treasurer will follow the guidelines set down under state party rules, the Michigan Campaign Finance Act and the Federal Campaign Finance Act.

I – File Reports as Required by Law - The Treasurer will prepare, and file all required Campaign Finance Reports and all reports for fundraising both state and federal by the date each requires.

J – Deliver Copies of Required Reports to Officer - Copies of all Campaign Finance Reports, both state and federal, and all required fundraising reports shall be given to the Chairperson, Vice-Chairperson(s) and secretary when filed.

K – Work in Tandem with Secretary to Maintain Records - Permanent records of these reports will be kept logged by both the Secretary and Treasurer.

L – Name a Deputy Treasurer - The Treasurer shall name a deputy Treasurer who will be trained to assist in record keeping and be able to do the Treasurer’s duties in their absence.

6.7 – Endorsements by Officers -No officer shall use their title to endorse any candidate in a contested primary election.

## 6.8 Expenses

A – Threshold for Approval - The Officers shall have the right to expend funds up to $250.00 per month subject to District Committee approval after the fact to assure the smooth running of the organization. Expenditures of over $250.00 will require District Committee approval in advance.

B - Texas Hold’Ems - Workers at Texas Hold’Em fundraisers will be allowed the normal amount allowed by the Charitable Gaming Commission.

# ARTICLE VII. COMMITTEES

7.1 – Appointing Committees - The Chairperson, subject to the approval of the majority of the District Committee, shall appoint the committees and committee chairperson necessary for the work of the organization.

7.2 – Standing Committees - Standing Committees shall include the following:

1. Rules and Bylaws Committee
2. Finance and Fundraising Committee
3. Candidate Recruitment and Support Committee
4. Political & Second CD Party Organizing Committee
5. Communications Committee
6. Policy and Resolution Committee
7. Audit Committee

# ARTICLE VIII. ORDER OF BUSINESS

1. Pledge to the Flag
2. Indigenous Land Acknowledgement
3. Speakers
4. Roll call of officers
5. Roll call of Counties
6. Determination of quorum
7. Approval of agenda
8. Approval of minutes
9. Officer’s reports
10. Chairperson
11. Vice Chairperson (s)
12. Treasurer
13. Secretary (Correspondence)
14. Committee Reports
15. Unfinished Business
16. New Business
17. County Reports
18. Good and Welfare
19. Agenda is complete meeting is adjourned

# ARTICLE IX. MEMBER NOTIFICATION AND WEB PAGES

9.1 – Role of Communications Committee - The Communication Committee with the assistance of the Secretary will be responsible for developing FaceBook and/or Web page.

9.2 – Approval of Posted Material - Final approval of content by the chair is required before posting.

# ARTICLE X. AMENDMENT PROCEDURES

10.1 – Role of Rules and Bylaws Committee - Proposals for changes or amendments to these bylaws shall be first referred to the Rules and Bylaws Committee which shall report its recommendations to the next regular District Committee meeting or special meetings for that purpose.

10.2 – Two-thirds Majority - These bylaws may be amended by a two-thirds (2/3) majority vote of the members of the District Committee present at a meeting, provided that written notice setting forth the proposed amendment has been given to all Party members at least two (2) weeks prior to the date of the meeting. This shall be done by email and web page.

10.3 – Enactment of Amendments - These bylaws shall be in full force and effect upon their adoption and shall supersede all bylaws, rules, motions and policies of a contrary nature with exception of the Rules of the Michigan Democratic Party.

# APPROVAL OF BYLAWS

DATE SUBMITTED TO THE DISTRICT PARTY\_\_\_\_\_3/6/2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE PASSED BY THE DISTRICT PARTY AND SUBMITTED TO THE MICHIGAN DEMOCRATIC PARTY\_\_\_\_\_\_\_3/11/2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE APPROVED BY THE MICHIGAN DEMOCRATIC PARTY\_\_\_\_\_\_\_\_\_\_\_\_\_\_