



Rules of the
**Democratic
Party of
Craighead County**

As Adopted on June 25, 2024

1 **ARTICLE I. NAME**

2 SECTION 1. This organization is named the "Democratic Party of Craighead
3 County." In these bylaws this organization is referred to as the DPCC or the
4 "Party."

5 **ARTICLE II. PURPOSE**

6 SECTION 1. The purpose of the DPCC is to promote the principles of the Local,
7 State and National Democratic Party, to elect Democrats who support these
8 principles and to promote wide and active participation at the meetings and
9 events of the Democratic Party.

10 SECTION 2. The DPCC shall manage, administer and operate, but not for
11 profit, the affairs of the organization so as to achieve the goals of the Party in
12 accordance with the "Rules of the Democratic Party of Arkansas" and all
13 applicable laws.

14 SECTION 3. The DPCC may exercise all necessary and reasonable authority
15 and complete such tasks deemed necessary, convenient, useful or incidental
16 to the attainment of its purposes in accordance with the "Rules of the
17 Democratic Party of Arkansas" and applicable laws.

18 **ARTICLE III. MEMBERSHIP**

19 SECTION 1. Any person who resides in Craighead County and is in good faith
20 and sympathy with the fundamental principles, purposes, objectives,
21 platforms, and practices of the Democratic Party is eligible to join DPCC. No

1 person may be required, directly or indirectly, to pay a cost or fee as a
2 condition for membership or participation in DPCC.

3 SECTION 2. The DPCC is composed of those registered to vote in Craighead
4 County who file to join the County Committee during the party filing period
5 established by state law. Outside of the party filing period, membership shall
6 be extended to those registered to vote in Craighead County and other eligible
7 residents who are at least fourteen (14) years of age. The committee
8 responsible for membership shall establish a form to apply for membership
9 and recommend the approval of membership applications to the County
10 Committee. There is no limit to the number of County Committee members.

11 SECTION 3. Any person otherwise eligible to join the County Committee who
12 is ineligible to register to vote due to age, immigration status, or other
13 restrictions may become a member upon certifying their residence in
14 Craighead County to the Secretary.

15 SECTION 4. To become a member in good standing in the County Committee,
16 members shall have attended in any capacity at least one (1) meeting of the
17 County Committee during their membership term, certified their eligibility
18 under this Article, and submitted to the Secretary their up-to-date full name,
19 voting address, mailing address, email address, and phone number.

20 SECTION 5. A County Committee member who misses three (3) or more
21 consecutive regular meetings without sending a proxy or notice of absence
22 may be classified as an inactive member. Inactive members shall not be
23 counted against quorum, may not vote at County Committee meetings, and
24 may not send proxies. Inactive members shall be reinstated to active
25 membership at the next County Committee meeting that they attend as their
26 own representative.

27 SECTION 6. County Committee members take office thirty (30) days after the
28 receipt of their membership form, at the meeting at which their membership

1 is approved, or at the call to order of the County Convention and serve until
2 the call to order of the next County Convention.

3 **ARTICLE IV. OFFICERS**

4 SECTION 1. Officers of the DPCC shall be elected and act in accordance with
5 the Rules of the Democratic Party of Arkansas and the laws of the State of
6 Arkansas.

7 SECTION 2. Officers must be members of the DPCC in good standing (as
8 defined in Article III, Section 4).

9 SECTION 3. DPCC officers must avoid public expressions of support for
10 candidates opposing Democratic nominees.

11 SECTION 4. The membership of the DPCC shall convene Biennially in January,
12 immediately after the General Election, for the purpose of electing officers.
13 Terms shall be for two (2) years. The election shall be conducted in accordance
14 with the "Rules of the Democratic Party of Arkansas."

15 SECTION 5. No person may hold more than one officer position in the DPCC
16 at a time.

17 SECTION 6. In electing DPCC officers, the current Chair shall preside over the
18 election except for when the Chair is opposed for re-election; in which case
19 the DPCC membership shall select a temporary Chair for purposes of
20 administering the election. Upon election, officers shall assume their positions
21 in the DPCC.

1 SECTION 7. The officers of the DPCC shall be: Chair, Vice Chair (who shall be
2 a different gender than the Chair), Secretary, and Treasurer.

3 SECTION 8. The Chair shall coordinate and lead the operations of the DPCC
4 and its Officers and Committees. The Chair shall also perform the duties usual
5 for a presiding officer including but not limited to: act as the spokesperson for
6 the DPCC (or designate others to speak on behalf of the DPCC); serve as
7 liaison between the State Committee and the DPCC; preside at all DPCC
8 meetings; and perform other duties as assigned.

9 SECTION 9. The Vice Chair shall assist the Chair and perform other duties as
10 assigned. Should the Chair be unavailable, the Vice Chair shall temporarily
11 assume the duties of Chair.

12 SECTION 10. The Secretary shall be responsible for preserving and
13 maintaining the official records and property of the DPCC. Such duties include,
14 but are not limited to: keeping accurate minutes of all DPCC meetings;
15 complying with any reporting requirements of the DPA; performing duties
16 usual to this office; and performing other duties as assigned.

17 SECTION 11. The Treasurer shall be the chief financial officer of the DPCC and
18 shall perform all duties incident to the office of Treasurer in accordance with
19 the law. Such duties include, but are not limited to: maintaining custody of
20 the funds and securities of the DPCC; maintaining financial records as
21 required; complying in a timely manner with all legal requirements relating to
22 the receipt and disbursement of funds; completing all financial disclosure
23 reports as required by the DPA or state law; and performing other duties as
24 assigned.

1 SECTION 12. All DPCC records and materials held or administered by the
2 officers are the property of the DPCC. Any officer, including but not limited to
3 the secretary or treasurer, upon vacating their office for any reason, shall
4 immediately surrender all DPCC records and materials in their possession to
5 their successor or the DPCC Chair and/or the DPCC Executive Committee.

6 **ARTICLE V. MEETINGS OF THE DPCC MEMBERSHIP**

7 SECTION 1. The membership of the DPCC shall meet monthly, except in
8 December, and as required by state law.

9 SECTION 2. The meetings of the DPCC membership (hereafter "DPCC
10 meetings") are open to the public.

11 SECTION 3. When practical, notice of DPCC meetings shall be provided to all
12 Party members by either mail or email at least seven (7) days prior to the
13 meeting. However, in case of an emergency, the DPCC may be convened on
14 three (3) days' notice.

15 SECTION 4. The news media within the County shall be informed as to the
16 time and place of DPCC meetings.

17 SECTION 5. DPCC meetings may be canceled at the last minute by the Officers
18 solely due to unforeseen circumstances.

19 SECTION 6. As far as practical, DPCC meetings shall be held in places
20 accessible to all and with sufficient space to accommodate all interested
21 persons.

1 SECTION 7. Special DPCC meetings may be called by the Chair or upon
2 request of one-fifth (1/5) of the membership in good-standing. The
3 membership and the media shall be notified as to the time and place of such
4 special meetings as detailed above.

5 SECTION 8. A quorum shall be deemed present unless one (1) member in
6 good standing requests a count. Otherwise a quorum shall consist of twenty
7 percent (20%) of the DPCC membership.

8 SECTION 9. Unless otherwise specified by these Bylaws, motions at the DPCC
9 meetings shall be adopted by a simple majority of the members present.
10 Action to adjourn shall take effect if adopted by a majority regardless of the
11 number of members present.

12 **ARTICLE VI. THE EXECUTIVE COMMITTEE OF THE DPCC**

13 SECTION 1. The Executive Committee of the DPCC shall consist of the Officers
14 of the DPCC, the Immediate Past DPCC Chair, and Ex Officio Committee
15 members.

16 (a) Subject to approval of the DPCC membership, the Immediate Past
17 Chair of the DPCC shall serve as a voting member of the Committee.

18 (b) No Officer or member of the Executive Committee shall receive
19 compensation for serving as such.

20 SECTION 2. Subject to the approval of the majority of the Executive
21 Committee, the DPCC Chair may appoint Ex Officio members to the
22 Committee. The Chairs of any duly authorized subcommittee of the DPCC, if
23 not already a member of the Executive Committee, can serve as an Ex Officio
24 member of the Executive Committee if appointed by a majority of the
25 Executive Committee.

1 SECTION 3. The Executive Committee shall meet no less than quarterly to
2 conduct the routine business of the DPCC.

3 (a) Such business includes, but is not limited to: developing policies and
4 procedures; approving a budget and expenditures; auditing DPCC
5 finances; drafting resolutions for consideration by the DPCC
6 membership; recommending sub-committee appointments; planning
7 campaign and fundraising activities; and any other matter that may
8 come before the Committee.

9 (b) A quorum shall be presumed present at all Executive Committee
10 meetings unless one (1) voting Committee member requests a count;
11 otherwise a quorum shall consist of fifty percent (50%) of the Executive
12 Committee membership.

13 (c) Unless otherwise specified, any action taken by the Executive
14 Committee shall be effective only if adopted by a simple majority of the
15 Committee members present.

16 (d) Actions taken by the Committee shall be reported in a timely manner
17 to the full membership of the DPCC.

18 (e) At any regular monthly DPCC meeting, the members may, if they
19 deem appropriate, rescind any action(s) undertaken by the Executive
20 Committee; any rescission shall be by a majority vote.

21 SECTION 4. Proxy voting shall not be allowed at Executive Committee
22 meetings.

23 **ARTICLE VII. SUB-COMMITTEES**

24 SECTION 1. The Chair, subject to the approval of the majority of the Executive
25 Committee, may establish sub-committees as needed to perform the duties
26 and meet the objectives of the organization. Any member of the DPCC may
27 serve on such sub-committees.

1 **ARTICLE VIII. RESIGNATIONS**

2 SECTION 1. Any Officer may resign at any time. Such a resignation does not
3 automatically constitute a resignation from the DPCC unless so stated.

4 SECTION 2. Any member of the Executive Committee may resign from the
5 Committee at any time. Such a resignation does not automatically constitute
6 a resignation from the DPCC unless so stated.

7 SECTION 3. Any member of the DPCC may resign at any time.

8 SECTION 4. Resignations shall be in writing and shall take effect at the time
9 designated therein; if no effective date is specified, the resignation shall be
10 deemed effective upon receipt by the Chair or Secretary.

11 SECTION 5. If no written resignation is received, the position may be declared
12 vacant by a vote of the DPCC membership. Written notice shall be sent to the
13 affected person stating the effective date and reason for declaring the position
14 vacant.

15 SECTION 6. In the event that any Officer or at-large member of the Executive
16 Committee is unavailable to serve for any reason, the Chair (or Vice Chair if
17 the Chair is the Officer affected) shall call a meeting of the DPCC membership
18 within thirty (30) days for the purpose of electing a replacement.

19 (a) Notice of the election shall be provided to all DPCC members by
20 either mail or email at least five (5) days prior to the date of the
21 meeting.

22 (b) If a new Chair is elected and the current Vice Chair is not a different
23 gender, an election for a new Vice Chair (who shall be a different gender
24 of the New Chair) shall be held.

1 **ARTICLE IX. FINANCES**

2 SECTION 1. The DPCC is a not for profit organization.

3 SECTION 2. The fiscal year for the DPCC shall run from January 1 to December
4 31.

5 SECTION 3. DPCC funds may be used for activities within Craighead County
6 to:

- 7 (a) Operate the DPCC.
- 8 (b) Maintain the DPCC Headquarters;
- 9 (c) Promote the general election of Democratic Party Candidates;
- 10 (d) Promote the Democratic Party of Arkansas; and
- 11 (e) Promote the Democratic National Committee in general.

12 SECTION 4. Expenditures of DPCC funds shall be approved by the Executive
13 Committee.

14 SECTION 5. All officers, Executive Committee members and sub-committee
15 members serve as volunteers and shall not be reimbursed from DPCC funds
16 for travel or other personal expenses incurred while serving the DPCC.

17 SECTION 6. No income or assets of the DPCC shall be paid to any of its
18 members except for the reimbursement of actual DPCC operational expenses
19 and only with the approval of the Executive Committee.

20 SECTION 7. Contributions to Democratic candidates for their General Election
21 shall be made only to those candidates facing an opponent.

1 SECTION 8. The Executive Committee shall approve an operating budget for
2 the DPCC no later than December 31 of the prior year or as soon as may be
3 reasonably possible thereafter. DPCC Officers shall be authorized to make
4 those expenditures detailed in the approved budget without any further action
5 by the Executive Committee.

6 SECTION 9. Until a budget for a given term is approved, the Executive
7 Committee shall be authorized to operate the DPCC pursuant to the budget
8 for the immediately preceding term.

9 SECTION 10. As may be deemed necessary, the Executive Committee, by
10 majority vote, may revise the DPCC operational budget at any time.

11 SECTION 11. The Executive Committee shall conduct a systematic assessment
12 of the DPCC finances during any duly called meeting of DPCC Officers.

13 **ARTICLE X. VOTES**

14 SECTION 1. Votes shall not be taken by secret ballot at any DPCC meeting
15 except upon request of a DPCC member in good standing.

16 SECTION 2. Proxy voting at DPCC meetings shall be conducted in accordance
17 with the Rules of the Democratic Party of Arkansas.

18 **ARTICLE XI. ELECTION COMMISSIONER(S)**

19 SECTION 1. DPCC election commissioner(s) shall be elected in accordance
20 with the Rules of the Democratic Party of Arkansas.

1 **ARTICLE XII. GRIEVANCES**

2 SECTION 1. Resolution of grievances shall be conducted in accordance with
3 the Rules of the Democratic Party of Arkansas.

4 **ARTICLE XIII. POLICIES AND PROCEDURES**

5 SECTION 1. The Executive Committee may enact or amend any existing
6 "Policies and Procedures" deemed necessary for the orderly functioning and
7 day-to-day administration of the DPCC.

8 SECTION 2. The DPCC's "Policies and Procedures" shall be in writing.

9 SECTION 3. The DPCC's "Policies and Procedures" shall be available to all
10 DPCC's members for inspection and review.

11 SECTION 4. If deemed appropriate, the DPCC membership may rescind any
12 portion of the DPCC's "Policies and Procedures" as per Article VI, Section 3(e)
13 of these Bylaws.

14 **ARTICLE XIV. PARLIAMENTARY AUTHORITY**

15 SECTION 1. Subject to the Rules of the Democratic Party of Arkansas and
16 these Bylaws, all meetings shall be conducted according to the current edition
17 of Robert's *Rules of Order*.

18 **ARTICLE XV. AMENDMENTS**

19 SECTION 1. Proposals to change or amend these Bylaws shall be referred to
20 the Executive Committee for review and comment.

1 SECTION 2. Within sixty (60) days of receipt, the Executive Committee shall
2 formulate a recommendation on whether to adopt the proposal. The
3 Committee shall then forward the proposal and their recommendation onto
4 the membership for action.

5 SECTION 3. Approval or rejection of the proposal shall then be considered at
6 either the next regular DPCC meeting or at a special DPCC meeting called
7 specifically for that purpose.

8 SECTION 4. These Bylaws may be amended by a two-thirds (2/3) majority
9 vote of the members present at a DPCC meeting, provided written notice
10 setting forth the proposed amendment(s) have been sent by email or mail to
11 all DPCC members at least five (5) days prior to the meeting.

12 SECTION 5. These Bylaws shall be in full force and effect upon their adoption
13 and shall supersede all bylaws, rules, motions and policies enacted by the
14 DPCC or any of its prior entities.

15 SECTION 6. In the event any provision(s) of these Bylaws are contrary to the
16 Rules of the Democratic Party of Arkansas, now or as may hereafter be in
17 effect, the Rules of the Democratic Party of Arkansas shall supersede said
18 provision(s).

19 **ARTICLE XVI. DISSOLUTION**

20 SECTION 1. Upon dissolution of the DPCC, all assets and real and personal
21 property of the DPCC and its committees shall revert to the Treasury of the
22 Democratic Party of Arkansas.