

Indian River County Young Democrats Bylaws

Reviewed and Approved January 18th, 2006
Prepared by Laura Gaffney, Interim Secretary

Article I – Parliamentary Rules

Section 1.

All sessions of the Executive Committee and all other meetings of divisions of the Indian River County Young Democrats shall be conducted at the president's discretion, unless some provision of the IRCYD Constitution or IRCYD Bylaws shall conflict therewith. In which case the IRCYD Constitution or IRCYD Bylaws shall govern.

Article II – Duties of Officers

Section 1.

All Officers, Immediate Past President and General Counsel, shall submit quarterly reports in writing to the IRCYD President who will summarize the reports in a quarterly presentation to all IRCYD Members and the IRCDEC. The duties of the IRCYD officers are as follows:

A. President

1. Shall act as chief spokesperson for the Indian River County Young Democrats.
2. Shall be a voting member of the IRCYD Executive committee.
3. Shall preside over all Executive Committee meetings.
4. Shall keep updated files of the Indian River County Young Democrats.
5. Shall appoint all Executive Committee members.
6. Shall appoint all special committees as necessary.
7. Shall appoint all committee heads.
8. Shall oversee all functions of the Indian River County Young Democrats
9. Shall submit the proposed annual state budget for active membership approval at the next meeting following the Annual Meeting.
10. Shall operate the organization under the guidelines of the proposed annual budget prior to adoption by the active membership.
11. Shall prepare an annual report to be presented at the annual meeting. This report will summarize the activities, programs and projects to the IRCYD and the FYD.

B. Vice President

1. Shall preside over all meetings in the absence of the president.

2. Shall act as ex-officio member of all committees.
3. Shall oversee all fundraising activities.
4. Shall have all other duties assigned by the president
5. Shall be a voting member of the IRCYD Executive Committee.
6. Is second in line for representation in the IRCDEC

C. Secretary

1. Shall assist in organizing all meetings, record the minutes at all meetings and make the minutes available electronically.
2. Shall see that all standing and special committee reports are turned over to the President.
3. Shall assist the President in preparing the Annual Report.
4. Shall handle correspondence for the organization.
5. Shall maintain a complete and updated list of all Executive committee, active and inactive members.
6. Shall have all other duties assigned by the president.
7. Shall verify potential new members are eligible to become part of the organization (refer to Article IV for membership requirements)
8. Shall be a voting member of the IRCYD Executive Committee.

D. Treasurer

1. Shall be responsible for all finances and accounting for the organization.
2. Shall prepare an annual budget in conjunction with the president.
3. Shall oversee all fundraisers.
4. Shall report to the Executive Committee at the end of the fiscal year on the overall financial health of the organization.
5. Shall provide a written financial report at each meeting.
6. Shall turn over all IRCYD financial records to the newly elected Treasurer at the end of his or her term in office.
7. Shall ensure, along with the Executive Committee persons that our financial obligations, if applicable, are met.
8. Shall have all other duties as designated by the President.
9. Shall be a voting member of the IRCYD Executive Committee.

E. Public Relations Coordinator

1. Shall be responsible for program and membership development.
2. Shall be responsible for the website development and update.
3. Shall serve as the point person on external communications.

4. Shall be responsible for the creation of external publications, press releases, and materials for use by the state and local chapters.
5. Shall work with the executive committee to produce communication materials that compliment the organizations efforts including, but not limited to, literature, template press releases and advisories and talking points.
6. Shall act as Parliamentarian at meetings if one is not otherwise appointed by majority vote of active members present.
7. Shall have all other duties designated by the president.
8. Shall be a voting member of the IRCYD Executive Committee.

F. Liaison

1. Shall coordinate communications to national, state and local organizations and parties.
2. Shall act as state and national representative for IRCYD in conjunction with the president
3. Shall have all other duties designated by the president.
4. Shall be third in line for representation for the IRCDEC.
5. Shall be a voting member of the IRCYD Executive Committee.

Article III – Finance Policies

Section 1. General Financial Policies

- A. The Treasurer through the use of a journal, ledgers and receipts in accordance with standard accounting practices, shall maintain the finances of the IRCYD.
- B. The IRCYD Treasury shall be subject to a quality review audit at the end of the fiscal year by a person chosen by the president and vice president. This person shall not be a current IRCYD member and shall report the results of the audit in writing to the Executive Committee within 30 days of the end of the current year.
- C. This report shall become a part of the permanent financial record of this organization.

Section 2. Accounts Policy

- A. All IRCYD accounts shall be maintained in the state of Florida under the supervision of the Treasurer. Unless directed by the Executive committee, these accounts shall be limited to a single checking account.

- B. Withdrawals from any IRCYD account shall be by check and require the signature of two of the following persons: Treasurer, President and Vice president.

Section 3. Reimbursement Policy

- A. The IRCYD is authorized to reimburse members for expenses incurred in the conduct of IRCYD business providing the expense is a budgeted expense.
- B. Reimbursement for non-budgeted expenses or for expenses in excess of those allocated for that purpose shall require the approval of the Executive Committee.
- C. Married couples cannot both sign on an account or check approval.
- D. The Treasurer shall maintain records documenting all reimbursements. Documenting records shall include receipts, with the description, date and purpose of expenditure.
- E. Reimbursements in excess of \$500.00 or total reimbursements to a single payee within 1 calendar quarter in excess of \$500.00 shall also require the written authorization of the President or Vice President. Upon request of either the Treasurer or the President, reimbursement exceeding \$1000.00 shall require the approval of the Executive Committee.

Section 5. Fundraising Objectives

- A. Recruitment through outreach and advertising.
- B. Defray costs for National/Regional Conference attendance
- C. Website development and hosting.
- D. Business cards and other forms of stationary.
- E. Effectively promoting goals of the IRCYD.

Article IV – Resolutions

Section 1. Measures passed by the Executive Committee reflecting the majority opinion or determination of the constituent representatives of the committee shall be known as resolutions.

1. All Resolutions shall be submitted to the president in the appropriate format.

2. Resolutions may be submitted by any member of a committee or chapter
3. If the Executive Committee is NOT in session or does not have an upcoming scheduled meeting, the Resolution(s) shall be made available to the Executive Committee via electronic measures.
 - 3.1. The Executive Committee shall have seven (7) days from posting to vote on the Resolution(s). It shall be the duty of the Vice president, to send out a message with the appropriate timeline and attached Resolution(s). After this time period, voting will be considered closed and the votes tabulated.
 - 3.1.1 If the Resolution(s) receives an affirmative vote, it shall be returned back to the author and a copy shall be forwarded to the IRCYD Secretary for record-keeping purposes.
 - 3.1.1.2. If the resolution(s) does NOT receive an affirmative vote, it shall be returned back to the author and a copy shall be forwarded to the IRCYD secretary for record-keeping purposes.
4. If the Executive Committee is in session or has an upcoming scheduled meeting, the Resolution(s) shall be addressed at that meeting.
 - 4.1. If the resolution(s) receives an affirmative vote, it shall be forwarded to the IRCYD secretary, who shall assure that the resolution(s) is sent to the appropriate parties.
 - 4.2. If the resolution(s) does NOT receive an affirmative vote, it shall be returned back to the author and a copy shall be forwarded to the IRCYD secretary.
5. Upcoming scheduled meeting shall be defined as a meeting that will occur within thirty (30) days of the submission of the resolution(s).

Article V - Standing Committees.

Section 1. The standing committees of this organization shall be established at the discretion of the executive committee.

Article VI - Caucuses

Section 1. Caucuses can be formed at the executive committee's discretion.

Article VII- Quorums

Section 1. To change the constitution or bylaws seven (7) or 20% of active members, whichever is higher, must be present.

Section 2. Quorums for general meetings is six (6) or 20% of active members present, whichever is greater