



Constitution

Article I. Name, Purpose, and Membership

Section 1. Name

The name of the organization shall be The Greene County Democratic Party herein referred to as the GCDP.

Section 2. Purpose

The purpose of the GCDP is to support and elect Democrats, while promoting and protecting Democratic values for the benefit of all residents of Greene County.

Section 3. Membership

- A. Membership in the GCDP shall be open to all residents of Greene County, in the State of Ohio, who support the Constitution of the United States of America, the Constitution of the State of Ohio, and the Constitution and Bylaws of the GCDP.
- B. No person may be a member or may vote on any motion, resolution, nomination, or election at any caucus, convention, meeting, or conference of the GCDP, who does not meet the aforesaid qualifications or who is a member of any other political party and who is not of voting age as defined by O.R.C. §3503.

Section 4. Eligibility for Party Office

- A. Any person who meets the membership requirement of Article 1, Section 2, is eligible for election to party office.
- B. There shall be no minimum age requirements for Party office, except that they shall be of voting age as defined in O.R.C. §3503.

Section 5. Qualifications

If any person's qualifications as a member of the GCDP or eligibility for party office are in question, the majority of the GCDP Executive Committee, as determined by a majority vote, will rule.

Article II: Constitutions and Laws

Section 1. Conflicts of Power

- A. Nothing herein shall conflict with the Constitution of the United States of America, the Constitution of the State of Ohio, the laws of the State of Ohio, or the Ohio Democratic Party Constitution. Any matter which conflicts with any of the aforesaid shall be of no force and effect.
- B. All constitutional provisions and laws of the United States of America and the State of Ohio are hereby incorporated by reference and made a part hereof.
- C. Each section of this Constitution shall be considered separately and the illegality or unenforceability of any one section shall not affect any other section.

Section 2. Public Access

Copies of this Constitution and the GCDP Bylaws shall be made available to the public through the GCDP Website or to anyone upon request to the Chief executive Officer (CEO) or vice chairperson.

ARTICLE III: Central Committee and Executive Committee Organization

Section 1. Controlling Body

- A. The controlling body of the GCDP shall be the GCDP Central Committee
- B. The GCDP Central Committee's membership shall be elected in each precinct, one per precinct, to a four-year term according to the laws of the State of Ohio.
- C. The GCDP Central Committee shall elect a GCDP Executive Committee.
- D. The GCDP Executive Committee shall have such powers as are granted to it by the GCDP Central Committee, as provided by law, and as provided by the GCDP Constitution and Bylaws.

Section 2. Organizational Meeting

- A. The members-elect of the GCDP Central Committee shall meet no earlier than six (6) days, nor later than fifteen (15) days, following the date of the certification of the official results of the primary election provided by the Greene County Board of Elections. The retiring chairperson of the GCDP Central Committee shall designate the time and place for this meeting.
- B. Notice of such meeting, indicating the date, time, and place, shall be sent to each member-elect by the retiring secretary of the GCDP Central Committee. This is to be sent by U.S. Mail or by electronic mail if the member-elect opts in to receive the notice by these means. A copy of the notice shall be posted in the office of the Greene County Board of Elections at least five (5) days prior to any such meeting. If the retiring secretary does not issue the notice within the time designated by law, any five (5) members-elect may do so.
- C. The meeting shall be called to order by the retiring chairperson or secretary or, if such an officer is absent, then by a member of the GCDP Central

Committee designated by the democratic members of the Greene County Board of Elections.

- D. A Chairperson and secretary shall be elected by the GCDP Central Committee and will chair and record minutes of the organizational meeting.

Section 3. Central Committee Elects Executive Committee

At the organizational meeting, the GCDP Central Committee shall elect themselves to the GCDP Executive Committee.

Section 4. Transfer of Power

- A. The GCDP Central Committee shall confer upon the GCDP Executive Committee all powers and authority.
- B. The GCDP Executive Committee shall be authorized to act in all things pertaining to the welfare, business, operation, and organization of the GCDP during the period of the four-year (4) term.
- C. The GCDP Executive Committee shall establish bylaws to guide and regulate the GCDP.
- D. Any vacancy in the GCDP Executive Committee shall be filled by a majority vote of the GCDP Executive Committee.

Section 5. Executive Committee Officer Election

- A. The GCDP Executive Committee shall convene immediately upon its election for the purpose of electing officers of the GCDP Executive Committee.
- B. The GCDP Executive Committee shall proceed to elect a chairperson (CEO), vice chair, secretary, and treasurer by a roll call vote.
- C. Candidates for officers need not be members of the GCDP Central Committee nor the GCDP Executive Committee.
- D. Elected officers automatically become members of the GCDP Executive Committee.
- E. The CEO and the vice chair must differ in gender in accordance with the rules set forth in the Charter of the Democratic National Committee.

Section 6. Executive Committee Composition

- A. Following the election of the GCDP Executive Committee officers, all democratic county-wide officeholders and Democratic candidates for county-wide office shall become ex-officio members with all rights and privileges. County-wide office includes Greene County representatives of the Ohio State Assembly.
- B. At-large appointees may be nominated to the executive committee at any regular executive committee meeting. The election of the nominee will occur by vote at a subsequent executive committee meeting.

- C. Once elected, at-large members are full members with the same rights and responsibilities as all other EC members.

Article IV: Amendment

This Constitution may be amended by a majority vote of the entire membership of the GCDP Executive Committee at a meeting specifically called to amend the Constitution.

Article V: Previous Constitution and Bylaws

This Constitution supersedes all prior versions of the GCDP Central Committee and Executive Committee and shall take effect immediately upon its adoption.

ADOPTED AT Xenia, Ohio, the 18th day of May 2023, by the Greene County Democratic Central Committee and Greene County Democratic Party Executive Committee.



Bylaws

Article I: Name and Purpose

- A. The name of this organization is the Greene County Democratic Party herein referred to as GCDP.
- B. The purpose of the GCDP is to support and elect Democrats while promoting and protecting Democratic values for the benefit of all residents of Greene County.

Article II: Officers & Duties

Section 1. Chairperson

The chairperson's duties shall be those of the Chief Executive Officer (CEO). The CEO shall be subject to the direction of and responsible to the Greene County Democratic Party (GCDP) Executive Committee. The CEO shall:

- A. Establish a Budget Committee and recommend the appointment of two members and a chairperson, subject to a majority vote of the Executive Committee.
- B. Establish an Audit Committee and recommend the appointment of two members and a chairperson, subject to a majority vote of the Executive Committee.
- C. Establish a Bylaws Committee and recommend the appointment of no less than two members and a chairperson, subject to a majority vote of the Executive Committee.
- D. May establish a communications Committee of no less than two members and a chairperson.
- E. May establish other such committees and provide for the employment of any office personnel deemed necessary upon approval of the Executive Committee.
- F. May appoint a Parliamentarian to ensure meeting efficiency.
- G. Within 30 days of each certified election result, shall either send or email a written invitation to all newly elected democrats in Greene County inviting them to join the Executive Committee as at-large members.

Section 2. Vice Chair

- A. The vice chair shall function as the CEO in the absence of the CEO, and shall, in such an event, have the same powers, duties, and responsibilities as the CEO until the CEO returns to duty or until the GCDP Executive Committee elects a new chair.
- B. The vice chair's duties shall also include that of timekeeper.

Section 3. Secretary

- A. Shall oversee all official documents of the Executive Committee and the preparation of necessary notices, minutes, and other documents.
- B. Shall preserve such files and other documents and open such records for examination at appropriate times at the request of any elected member of the GCDP Executive Committee under rules which may be prescribed by the Executive Committee.

Section 4. Treasurer

- A. Shall follow the rules, regulations, and laws of the Ohio Secretary of State regarding political funds.
- B. Shall have custody of the funds of the GCDP.
- C. Shall cause all debts and obligations of the GCDP to be paid.
- D. Shall render up to date financial reports to each meeting of the Executive Committee.
- E. Shall be accountable for all receipts and expenditures of the party subject to the direction of the Budget Committee.
- F. Shall require the approval at a meeting of the Executive Committee for unbudgeted expenses exceeding seven-hundred fifty dollars (\$750.00).
- G. Shall serve as an ex officio non-voting member of the Audit and Budget Committees.

Section 5. Vacancies and Removals

Any office may be declared vacant for any purpose by majority vote of the members present at an Executive Committee meeting. Such motion must be made at one meeting and voted on at the next regular meeting with written notice of the vacancy motion in the meeting notice.

Article III. Oath of Office

All officers of the GCDP Central Committee and GCDP Executive Committee shall be required to take an oath of office to support the Constitution of the United States of America, the Constitution of the State of Ohio, and the Constitution, Bylaws, and the Principles of the Ohio Democratic Party and Constitution and Bylaws of the GCDP.

Article IV. Committees

All committees shall serve at the pleasure of the CEO except where otherwise specified.

Section 1. Audit Committee

- A. The chairperson of the Audit Committee is the presiding officer.
- B. The Audit Committee shall report to the Executive Committee.
- C. The Committee shall be responsible for auditing the receipts and expenditures of the GCDP.

- D. The committee shall conduct an annual audit with every change of the treasurer, at the end of the Executive Committee term and such other audits as the CEO or as its committee may request.

Section 2. Budget Committee

- A. The chair of the Budget Committee shall preside over said Committee.
- B. The committee shall report to the Executive Committee.
- C. The committee is responsible for the planning of all expenditure.
- D. No later than November 30th of each year, the annual budget for the next fiscal year shall be prepared and forwarded to the Executive Committee for review. The budget shall be voted on at the December Executive Committee meeting.

Section 3. Bylaws Committee

- A. The chairperson of the Bylaws Committee shall preside over said Committee.
- B. The committee shall report to the Executive Committee.
- C. The committee shall be responsible for:
 - 1. Reviewing the bylaws for discrepancies as necessary and at least once every four years.
 - 2. Gathering and filtering suggested changes to the bylaws from members of the Executive Committee; and,
 - 3. Drafting proposed changes to the existing bylaws when applicable.
 - 4. Presenting suggested bylaws revisions to the CEO and the Executive Committee for discussion and approval.

Section 4. Communications Committee

- A. The Communications Committee serves to oversee public relations and communications on behalf of the GCDP and outside entities, bodies, or individuals.
- B. The chair of the Communications Committee shall preside over the committee.
- C. The chair shall be responsible for:
 - 1. coordinating all external communications for the Executive Committee
 - 2. proposing new technology and other forms of communication strategies to the CEO and executive committee for discussion and approval.

Article V. Voting

Voting members include all members of the Executive Committee. Individuals who join the GCDP through a financial contribution but are not members of the Executive Committee do not have voting privileges.

Article VI. Executive Committee Meetings

All meetings of the GCDP will be open to the public and no secret ballot shall be used to conduct any vote of the body.

Section 1. Required Meetings of the GCDP

- A. The Executive Committee shall meet immediately upon its election by the GCDP Central Committee and meet at least quarterly thereafter.
- B. The Executive Committee may be called to a meeting by the CEO or by a minimum of five Committee members.

Section 2. Attendance

- A. Members of the Executive Committee who miss 9 or more Executive Committee meetings in a 12-month period may be removed by a majority vote of a meeting of the Executive Committee.
- B. Removal of a member from the Executive Committee does not affect the person's status on the Central Committee.
- C. Motions to remove members of the Executive Committee must be proposed at one meeting and voted on at the next regular meeting with a quorum present.

Section 3. Meeting Notices

- A. Notice of any meeting other than the regular monthly scheduled meeting of the GCDP Executive Committee specifying time and place, shall be sent by the Secretary in writing through regular United States mail, to all members of the Committee not less than five (5) days in advance of the meeting unless otherwise provided by law.
- B. Meeting notices may be sent out in the same period via email if the member opts-in to receiving email notices.
- C. If meetings are at a consistent date, time, and place, notification to all members shall be deemed sufficient.

Section 4. Meeting Minutes

Meeting minutes shall be taken of all meetings of the GCDP Central Committee and GCDP Executive Committee.

Section 5. Quorum

Fifteen (15) members or twenty percent (20%) of the Executive Committee Membership, whichever is greater, shall constitute a quorum for conducting any business to come before the Committee.

Section 6. Meeting Agenda

- A. The CEO shall establish the meeting agenda.
- B. The agenda shall minimally include the listed items below plus any addition deemed appropriate by the CEO:
 - 1. Opening ceremony

2. Adoption of agenda
 3. Approval of Minutes
 4. Reports of officers
 5. Standing committee reports
 6. Ad-hoc committee reports
 7. Special orders/orders of the day
 8. Unfinished business
 9. New business
 10. Adjournment
- C. All committee chairpersons will present an update on their committee activities per the meeting's agenda.

Article VII: Election to Greene County Board of Elections

In accordance with Section 3501.6-3501.7 of the ORC, at the January meeting in odd numbered years, the GCDP will select a representative to be recommended to the Secretary of the State of Ohio to fill the open position for new terms for the Greene County Board of Elections (BOE).

- A. Any person seeking the position, must be a registered Democrat in Greene County.
- B. The selection of the representative must be done by a majority vote of the GCDP Executive Committee members, using roll call voting.
- C. Public notice of this meeting shall be posted in the office of the Greene County Board of Elections at least five (5) days prior to any such meeting.
- D. Should a BOE Democratic vacancy occur, the CEO of the GCDP will call a special meeting within 15 days to determine a replacement following the same procedure as above.

Article VIII. Affiliate Relations

Section 1. Charters & Jurisdiction

To be formally recognized by GCDP, party clubs must be affiliated by charter with the GCDP and must comply with these bylaws. The charter must specifically state the authority or rights of the club and its functions.

Section 2. Chairperson of the Executive Committee (CEO)

The CEO of the GCDP Executive Committee shall consult with and cooperate with the precinct captains and all officers of all democratic clubs of the GCDP within their duly chartered areas of jurisdiction.

Section 3. Cooperation with the CEO

The officers of the various chartered democratic clubs shall consult with and cooperate with the CEO on all matters relating to the business of the GCDP in their respective areas of jurisdiction.

Article IX. Pre-primary Endorsements

Section 1. State Endorsements

In an election year in which the State Democratic Executive Committee makes endorsements, The GCDP must aid and assist in the promotion of such endorsements made by the State Committee for the benefit of the Ohio Democratic Party.

Section 2. District and Local Endorsements

- A. Pre-primary endorsements for any local or district office are for the purpose of encouraging competent, loyal, and honest candidates to run and should not be used to discourage equally qualified candidates.
- B. At any time, the GCDP may make pre-primary endorsements for any local or district office, except for precinct captains. Endorsement requires an affirmative vote of 2/3 of the members of the GCDP Executive Committee present and voting.
- C. At any meeting at which endorsement shall be discussed, notice of the endorsement question shall be furnished in the meeting announcement in accord with Article VII, Section 3.

Article X. Finance

Section 1. Budget Approval

An annual budget will be submitted by the Budget Committee for approval. That budget shall be submitted and voted on by the membership as prescribed in Article V, Section 2-D.

Section 2. List of Contributions

Anyone can request a list of contributions/contributors directly from the Board of Elections.

Article XI. Party Unity

Section 1: Principles of the GCDP

All members of the GCDP, candidates for office, party committees and organizations, and elected and appointed democratic officials shall support the principles of the Ohio Democratic Party as stated in the Ohio Democratic Party Constitution and Bylaws.

Section 2: Communications

The vision of GCDP is to create a culture of inclusion and respect within our party. We must carefully choose the language we use when we are communicating as

part of the GCDP organization, especially when we are addressing those with whom we disagree.

Article XII. State Convention, Party Structure – National Guidelines, Party Structure

The provisions for a State Convention of the Ohio Democratic Party, Party Structure – National Guidelines and Party Structure – State Guidelines of the Ohio Democratic Party Constitution and Bylaws Chapters 6, 7 & 12, as most recently adopted, are incorporated herein and made a part of the Constitution and Bylaws of the GCDP.

Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the GCDP in all cases to which they are applicable and in which they are consistent with these bylaws, any special rules of order the GCDP may adopt, or by the laws of the State of Ohio. The intent of this procedure is not to be overly strict or constrictive, but to ensure timely, efficient meetings. It is the responsibility of all Executive Committee members to show decorum, respect, and professionalism and to know the general guidelines of Robert's Rules of Order.

Article XIV. Amending and Reviewing the Bylaws

Section 1: Amending

The Bylaws may be amended by a 60% vote of the GCDP Executive Committee. Proposed amendments must be submitted in writing at one meeting and voted on at the next regular meeting or a specially called meeting per Article VI, Section 3. Copies of the amendment must be disseminated by the Secretary to all Executive Committee members 5 days prior to the meeting said amendment will be voted on.

Section 2: Review

The Bylaws of the GCDP shall be reviewed by the Bylaws Committee and voted on by the Executive Committee every four (4) years, commencing in 2023, whether they are amended or not.

Adopted at Xenia, Ohio the 15th day of June 2023, by the Greene County Democratic Central Committee and Greene County Democratic Party Executive Committee.