

Shelby County Democratic Executive Committee Bylaws Revised and Adopted on August 16, 2018; amended July 20, 2023

Article I. Name

The name of the organization is **Shelby County Democratic Executive Committee or SCDEC.**

Article II. Object

To recruit and unite members of the Democratic party in Shelby County for the express purpose of discharging Democratic Party affairs within Shelby County subject to the direction of the State Committee. *The SCDEC will work to ensure the fairness of elections held in Shelby County.*

Article III. Members

Section 1. *Members* of the Shelby County Democratic Executive Committee shall consist of the **Chair, Vice Chair, Secretary, Asst Secretary, Treasurer, Asst Treasurer, Coordinating Vice chairs (two) for Minority Affairs*, Young Adults 18 - 35, and Seniors, over 60**). There must be four (4) members from each Commission district (two males and two females), and nine (9) at large members.

Members of the SCDEC must be residents and registered voters of Shelby County. All members are required to attend **every regular meeting of the SCDEC.** Members who **miss** more than **three (3)** consecutive regular meetings shall be formally **removed** from the SCDEC. All members of the SCDEC are required to pay an annual assessment. The amount of said assessment is determined by majority vote of the SCDEC at a regular meeting with a quorum present

Section 2. *Associate members* (aka Shelby County Democrats) of the SCDEC are Democrats, *without residency requirements*, who have demonstrated their commitment to the advancement of the Democratic effort *in Shelby County* by paying the annual assessment and donating their time and expertise attending regular meetings and working with subcommittees to plan, implement, and promote special projects.

Article IV. Officers, Terms and Duties

Section 1. The officers of the SCDEC shall be Chair, Vice-Chair, Secretary, Asst Secretary, Treasurer, Asst Treasurer, Youth Liaison, Coordinating Vice-chairs (2) for Minority Affairs, Coordinating Vice-chair for Young Adults, and Coordinating Vice-chair for Seniors. The duties of said officers shall be the same as those prescribed by these Bylaws and the parliamentary authority adopted by the SCDEC.

Section 2. Officers shall be elected by the members of the SCDEC and shall remain in office for four years. New officers are elected in the month of August following the primary elections..

Section 3. Should an officer resign or leave Shelby County, an election will be held at the next meeting of the SCDEC to replace said officer.

Section 4. All officers are required to attend every meeting of the SCDEC. Members who have missed more than three (3) consecutive, regular meetings shall be formally removed from the SCDEC. Specific duties of each office include the following:

- (a) The Chair shall set the agenda and preside at all regular meetings of the SCDEC.
- (b) The Vice Chair shall serve in the absence of the Chair and assist with the promotion of special projects of the SCDEC.
- (c) The Secretary is the recording officer and the custodian of the records of the SCDEC. It shall be the responsibility of the secretary to keep the official membership roll.
- (d) The Treasurer is entrusted with the funds of the SCDEC and is responsible for the collection of the assessment from each member of the SCDEC. The treasurer shall be required to submit a written report at each meeting. It is required that the treasurer be bonded.
- (e) The Youth Liaison(s) is/are appointed by the Chair and responsible for activities designed to recruit to the Democratic cause those individuals under the age of 18 within Shelby County.
- (f) The Coordinating Vice-Chairs for Minority Affairs are responsible for the planning and implementation of activities designed to recruit and retain minorities living within Shelby County to the Democratic cause. At least one activity per year is required to ensure the effectiveness of the office.
- (g) The Coordinating Vice-Chair for Young Adults is responsible for the planning and implementation of activities designed to recruit and retain young adults living within Shelby County to the Democratic cause. At least one activity per year is required to ensure the effectiveness of the office.
- (h)The Coordinating Vice-Chair for Seniors is responsible for the planning and implementation of activities designed to recruit and retain Seniors living within Shelby County to the democratic cause. At least one activity per year is required to ensure the effectiveness of the office.

Article V. Meetings

Section 1. Regular meetings of the SCDEC shall be held monthly until the successful election of at least one Democrat to county office. Thereafter, the SCDEC shall meet quarterly during non-election years and monthly during election years.

Section 2. Special Meetings may be called by the Chair or upon the written request of five members of the SCDEC. The purpose of the meeting shall be stated in the Call. Except in cases of emergency, at least seven days notice shall be given.

Section 3. Twenty-five percent (25%) of the total membership of the SCDEC shall constitute a quorum.

Section 4. The first order of Business at each SCDEC meeting shall be given to the filling of all at large positions and other vacancies prior to the transaction of any other business.

Article VI. Executive Board

Section 1. Board Composition. The Chair, Vice-Chair, Secretary, Asst Secretary, Treasurer, Asst Treasurer, and the Coordinating Vice-Chairs shall constitute the Executive Board.

Section 2. Board's Duties and Powers. The Executive Board shall have general supervision of the affairs of the SCDEC between its Business meetings, make recommendations to the SCDEC and perform such other duties as are specified in these Bylaws. The Board shall be subject to the orders of the SCDEC, and none of its acts shall conflict with action taken by the SCDEC.

Section 3. Board Meetings. There shall be no regular meetings of the Board. Special Meetings of the Board may be called by the Chair.

Article VII SubCommittees

Section 1. *Budget and Finance*. This sub-committee shall be chaired by the Treasurer and it shall be the responsibility of this committee to prepare a budget for the operation of the SCDEC, and to make decisions regarding the PAC SCDEC, which has its own set of bylaws.

Section 2. *Bylaws*. This subcommittee is responsible for updating SCDEC Bylaws and for the preparation and adoption of the *Standing Rules* of the SCDEC.

Section 3. *Fundraising*. This subcommittee is responsible for planning fundraising.

Section 4. *Membership*. This subcommittee is responsible for preparing and disseminating "new member packets" that define Democratic principles and member responsibilities and includes the Membership Profile Form for completion. This committee also ensures that each member's specific talent is utilized in the best interest of the SCDEC.

Section 5. *Minority Affairs*. It shall be the responsibility of this subcommittee to plan and implement activities designed to recruit and retain minorities to membership in the party..

Section 6. *Public Relations*. This subcommittee is responsible for ensuring that the activities of the SCDEC are adequately publicized.

Section 7. *Seniors*. It shall be the responsibility of this subcommittee to plan and implement activities designed to recruit and retain county citizens over the age of 60 to membership in the party.

Section 8. *Website*. It shall be the responsibility of this subcommittee to maintain the website of the SCDEC.

Section 9. *Workshop Presenters*. This subcommittee shall consist of those members of the SCDEC who will lead workshops or discussions at recruiting events.

Section 10. *Young Adults*. It shall be the responsibility of this subcommittee to plan and implement activities designed to recruit and retain young adults to membership in the party..

Section 11. *Youth Affairs*. This sub-committee is responsible for the planning and implementation of countywide activities which promote an understanding of democratic principles and results in the recruitment of Shelby County young people to the Democratic cause.

Section 12. *Nominating*. It shall be the responsibility of this subcommittee to prepare a slate of officers for election. Said slate shall be presented to the membership at the July meeting following primary elections. The members of the Nominating subcommittee shall be elected by the SCDEC in April the following month of the year of Primary elections.

Article VIII Parliamentary Authority

The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** govern the SCDEC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the group may adopt.

Article IX. Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the SCDEC by a two thirds vote, provided the amendment has been submitted in writing at the previous regular meeting.

Amendments to the ByLaws

- Motion to amend the ByLaws on November 19, 2015, to have Two Vice Chairs of Minority affairs. Accepted and approved by voice vote on November 19, 2015
- Motion to amend By-Laws to establish a required qualifying fee of 2% of the salaried position sought by Democratic candidates in Shelby County. Accepted and approved by voice vote; effective date of applicability to this election cycle January 18, 2018
- Motion to amend ByLaws to establish an Assistant secretary position. Accepted and approved by voice vote; effective date of applicability to this election cycle January 18, 2018
- Motion to amend the ByLaws to have two Youth Liaisons per getting permission from the Alabama Democratic Party. Accepted and approved by voice vote on May 17th, 2018.
- Motion to amend the ByLaws for the establishment of a PAC (Political Action Committee) for the Shelby County Democratic Executive Committee to operate based on the (PAC SCDEC) Bylaws. Accepted and approved **on May 17, 2018.**
- Motion to add the position of Assistant Treasurer. Approved on August 16, 2018.
- Motion to Amend the bylaws to set qualifying fees for county offices at zero. Approved 12-2 on July 20, 2023.