

**THE COMBINED CHARTER AND BYLAWS OF THE
SUMTER COUNTY DEMOCRATIC EXECUTIVE COMMITTEE**
(as amended and adopted 25 March 2019)

PREAMBLE

We, the Democrats of Sumter County, Florida, hereby dedicate ourselves to those fine democratic principles which have historically appealed to the electorate, individual freedom and personal liberty under the constitution of the United States of America within the framework of a just society, political freedom for all citizens to participate in self-government, and the continued allegiance to our nation's heritage and developed traditions.

We pledge ourselves to support the Democratic policies of fairness for all persons regardless of race, color, gender, age, economic status, national origin, physical disability or sexual orientation.

We shall continue our efforts to demonstrate those qualities of honest and dedicated leadership that would earn and maintain the peoples' trust in the Democratic Party, and to promote concern for the environment and social justice.

In regular meeting, 25 March 2019, the members of the Democratic Executive Committee of Sumter County hereby adopted the following Bylaws to control the operation of said committee.

ARTICLE I - NAME, POWERS, AND GENERAL POLICIES

SECTION 1. GOVERNING POWERS

1.1 NAME: The Sumter County Democratic Executive Committee (hereinafter SCDEC).

1.2 POWERS: The SCDEC shall be responsible for discharging Democratic Party affairs within Sumter County. It derives its authority from Article V of the Charter, and Article V and VI of the Bylaws of the Florida Democratic Party (hereinafter FDP). No provision of these SCDEC Bylaws shall conflict with or contravene any of the provisions of the adopted Charter and Bylaws of the FDP.

1.3 GENERAL POLICIES: All provisions of the Charter of the FDP in respect to open participation, membership, and fee limitation shall be enforced

1.3.1 MEETINGS: Meetings of the SCDEC and its components shall be open to all members of the Democratic Party regardless of race, color, creed, sex, age, national origin, physical disability or sexual orientation. No vote shall be taken by secret ballot. Adequate records shall be kept of all meetings. (FDP Charter Article I, Section 4.1.1)

1.3.2 MEMBERSHIP: No tests for membership in, nor oaths of loyalty to, the SCDEC shall be required or used which have the effect of requiring prospective or current members of the SCDEC to acquiesce in, condone, or support discrimination on the grounds of race, color, creed, sex, age, national origin, physical disability,

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sexual orientation or gender identity and expression. (FDP Charter Article I, Section 4.1.2)

1.3.3 LOYALTY OATH: Before taking office, the members of the SCDEC, including Party officers, Party candidates, elected Democratic officials, and elected members of Party committees, commissions, and clubs, shall execute by written oath or affirmation the loyalty oath (in the form included in the Bylaws of the FDP before taking office, or, in the case of a candidate running for the Party's nomination, at the time of qualifying.) Said oath or affirmation may be amended in the same manner as provided for amending the Bylaws of the FDP. The members of the SCDEC shall execute, by written oath or affirmation, the loyalty oath in the form included as Attachment 2. (FDP Charter Article I, Section 6)

1.3.4 FEE LIMITATION: No qualification fee, in excess of the amount provided by law, may be charged for any office of the SCDEC. (FDP Charter Article I, Section 4.1.3)

1.4 RULES OF PROCEDURE

1.4.1 GOVERNMENT: Unless otherwise provided in these Bylaws or in the Charter or Bylaws of the FDP, the most recent edition of Robert's Rules of Order shall govern.

1.4.2 PROXIES: Any member, who for any reason is unable to attend any meeting of the SCDEC, may execute a written proxy. Such proxy shall be sworn to before a notary public, or, in the alternative, may be validated by two (2) registered democrats signing as witnesses. Any proxy which-is incomplete in any way shall be returned to the member issuing the proxy. The member sending the incomplete proxy shall be notified immediately by phone or facsimile transmission that the proxy is incomplete. The holder of such proxy shall be a qualified Democrat not a member of the SCDEC before which said proxy is to be presented. No person shall be permitted to hold more than one (1) proxy. (FDP Bylaws Article I, Section 1.2)

1.4.2.1 DESIGNATION: An elected member of the SCDEC shall designate a Democrat residing in the same precinct as said elected member. An automatic, appointed, or at-large member of the SCDEC shall designate a Democrat residing in Sumter County. For a proxy to be honored by the SCDEC, the holder shall submit written notice to the SCDEC Chair prior to the meeting. (Article I FDP Bylaws Section 1.2.3)

1.4.2.2 CLUBS/ ORGANIZATIONS / CAUCUSES: Proxy voting shall be prohibited for Democratic clubs, organizations, and caucuses. (FDP Bylaws Article I Section 1.2.4)

1.4.2.3 FORM: Proxies shall be substantially the same form as set forth in Attachment 1 or Attachment 2. (FDP Bylaws Article 1 Section 1.2.5)

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1.4.2.4 QUORUM LIMITATION: Proxies may not account for more than fifteen percent (15%) in computing a quorum. (FDP Bylaws Article I Section 1.2.6)

1.4.2.5 ATTENDANCE: Proxies shall not be considered in the fulfillment of attendance requirements. (FDP Bylaws Article I Section 1.2.7)

SECTION 2. ENDORSEMENT: The SCDEC shall not endorse, certify, screen, or recommend in any manner, one (1) or more candidates in primary elections, or for the Party's nomination.

SECTION 3. MEMBERSHIP: Membership in the SCDEC is as specified in Article V, Section 1 of the FDP Bylaws as amended and as applicable to counties with less than two hundred (200) precincts (Section 1.1.3; Optional Precinct System).

3.1 ELECTED MEMBERS

3.1.1 ELECTED MEMBERSHIP TYPES: There shall be two (2) types of elected members: Precinct-Elected Members and SCDEC-Elected Members.

3.1.1.1 PRECINCT-ELECTED MEMBERS: Precinct Elected Members are those members who filed through the Supervisor of Elections Office and were elected at the precinct level by official ballot in the Presidential Primary Election.

3.1.1.2 SCDEC-ELECTED MEMBERS: SCDEC Elected Members are those members who have been elected by the membership of the SCDEC after its organizational meeting .

3.1.2 DEFINITION: Once a person is elected in a precinct, even if that person should move out of that precinct and be appointed at-large or to fill a vacancy in the precinct or fill a vacancy in the precinct into which he or she moved, for the purpose of eligibility to seek office, such person shall be classified as an elected member for the duration of that term. If a vacancy does not exist in the precinct where the member moves, a special at-large status shall be created for that member not to be counted against the total number of appointed members available to the SCDEC. (FDP Bylaws Article V, Section 1.1.1)

3.1.3 OPTIONAL PRECINCT SYSTEM: The elected membership of the SCDEC shall consist of a man and a woman from each precinct who are registered Democrats, and who reside in, are registered to vote in, and are elected from the precinct they are to represent. Should the Democratic voter registration of any precinct total more than one thousand (1,000) as of January 1 of a year in which qualifying for election to the SCDEC occurs, the SCDEC may, upon immediate notification to the Supervisor of Elections of Sumter County by certified mail, and upon immediate notification to the

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State Chair by certified mail, elect an additional one (1) man and one (1) woman to represent all such precincts. They shall be elected by a plurality vote on the first primary ballot of each presidential election year. At any time a precinct totals one thousand (1,000) Democratic registered voters or when new precincts are created, additional SCDEC positions maybe created. Such positions shall be filled by the SCDEC according to its procedures for filling vacancies. (FDP Bylaws Article V, Section 1.1.3)

3.1.4 ELECTION OF MEMBERS: SCDEC members shall qualify and be elected to office at such times and in such manner provided by Florida Statutes. (FDP Bylaws Article V, Section 1.1.5).

3.1.5 TERM OF OFFICE: Elected members of the SCDEC shall take office on the first day of the month following each presidential general election and shall serve for a term of four (4) years. (FDP Bylaws Article V, Section 1.1.6)

3.2 AUTOMATIC MEMBERS

3.2.1 DEFINITION: Automatic members shall be defined as those who are members by virtue of Florida Statutes or those who are members by virtue of being county Democratic elected officials, presidents of duly chartered Democratic Clubs, or presidents of chartered local Democratic caucus chapters who reside in Sumter County. Such members shall serve for the duration of their term of office. Automatic members shall enjoy voting privileges; however, they shall not serve as officer of the SCDEC. (FDP Bylaws Article II, Section 1.2.1)

3.2.2 ATTENDANCE: Automatic members shall not be required to meet attendance requirements. Automatic members shall not be computed when determining a quorum. (FDP Bylaws Article V, Section 1.2.2.)

3.3 APPOINTED MEMBERS

3.3.1 DEFINITION: Membership of the SCDEC may include an additional ten percent (10%) of the total elected membership to which entitled. These members shall be appointed by the SCDEC Chair and approved by a majority vote of the membership of the SCDEC present and voting. Appointed members shall be registered Democrats residing in the county. Appointed members shall serve at-large and shall enjoy voting and other privileges and responsibilities of membership except holding office. Selection of appointed members shall be made in order to achieve political, economic, or minority balance within the SCDEC. (FDP Bylaws Article V, Section 1.3.1)

3.3.2 TERM OF OFFICE: The term of office for appointed members shall be one (1) year commencing with the date of appointment, however, it shall expire immediately prior to the commencement of the organizational meeting of the next committee. (FDP Bylaws Article V, Section 1.3.2)

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3.3.3 SPECIAL AT-LARGE STATUS: At any time after the election of officers, the SCDEC may allow, at the request of a Democratic Party elected official from the county, state, or national Democratic Party level, a special at-large status for that person. Such positions shall not be included in the SCDEC appointed membership quota. If the elected official is an elected member of the SCDEC, a vacancy would be created in the precinct that he or she represents. Said vacancy shall be filled in accordance with the Bylaws. (FDP Bylaws Article V, Section 1.3.3.)

3.4 REVOCATION OF MEMBERSHIP: Any membership in the SCDEC may be revoked, upon a 2/3 vote of the membership present and voting at any regular or special meeting after a minimum of 10 days written notice to the members that a motion for dismissal of said person will be considered at this meeting. The removal may be for causes including, but not limited to the following; malfeasance, misfeasance, neglect of duty, incompetence, permanent inability to perform official duties, disrespectful and disruptive personal behavior, and/or conviction of a felony involving moral turpitude.

3.5 VACANCIES: A precinct level office shall be deemed vacant when a member moves from Sumter County, accumulates three (3) un-excused absences in any one (1) calendar year, or has his/her membership revoked. Vacancies on the SCDEC shall be filled by action of the SCDEC within sixty (60) days in accordance with Florida Statutes. After a vacancy has existed for sixty (60) days, it may be filled by the State Chair. Those persons appointed to fill precinct vacancies must be registered Democrats residing within the precinct that they are appointed to represent. An absence is excused for reason of illness, business, out-of-town or other reasonable excuse, with prior notification to the SCDEC secretary. (FDP Bylaws Article V, Section 1.4)

SECTION 4. OFFICERS: The SCDEC, at its organizational meeting, shall elect a Chair, a Vice-Chair, who shall be of the opposite sex from the Chair, a Secretary, a Treasurer, a State Committeeman, a State Committeewoman and any other officer(s) deemed necessary whom shall be elected from among the precinct committeemen and precinct committeewomen.

4.1 TERM OF OFFICE: Terms of office are for four (4) years, unless otherwise provided for in the SCDEC bylaws.(FDP Bylaws Article V, Section 2.1.)

4.2 VACANCIES

4.2.1 CHAIR VACANCY: In the event of a vacancy in the office of the SCDEC Chair, a meeting shall be held within forty-five (45) days, upon written notice to members of at least fifteen (15) days, to elect a new Chair. Notice of vacancy shall be sent by certified mail to the State Chair within ten (10) days of said vacancy. Vacancies on a county Democratic Executive Committee shall not be filled by action of the county Democratic Executive Committee within the period from the time the county Democratic Executive Committee chair position is declared vacant until the election of a new Democratic Executive Committee chair to replace the previous chair. In the

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event that a vacancy in the office of the SCDEC Chair is filled by a person of the same sex as the SCDEC Vice Chair, or vice versa, the requirement that they be of the opposite sex shall be waived for the un-expired term. (FDP Bylaws Article V, section 2.2)

4.2.2 OTHER OFFICER VACANCY: In the event of an officer vacancy other than the SCDEC Chair, a meeting shall be held within forty-five (45) days, upon written notice to members of at least fifteen (15 days), to elect a new officer. The SCDEC Chair may appoint an interim officer until an election can take place.

4.3 LEAVE OF ABSENCE: Any officer of the SCDEC seeking the Democratic nomination for public office shall take a leave of absence from the SCDEC office commencing at the time of opening a campaign account for said public office and extending for the duration of the campaign. The vacancy created shall be filled by the SCDEC for the interim period. (FDP Bylaws Article V, Section 2.3)

SECTION 5. MEETINGS

5.1 FAILURE TO CALL: In the event a meeting is not called for a period of two (2) calendar quarters, the Chair of the congressional district in which the SCDEC is primarily located, or the congressional district Vice Chair at the direction of the congressional district Chair, shall call a meeting for the purpose of reorganization upon written notice of at least two (2) weeks to all members of the membership list on file with the county Supervisor of Elections. The State Chair shall be notified by certified mail. (FDP Bylaws Article V, Section 3.1)

5.2 ORGANIZATIONAL MEETING: The SCDEC shall hold an organization meeting , called by the SCDEC Chair of the preceding committee, within thirty (30) days after said committee members take office. (FDP Bylaws Article V, Section 3.2)

5.2.1 AGENDA: The organizational meeting shall be called to order by the SCDEC Chair who shall Chair the meeting until the election of the new Chair who shall then assume the Chair. The order of business shall be as follows: (1) Moment of Silence (2) Pledge of Allegiance (3) Roll Call (4) Credentials Report (5) Election of Chair (6) Election of State Committeewomen (7) Election of State Committeeman (8) Election of Vice Chair (9) Election of Secretary (10) Election of Treasurer (11) Election of Any Other Officers. (FDP Bylaws Article V, section 3.2.1)

5.3 GENERAL MEETINGS: General meetings of the SCDEC shall be held on a monthly basis. The SCDEC may have the option of reducing the number of meetings by a majority vote, providing that the meetings are held no less than quarterly. The date, time or place of these meetings may be changed with proper written notice to members of the SCDEC, at least ten (10) days in advance of the meeting. The SCDEC Chair may call additional meetings for the good of the SCDEC, provided that proper written notice is provided to all members of the SCDEC, at least ten (10) days prior to any such meeting that they are required to attend.

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5.3.1 AGENDA: The order of business at General meetings shall be as follows: (1) Moment of Silence (2) Pledge of Allegiance (3) Roll Call (to determine the presence of a quorum), (4) introduction of Guests (5) Reading of Minutes of Previous Meeting (6) Treasurer's Report (7) Communications (8) Guest Speakers (9) Committee Reports (10) Resolutions (11) Old Business (12) New Business (13) General Discussion (14) Adjournment The order of business at meetings may be changed by the Chair unless there is an objection by the members present.

5.3.2 QUORUMS: No official business shall be conducted unless a quorum is present. The quorum requirement for the SCDEC shall be twenty-five percent (25%) of the total membership, excluding Automatic members. (FDP Bylaws Article I, section 1.3.6, 13 Oct 2019)

SECTION 6. VOTING: Voting shall be one (1) vote for each member.

6.1 VOTING BY APPOINTED MEMBERS: The term of office for appointed members expires prior to the commencement of the organizational meeting occurring within thirty (30) days following the election of precinct committeemen and precinct committeewomen, therefore, appointed members shall not vote for officers at the organizational meeting. In the event an office becomes vacant during the term, appointed members shall have voting privileges. (FDP Bylaws Article V, Section 4.1)

SECTION 7. POLICY AND PROCEDURE

7.1 COMMITTEES: The SCDEC shall establish an Affirmative Action Committee and a Young Democrats Committee to further the goals and policies of the FDP. (FDP Bylaws Article V, Section 5.1)

7.2 MEMBERSHIP LISTS: The names and addresses of the members of the SCDEC, as well as the officers of the SCDEC, shall be furnished to the State Chair immediately after the organizational meeting. Changes in membership shall be furnished in writing to the State Chair within ten (10) days. A complete and updated membership list shall be sent to the State Chair by January 31, of each year. (FDP Bylaws Article V, Section.5.2)

7.3 RECORDS: Minutes shall be kept of all meetings and shall be presented at the next meeting for approval. Copies shall be sent to the State Chair within twenty (20) days following such meetings. (FDP Bylaws Article V, Section 5.3)

7.4 ANNUAL AUDIT: There shall be an annual audit of the financial condition of the SCDEC for each calendar year ending December 31, in compliance with applicable Florida Statutes and conducted by qualified examiners who shall not be members of the SCDEC. Audits shall be conducted in substantial compliance with standard accounting procedures. Copies shall be retained by the Chair of the SCDEC for the examination of any member

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thereof and copies shall be furnished to the Supervisor of Elections and to the State Chair prior to April 1, of the ensuing year. The State Chair may have a qualified examiner conduct an audit of the SCDEC for any reason at the expense of the FDP. (FDP Bylaws Article V, Section 5.4)

SECTION 8. FINANCES: If the SCDEC receives Party assessment fees, it shall submit a campaign plan detailing the expenditure of such fees to the State Chair and the Budget and Finance Committee for approval. (FDP Bylaws Article V, Section 6)

8.1 DISTRIBUTION OF FUNDS: The distribution of SCDEC funds among members is forbidden. The SCDEC may reimburse members for actual travel expenses incurred at regular or special FDP meetings in those cases where the meeting is more than thirty (30) miles in each direction from the member's home. Payment is then authorized at the accepted mileage rate reimbursed to State Executive Committee members and shall be paid out of county Democratic Executive Committee funds. (FDP Bylaws Article V, Section 6.1).

SECTION 9. CLUBS, ORGANIZATIONS, AND CAUCUSES

9.1 JURISDICTION: The charter of a Democratic club shall be entirely within the jurisdiction of the SCDEC where the majority of the membership resides. The SCDEC shall not establish a maximum number of Democratic clubs for Sumter County. (FDP Bylaws Article VI, Section 2.1)

9.2 REQUIREMENT FOR CHARTERING: It shall be the duty of the SCDEC to provide Democratic clubs with copies of the standard Bylaws, applications for chartering and re-certification and procedural guidelines for same, and any other forms and information necessary for establishing and operating said club.

Democratic Club Bylaws, shall be in compliance with SCDEC Bylaws, the Charter and Bylaws of the FDP, and Florida Statutes and shall include the following, unless otherwise provided herein; the anti-discrimination policies of the FDP, a provision prohibiting endorsement in primary elections and prohibiting the endorsement of anyone other than the Democratic nominee in general elections, a provision requiring votes by secret ballot for officers and directors only; a provision for adding amendments to the standard Bylaws, a provision prohibiting proxy voting, and a provision that the quorum of any meeting of a Democratic club shall be ten percent (10%) if over 1,000 or twenty percent (20%) if 999 or less, based on the total membership of the club.

With the exception of the organizational meeting, the standard club Bylaws shall include a forty-five (45) day membership requirement prior to a member being permitted to vote or participate in any club election for officers or board members. Prior to being chartered, prospective clubs must submit a packet that includes a copy of the completed standard Bylaws, and application for a charter, and a list of officers and members to the Certification Committee, composed of the Chair, State Committeeman, and the State Committeewomen of the SCDEC.

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Should one (1) person hold two (2) of these offices, the Vice Chair of the SCDEC shall be a member of the Certification Committee. With at least two (2) of the SCDEC officers signing the application, a recommendation to approve or to reject the club shall be submitted to the SCDEC for ratification. Upon approval, the signed application for charter and the club packet of information shall be sent by the SCDEC Chair to the State Chair and to the Chair or the Committee on Clubs, Organizations, and Caucuses.

The Committee on Clubs, Organizations, and Caucuses shall review the packet and shall recommend approval or disapproval to the State Chair. Once the State Chair approves, the Central Committee shall make the final decision. Certificates of charter for approved clubs shall be sent to the SCDEC Chair for presentation to the club. (FDP Bylaws, Article VI, Section 2.2)

9.3 CHARTER RE-CERTIFICATION: In July of every odd numbered year, Democratic Clubs shall submit an application for a Certificate of Compliance to determine their compliance with the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, and Bylaws of the SCDEC. Clubs shall submit applications for recertification with a copy of their current Bylaws, officers, and membership to the Certification Committee. The Certification Committee shall review the application and Bylaws and shall issue a Certificate of Compliance unless it is determined the club is in violation of the Charter and Bylaws of the Florida Democratic Party, Florida Statutes or the Bylaws of the SCDEC.

If it is determined a club is in violation, it shall be so notified and shall have sixty (60) days from receipt of notification to correct the violation(s). If the violation(s) is not corrected by the end of the said period, the Certification Committee may recommend the revocation of the club's charter to the SCDEC.

In the event such recommendation is made, said club shall be so notified. Notice of revocation shall also be given to the State Chair and to the Chair of the Committee on Clubs, Organizations, and Caucuses. Charter revocation shall result in the forfeiture of all rights and privileges of the use of the word Democrat, Democratic, or derivative thereof. (FDP Bylaws Article VI, Section 2.3)

9.4 MEMBERSHIP: The SCDEC may require a Democratic Club to have a minimum of at least ten (10) members prior to chartering. (FDP Bylaws Article VI, Section 2.4)

9.5 ANNUAL PARTY CONTRIBUTION: In January of each year, each Democratic club chartered under the rules of the FDP in Sumter County shall pay an annual contribution based on membership as of December 31, of the preceding year to the SCDEC based on the following:

Clubs with 0 to 50 members	\$ 25.00
Clubs with 51 to 100 members.....	50.00
Clubs with 101 to 300 members	75.00
Clubs with 301 to 500 members.....	\$100.00

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Clubs with 501 to 750 members.....	\$150.00
Clubs with 751 to 1000 members	\$250.00
Clubs with over 1000 members	\$500.00

Any club chartered after January 1, 1985 will pay a contribution based on the number of members at the time of chartering which is consistent with the annual party contribution fee schedule. Eighty percent (80%) of the contribution shall remain with the SCDEC and twenty percent (20%) shall be remitted to the FDP no later than April 1, of that year. (FDP Bylaws Article VI, Section 2.5)

9.6 GRIEVANCES: Unless otherwise provided herein, disputes and grievances involving Democratic clubs chartered in Sumter County may be resolved by the Chair, State Committeeman and State Committeewoman of the SCDEC. Should one (1) person hold two (2) of these offices, the Vice Chair of the SCDEC shall also be involved in said resolution. Such resolution may be appealed to the SCDEC whose decision shall be final unless appealed to the Judicial Council no later than forty-five (45) days from the date of said decision. (FDP Bylaws Article VI, Section 2.6)

9.7 DISSOLUTION: Upon dissolution of a club for any reason, the club’s assets and funds, after all debts have been satisfied, shall become the property of the SCDEC. (FDP Bylaws Article VI, Section 2.7)

9.8 CHARTERED CAUCUSES: The caucuses listed here are chartered under the FDP:

- Democratic Black Caucus of Florida
- Democratic Caucus on Disability Issues
- Democratic Hispanic Caucus of Florida
- Democratic Gay, Lesbian, Bisexual, and Transgender Caucus
- Democratic Caribbean Caucus of Florida
- Democratic Veterans Caucus of Florida
- Democratic Student Caucus
- Democratic Labor Caucus
- Democratic Haitian-American Caucus
- Democratic Senior Caucus

The bylaws of all chartered caucuses shall be in compliance with the Charter and Bylaws of the Florida Democratic Party and Florida Statutes. Notwithstanding the provisions of other sections of the Bylaws of the Florida Democratic Party, the rules and procedures for chartering county chapters of chartered caucuses shall be governed by the provisions set forth in the FDP Bylaws Article VI, Section 3 inclusive.

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ARTICLE II DUTIES OF OFFICERS

SECTION 1. OFFICERS: The officers of the SCDEC shall be comprised of the following: Chair, Vice Chair, Treasurer, Secretary, State Committeeman, and State Committeewoman, and any other officers deemed necessary

1.1 ATTENDANCE: All officers shall attend all meetings of the SCDEC.

1.2 FIDUCIARY: The elected offices of Chair, Vice Chair, and Treasurer shall be authorized to sign checks and there shall be one authorized signature on each and every check.

1.3 VACANCIES: Any officer wishing to seek another office position shall not be required to surrender his or her office while campaigning for that office

SECTION 2. CHAIR

2.1 MEETINGS: The Chair shall preside at all Steering Committee and General meetings of the SCDEC.

2.2 STANDING COMMITTEES: The Chair shall appoint the Chairs and members of all standing committees and serve as a member ex officio of each standing committee

2.3 SPECIAL COMMITTEE: The SCDEC may also create various subcommittee and Ad Hoc Committees at the discretion of the SCDEC Chair and the Chair shall serve as a member ex officio of each special committee. Committees operate under the purview of the DEC and are appointed by the DEC Chair. They may meet at the direction of the SCDEC, direction of the DEC Chair or the Committee Chair and are subject to DEC bylaws and rules. Some actions of a standing or Ad Hoc Committee are subject to approval by the DEC Steering/Central Committee or the DEC Membership.

2.4 APPOINTMENTS: The Chair shall appoint a Parliamentarian.

2.5 SPECIAL MEETINGS: The Chair may call special meetings of the SCDEC provided that the Secretary is advised to notify the members with proper written notice, ten (10) days in advance of such special meeting.

2.6 OTHER DUTIES: The Chair shall enforce the applicable provisions of the Charter and the Bylaws, of the FDP in the conduct of all activities undertaken by or chartered by the SCDEC.

2.7 DISCRETIONARY FUNDS: The Chair shall have the discretion to authorize the disbursement of funds not exceeding \$300.00 (three hundred dollars) without SCDEC membership approval. All discretionary expenditures must be vital to the conduct of business between SCDEC regular meetings and must be properly documented.

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SECTION 3. VICE CHAIR

3.1 COMMITTEES: The Vice Chair shall serve as ex-officio member of all committees.

3.2 ABSENCE OF THE CHAIR: Should the Chair not be able to perform the duties specified in Section 2 above, the Vice Chair shall perform the same duties in the place of the Chair.

3.3 OTHER DUTIES: Perform such other duties as the Chair shall direct.

SECTION 4. SECRETARY

4.1 MINUTES AND RECORDS: The secretary shall be responsible to the Chair for the complete and timely reporting of the activities of the SCDEC. Minutes shall be kept of all meetings and shall be presented at the next meeting for approval. Copies shall be sent to the State Chair within twenty (20) days following such meetings. (FDP Bylaws Article V, Section 5.3)

4.2 MEMBERSHIP LIST: The names and addresses of the members of the SCDEC, as well as the officers of the SCDEC, shall be furnished to the State Chair immediately after the organizational meeting. Changes in membership shall be furnished in writing to the State Chair within ten (10) days. A complete and updated membership list shall be sent to the State Chair by January 31, of each year. (FDP Bylaws Article V, Section 5.2)

The Secretary shall be advised of resignations or other reported vacancies by the Chair of the SCDEC and verify to the SCDEC that such a vacancy exists and needs to be filled by a qualified candidate. The Secretary shall determine that any person seeking membership in the SCDEC is an actively enrolled Democratic in Sumter County and meets the tests of membership in accordance with these Bylaws.

A membership list (including Name, Address, Phone, E-Mail Address and Precinct) shall be provided to the Steering Committee members and made available, upon request to SCDEC members.

4.3 CREDENTIALS: The Secretary shall maintain a current membership list at the time of each special and general meeting, including proxy statements, to verify those present and voting as members, or proxies for members.

4.4 CORRESPONDENCE: The Secretary shall maintain a file of all communications received by, initiated by, or responded to by the SCDEC, and other non-fiduciary record keeping tasks assigned to the Secretary by the Chair.

4.5 NOTICE OF MEETINGS: Each SCDEC member should be provided with a notice of special meetings ten (10) days prior to the date of the meeting except in cases of emergency or as specifically stipulated in the DEC bylaws. Annually, the Secretary shall distribute to each SCDEC member the dates and times of regular meetings and the name, phone number, and email address of each officer.

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4.6 NOTIFICATION OF ABSENCES: In coordination with the SCDEC Chair, the Secretary shall notify a member when the member has accumulated two (2) un-excused absences during a 12-month period. The notification shall state that the membership status is in jeopardy due to lack of attendance.

4.7 NOTIFICATION OF REMOVAL: In coordination with the SCDEC Chair, the Secretary shall notify members, in writing and signed, of the member's removal from the SCDEC. The notice shall state the reason for removal.

4.8 ATTENDANCE ROLL: The Secretary shall call the roll of members at each SCDEC meeting and verify to the Chair that a minimum of forty percent (40%) is present to establish a quorum. The Secretary shall keep a permanent attendance record and have it available at each meeting.

4.9 READING OF THE MINUTES: Unless distributed to the members by U.S. Mail (or E-mail) prior to each SCDEC meeting, minutes of the previous meeting shall be read in full before the membership for approval, correction and adoption as the officio record of that meeting. If mailed, the Chair may waive a reading of the minutes.

4.10 BYLAWS: The Secretary shall distribute a copy of the Bylaws to each SCDEC member, upon adoption, and shall make available at each meeting a copy of the Bylaws and a copy of all standing rules of the SCDEC and the FDP.

4.11 OTHER DUTIES: Perform such other duties as the Chair shall direct.

SECTION 5. TREASURER

5.1 RECORDS: The Treasurer shall receive and prepare for expenditure all financial obligations incurred by the SCDEC, shall keep a detailed record of each financial transaction, and shall report the current status of the SCDEC Treasury at all general meetings of the SCDEC.

5.2 BANKING: The Treasurer shall establish and administer the account(s) of the SCDEC, and document for audit the deposit and distribution of funds from that account(s). Funds shall be kept on deposit in the name of the SCDEC or in the name of a committee, campaign, or special fund as the case may be. The Treasurer or his designates may deposit funds to the credit of a committee or special fund as may be necessary. The designates are the SCDEC Chair and Vice Chair. Funds may be disbursed by bank draft or check drawn by the Treasurer or his designates. For purposes of these rules, electronic wire transfers, debit card or credit card purchases shall be treated the same as checks.

5.3 BUDGET: The Treasurer shall be Chair of the Budget Committee, which shall prepare budgets for raising and disbursement of SCDEC funds for review and approval by the SCDEC. The fiscal year shall be the same as the calendar year. Said budget shall be

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distributed to all members of the SCDEC 60 days following the end of the fiscal year. Upon approval of the budget by the SCDEC membership, the Treasurer and designates shall be authorized to expend funds consistent therein. The Treasurer and designates are not authorized to expend more than three hundred dollars (\$300) on any non-budgeted item without the prior approval of the SCDEC board. The budget may be modified at any time.

5.4 POLICIES AND PROCEDURES: The Treasurer, as Chair of the Budget Committee, shall prepare a code of financial policies and procedures for consideration by the SCDEC to govern the raising, invoicing, and expenditure of funds received by the SCDEC, the disbursement of incurred expenses; and other fiduciary matters deemed by the SCDEC Chair to require the establishment of specific policies and/or procedures other than those established by these Bylaws and by the Charter and Bylaws of the FDP, as amended. The Treasurer shall comply with all financial reporting guidelines, as required by the Sumter County Supervisor of Elections, the FDP Bylaws as amended and the State of Florida.

5.5 PAYMENT: The Treasurer or his designates shall execute a check with one (1) authorized signature from an account maintained by the SCDEC for (1) an approved budget item, (2) upon a directive from the SCDEC, or (3) upon receipt of an approved voucher signed by the chair or his/her designee with an attached receipt or bill. . The Treasurer and designates are not authorized to expend more than three hundred dollars (\$300) on any non-budgeted item without the prior approval of the SCDEC board.

5.6 AUDIT: The Treasurer shall arrange for an annual audit of the financial condition of the SCDEC and file a copy of said audit with the FDP and the Supervisor of Elections prior to April 1 of the ensuing year. (Article 1, Section 7.4 of these Bylaws) Copies of the audits shall be maintained by the SCDEC for no less than five years.

5.7 OTHER DUTIES: Perform such other duties as the Chair shall direct.

SECTION 6. STATE COMMITTEEMAN AND COMMITTEEWOMAN

6.1 MEETINGS/VOTING: The State Committeeman and State Committeewoman shall attend all meetings of the FDP State Executive Committee and the Congressional District Committee as well as any other meetings of committees of which they are members, and reflect, to the best of their knowledge, the wishes of the SCDEC in all votes cast. When attendance is not possible, the State Committeeman and State Committeewoman shall obtain a proxy.

6.2 LIAISON: The duties of the State Committeeman and State Committeewoman are to serve as liaison between the Florida Democratic Party and the county DEC; liaison between the county DEC and the clubs; members of the State Executive Committee and county DEC Steering Committee; members of the county DEC Campaign Committee; and members of other committees as designated by the DEC Charter and Bylaws.

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6.3 COMMUNICATIONS: The State Committeeman and the State Committeewoman shall facilitate communication between the state and local party; take issues from the SCDEC to the FDP, report FDP business to the SCDEC, and keep the SCDEC informed of all changes made in the Charter and Bylaws of the FDP.

6.4 OTHER DUTIES: Perform such other duties as the Chair shall direct.

ARTICLE III COMMITTEES

SECTION 1. STANDING COMMITTEES

1.1.1 COMMITTEE MEMBERSHIP: The membership of standing committees appointed by the SCDEC Chair may consist of any enrolled Democrat who is a resident of Sumter County, unless such membership is specifically limited to the officers of the members of the SCDEC, and so provided in this Article III.

1.1.2 DIVERSITY AND INCLUSION COMMITTEE: The Diversity and Inclusion Committee (formerly: Affirmative Action) which shall work in conjunction with the FDP Affirmative Action Committee. (FDP Bylaws Article V, section 5.1.1)

1.1.3 STEERING COMMITTEE: The Committee shall meet prior to the general meeting to set the DEC meeting agenda (at the discretion of the Chair), coordinate and support the activities of the SCDEC and its chartered organizations. In the event of emergency business for the SCDEC, the Steering Committee shall have authority to act until such time as a meeting of the SCDEC can be held. A quorum for voting at a Steering Committee meeting shall be at least forty percent (40%) of its membership.

The committee shall be composed of the following:

- Chair, Vice Chair, Secretary, Treasurer, State Committeeman and State Committeewoman and any other elected officer deemed necessary by the SCDEC
- Parliamentarian of the SCDEC
- The President of each Democratic club, organization, or caucus chartered under the SCDEC
- The immediate past Chair of the SCDEC
- Committee Chairs
- Any other members that the body decides should serve on the committee

1.1.4 YOUNG DEMOCRATS COMMITTEE: The Committee shall be composed of those enrolled Democrats of Sumter County who have established an interest in cultivating young voters to share the principles of the FDP, and to stimulate the participation of young Democrats in the activities of the Party. The Committee will work with the Florida Young Democrats. (FDP Bylaws Article V, Section 5.1.2)

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SECTION 2. SPECIAL COMMITTEES: The Chair shall determine the need for and shall establish and appoint the members of any special committee deemed to be necessary to accomplish the declared purposes of the SCDEC.

ARTICLE IV ADOPTION / AMENDMENTS / RULES / CODES /BYLAWS

SECTION 1. ADOPTION: These Bylaws shall be considered to be in effect upon adoption by a majority of a quorum of SCDEC members present and voting at a meeting of which written notice was given at least ten (10) days prior to said meeting.

SECTION 2. AMENDMENTS: Amendments may be proposed at any general scheduled meeting of the SCDEC and will be held over for action at the next generally scheduled meeting with a majority of a quorum present necessary for adoption after written notice was given at least ten (10) days prior to the membership.

SECTION 3. RULES/ CODES / BYLAWS: The rules, codes, and bylaws of the SCDEC, or the official components of the SCDEC and any changes or amendments there to, shall be filed with the FDP within thirty (30) days following adoption.

SECTION 4. REFERENCE: The Charter and Bylaws of the FDP, as amended, endorsed and published by the FDP shall be the official document referred to in all citations of these SCDEC Bylaws.

ATTACHMENTS PROXY FORM 1
ATTACHMENTS PROXY FORM 2
ATTACHMENT LOYALTY OATH

Date of First Reading: March 27, 2006 Date of Second Reading: April 20, 2006
Date Original Adopted: April 20, 2006 Date Original Filed with FDP: May 20, 2006

AMENDMENT HISTORY

Date Amended: 05/21/2013 Date Amended Filed with FDP: 05/28/2013

Date Amended: March 25, 2019 Date Amended Filed with FDP: March 29, 2019

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Attachment 1 -- Proxy Form

PROXY FORM -- Option 1. (Use either Option 1 OR Option 2.)

I hereby appoint _____ as my proxy to attend the
(Print name of proxy holder)

_____ meeting to be held on _____
(Name of meeting) (Date of meeting)

in _____ to vote on any and all matters and to do any and all acts that I could do if present.
(City)

Member's Name (print)

County

Member's Signature

Date

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20 _____, by *(name of person making statement)* _____.

Signature of Notary Public – State of Florida

Name of Notary typed, printed or stamped

Personally Known OR Produced Identification Type of ID Produced: _____

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PROXY FORM -- Option 2. (*Use either Option 1 OR Option 2.*)

I hereby appoint _____ as my proxy to attend the
(Print name of proxy holder)

_____ meeting to be held on _____
(Name of meeting) (Date of meeting)

in _____ to vote on any and all matters and to do any and all acts that I could do if present.
(City)

Member's Name (print) County

Member's Signature Date

WITNESS #1 *Name (print) County*

Signature Date

WITNESS #2 *Name (print) County*

Signature Date

