

BYLAWS OF THE

SUFFOLK DEMOCRATIC COMMITTEE

ARTICLE I. NAME

Section 1. Name.

The name of this organization shall be the Suffolk Democratic Committee (hereafter referred to as the SDC).

ARTICLE II. OBJECTIVE

Section 1. General Principles.

The Suffolk Democratic Committee exists to facilitate and encourage the full participation of all citizens of Suffolk, Virginia in choosing their elected officials and controlling their political destiny. SDC endorses the principles contained in the Charter of the Democratic Party of the United States of America and the Virginia Democratic Party Plan, bound always by the United States Constitution and the Constitution of the Commonwealth of Virginia, and is dedicated to representing the Democratic Party in the City of Suffolk in the spirit of the founders of the Democratic Party

Section 2. Purposes.

Every resident of the City of Suffolk who supports the principles of the Democratic Party is hereby considered to be a member of the Democratic Party of Virginia. The Suffolk Democratic Committee shall not discriminate on the basis of sex, race, age (if of voting age), color, creed, national origin, religion, economic status, sexual orientation, ethnic identity, or disability. SDC shall adopt and implement an outreach program to encourage Democrats to participate in all organizations at every level and in all delegate selection processes. Particular concern should be undertaken regarding young people, women, and all ethnic minorities, persons with disabilities and other constituent groups. SDC members and officers thereof shall make efforts to include young people, women, all other ethnic minorities, persons with disabilities and other constituent groups in all Democratic Party Goals. SDC is the representative leadership body of the Democratic Party in the City of Suffolk Virginia organized for the following purposes:

- (a) To support the tenants of the Democratic Party of Virginia's official Party Plan.
- (b) To do all within its power to aid in the victory of the Democratic Party's nominee in all elections.
- (c) To promote the growth and success of the Democratic Party at the local, state and national levels.
- (d) To promote efforts to register all qualified Democratic voters in the City of Suffolk and to encourage such voters to participate in the political process.
- (e) To promote harmonious relationships among all members of the Committee and to cooperate wholeheartedly with local, state and national Democratic committees.
- (f) To participate in the delegate selection process and in all Democratic Party organizations at all levels, with particular concern for young people, women, and all minority groups.
- (g) Work to cultivate young democratic leaders and encourage competent members of the Democratic Party to offer themselves for elective office.
- (h) Such other legal purposes that may, from time to time, be determined by the members of the SDC.

ARTICLE III. MEMBERS

Section 1. Class of Members

(a) Precinct Members

1. The SDC shall consist of members representing each of the precincts in the City of Suffolk. Precinct members are voting members and shall be considered in the count for a quorum.
2. Members of the SDC must be registered voters in the City of Suffolk.
3. Precinct members shall be responsible for the organization of the activities of the SDC in their precinct. In all precincts, the members from that precinct shall elect among themselves a precinct captain who shall bear the primary responsibility for the oversight of such activities in their precinct.
4. Precinct members are also responsible for electing amongst themselves a borough captain(s), who shall bear the primary responsibility for the oversight of activities in that borough.
5. There shall be no more than ten (10) precinct members from each precinct.

6. Members, upon acceptance, are expected to serve on a specific sub-committee of the SDC, and to be subject to all rules of general membership.

(b) Ex-Officio Members

1. Non-voting.

Any person representing the City of Suffolk by holding any national, state or local elective office, who at the time of his or her most recent election to the office shall have been elected as an officially designated candidate of the Democratic Party or was endorsed by the Suffolk Democratic Committee or was elected as a non-partisan candidate, shall be a non-voting ex-officio member of the SDC.

2. Voting.

Any resident of the City of Suffolk who serves as a member of the Democratic State Central Committee shall be a voting ex-officio member of the SDC during the term of that person's membership on the State Central Committee. Ex-officio members shall not be subject to removal from the SDC by reason of their absences from meetings of the SDC and will not be counted for determining a quorum.

Each ex-officio member shall be deemed to be an adjunct precinct member from the precinct in which he or she resides. In the event that during the term of any ex-officio member of the SDC, such member ceases to hold the elective office or seat on the Democratic State Central Committee that shall have entitled such person to ex-officio membership, such person shall nevertheless continue to be an adjunct precinct member of the SDC until the induction of new members of the SDC that shall occur following the next organizational meeting of the SDC.

(c) At-large Members.

Additional members may be elected and serve as at-large members of the SDC. At-large members will be non-voting and will not be counted for determining a quorum. At-large members will be exempt from attendance requirements. Any resident of the City of Suffolk who is not currently a member of the SDC and serves on the Suffolk Delegation to elect members of the State Central Committee shall also be an At-large member of the SDC during the term of that person's membership on the Suffolk Delegation.

(d) Non-Voting Business Sponsors.

The SDC shall also have a class of affiliates designated as Business Sponsors who support the principles and ideals of the SDC. The Executive Committee of the SDC shall designate levels of sponsorship and assessments shall be on an annual basis. This is a non-voting class and will not be counted for determining a quorum.

(e) Suffolk Young Democratic (SYD)

The SYD shall operate parallel yet separate of SDC, governed by SYD bylaws. Members of SYD can join SDC by following the membership application procedures. The SYD organization is governed by its own executive board. The SDC executive committee will appoint a liaison to work cooperatively with SYD.

Section 2. Election of Precinct and At-Large Members; Eligibility.

Membership of the SDC shall be elected by Caucus during the period between the first Saturday in December in odd numbered years and the second Wednesday of the following January.

Section 3. Term of Membership.

The term of any member shall begin upon announcement of the appointment or the results of the election for such position and shall terminate at the end of twelve months.

Section 4. Election to the SDC

Applications for new membership shall be submitted to the Membership Committee, which shall review the application to determine if that person is deemed qualified for membership. If they are deemed to be qualified for membership, the name or names of such persons shall there upon be submitted to the SDC at the next General meeting of the SDC (or at the next special meeting of the SDC if called for such a purpose) for comment. All candidates shall be required to tender payment of one year's annual dues with submission of the application. The election, by vote of the SDC, shall take place at the next meeting, and the candidate

named on more than fifty (50) percent of the votes cast at such meeting shall be deemed to have been elected to the SDC.

Section 5. Dues

Each member of the SDC shall be obligated for the payment of annual dues in the amount as set by the SDC. For any new member that joins the committee after January, such member's dues will be prorated. Upon recommendation of the Membership Committee the SDC Chair can grant an individual a dues waiver for reason of financial hardship. Any member who shall not have paid such dues in full or been granted a continuance of their hardship waiver by that meeting may be removed from membership in the SDC as provided in Section 7b below.

Section 6. Membership Requirements

- (a) All voting members must be residents of and registered voters in the city of Suffolk and be considered in good standing with dues fully paid.
- (b) All members, upon acceptance, are expected to serve on a specific sub-committee within the SDC.

Section 7 Disciplinary Procedures

(a) Removal from Membership.

A member may be removed from the committee if guilty of willful or intentional neglect or any duty imposed upon him/her. In such event, the Committee shall afford such officer the protection of due process as described in Section (c) below.

(b) Revocation of Membership, Grounds.

1. Absenteeism. If a precinct member shall miss three consecutive regular meetings of the SDC without having been so excused, then such member's membership on the Committee may be revoked or changed to another category.
2. Neglect of Duty. Any voting member or at-large member who shall be guilty of willful and intentional neglect of duty imposed upon him/her may have his membership revoked.
3. Breach of Loyalty. Any borough member or at-large member who publicly supports, endorses or assists any candidate opposed to a Democratic nominee shall be subject to disciplinary procedures.
4. Failure to pay annual dues by the anniversary of their membership.

(c) Procedure. An officer shall be removed from office or a member's membership shall be revoked only by the following procedures:

1. Written notice to all members of the Committee of the proposed action, including the date, time and address of the meeting at which the action will be taken;
2. Not less than ten days written notice by registered or certified mail, return receipt requested, to the officer or member threatened with sanction, specifying the grounds for the proposed action and the date, time and address of the meeting at which the action will be considered.
3. Opportunity for the member threatened with the proposed action to appear and refute the charges against him or her, and;
4. Approval of the proposed action by two-thirds of the members of the Committee present and voting.

Section 8 Resignations

Any SDC member wishing to resign shall be required to submit written notification to the membership committee.

ARTICLE IV. OFFICERS.

Section 1. Officers.

The SDC shall elect the following officers:

- (a) Chair
- (b) First Vice-Chair
- (c) Second Vice-Chair
- (d) Third Vice-Chair
- (e) Fourth Vice-Chair
- (f) Recording Secretary
- (g) Corresponding Secretary
- (h) Press Secretary
- (i) Treasurer
- (j) Sergeant-at-Arms

Each officer shall be deemed to be an adjunct precinct member from the precinct in which he or she resides. Members who hold positions as officers shall not be counted towards the maximum precinct member number. Any SDC officer that puts themselves up for election to public office will resign their position on the SDC executive committee.

Section 2. Nominations and Elections.

- (a) **Nominations.** Nominations for officers shall be taken from the floor at the next regular meeting after the organizational meeting of the SDC. In the event of a vacancy in an office during the term of the Committee, the Membership Committee shall search for and nominate a suitable candidate for the vacant position.
- (b) **Elections.** Elections for officers shall be conducted at the same meeting as nominations and shall be decided by a majority of those present and voting. If a vacancy occurs in the office during the term of the office, nominations and the election thereof shall take place at the next regular meeting for which due notice of such vacancy has been given. If no candidate receives a majority on the first ballot for an office, there shall be a run-off between the two candidates receiving the highest number of votes.

Section 3. Terms of Office.

The term of an officer shall be for a time period commencing upon the announcement of the results of the election held for such office and shall end upon the election for officers following the next bi-annual organizational meeting of the SDC. There will be a 30 day transition period upon the election of a new officer utilizing that time frame to share and/or provide training of the management tools and processes used by the Suffolk Democratic Committee (SDC).

Section 4. Duties of Officers.

- (a) **Chair.** The Chair shall have the following duties:
 - 1. To preside over all general meetings of the SDC
 - 2. To preside over all special call meetings of the SDC
 - 3. To preside over all Executive Committee meetings of the SDC
 - 4. To act as the spokesperson for the SDC.
 - 5. To serve as chair of the Executive Committee.
 - 6. To act as spokesperson for the Executive Committee.
 - 7. To be responsible for ensuring that all standing sub-committees are meeting their charter.
 - 8. To appoint the chair of other committees as needed.
 - 9. To appoint a parliamentarian to advise the Chair on proper procedure under Roberts Rules of Order, Newly Revised, the Virginia Democratic Party Plan and the SDC bylaws.
 - 10. Subject to prior approval by the members, to sign all contracts, notes and leases in the name of the SDC. The Chair may also sign drafts, checks or orders for the payment of money.
 - 11. To be an ex-officio voting member of all committees.
 - 12. To represent the SDC at state and local conventions, meetings, and social functions to which Democratic Party officials are customarily invited.

13. To enforce these Bylaws perform all the duties of the office required herein by the Virginia Democratic Party Plan or by statute, and generally to supervise and conduct the business and affairs of the SDC.
- (b) First Vice-Chair. The First Vice-Chair shall have the following duties:
1. To perform the duties incumbent upon the Chair when the Chair is absent or unable to perform such duties, in which case the powers and responsibilities of the Chair shall also rest with the First Chair.
 2. To serve as Chair of the Membership Committee.
 3. To perform such other duties and accept such other powers and responsibilities as the Chair or the SDC may from time to time prescribe.
- (c) Second Vice-Chair. The Second Vice-Chair shall have the following duties:
1. To perform the duties incumbent upon the Chair when both the Chair and the First Vice-Chair are absent or unable to perform such duties, in which case the powers and responsibilities of the Chair shall also rest with the Second Vice-Chair.
 2. To serve as the Chair of the Outreach Committee.
 3. To perform such other duties and accept such other powers and responsibilities as the Chair or the SDC may from time to time prescribe.
- (d) Third Vice-Chair. The Third Vice-Chair shall have the following duties:
1. To perform the duties incumbent upon the Chair when the Chair, First Vice-Chair and Second Vice-Chair are absent or unable to perform such duties, in which case the powers and responsibilities of the Chair shall also rest with the Third Vice-Chair.
 2. To serve as Chair of the Event Planning and Fund Raising Committee.
 3. To perform such other duties and accept such other powers and responsibilities as the Chair or the SDC may from time to time prescribe.
- (e) Fourth Vice-Chair. The Fourth Vice-Chair shall have the following duties:
1. To perform the duties incumbent upon the Chair when the Chair, First Vice-Chair, Second Vice-Chair and Third Vice-Chair are absent or unable to perform such duties, in which case the powers and responsibilities of the Chair shall also rest with the Fourth Vice-Chair.
 2. To serve as the Chair of the Precinct and Borough Committee.
 3. To preside over all Precinct and Borough related activities.
 4. To perform such other duties and accept such other powers and responsibilities as the Chair or the SDC may from time to time prescribe.
- (f) Recording Secretary. The Recording Secretary shall have the following duties:
1. To keep accurate and permanent records and votes which include official records during the proceedings of the Suffolk Democratic Committee (SDC); both the general monthly meeting and/or conference calls designated by the Executive Committee.
 2. To keep a consistent attendance record at each Suffolk Democratic Committee (SDC) meeting utilizing a standard document. Attendees of each meeting will sign the attendance document that will be located in a specified area accessible to the membership. Conference call attendance will be documented by the Recording Secretary to become part of the meeting minutes. The Recording Secretary will utilize the Vote Builder (VAN) to track the attendance of those members that are attending the Suffolk Democratic Committee (SDC) general meetings.
 3. To serve as custodian and to personally be responsible for the housing of hardcopy, electronic records, and meeting attendance of the Suffolk Democratic Committee (SDC). Financial records are not a responsibility of the Recording Secretary but will be retained by the Suffolk Democratic Committee (SDC) Treasurer.
 4. To keep a roster of the names, addresses, phone numbers, and voting Precinct of the members and Suffolk Democratic Committee (SDC) officers. The list shall be forwarded within ten days of the election of officers to the State Headquarters of The Democratic Party of Virginia.
 5. The Recording Secretary shall have a designated assistant whose role will be to take on the responsibilities of the elected Recording Secretary (take notes, attendance, votes, etc.) as they pertain to the Suffolk Democratic Committee (SDC) at general meetings per the scheduled location or via conference call(s). This individual will take on this responsibility in the absence of the elected Recording Secretary.

6. To perform other duties incident to the Office of Recording Secretary as the Chair or Suffolk Democratic Committee (SDC) may from time to time prescribe.
- (g) Corresponding Secretary. The Corresponding Secretary shall have the following duties:
1. To conduct and retain copies of all correspondence and to advise the Chair of official communications received.
 2. To serves as the backup to the Recording Secretary
 4. To perform all other duties incident to the office of Corresponding Secretary as the Chair or the SDC may from time to time prescribe.
- (h) Press Secretary shall have the following duties:
1. To issue press releases and other public notices of the activities and meetings of the SDC and to place such public advertisements and notices as may be required to be published from time to time.
 2. To give notice of SDC meetings as required in Article VI Section 4.
 3. To ensure that all media related matters are met.
 4. To act as formal media liaison for the SDC.
 5. To develop and implement media communications and public relations strategies for SDC.
 6. To oversee the creation and distribution of newsletters and questionnaires.
 7. To maintain a good working relationship with local reporters and media personnel.
 8. To serve as the Chair of the Media Committee.
 9. To perform all other duties incident to the office of Press Secretary as the Chair or the SDC may from time to time prescribe.
 10. All press and media releases will be approved by the Executive Committee.
- (i) Treasurer. The Treasurer shall have the following duties:
1. To ensure the overall financial management of the SDC.
 2. To have charge of and be responsible for all the funds of the SDC and to deposit said funds in the name of the SDC in such banks or savings and loan companies as the officers of the SDC shall direct.
 3. To pay all bills incurred in the ordinary course of business and, upon the approval of a majority of the members present and voting at any meeting, pay any other expense incurred.
 4. To make, sign and endorse in the name of the SDC all checks, notes, drafts or other orders for the payment of money as authorized in the preceding two paragraphs.
 5. To endeavor to promptly bill all members of the SDC for their annual dues, if unpaid, prior their annual membership date of each year.
 6. To keep accurate books of account of all business and transactions of the SDC and to report thereon to each regular meeting of the membership and to the Chair upon his or her request.
 7. To cooperate fully in all audits.
 8. To serve as Chair of the Finance Committee.
 9. To oversee funds raised by all fundraising activities.
 10. To oversee all financial planning and budgeting and all financial reporting required by the State of Virginia and DPVA.
 11. To perform all other duties incident to the office of Treasurer as the Chair or the SDC may from time to time prescribe.
- (j) Sergeant-at-Arms. The Sergeant-at-Arms shall have the following duties:
- a. To maintain order all meetings and functions of the SDC.
 - b. To perform all other duties incident to the office of Sergeant-at-Arms as the Chair or the SDC may from time to time prescribe.

Section 5. Removal from Office.

Any officer of the SDC may be removed from his or her office for neglect of his or her duties as an officer or member in like manner and for like cause as provided for the removal of members in Article III above. In addition, the un-excused absence of any officer from more than three (3) regular meetings of the Executive Committee during any twelve (12) month period shall constitute neglect of the officer's duties as an officer of the SDC. Such an officer shall be afforded the procedural protection provided for in the case of removal of members. In its discretion, the SDC may determine that an officer removed from his or her office shall not be removed as a member of the SDC.

ARTICLE V. COMMITTEES.

Section 1. Executive Committee.

- (a) There shall be an Executive Committee comprised of the SDC officers and the chair of each standing sub-committee, and chaired by the SDC Chair, which shall have the following responsibilities:
1. To plan all general and special meetings of the SDC.
 2. To ensure the financial viability of the Suffolk Democratic Committee.
 3. To draft the call for the bi-annual organizational meeting of the SDC.
 4. To appoint all additional sub-committees as needed.
 5. To develop and maintain an operational plan for each sub-committee to meet the goals of the SDC and DPVA.
 6. To ensure that all sub-committees are functioning in accordance with the SDC bylaws.
 7. To supervise an annual independent 3rd party audit of the books of the SDC.
 8. To handle other matters which may come before the SDC, provided that final approval shall rest with the full SDC.
- (b) The Executive Committee shall meet as needed upon the call of the Chair or any three other members of the committee. Notice of a meeting shall be given by actual telephone, mail or e-mail notice not less than ten (10) days prior to any meeting.
- (c) A quorum for meetings of the Executive Committee shall consist of at least fifty percent of the members of the committee.

Section 2. Standing Sub-Committees.

- (a) **Membership Committee.** The Membership Committee, which shall be chaired by the First Vice-Chair, shall have the responsibility to recruit and recommend qualified persons to serve on the SDC, to determine in advance of the bi-annual organizational meeting the number of precinct members who may be elected from each voting precinct, and to recommend to the SDC persons to fill vacancies that may occur on the SDC from time to time.
- (b) **Outreach Committee** – The Outreach Committee, which shall be chaired by the Second Vice-Chair, shall have responsibility to develop and manage the support base volunteers for the Suffolk Democratic Committee through phone banking, canvassing and voter participation efforts while keeping members informed of Democratic goals and objectives. The support base volunteers are crucial for the SDC to further its goal of electing Democrats to serve in the city of Suffolk. The Vote Builder Database, also called the VAN, will be the primary means of organizing our support base. The committee will oversee SDC usage of the VAN and ensure that all SDC members and support volunteers are entered and maintained in the database. The Second Vice-Chair shall appoint four sub-committee chairs to head the following:
1. **Issues Sub-Committee** - shall have the responsibility for learning about and keeping the SDC informed of Democratic goals and objectives within the city of Suffolk, the Commonwealth of Virginia, and the National Democratic Committee, by attending local Council and planning meetings (or tracking and keeping updated on the issues), corresponding with and maintaining a relationship with the DPVA and the National Democratic Committee. The committee will plan actions to put forth to SDC members- actions include letter writing, calling politicians to express views, petition signing and presentation of those petitions or letters. Focus should be on what is good for Suffolk and Suffolk Democrats and where we can provide support. The committee is also responsible for projecting an SDC presence while obtaining firsthand information for membership review and subsequent action.
 2. **Phone Bank Sub-Committee** – shall be established to solicit support for candidates or to mobilize fellow Democrats whenever the SDC Chair deems appropriate. As noted above, the VAN will be the primary means to develop the lists of potential volunteers to call.
 3. **Canvass Sub-Committee** - shall recruit volunteers to knock on doors to heighten awareness and get out the vote in support of Democrats running for local, state or national office. The sub-

committee chair must be knowledgeable about the most current voter registration guidelines imposed by the Commonwealth of Virginia.

4. Voter Participation Sub-Committee – shall have the responsibility to encourage eligible persons to register and vote in primary and general elections in the City of Suffolk, and to take all actions appropriate to pursue that purpose. This includes active involvement in voter registration drives and assisting citizens in need of restoring their voter rights through education and package completion.
- (c) Finance Committee. The Finance Committee, which shall be chaired by the Treasurer, provide financial oversight for the organization and shall have the following responsibilities:
1. Budgeting and Financial Planning
 - (a) To develop an annual operating budget with committee members.
 - (b) To approve the budget within the Finance Committee.
 - (c) To monitor adherence to the budget.
 - (d) To set long-range financial goals along with funding strategies to achieve them.
 - (e) To develop multi-year operating budgets that integrates strategic plan objectives and initiatives.
 - (f) To present all financial goals and proposals to the committee for approval.
 2. Financial Reporting
 - (a) To develop useful and readable report formats with committee members.
 - (b) To work with committee members to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
 - (c) To work with committee members to understand the implications of the reports.
 - (d) To present the financial reports to the full committee.
 - (e) To ensure reports are filed with the State Board of Election and DPVA.
 3. Internal Controls and Accountability Policies
 - (a) To create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
 - (b) To ensure policies and procedures for financial transactions are documented in a manual and the manual is reviewed annually, and updated as necessary.
 - (c) To ensure approved financial policies and procedures are being followed.
 - (d) To arrange for an annual independent 3rd party audit of the books of the SDC, the results of which audit shall be made available to any member so requesting.
 4. Treasurer shall be the Chairperson of the Finance Committee:
 - (a) The Treasurer shall be responsible for tracking all funds raised by fundraising activities within the committee and shall be responsible for the SDC account.
 - (b) The Treasurer shall be responsible for all funds of the committee and shall be responsible for the deposit of all income in a bank account in the name of the committee.
 - (c) He or she will pay all bills and make regular reports to the committee at each meeting.
 - (d) The treasurer will be one of two signers on the committee bank account, the other being the Chair.
- (d) Precinct and Borough Committee. The Precinct and Borough Committee, chaired by the Fourth Vice-Chair, shall have the responsibility to develop and maintain the SDC Precinct and Borough Operational Manual and coordinate the precinct and borough organization of the SDC. They shall, by precinct, investigate and vet any non-partisan electoral candidate requesting endorsement of the committee and present their findings to the committee prior to the committee's endorsement vote. They shall oversee the participation by all members of SDC and other Democrats in the duty of serving as workers on behalf of Democratic candidates for local, state and national office and serve at polling places on the day of all elections. Meetings for these bodies of the SDC will be called by the team captain/committee chair as necessary to conduct the business of that team/committee. Time and place of these meetings will be specified by the respective captain or chair.

- (e) The Social Media Committee: The Social Media Committee, whose Chair will be determined by the members of the Social Media Committee, is dedicated to the production and promotion of internet-based materials and resources to showcase the activities of the Suffolk Democratic Committee. These activities include but are not limited to local, state and federal civic, campaign and social action. The Social Media Committee will follow the same guidelines, rules and practices that have been established for all SDC Committees.
- Committee Members
- Committee Chair - Responsible for the overall maintenance of all social media sites. To include but not limited to logging in, posting, checking and responding to any communication from other users.
- Co-Chair – Responsible for maintenance of all social media sites when the Chair is unavailable. The Co-Chair must be an active poster and fluent in all social media sites maintained by the SDC.
- Social Media Site Administrator - Responsible for the maintenance of their assigned social media site (may be more than one), which includes daily to weekly log in, postings and communication between users.
- Proof-Reader/Fact Checker – Only purpose is to check on SDC social media sites for any typographical/grammatical errors or posted misinformation. The Proof-Reader/Fact Checker is not required to post. Instead they will focus on a weekly audit to make sure each post is consistent, up to date with the most current information and accurately written. Information posted should be fact-checked via federal, state or local websites, as well as the use of multiple credible news organizations.
- (f) The Technology Committee – The mission is to provide information and guidance to the SDC on the use of information technology. The committee will manage the strategy, deployment and maintenance of the technologies and related services used by SDC. The Tech Committee's chair will be selected by the members of the Technology Committee. The Technology Committee will be responsible for Application Development, Website and Tools, System Administration, Voter File (VAN) Data Management and Communications Strategy. The Committee shall meet as often as the Committee considers appropriate, but no fewer than four times annually. Minutes of its meetings will be approved by the Committee and maintained on behalf of the Committee. Copies of Committee minutes shall be presented at the first general SDC meeting following any Technical Committee Meeting. The Committee shall regularly review technology request from other SDC committees and members. The committee will invite outside organizations/companies to present to the committee as needed. The technology committee will review official requests for a technology review from other SDC Chairs and members.
- (g) Event Planning and Fundraising Committee – The Event Planning and Fundraising Committee, which shall be chaired by the Third Vice-Chair, shall have responsibility to develop a yearly plan to conduct fundraising events for SDC, using the DPVA Fundraising Compliance Guidelines and the SDC Event Planning Guidelines. Identify and develop funding sources and sponsorships for each event. Develop fundraising plans and strategies to achieve desired goals set by the SDC. Oversee event activities to meet deadlines and budgets. Work with volunteers and businesses to identify, cultivate and maintain relationships with existing and new donors. Contact potential donors and discuss donation interests. Work with the Treasurer and Finance Committee to develop fundraising reports. Work with the Media Committee to increase donations through the use of social media. Assist the Finance Committee in budget preparation and expense management activities. Develop cost-effective solutions for event planning.
- (h) Media and Public Relations Committee. The Media and Public Relations Committee, which shall be chaired by the Press Secretary, shall have the responsibility to advertise and/or promote SDC events. Plan SDC's Media Outreach activities to support SDC objectives. Organize and conduct SDC media coverage of the organization's news and events using various media outlets and web-based tools. Create an integrated communication plan that will promote SDC, according to SDC goals. Produce materials such as news releases, talking points, fact sheets, web-based content, briefings, videos and other materials that communicate SDC's events and fundraising activities. Maintain the latest and most accurate information and imagery of SDC for public release. Establish working relationships with other agencies, grassroots organizers, community organizations, news media, civic leaders, and the public to provide information and promote an understanding of the mission of the SDC.

Section 3. Additional Sub-Committees.

There may be established from time to time other sub-committees to support SDC Goals and meet DPVA requirements as appointed by the Chair.

Section 4. Meetings of Sub-Committees.

The sub-committees of the SDC shall endeavor to meet on a regular basis, and the chairs thereof shall have the responsibility to adequately notify their committee members of planned meetings of their committees. A quorum of the meeting of any sub-committee other than the Executive Committee shall consist of three members of such committee.

ARTICLE VI. MEETINGS OF THE SDC.

All members shall be expected to attend all meetings and other functions of the SDC.

Section 1. General Meetings.

Regular meetings of the SDC shall occur on the second Tuesday of each month. The scheduled time of each meeting shall be 7:00 p.m. Time and place may be determined by the Committee. General meetings may be canceled by vote of the Committee.

Section 2. Special Meetings.

Special meetings of the SDC may be called as follows:

- (a) Upon the call of the Chair;
- (b) By at least three (3) officers of the SDC;
- (c) By at least ten percent (10%) of the members of the SDC if the signed call is filed with the Chair at least fifteen (15) days before the proposed meeting date; or
- (d) By a vote of the SDC at a properly convened meeting of the SDC.

Section 3. Sub-Committee Meetings.

Sub-Committee meetings may be called as follows:

- (a) Upon the call of the Sub-committee or SDC Chair;
- (b) By at least three (3) members of the Sub-Committee;
- (c) By at least ten percent (10%) of the members of the SDC if the signed call is filed with the Sub-committee Chair at least fifteen (15) days before the proposed meeting date; or
- (d) By a vote of the SDC at a properly convened meeting of the SDC.
- (e) Attendance will be recorded and submitted along with meeting minutes to the recording secretary.
- (f) Sub-committee meeting attendance will be considered against any attendance requirements established by the SDC

Section 4. Notice of Meetings.

Notice of meetings shall be given as follows:

- (a) General Meetings. Notice and agenda shall be given to all members. The notice shall state the date, time, and location for the meetings. This notice can be given at a preceding meeting, via newspaper, email, written mailed notice, telephonically or on the Official SDC website three days prior to the meeting date.
- (b) Special Meetings.
 - 1. When called by the Chair, notice shall be considered given upon the making of a good faith effort to notify (by any reasonable means) all members, at the earliest practicable moment, of the special meeting's date, time, location and agenda.
 - 2. When called by other officers or by ten percent (10%) of members. Ten days written notice of the special meeting shall be given to all members. A notice of special meeting shall set forth the purpose of the meeting.
 - 3. Written Notice. Written notice shall be deemed given upon the deposit in the United States mails of notice addressed to the members of the SDC at the addresses for the members appearing in the records of the Corresponding Secretary; or upon actual notice. If notice is mailed, the date of notice shall be the date postmarked thereon.

Section 4. Quorum at a meeting.

A quorum at a meeting of the SDC shall be thirty percent (30%) of the Precinct members.

Section 5. Voting by Proxy not Permitted.

No member shall be entitled to vote by proxy at any regular or special meeting of the SDC.

ARTICLE VII. PARTICIPATION IN ELECTORAL PROCESS.

Section 1. Endorsement of Candidates in Non-Partisan Elections.

At a meeting of the SDC prior to any general or special election the SDC may consider for endorsement any candidate who is seeking public office in such election. The Corresponding Secretary shall invite every candidate for such office, by written notice ten (10) days prior to such meeting, to appear at such meeting for the purpose of seeking the endorsement of the SDC.

The members of the SDC shall have the opportunity to question candidates regarding their adherence to the principles of the Democratic Party, after receipt of the vetting report and results from the Precinct and Borough Committee as defined in Article V, Section 2, Paragraph (d). The Precinct and Borough Committee shall require any candidate seeking endorsement to sign a written statement that they believe in the principals of the Democratic Party, and that they will not publicly support any candidate opposed to a Democratic Party nominee in the upcoming general or special election. Any candidate for such office shall receive the endorsement of the SDC if he or she receives the affirmative approval of at least two-thirds (2/3) by secret written ballot of voting-members of the SDC present and voting at such meeting provided there is quorum as defined in Article VI, Section 4. The counting of the ballots shall use methods similar to procedures established for caucuses by the Virginia Democratic Party Plan to ensure fairness and transparency. No candidate shall receive any campaign contribution from the SDC, nor shall the SDC procure any political advertising on a candidate's behalf, unless the candidate has received the endorsement of the SDC. Candidates who receive SDC endorsement shall be eligible to place their campaign signs and literature at all SDC events or functions, subject to campaign laws. Non endorsed candidates' campaign materials will not be permitted at any SDC function or event.

The SDC shall have the power to endorse, with respect to any non-partisan election in which more than one elective position is to be filled, a number of candidates equal to the number of elective positions to be filled in such election.

Section 2. Responsibility of Individual Committee Members to Support Democrats Seeking Public Office.

It is the duty of the SDC, as well as of each officer, precinct member, and at-large member of the SDC, to seek the registration of voters, to perfect the Democratic organization within the City of Suffolk, and to do all within their power to aid in the victory of the Suffolk Democratic Committee's nominees and endorsed candidates, and other Democratic candidates in all elections.

ARTICLE VIII. RULES.

Section 1. Inspection of Records.

Minutes of all meetings of the SDC, records and statements of the financial affairs of the SDC, the By-Laws of the SDC, and a roster of the names, addresses, and phone numbers of all members of the SDC and the records of attendance of the members of the SDC shall be made available for inspection to any member of the SDC at any reasonable time upon five (5) days written notice to either the Recording Secretary or the Treasurer depending upon which records are being requested.

Section 2. Rules of Order.

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the SDC in all cases to which they are applicable and in which they are not inconsistent with these By-laws or any special rules of order the SDC may adopt.

Section 3. Effective Date.

These By-laws shall become effective immediately upon their adoption, subject to any required review pursuant to the Virginia Democratic Party Plan or otherwise under law; provided, however, that these By-laws shall not have retroactive application to any member or officer of the SDC as of the date of adoption.

ARTICLE IX. **AMENDMENTS**

Section 1. Notice of Amendments.

Prior to the consideration of any amendments to these Bylaws, written notice of the amendments shall be mailed or emailed to all members to arrive at least seven days prior to the meeting at which the amendments are to be considered.

Section 2. Approval of Amendments.

Provided the required notice has been given, these Bylaws may be amended by a two-thirds vote of the members present and voting at a meeting of the SDC.

Last Amended September 14, 2021