

Approved and Enacted
Policies and Procedures for the Democratic Party of Garland County

ARTICLE 1. NAME

Section 1. The abbreviation “DPGC” shall be use where appropriate.

ARTICLE 2. PURPOSE & OPERATIONS

Section 1. The primary purpose of the DPGC is to build a strong County Party; recruit quality candidates; raise money to support candidates; and represent local issues at the state level.

Section 2. The purpose of these “Policies and Procedures” is to provide written direction on the administration and operation of the DPGC.

Section 2. As per DPA rules, in each election year, the DPGC shall develop a plan for actively supporting Democratic candidates running for office. Such a plan shall be submitted to the DPA in a timely manner (The Rules of the DPA, Article II, Section 2.04(b)10).

Section 3. As per DPA rules, in each election year, the DPGC shall develop a plan for community outreach to promote the Democratic Party in Garland County. Such a plan shall be submitted to the DPA in a timely manner (The Rules of the DPA, Article II, Section 2.04(b)11).

ARTICLE 3. MEMBERSHIP

Section 1. Members of the DPGC are encouraged to:

- a. Attend the DPGC meetings.
- b. Participate in the governance and direction of the affairs and activities of the Democratic Party in Garland County.
- c. Support Democratic candidates for elective office in Garland County.
- d. Work with the DPGC Officers to promote a grassroots Democratic organization.
- e. Aid and cooperate with the campaigns of Democratic Party nominees.
- f. Assist in fund-raising efforts for Committee activities and Democratic campaigns.

Section 2. Membership dues are forty dollars (\$40.00) payable during each two-year election cycle (due and payable the January after the general election). Members who join during the last six months of the two-year election cycle shall owe dues of twenty dollars (\$20.00) for the remaining months of the two-year term.

Section 3. Potential new DPGC members, when provided with a DPGC membership application, if not already registered to vote in Garland County, shall be provided voter registration information.

ARTICLE 4. OFFICERS

Section 1. The duties of the Chair include:

- a. Act as presiding officer at DPGC Meetings and Executive Committee meetings.
- b. Prepare and distribute the agenda for all meetings.

Section 2. The duties of Vice Chair include:

- a. Assisting the Chair as needed.
- b. Assuming duties as “acting Chair” should the Chair be unavailable.

Section 3. The duties of Secretary include:

- a. Keep accurate minutes of DPGC meetings and Executive Committee meetings.
- b. Record the attendance of members at each DPGC meeting and Executive Committee meeting.
- c. In accordance with DPA rules, within ten (10) days after the DPGC meeting minutes are approved, send a copy to the DPA and include a list of members and guests attending, the agenda covered and the actions taken by the DPGC. (The Rules of the DPA, Article II, Section 2.04(b)5).
- d. Work with the other Officers to maintain a current list of DPGC members and Officers;
- e. As required by DPA rules, collect and send Party membership forms to the DPA quarterly. (The Rules of the DPA, Article II, Section 2.04(b)6).
- h. In cooperation with the DPGC Treasurer, file with the DPA quarterly a list of DPGC members and provide payment of fees or dues to the DPA.
- i. Maintain a written record of the DPGC’s “Policies and Procedures.”
- j. Within ten (10) days of the date of electing the Election Commissioner, notify the county clerk in writing the names and addresses of those selected to serve on the county board of election commissioners in accordance with state law.
- k. As required by DPA rules, file a copy of the DPGC bylaws, or any revisions, with the DPA in a timely manner. (The Rules of the DPA, Article II, Section 2.04(b)9).
- l. Deliver to a newly elected Secretary, or the Chair or the Executive Committee as directed, all DPGC materials received and kept during his/her tenure as Secretary.

Section 4. The duties of Treasurer include:

- a. Maintaining the financial records of the DPGC in good order;
- b. Know the applicable laws and DPA rules regarding the financial operation of the DPGC;
- c. Deposit DPGC funds into a DPGC account at a Chartered State or Federal Bank(s) in a timely manner.
- d. Provide monthly financial reports to the DPGC members and the Executive Committee.

- e. Register the DPGC with the Secretary of State, using appropriate forms, "...within fifteen (15) days after accepting contributions during a calendar year, which, in the aggregate, exceed five thousand dollars (\$5,000). The registration is to be annually renewed by January 15, unless the committee has ceased to exist." [Arkansas Ethics Commission: Rules on Political Committees, § 501 Registration and Reporting for County Political Committees, (a)(1) and (a)(2)].
- f. After the DPGC collects \$5,000 or more in a calendar year, file, using appropriate forms, "within fifteen (15) days after the end of each calendar quarter [thereafter] ... a quarterly report with the Secretary of State including current balance, contribution totals, itemization of contributions received and contributions made, expenditures, and any change in the committee information required on its registration form" in accordance with Arkansas law. [Arkansas Ethics Commission: Rules on Political Committees, § 501 Registration and Reporting for County Political Committees, (d)].
- g. As per DPA rules, provide to the DPA copies of all financial disclosure forms that have been filed with the Secretary of State. [The Rules of the DPA, Article II, Section 2.04(b)8).
- h. Work with the other Officers to maintain a current list of DPGC members and Officers;
- i. In cooperation with the DPGC Secretary, file with the DPA quarterly a list of DPGC members and provide payment of fees or dues to the DPA.
- j. Provide all DPGC membership applications to the Secretary in a timely manner.
- k. Deliver to a newly elected Treasurer, or the Chair or the Executive Committee as directed, all DPGC materials received and kept during his/her tenure as Treasurer.

ARTICLE 5. MEETINGS OF THE DPGC MEMBERSHIP

Reserved for future use.

ARTICLE 6. THE EXECUTIVE COMMITTEE OF THE DPGC

Section 1. The Executive Committee shall have 6 at-large members.

Section 2. The Young Democrats shall have a representative who may attend and observe the meetings of the Executive Committee. If the representative is a member of the DPGC, said representative shall be an Ex Officio member of the Committee.

Section 3. At their monthly meeting, the Committee will review the DPGC finances.

- a. Prior to the Executive Committee meeting, a three-member subcommittee shall review the DPGC finances and, at a minimum:
 - 1. Verify all income received during the preceding month;
 - 2. Authenticate all expenditures paid during the preceding month; and
 - 3. Confirm all DPGC accounts are in good order.

- b. After completing said review, the subcommittee will report to the Executive Committee their findings.
- c. Upon request, any member of the Executive Committee may review any of the DPGC's financial records.

ARTICLE 7. SUB-COMMITTEES

Section 1. The DPGC shall have four (4) standing Sub-Committees.

- a. These standing Sub-Committees are:
 - 1. Membership.
 - 2. Fundraising.
 - 3. Headquarters.
 - 4. Publicity.
- b. The Chair of each standing Sub-Committee shall be drawn from a voting member of the Executive Committee.
- c. The Membership Sub-Committee shall have two members drawn from the voting members of the Executive Committee, inclusive of the Sub-Committee Chair.
- d. The Headquarters Sub-Committee will oversee the maintenance of the Headquarters and Coordinate Speakers.
- e. The Publicity Sub-Committee will oversee the Monthly Newsletter and other Publicity duties.

ARTICLE 8. RESIGNATIONS

Reserved for future use.

ARTICLE 9. FINANCES

Section 1. The DPGC maintains one (1) account at Arvest Bank, 400 Ouachita Avenue, Hot Springs, Arkansas.

Section 2. DPGC financial records shall include copies of all checks deposited into the DPGC account.

Section 3. In accordance with Arkansas law, financial records shall be maintained for a period of at least four (4) years.

Section 4. Circumstances may require expenditure of DPGC funds without prior approval of the Executive Committee. Such expenditures may be made provided:

- a. The expenditure is for operational expenses of the DPGC and not for candidate support.
- b. The Chair may approve expenditures up to \$100.00; expenditures up to \$250.00 may be made with the concurrence of a majority of the DPGC Officers.
- c. Records and receipts shall be retained for later review by the Executive Committee.
- d. No more than \$250.00 in aggregate expenditures may be made under this provision between any two consecutive meetings of the Executive Committee;
- e. The Chair shall report on all such expenditures (with supporting receipts and documents) at the next meeting of the Executive Committee for review and approval by the Committee.

ARTICLE 10. VOTES

Reserved for future use.

ARTICLE 11. COUNTY CONVENTION

Reserved for future use.

ARTICLE 12. ELECTION COMMISSIONER(S)

Reserved for future use.

ARTICLE 13. GRIEVANCES

Reserved for future use.

ARTICLE 14. POLICES AND PROCEDURES

Reserved for future use.

ARTICLE 15. THE DPGC HEADQUARTERS

Section 1. The Headquarters is available for use by Democratic candidates and groups affiliated with the DPGC subject to scheduling and DPGC approval. When an affiliated group uses the Headquarters, there shall be a sign-in sheet for attendees (requesting name and other information); the sign-in sheet (or a copy) shall be given to the DPGC.

ARTICLE 16. AFFILIATES

Section 1. As potential future members of the DPGC and in their capacity as “Student Affiliates” of the DPGC, members of Young Democrat organizations in Garland County are welcome and encouraged to attend DPGC Meetings as representatives of their organization and offer their input on matters under consideration by the DPGC.

Section 2. As “Student Affiliates” of the DPGC, no dues are payable to the DPGC by the members of Young Democrat organizations in Garland County.

Section 3. The Chair may appoint DPGC Sponsors for any Young Democrat organization in Garland County. Such Sponsors shall be DPGC members.

Revision History:

- *Approved by and enacted by DPGC Executive Committee August 9, 2016.*
- *Article 6, Section 3 revised (creating a three member sub-committee to review the monthly financial statement and report their findings to the Executive Committee replacing a review by the entire Executive Committee) by DPGC Executive Committee March 8, 2017.*