

Portage County Young Democrats



Portage County Young Democrats

Standing Rules

Portage County Young Democrats

This document supersedes all prior publications of the Standing Rules of the Portage County Young Democrats as of October 9, 2022. Corrections to this document should be submitted via email to the Portage County Young Democrats at info@portageyd.org.

Portage County Young Democrats

Table of Contents

1.0 Consistency	05
2.0 Mission	05
3.0 Code of Conduct	05
3.01 Definitions	05
3.02 Reporting	06
3.03 Investigation	06
3.04 Resolution	07
4.0 Officer Conduct and Expectations	08
4.01 Meeting Attendance	08
4.02 Governing Documents	08
4.03 Annual Organizing Meeting	09
4.04 Official Board Statements	09
5.0 Affiliations	09
5.01 Delegates	10
5.02 Event Attendance	10
6.0 Endorsements	10
6.01 Campaign Committee	11
6.02 Endorsement Process	11
6.03 Considering Endorsements	12
6.04 Confirming Endorsements	12
6.05 Endorsement Length & Revocation	12
7.0 Financial Accounting Procedures	13
7.01 Annual Dues	14

Portage County Young Democrats

Table of Contents

7.02 Finance Committee	14
7.03 Budget	15
7.04 Banking	15
7.05 Contracts and Agreements	16
7.06 Dispersal or Deposit of Funds	16
7.07 In-Kind and Reimbursements	16
7.08 Reporting	17
7.09 Record Keeping	17
8.0 Recruitment and Retention	18
8.01 Chapter Building Committee	18
9.0 Ad Hoc Committees and Appointed Officers	18
10.0 Meetings	19
10.01 Meeting Agenda	19
10.02 Officer Reports	19
10.03 Motions and Discussion	19
10.04 Meetings Not In Person	19
11.0 Open Meetings Policy	19
12.0 Line of Succession	20
13.0 Amendments	20

Portage County Young Democrats

The Official Standing Rules of the Portage County Young Democrats

1.0: Consistency

The policies and procedures outlined in this document, hereby referred to as the “Standing Rules” of the Portage County Young Democrats, shall be consistent with the Constitution and Bylaws of the Portage County Young Democrats.

2.0: Mission

Our mission is to elect Democrats, advocate for progressive issues, and train the next generation of progressive leaders.

3.0: Code of Conduct

In order to create a more open and inclusive environment for every Democrat, the Portage County Young Democrats do hereby establish this code of conduct.

This policy as established by the Executive Committee, shall be subject to periodic review and amendment as it is deemed proper and necessary. Each amended version of this policy will supersede and replace all previous versions.

In recognition of the various ways in which Democrats now interact, both in person and online, this policy shall be applied to include every interaction between members.

Any form of discrimination, bullying, or harassment is prohibited and shall be subject to appropriate corrective action. Such action may include censure, suspension, or removal from office or the organization.

3.01 Definitions

To aid members in their understanding of what is deemed inappropriate behavior, the following definitions are established:

- I. **Discrimination:** The prejudicial treatment of an individual on the basis of their age, race, creed, national origin, gender, gender identity/expression or sexual orientation, ethnic identity, economic status or disability.
- II. **Bullying:** An action or series of actions intended to demean, intimidate, or humiliate an individual. Bullying can be verbal, physical, or social. It includes but is not limited to: name calling, threatening to cause physical or social harm, spreading rumors,

Portage County Young Democrats

embarrassing someone in public, or making any kind of unwanted physical contact.

- III. **Harassment:** Verbal, physical, or sexual conduct intended to threaten, terrorize, or coerce an individual.

3.02 Reporting

Any alleged breach of this code of conduct shall be reported in writing to the President of the Portage County Young Democrats. Any allegation made against the President shall be referred to the Sergeant-At-Arms.

Any accusation or allegation lobbied against an Elected Officer of this organization seeking a definitive corrective measure should be reported through the processes and procedures outlined in Article XIII of the Portage County Young Democrats Constitution and Bylaws.

Allegations made against any member of the Portage County Young Democrats must be made within seven (7) days of the offending incident.

Physical battery or sexual assault shall not be subject to any time limitation.

In allegations of felony assault which include a documented complaint to proper law enforcement authorities, a member shall immediately be suspended pending the outcome of the complaint. Upon resolution of the criminal complaint, the Executive Committee shall have the authority to determine whether or not the suspension shall be maintained and what, if any, further corrective action is required.

An allegation may be presented in writing at any Regular or Special Meeting, or sent via email to info@portageyd.org.

Verbal reports, voicemails, text messages, or any other means of message delivery shall not be considered valid reporting methods. If a reporting deadline falls on the weekend or federal holiday, an individual shall have until the close of the next business day to submit their claim.

3.03 Investigation

Upon receipt of an alleged violation of this policy, the President or Sergeant-At-Arms shall, within forty-eight (48) hours, alert the Executive Committee to the allegations being presented.

If a reporting deadline falls on the weekend or federal holiday, the President or Sergeant-At-Arms shall have until the close of the next business day to submit their claim.

Portage County Young Democrats

The President or Sergeant-At-Arms shall appoint a three-person panel to investigate allegations, determine their validity, and to make appropriate suggestions for corrective action.

The panel shall be comprised of at least one Elected Officer. All other members of the panel shall be Voting Members of the organization.

The panel shall be afforded fourteen (14) days to conduct an investigation and make a determination.

The panel shall compile a report of their findings, including recommendations for appropriate corrective actions, if any, and submit the document to the President of the Portage County Young Democrats via email.

The panel will be required to unanimously agree on a proposed resolution of the complaint. In the event a unanimous recommendation resolution cannot be met, the complaint will be forwarded to the Elected Officers for review.

3.04 Resolution

A report recommending corrective action must be approved by the Executive Committee, by a majority vote of Elected Officers present.

Any report recommending dismissal of the complaint shall be effective upon issuance of the panel's report.

For offenses where censure, suspension, or removal are recommended, the following guidelines are established:

- I. **Censure:** A censure is any statement reprimanding or condemning an individual.
- II. **Suspension:** A suspension is any period of time whereby an individual is barred from participating in organization events or from serving in their Elected or Appointed capacity with the organization. Any suspension must include a 120 day period whereby the offending member shall be immediately removed should they violate the terms of their suspension.
- III. **Removal:** A removal is the permanent dismissal of an individual from their position within the organization.

Portage County Young Democrats

In all cases in which a corrective action has been taken against a member, that individual shall be considered in bad-standing until such a time that the corrective action expires, as specified definitively in the corrective action.

4.0 Officer Conduct and Expectations

Elected and Appointed Officers are expected to conduct themselves in accordance with the Constitution, Bylaws and Standing Rules of this organization.

- I. Elected and Appointed Officers are expected to be active and visible within the greater Portage County community.
- II. Elected and Appointed Officers should endeavor to participate in the activities and programs of the Portage County Young Democrats, the Ohio Young Democrats, and the Portage County Democratic Party when possible.

Elected and Appointed Officers shall, at all times, behave in a manner that is representative of the mission and values of the Portage County Young Democrats, and shall consistently act in a way that demonstrates integrity, honesty and professionalism.

4.01 Meeting Attendance

Any Elected Officer who misses three (3) or more meetings of the Portage County Young Democrats shall be referred to the Executive Committee for disciplinary action, including but not limited to censure, suspension and/or removal from office.

- I. Elected and Appointed Officers may be excused from meetings of the organization through a motion of the membership, so long as the individual in question notified the Executive Committee of their absence prior to the meeting.
- II. Notice of an absence should be communicated via email to info@portageyd.org.
- III. Notices of an absence should be communicated no less than twelve (12) hours prior to the start of the scheduled meeting. Emergency and extenuating circumstances can be given special consideration.

4.02 Governing Documents

All members of the Executive Committee shall have a copy of the most recently amended Constitution and Bylaws, and Standing Rules of the Portage County Young Democrats.

Portage County Young Democrats

- I. Members of the Executive Committee are expected to adhere and uphold all governing documents of the Portage County Young Democrats, and should, therefore, be able to reference those documents when requested.

4.03 Annual Organizing Meeting

Following the Election of Officers, an Annual Organizing Meeting of the Executive Committee shall be held.

- I. All governing documents, including the Constitution and Bylaws, Standing Rules, and any other appendices, shall be reviewed in full.
- II. A financial audit of all monies and accounts shall occur.

The Annual Organizing Meeting shall take place within fourteen (14) days of Officer Elections.

4.04 Official Board Statements

The Executive Board may, at any time, elect to issue official statements on matters of public interest, including candidates, elected officials, issues, referendums, legislation, news, current events, and any/all additional matters deemed appropriate.

- I. In order to issue an official statement on behalf of the organization, no less than seventy-five (75) percent of the Executive Board must vote in favor of the statement.
- II. When issuing an official statement in regard to candidates, elected officials, issues and/or referendums, such statements will be considered an action of the Executive Board as a whole, and not of an individual officer.

5.0 Affiliations

Executive Committee members will be given priority to attend state and national meetings/trainings/programs on behalf of the Portage County Young Democrats as delegates.

Portage County Young Democrats

5.01 Delegates

The President of the Portage County Young Democrats will name all delegates representing this organization to the Ohio Young Democrats and Young Democrats of America, where necessary.

5.02 Event Attendance

At least one member of the Executive Committee will attend the annual convention of the Ohio Young Democrats.

Expenses for conferences and conventions of the Young Democrats of America can be subsidized by the Portage County Young Democrats for the President and other Voting Members as funds allow.

6.0 Endorsements

In each election year, the President must form the Campaigns Committee for the purpose of evaluating and recommending candidates, issues and referendums for endorsement to the Executive Committee.

- I. The Campaigns Committee will only consider candidates, issues and referendums that will appear on the ballot in Portage County, and who have completed an endorsement questionnaire.
- II. Candidates endorsed by the Ohio Democratic Party will automatically be considered the endorsed Democratic candidate.

Only those candidates, issues and referendums that have received the endorsement of the Portage County Young Democrats, or the Ohio Democratic Party, will be eligible for coordinated actions on behalf of the organization.

- I. In the instance of candidates, issues and referendums falling outside of Portage County (Ex. Special Elections, Runoffs, etc.), the Executive Committee may vote to consider active support/involvement. Such actions would require a simple majority vote of the Executive Committee.

No Elected or Appointed Officer will, directly or indirectly, use their title or position within this organization to actively support a non-endorsed candidate, issue or referendum.

Portage County Young Democrats

6.01 Campaign Committee

The President shall name no less than two (2) and no more than four (4) Voting Members to the Campaign Committee for the purpose of reviewing and recommending candidates, issues or referendums for endorsement and/or non-endorsement.

- I. Additional Voting, Regular and/or Honorary Members may be included in, and assigned tasks for, the Campaign Committee as needed by the President. These individuals will not have a vote on the Committee.
- II. No committee member seeking elected office, actively employed by a candidate/campaign, actively consulting for a candidate/campaign, or actively supporting a candidate/campaign in an official capacity, will be permitted to participate in deliberations by the Campaigns Committee when specifically related to said candidate/campaign, or opposing candidates/campaigns.

6.02 Endorsement Process

Endorsements for candidates, issues and/or referendums will be considered no later than thirty (30) days prior to a scheduled election.

The Campaign Committee will draft, approve and launch an endorsement questionnaire electronically no less than twenty-one (21) days prior to a scheduled Endorsement Meeting of the Voting Members.

- I. Candidates, issues and/or referendums seeking the endorsement of the Portage County Young Democrats will be given fourteen (14) days to complete and submit a candidate questionnaire for consideration.
- II. Following the close of the endorsement questionnaire, submissions will be made available online to all members of the Portage County Young Democrats for review.
- III. The Campaigns Committee will approve recommendations for candidates, issues and/or referendum endorsements to the Executive Committee no later than forty-eight (48) hours prior to the Endorsement Meeting.

Portage County Young Democrats

6.03 Considering Endorsements

The Executive Committee will meet to consider the recommendations of the Campaign Committee two (2) hours prior to the scheduled membership Endorsement Meeting.

- I. The Executive Committee will consider the endorsement of candidates, issues and/or referendums on an individual basis.
- II. A simple majority vote of the Elected Officers present is required to advance a candidate, issue and/or referendum for consideration for endorsement by the Voting Membership.

6.04 Confirming Endorsements

Upon the receipt of endorsement recommendations from the Executive Committee, Voting Members will be given the opportunity to confirm or deny the endorsement of candidates, issues and/or referendums

In order to receive the endorsement of the Portage County Young Democrats, a candidate, issue and/or referendum must receive an affirmative vote of sixty (60) percent of the Voting Members present, or have been endorsed by the Ohio Democratic Party.

- I. In the event an individual candidate, issue or referendum recommended by the Executive Committee does not meet the required vote threshold to receive the endorsement of the Portage County Young Democrats, a member may make a motion to nominate another candidate for endorsement from the floor.
- II. In the case of considering non-recommended candidates, issues or referendums for endorsement, the candidate, issue or referendum must receive an affirmative vote of seventy-five (75) percent of Voting Members present.

6.05 Endorsement Length and Revocation

Endorsements of the Portage County Young Democrats will be considered active through the certification of general election results by the Board of Elections, and/or Secretary of State.

- I. Should a candidate for office be unsuccessful in their primary election, or withdraw from said election, their endorsement will be considered null and void upon

Portage County Young Democrats

certification of the Board of Elections, and/or Secretary of State.

- II. If the Campaign Committee has not yet formed to consider endorsement in an election cycle, the Executive Committee may vote to allow specific actions supporting previously elected and endorsed candidates seeking re-election to the same office.

In the case of candidates, issues or referendums endorsed by the Portage County Young Democrats, but not endorsed by the Ohio Democratic Party, the Executive Committee may vote to revoke their endorsement at any time.

- I. Violations of local, state and/or federal law, of the governing documents of this organization or affiliated organizations, or actions that directly contradict the mission and/or vision of the Portage County Young Democrats may be considered grounds for endorsement revocation.
- II. A 2/3 majority vote of the Executive Committee is required to revoke the endorsement of a candidate, issue or referendum.
- III. In the event of a revocation of endorsement for a candidate in an election, a joint session of the Executive Committee and Campaigns Committee may be called within seven (7) days to consider the endorsement of another candidate.
 - A. Such endorsement would require a 2/3 majority vote of voting committee members present.
 - B. Only voting members of the Executive Committee and Campaigns Committee will be permitted to speak.
 - C. In the case of a Democratic primary, other Democrats appearing on the ballot may be considered.
 - D. In the case of a nonpartisan election, all other candidates for the same office may be considered.

7.0 Financial Accounting Procedures

The Portage County Young Democrats will be governed by the following Financial Accounting Procedures:

Portage County Young Democrats

7.01 Annual Dues

The Executive Committee of the Portage County Young Democrats does hereby establish the following dues structure for Voting Members of the organization:

- I. **Level 1:** The required annual dues for an individual currently enrolled in a K-12 educational program will be \$5.
- II. **Level 2:** The required annual dues for an individual currently enrolled full-time in an undergraduate collegiate program or technical program, or active/reserve military members, will be \$10.
- III. **Level 3:** The required annual dues for all other individuals qualifying for membership will be \$20.

Those individuals who have submitted annual dues within the current calendar year, but no longer qualify for a previous level in the dues structure, will be considered paid in good standing until the start of the upcoming calendar year.

Membership dues are considered non-refundable contributions to the Portage County Young Democrats, and will not be returned under **any** circumstance.

- I. Dues can be paid via cash, check, cashiers check or credit card.
- II. In-kind contributions to the organization will not be applied as a dues payment.
- III. In the event any dues payment is returned by a financial institution, the individual member will be responsible for payment of any associated fees incurred by the organization, and shall be considered in bad standing until such a time at which the fee has been returned to the organization.

7.02 Finance Committee

The Treasurer shall name no less than two (2) and no more than four (4) Voting Members to the Finance Committee for the purpose of planning and overseeing fundraising opportunities and initiatives.

Expectations of Finance Committee members include, but are not limited to, a commitment

Portage County Young Democrats

of raising funds through personal and institutional contacts, planning and executing in-person and online fundraisers, and actively building and maintaining donor databases.

- I. Additional Voting and/or Honorary Members may be included in, and assigned tasks for, the Finance Committee as needed by the Treasurer. These individuals will not have a vote on the Committee.
- II. For the purpose of the committee and doing business, the Treasurer, with approval of the President, may name a "Deputy Treasurer" to serve as Vice Chair.

7.03 Budget

The Treasurer will prepare and present, no later than December first (1st) of the current year, a proposed annual budget for the upcoming year, to the President of the Portage County Young Democrats for approval.

7.04 Banking

The Portage County Young Democrats shall maintain an active checking account with a bank located in Portage County, Ohio.

- I. The Portage County Young Democrats shall endeavor to maintain a minimum balance of \$50.00 in the checking account at all times.
- II. The Treasurer and President will be signers on the checking account, and are the only individuals enabled to deposit and/or disperse funds.
- III. For the payment of obligations, the Treasurer and President can obtain debit cards, and must obtain checks linked to the checking account.
- IV. The Portage County Young Democrats may not, under **any** circumstance, apply for or actively utilize a line of credit from any institution.
- V. Following the Election of a new Treasurer or President, all current and future signers will file an amended signatory form reflecting updated account signers within fourteen (14) days.

Portage County Young Democrats

7.05 Contracts and Agreements

The Treasurer and President are the only officers authorized to sign agreements or contracts on behalf of the organization.

In order for an agreement or contract to be signed and authorized on behalf of the organization, both officers must approve the agreement/contract.

- I. Such agreements must be documented through a "Mutual Agreement Form", to be developed and maintained by the Treasurer.
- II. Copies of the "Mutual Agreement Form" and all authorized agreements/contracts must be stored online and made available to the Executive Committee by the Treasurer when requested.

7.06 Dispersal or Deposit of Funds

Any dispersal or deposit of funds made on behalf of the Portage County Young Democrats must be approved by the Treasurer and/or President.

- I. Any dispersal of funds of \$200 or less, and already outlined in the approved Annual Budget, may be dispersed by the Treasurer and later reported to the President.
- II. Any dispersal of funds of \$200.01 or more must be reported to and approved by the President prior to the dispersal of funds.

Funds received by the Portage County Young Democrats must be deposited within seven (7) business days.

The organization may maintain petty cash funds, not to exceed \$150, outside of the bank account. These funds may only be handled by the Treasurer or President.

7.07 In-Kind and Reimbursements

All in-kind contributions and reimbursements must be submitted to the Treasurer within thirty (30) days of purchase, and must include a receipt.

- I. All proposed reimbursements must be submitted for approval to the Treasurer or President prior to purchase.

Portage County Young Democrats

- II. All approved reimbursements will be disbursed by check at or before the next business meeting.

7.08 Reporting

All receipts and dispersal of funds will be included in a monthly "Treasurer's Financial Report", and presented at each meeting of the Membership.

- I. This report should include, but is not limited to, (1) beginning balance for the close of the previous month; (2) total income; (3) total expenses; (4) ending cash balance; (5) petty cash, and (6) outstanding expenses.
- II. This report shall also include a reconciled bank balance, outlining all expenses that have not yet cleared the bank account.

Any additional receipts and/or dispersal of funds falling between monthly reporting cycles shall be presented orally to the membership at any regular meeting.

7.09 Record Keeping

The Treasurer shall have, at minimum, the "Treasurer's Financial Reports" for the previous twelve (12) months on hand at every meeting.

- I. Any Voting Member of the Portage County Young Democrats may request a digital copy of any/all monthly reports for the previous twelve (12) months.
- II. The Treasurer will provide documents requested by Voting Members no later than seven (7) days following a request.
- III. A professional audit of financial records shall be conducted by the Executive Committee during the Annual Organizing Meeting, and upon the death, resignation, or replacement of either the President or the Treasurer.

The Treasurer shall, at all times, maintain digital copies of every financial transaction for the previous five (5) years, and will remain in compliance with local/state/federal financial reporting.

All records will be maintained through a medium to be determined by the Elected Officers. The ownership of such a medium will belong solely to the organization and not to any one individual.

Portage County Young Democrats

In the case of any/all local, state, and/or federal financial reporting documents, the Treasurer will be listed as "Treasurer", and the President shall be listed as "Deputy Treasurer".

- I. Following the Election of a new Treasurer or President, the Treasurer will file an amended designation of Treasurer reflecting any/all changes within fourteen (14) days.
- II. Following the Election of a new President, the organization will file a change of "responsible party" with the Internal Revenue Service (IRS) within sixty (60) days of the change, per federal regulation.

8.0 Recruitment and Retention

In order to further our mission to elect Democrats, advocate for progressive issues, and train the next generation of progressive leaders, the Portage County Young Democrats will work to actively recruit and retain Voting Members.

8.01 Chapter Building Committee

The Vice Chair of Chapter Building shall name no less than two (2) and no more than four (4) Voting Members to the Chapter Building Committee for the purpose of recruiting and retaining members.

- I. Additional Voting, Regular and/or Honorary Members may be included in, and assigned tasks for, the Chapter Building Committee as needed by the Vice Chair of Chapter Building. These individuals will not have a vote on the Committee.

The committee will focus primarily on the recruitment of new, and retention of existing, active and/or voting members of the organization.

The committee will, with the approval of the President, recommend and execute programming that drives membership recruitment and retention.

9.0 Ad Hoc Committees and Appointed Officers

The Appointed Officers of the Portage County Young Democrats shall be:

Portage County Young Democrats

10.0 Meetings

The Portage County Young Democrats shall adopt and maintain the following standing procedures to guide the meetings of this organization:

10.01 Meeting Agenda

The agenda for each meeting of the Voting Membership shall be posted online a minimum of forty-eight (48) hours prior to the start of the meeting.

- I. An individual agenda must be offered to the Voting Membership for modification and approval following roll call at each meeting.

10.02 Officer Reports

Officers shall submit, by email, a written report to the Vice Chair of Communications and President no less than seventy-two (72) hours prior to the start of a meeting.

10.03 Motions and Discussions

Discussion pertaining to a motion shall be limited to no more than five minutes in length unless otherwise specified through a motion.

10.04 Meetings Not In Person

Meetings and voting of the Portage County Young Democrats may take place by phone or other secure electronic means when deemed necessary by the President, or in instances in which quorum could not otherwise be met in-person.

- I. The organization should endeavor to host all meetings of the Voting Membership in person whenever possible.
- II. Written notice for a previously scheduled/announced in-person meeting to be moved to "not in person" is required no less than forty-eight (48) hours prior to the start of the scheduled meeting.

11.0 Open Meetings Policy

Pursuant to the Charter and Bylaws of the Young Democrats of America, all meetings of the Portage County Young Democrats shall be open to the public, excluding those portions of

Portage County Young Democrats

meetings of the Executive Committee concerning proposals to take disciplinary action.

No vote shall be taken by secret ballot. No ballot shall be cast by proxy.

Meetings shall be publicized on the Portage County Young Democrats website no later than the notification date required for membership in the Constitution and Bylaws, and meeting minutes for meetings of the Voting Membership shall be made available online.

12.0 Line of Succession

In the event of the absence and/or incapacity of the Presiding Officer of this Organization (President), or upon their demise, the following line of succession shall govern the organization:

- I. Treasurer
- II. Vice Chair of Chapter Building
- III. Vice Chair of Communications
- IV. Sergeant At Arms

Pursuant to Article III of the Charter and Bylaws of the Democratic Party of the United States, this organization will endeavor to ensure that the President and next Highest Ranking officer of the Portage County Young Democrats will not share the same gender identity.

13.0 Amendments

Amendments to the Standing Rules may be presented and considered at any meeting of the Executive Committee.

Amendments to the Standing Rules require a simple majority vote in the affirmative by Elected Officers present, and take effect immediately upon adjournment.