



PINELLAS COUNTY YOUNG DEMOCRATS

CHARTER

Article I. Name

The name of this organization shall be Pinellas County Young Democrats and it may thereafter be referred to as the Pinellas Young Democrats, the PCYD, or the organization.

Article II. Affiliation

The PCYD will be a chartered county chapter of the Florida Young Democrats (FYD). The PCYD shall also be the youth committee of the Pinellas Democratic Party (PDP), which may thereafter be referred to as PDP.

Article III. Policy

Section 1. The PCYD shall support the nominees of the Democratic Party in national, state, and local campaigns. The organization shall promote the platform of the Democratic Party and work to continuously shape the issues and message of the Democratic Party.

Section 2. The PCYD shall develop leadership among people 14 years to 40 years of age. The organization shall encourage members to become city/county board members, candidates for office, or participants in the election process.

Section 3. The PCYD shall make every effort to maintain and promote harmony within the ranks of the Democratic National Committee, the Florida Democratic Party, and the Pinellas Democratic Party.

Section 4. The PCYD shall encourage members to join the Pinellas Democratic Party.

Section 5. This organization shall maintain permanent records including credentials, social media and technological accounts, financial records, minutes of all meetings, reports of officers and committees, official correspondence, and other pertinent materials.

- I. Officers and committee chairs shall retain all the above materials generated during their respective terms of office until the completion of their terms.
- II. Upon completion of the term of office, each officer and committee chair shall deposit accumulated records with the incoming President, who shall maintain such files for the information of succeeding officers and committee chairs.



Article IV. Membership

Section 1. Anyone who is a registered member of the Democratic Party shall be eligible for membership. Eligible voters must be registered as Democrats and provide contact information to include name, address, date of birth, phone number, and email (if available).

Section 2. Membership shall be divided into four (4) categories.

- I. Active Chapter Members: Shall consist of those who are 14 and have not exceeded the age of forty (40).
- II. Affiliate Membership: Shall consist of those who are over the age of forty (40). Affiliate Members shall have the privileges of members but they shall not vote or hold office. Affiliate Members shall not count for the purposes of the FYD Annual Convention delegate apportionment.
- III. Honorary Membership: May be conferred on any person who has rendered service of an outstanding character in the advancement of the ideals and principles of the Democratic Party and of this organization, by four-fifths (4/5) vote of the general membership. Honorary Members may attend meetings, but pay no dues, may not make or second motions, may not hold elective office within the PCYD, may not participate in the debate unless an active member yields time to him/her, and may not vote.
- IV. Affiliated Active Members: Shall meet the requirements for active membership in PCYD and reside outside of Pinellas County. They will not count towards the chartering process with FYD and may only hold office if the county in which they reside is not chartered with the FYD.

Section 3: Non-Discrimination Clause

The FYD nor its local chapters shall discriminate or harass in any proceeding, charter, constitution, bylaw, or vote on the basis of race, religion, color, national origin, ethnicity, gender, sexual orientation, gender identity or expression, disability, past political activity, or other protected category in keeping with standards of good conduct.

Section 4: Dues

- I. The annual membership fee for members shall be set by the Board of Directors.
- II. The annual membership fees shall be collected from all members. Any person who has not paid fees for the current year shall not be considered a Member of the PCYD for any purpose.
- III. The individual assessment for the Members set by the FYD shall be included in the annual dues.
- IV. Annual dues shall become due and payable on the anniversary of your initial membership date and will be collected on a rolling basis. In addition, the Board may waive dues for persons for whom dues would be a financial hardship.



- V. Membership shall be terminated for non-payment of membership fees if said fees are not paid within 30 days from the date on which they became due and payable.

Article V: Meetings

Section 1. Member Meetings. A quorum for all meetings of the Club shall consist of 25% percent of the Active Members of the Club.

Section 2. Board of Directors Meetings.

- I. Meetings of the Board of Directors shall be held no less than once per quarter, at the call of the President. Special Meetings of the Board of Directors may be called at the request of at least three (3) members of the Board.
- II. At all meetings of the Board of Directors, five (5) members of the Board shall constitute a quorum.
- III. Notice of each regular and special meeting of the Board of Directors shall be given at least three (3) days prior to the meeting to each Member of the Board. Notice of each meeting of the Club shall be posted at least four (4) days prior to the meeting to each Member of the Club.
- IV. Any member of the Club may attend meetings of the Board of Directors and have a voice in said meetings, but shall not have a vote.

Section 3. Annual Meeting. The Annual Meeting of the Club shall be held during at least once per calendar year and of said election meeting shall be posted at least thirty (30) days prior thereto.

Article VI: Elections

Section 1. Eligibility for election.

A. No person shall be eligible for election unless he or she is an Active Chapter Member of the PCYD for a period of at least thirty (30) days.

Section 2. The Officers and Members of the Board of Directors shall be elected at the Biennial Elections Meeting of the Club.

Section 3. Officers and Members of the Board of Directors shall assume office upon election and shall serve until the next Annual Meeting.

Section 4. The Election Committee shall be responsible to open nominations for all positions elected at the Biennial Meeting. Nominations shall be open on the floor of the Biennial Meeting until immediately preceding the ballot for each position.



Section 5. Any Active Charter Member of the Club shall have the right to nominate any Member of the Club for any position.

Section 6. Voting shall be open or by secret ballot with the majority of the Active Members in attendance determining the voting method for each position. No person shall cast more than one ballot for each office.

Section 7. The winner of each election for Office shall be determined by a majority of the ballots cast. If no candidate for Office shall receive a majority on the first ballot in any election, there shall be an immediate run-off between the two candidates receiving the greatest number of votes.

Section 8. In order to vote in the Club's annual election, a person must be an Active Member of the Club and dues must be current, having been paid no less than thirty days prior to the meeting in which the election is being held unless otherwise determined by a vote of a majority of members present and voting.

Section 9. The Election Committee shall be selected by a floor vote and shall consist of 3 Active Charter Members who are not running for any other elected position in the PCYD.

Article VII. Officers and Directors

Section 1. The Government of this Club shall be vested in the Board of Directors. Decisions of the Board may be overruled by a majority of the general membership of the Club at a regular meeting.

Section 2. There shall be a President, Vice President, Treasurer, Secretary, Director of Communications, Director of Political Affairs, Director of Socials and Special Programs, and Sergeant-At-Arms. All Officers and Board Members named herein constitute the Board of Directors.

Section 3. Funds of the Club shall be withdrawn from the bank or banks with which they are on deposit by the signature of both the Treasurer and the President as co-signatories.

Section 4. If any Member of the Board of Directors or Officer is absent from three consecutive Board meetings without the excuse of the President, said member shall automatically be dropped from the Board and forfeit his or her Board position. The vacancy created shall immediately be filled by appointment of the President with the consent of the majority of the full membership of the Board of Directors.



Section 5. The PCYD may expel any member from the PCYD by a two-thirds vote of the full membership of the PCYD, however, the member in question shall be entitled to the following procedural due process protection:

- I. All allegations shall be specified in writing and delivered via certified U.S. MAIL to the member in question at least fourteen (14) days before the Club meets to consider the expulsion; and
- II. The member in question shall have an opportunity to be heard before the PCYD votes on that member's expulsion.

Section 6. All records of the PCYD shall be open to inspection by any Member of the PCYD at any time.

Section 7. The Board of Directors may cast their votes openly or by secret ballot. An open majority (voice) vote shall determine which method is used on any issue.

Section 8. Any officer of the PCYD may be removed from office for just cause by the following procedure:

- I. A majority of the full membership of the Board of Directors must vote to recommend the removal of a said officer from the PCYD.
- II. Following such affirmative vote by the Board, notice that said officer is subject to removal proceedings shall be mailed to each member of the PCYD at his or her last known address at least fourteen (14) days prior to the meeting of the PCYD at which time such proceedings are to be conducted. Removal proceedings shall be conducted at the next meeting of the PCYD following such affirmative vote by the Board, providing that no less than twenty-one (21) days have elapsed since such affirmative vote.
- III. The Officer in question shall be removed if, during a meeting of the Club designated as a removal proceeding, two-thirds of the Active Members, present and voting, vote for removal.

Section 9. Any vacancy in any office or on the Board of Directors shall immediately be filled by appointment of the President with the consent of the majority of the full membership of the Board of Directors. If the office of the President should become vacant for any reason, the Vice President shall become acting-President to serve for the remainder of the President's term of office.

Section 10. Should the Vice President be unable or unwilling to assume the duties of the Office of the President, the succession shall pass, in order, to the following officers:

- I. Treasurer
- II. Secretary
- III. Political Director



Article VIII. Amendments & Dissolution

Section 1. These By-Laws may be amended by a two-thirds vote of the Active Members present at any meeting of the Club provided that written notice of the proposed Amendment or Amendments has been posted with accommodations as needed at least fourteen (14) days prior to the date of such meeting.

Section 2. An Amendment to the By-Laws shall become effective upon passage.

Section 3. In the event the chapter no longer wishes to be a chartered unit of the Florida Young Democrats, or chooses to dissolve, the chapter may be a three-fourths vote, vote to dissolve this organization. Any remaining funds shall be used to pay off any excess liable or debts, and the remainder shall be disbursed to the Pinellas Democratic Party or to the Florida Young Democrats, as determined by a majority vote of the organization.

Article IX. Prohibitions

Section 1. The PYCD shall not:

- I. Knowingly support a member of an opposing party at any PCYD meetings or functions.
- II. Endorse in any election in which the border of the district extends outside Pinellas County or in state legislative elections.

Article X. Ratification

Section 1. These By-Laws become effective upon ratification by a two-thirds vote of the Active Members present at a meeting of the Club.



BYLAWS

Article I. Parliamentary Rules

Section 1. All sessions of the Board of Directors and all other meetings of divisions of the PCYD shall be conducted in accordance with Robert's Rules of Order Newly Revised unless some provision of the PCYD Charter or PCYD Bylaws shall conflict therewith, in which case the PCYD Charter or PCYD Bylaws shall govern.

Article II. Duties of Officers

Section 1. Duties of the Officers shall be as follows:

- I. The President shall be the chief presiding officer. The President shall provide the leadership of the club and be responsible for the day-to-day functioning of the Club. The President shall appoint all committees and serve as an ex-officio of such committees. He or She shall:
 - A. Co-sign on chapter checks.
 - B. Represent the Club at Florida Young Democrats functions.
 - C. Maintain Chapter By-Laws.
 - D. Schedule Chapter meetings and Board meetings.
 - E. Keep the Board of Directors and the club fully informed at all times.
 - F. The President or his or her designee shall serve as the liaison who sits on the Pinellas Democratic Party Board of Directors and Chair of the Youth Committee.
 - G. The President or his or her designee shall be the liaison to the FYD Regional Director.
- I. The Vice President shall preside at all meetings in the absence of the President and shall serve as the President's chief aide. He or she shall:
 - A. Serve as "expeditor" for all chapter programs and projects to ensure that these goals are completed in a timely fashion.
 - B. Coordinate selection of chapter programs, guest speakers, and projects.
 - C. Coordinate with Directors on ensuring the administrative functions of the organization.
 - D. Coordinate the annual awards banquet with the Treasurer and Social Director.
- II. The Treasurer shall be responsible for the fiscal management of the PCYD and shall:
 - A. Serve as co-signor with the President on all chapter accounts.
 - B. Prepare a Monthly Financial Statement or Report.



- C. Establish and maintain an annual operating budget, including the budget for printing and digital advertising.
 - D. Coordinate fundraising events and activities.
 - E. Develop Donor Contact List/Collects annual dues.
 - F. Maintain dues payment records and membership list
- III. The Secretary shall:
- A. Be responsible for all PCYD correspondence.
 - B. Record minutes of all meetings of the PCYD and the Board of Directors.
 - C. Be responsible for all PCYD Records, including maintaining digital records of all meeting minutes, membership lists, and contact information.
 - D. Be responsible for sign-in books, name tags, and other record-keeping.
 - E. Be responsible for updating the email distribution list.
 - F. Publish and provide a membership list/booklet to chapter members for Club use only.
 - G. Record minutes of all meetings of the PCYD and Board of Directors
 - H. Be responsible for aggregating and maintaining all PCYD records
 - I. Work with the Membership Director to maintain an updated list of member and guest contacts
 - J. Work with the Treasurer to confirm and maintain an updated list of dues-paying members
 - K. Gather and submit all necessary documentation for chapter recertification with the FYD, including but not limited to: meeting minutes, membership lists, and membership communications via email, social media, etc.
 - L. Work with the President to develop a correspondence with stakeholders and groups including but not limited to: membership, guests, elected officials, political candidates, community members, etc.
 - M. Publish and provide a membership list to chapter members for Club use only, at the request of the President
 - N. Be responsible for sign-in sheets, name tags, and other meeting record keeping
- IV. The Director of Political Affairs shall:
- A. Establish and coordinate campaign committees.
 - B. Coordinate voter registration activities.
 - C. Conduct an annual issues survey of members.
 - D. Establishment Endorsement policy and procedures for the county and local elections.
 - E. Develop one voter education program per quarter.
- V. The Director of Communications shall:



- A. Create and distribute official communications with the approval of the president.
 - B. Maintain all social media accounts.
 - C. Maintain a PCYD website.
 - D. Moderate all digital media communities, i.e., SLACK, Facebook Groups, etc.
 - E. Develop one letter to the editor campaign per quarter.
- VI. The Director of Membership and Outreach shall.
- A. Actively recruit new members.
 - B. Respond to membership queries.
 - C. Verify that all members are Democrats and eligible voters are registered, Democrat.
 - D. Develop Outreach Plan.
 - E. Establish a list of affinity organizations for which the PCYD could establish a partnership.
 - F. Establish one voter outreach campaign in with the Political Director.
- VII. The Director of Social and Special Events shall:
- A. Schedule and organize all chapter social activities.
 - B. Plan and organize details pertaining to chapter social functions.
 - C. Register all chapter social functions as necessary or required by law.
 - D. Inform the Director of Communications and prepare a marketing plan.
 - E. Organize at least one alcohol-free social event each quarter.
 - F. Organize the Community Service Project
 - G. Coordinate with the Director of Membership and Outreach to establish partnerships with locally-based enterprises and community organizations.
 - H. Organize two (2) co-sponsored events with another Democratic Club, Caucus, Chapter, or Progressive organization.
 - I. Keep a record of service hours performed by the chapter and submit to the Secretary.
- VIII. The Sergeant-At-Arms shall:
- A. Ensure that the meeting place of the PCYD membership or Executive Board is adequate to the needs of the meeting and accessible to persons with disabilities.
 - B. The Sergeant-at-Arms shall ensure that the order required for deliberative discussion is maintained at all such meetings.
 - C. The Sergeant-At-Arms is authorized to request the identification for purposes of age verification from any person participating in a PCYD meeting, social, event, for function.
 - D. The Sergeant-At-Arms will work with the Director of Social and Special Programs on logistical matters.



- IX. The Board of Directors shall:
- A. Attend all Board Meetings.
 - B. Advise on the policy and program direction of the PCYD.
 - C. Actively participate in PCYD projects and programs and digital communities.
 - D. Vote on executive proposals.
 - E. Conduct an annual strategy meeting.

Article III. Finance Policies

Section 1. General Financial Policies

- I. The finances of the PCYD shall be maintained by the Treasurer through the use of a journal, ledgers, and receipts in accordance with standard accounting practices.
- II. All financial or accounting documents shall become a part of the permanent financial record of the organization.

Section 2. Accounts Policy

- I. All PCYD accounts shall be maintained in the state of Florida under the supervision of the Treasurer.
- II. Withdrawals from any PCYD account shall require the signature of two of the following persons: the Treasurer, President, or Vice President.

Section 3. Reimbursement Policy

- I. The PCYD is authorized to reimburse members for expenses incurred in the conduct of PCYD business providing the expense is a budgeted expense.
- II. Reimbursement for non-budgeted expenses or for expenses in excess of those allocated for that purpose shall require the approval of the Board.
- III. The Treasurer shall maintain records documenting all reimbursements. Documenting records shall include receipts, with the description and purpose of the expenditure.
- IV. Reimbursement expenses are those that further the interest of the PCYD and do not primarily benefit the individual requesting reimbursement.
- V. Reimbursements in excess of \$500.00 shall also require the written authorization of the President or Vice President. Upon request of either the Treasurer or the Vice President, reimbursement exceeding \$1,000.00 shall require the approval of the membership.
- VI. Reimbursements shall be completed within 30 days of submission of receipts. All receipts must be submitted within 30 days of the initial purchase.