

**THE OFFICIAL CHARTER & BYLAWS
OF THE OHIO YOUNG DEMOCRATS**

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The Official Charter & Bylaws of the Ohio Young Democrats

I. NAME

Section 1. The name of this organization shall be the Ohio Young Democrats (abbreviated "OYD"). The headquarters for this organization shall be the Ohio Democratic Party Headquarters in Columbus, Ohio.

II. PURPOSE

Section 1. We, the young people of the state of Ohio of the United States of America, join together to form the Ohio Young Democrats, in order to introduce, develop, and inculcate in young people a progressive interest in governmental affairs and the electoral process in local, state, and national levels of the United States of America.

Section 2. This organization shall foster and promote the philosophy, principles, and goals of the Democratic Party; develop leadership skills in our members; involve ourselves in programs to improve voter education and participation; contribute to the well-being of the community at large; and provide for all citizens through its administration the highest degree of justice and social welfare.

III. MEMBERSHIP

Section 1. Any individual - regardless of age, race, creed, national origin, gender, gender identity/expression or sexual orientation, ethnic identity, economic status or disability - who professes and demonstrates allegiance to the philosophy, principles, and goals of the Democratic Party, shall be eligible to become a member of the Ohio Young Democrats.

I. Membership Classes

There shall be three classes of membership for individuals in this organization. They are as follows:

A. Local Chapter Member

Any person who has attained their fourteenth (14) birthday, but has not yet attained their fortieth (40) birthday, completed a membership application, and paid applicable dues set by their local chapter, shall be eligible for full membership in the Ohio Young Democrats, with all rights and privileges pertaining thereto.

B. State Affiliate Member

Any person who has attained their fourteenth (14) birthday, but has not yet attained their fortieth (40) birthday, and is not currently affiliated with a local chapter, completed a state affiliation membership application, paid applicable dues to OYD, and resides in Ohio, shall be eligible for full membership in the Ohio Young Democrats, with all rights and privileges pertaining thereto.

1. Annual dues rates for State Affiliate Members will be outlined in the Ohio Young Democrats Standing Rules - Financial Accounting Procedures.
2. Annual dues shall be established by the Executive Committee on an annual basis, and announced no later than December 14th prior to the year in which the dues take effect.
3. Membership dues shall be valid for a period of one (1) calendar year (January - December), regardless of the date of membership application. Renewal of membership is the responsibility of the member.

C. Honorary Member

Any person who has attained their fortieth (40) birthday, shall be eligible for a non-voting Honorary Membership, upon the completion of a membership application.

The President may also name individuals as Permanent Honorary Members of the Ohio Young Democrats, with a simple majority vote of the Executive Committee approving the appointment.

Section 2. Any person who elects to become a member of this organization shall be deemed to have accepted the Charter & Bylaws of this Organization, and other Standing Rules the organization may establish, and shall be bound by them in all respects as if they had been a member at the time of their adoption.

IV. CHARTERED UNITS

Section 1. There shall be two (2) classes of chartered chapters in this organization:

I. County Chapter

Any individual county may charter with this organization as a County Chapter, should the Chapter have a minimum of ten (10) regular members, and complete the annual chartering process.

II. Regional Chapter

Up to seven contiguous counties may charter with this organization as a Regional Chapter, should the Chapter have a minimum of ten (10) regular members, and

complete the annual chartering process.

- A. No individual County Chapter, once chartered, may also be considered part of a Regional Chapter.

V. CHARTERING

Section 1. Chapters may submit chartering applications at any time during the year to the Membership Secretary.

Section 2. Chartering applications may be considered for approval at the Annual State Convention, at a regular meeting of the Ohio Young Democrats, or at a regular meeting of the Executive Committee.

Section 3. Each Chapter must submit a chartering application, which shall include a full membership list in a format approved by the Executive Committee, a list of elected officers, and copies of any/all adopted governing documents of the Chapter.

Section 4. Each Chapter will be required to submit an annual chartering application and dues payment as part of the Ohio Young Democrats Annual State Convention:

- I. Notice and full chartering instructions must be posted on the OYD website, social media platforms, and sent via email to all existing Chartered Chapters and declared interest groups at least fifty (50) days prior to the Annual State Convention.
- II. All electronic templates used for chartering are to be included in this communication.
- III. All chartering applications and/or updates must be submitted and received by Noon fifteen (15) days prior to the date of the Annual State Convention to be considered for annual chartering and voting.
- IV. The Membership Secretary shall review each application individually to ensure that all requirements are met, and present one report to the Executive Committee to approve all duly submitted Charter Applications.
- V. The Executive Committee shall approve or disapprove the report in one yes or no vote.
- VI. Upon the approval of the Membership Secretary report by the Executive Committee at the Annual State Convention, all chapter charters approved by the body since, and including, the last state convention shall expire, and all charter applications contained in the current report shall take effect.

Section 5. Chartered Chapters may provide updates to their membership roster for the purpose of earning more votes by submitting a revised membership list including the information required

above. These updates may be considered at any regular meeting of the Ohio Young Democrats, or meeting of the Executive Committee.

Section 6. Should any Chartered Chapter adopt changes to their governing documents, they will be required to provide, via email to the Membership Secretary, updated copies of these documents within fourteen (14) days.

Section 7. Any Chartered Chapter, upon having been found to have violated these Charter & Bylaws, or having been found to commit misfeasance, malfeasance, or nonfeasance, may be suspended by the Executive Committee, and will be considered in bad standing, and will relinquish the right to vote in regular meetings.

- I. Should a Chartered Chapter be suspended by the Executive Committee, that Chapter shall receive, within fourteen (14) days, written instructions on the steps necessary to return to good standing.
- II. Should the Chapter meet the requirements outlined by the Executive Committee to return to good standing, they will be immediately reinstated at the next regular meeting of the organization or Executive Committee.
- III. Should the Chapter fail to meet the requirements outlined by the Executive Committee, the Executive Committee may choose to either extend the deadline to return to good standing, or extend the suspension until the next Annual State Convention.

VI. VOTING

Section 1. Each Chartered Chapter shall receive one vote for every ten regular members submitted on its membership list in conjunction with its approved chartering application. The number of votes shall round down.

- I. To cast each vote, a Chartered Chapter must have one member present per vote that they are eligible to cast.
- II. These members shall be required to sign in at the beginning of the meeting and prior to voting.
- III. The highest ranking officer of each Chartered Chapter present shall be the chapter's delegation chair and shall cast all the votes that the chapter is eligible to cast.
- IV. Each Chartered Chapter shall determine the procedures for regulating the decision making process for casting the votes that it is eligible to cast.

- V. There shall be no votes by proxy, and no individual shall be permitted to cast a vote for a Chartered Chapter they are not a member of.

Section 2. For all votes other than the election of officers, all voting members of the Executive Committee shall have one vote.

VII. ELECTIONS

Section 1. The election of officers shall be held at the Annual State Convention. The election of officers shall be conducted by a roll call vote of chartered chapters, in accordance with the Charter & Bylaws.

- I. The elected officers of this organization shall be duly elected by those Chartered Chapters in good standing.
- II. All officers and candidates for office shall be members in good standing for at least thirty (30) days prior to their nomination and election and remain so throughout their terms in office, as well as meeting any and all requirements set forth in this organization's governing documents.

VIII. OFFICERS

Section 1. The elected officers of this organization shall be a President, Vice President for Campaigns, Vice President for Chapter Building, Secretary, Membership Secretary, Treasurer, Sergeant-At-Arms, and two YDA National Committee members not of the same gender.

- I. The President and Vice President for Chapter Building shall not be of the same gender identity.

Section 2. The terms of office for all elected officers shall be two (2) years. An officer of this organization shall not hold more than one (1) office at the same time.

- II. The President, Vice President for Chapter Building, Membership Secretary, YDA National Committee Members (2) shall be elected in even-numbered years.
- III. The Vice President for Campaigns, Secretary, Treasurer, and Sergeant-at-Arms shall be elected in odd-numbered years.

Section 3. Any regular member who has not attained their thirty-eighth (38th) birthday shall be eligible to become a candidate for an elected office.

Section 4. In the event that the President of this organization is permanently unable to perform their duties as determined by a three-fourths majority of the Executive Committee, the Vice

President of Chapter Building shall become this organization's President.

- I. The new President shall then appoint a regular member to fulfill the duties of the vacated Vice President role for the remainder of the unexpired term, with the approval of a simple majority of the Executive Committee.

Section 5. In the event an officer, other than the President, is deemed unable to perform his or her duties by a two-thirds majority of the Executive Committee, or a vacancy exists on the Executive Committee, the President shall appoint a regular member to fulfill the duties for the remainder of the unexpired term, with approval of a simple majority of the Executive Committee.

Section 6. The appointed, non-voting officers of this organization shall be outlined in the Standing Rules.

- I. The President of this organization shall appoint all appointed officers, with the approval of a simple majority of the Executive Committee.

IX. OFFICER RESPONSIBILITIES

Section 1. The duties of the elected officers of the Ohio Young Democrats shall be as follows:

- I. President - The President shall direct and be responsible for the programs and development of this organization; shall be the presiding officer at all meetings; and shall chair this organization's Executive Committee.
- II. Vice President for Chapter Building - The Vice President for Chapter Building shall chair the Chapter Building Committee, and shall perform any/all duties and responsibilities of the President in their absence or incapacity. In addition, the Vice President for Chapter Building shall perform any other duties as assigned by the President.
- III. Vice President for Campaigns - Vice President for Campaigns shall chair the Campaigns Committee, and shall perform such other duties as assigned by the President.
- IV. Secretary - The Secretary shall maintain a list of all officers, committee chairpersons, and members of committees; shall notify members of meetings; shall conduct correspondence as directed by the President and shall read important correspondence or a summary of it at the meetings. The Secretary shall take and keep the minutes of the meetings of this organization; shall take roll calls and mark the absence of officers at meetings in the minutes; shall read the minutes of previous meetings; and shall take charge of all documents belonging to the organization when requested.
- V. Membership Secretary - The Membership Secretary shall keep a record of all dues-paying members of this organization; shall send notice when membership will expire; shall report the status of membership at each meeting of the Executive

Committee, and shall actively maintain a membership roster.

- VI. Treasurer - The Treasurer shall chair the Finance Committee, serve as executor of the Ohio Young Democrats of America PAC; shall propose the annual budget; shall oversee the receipt and deposit of all monies received by the organization; oversee the payment of obligations; maintain records of such funds; shall give a statement of finances at every regular meeting, Annual State Convention, and Executive Committee Meeting; and complete and file all necessary financial documentation to local, state and federal entities.
- VII. Sergeant-at-Arms - The Sergeant-At-Arms shall assist the President in ensuring an orderly environment for all meetings, and shall work with the Membership Secretary to ensure the proper credentials of each member of this organization for voting or other reasons.
- VIII. YDA National Committee Members (2) - The National Committee Members shall be two individuals not of the same gender identity, and represent this organization at official functions of the Young Democrats of America (YDA); shall present timely reports of the actions and issues of the YDA to this organization's Executive Committee; and shall present a report of an annual review of the YDA at this organization's Annual State Convention. As membership on the YDA national committee is determined by YDA's age restrictions, Ohio's National Committee Members must meet the YDA age criteria.

Section 2. In addition, Elected Officers shall perform any other duties as provided in the Charter & Bylaws and Standing Rules of this organization.

Section 3. The duties of all appointed officers of the Ohio Young Democrats will be outlined in the Standing Rules.

X. EXECUTIVE COMMITTEE

Section 1. The Ohio Young Democrats Executive Committee shall formulate, propose, and implement projects that supervise the activities of this organization; fill vacancies of officers and standing committee members; propose and execute recommendations to, of, and for this organization; refrain from actions that would create a conflict with the Charter & Bylaws of this organization; approve the annual budget and means to obtain necessary funding; establish a site for the Annual State Convention and prepare the agenda; and take action only when a quorum is present.

Section 2. The elected officers of this organization shall compose the voting membership of the Executive Committee. All appointed officers shall be non-voting members of the Executive Committee.

- I. The President shall chair the Executive Committee.
- II. An elected officer of this organization shall give notice to the President when they are unable to attend a meeting of the Executive Committee, requesting their absence be excused, prior to that meeting.
- III. Any elected officer of this organization who has recorded two (2) unexcused absences in any one calendar year of this organization's Executive Committee meetings shall automatically relinquish all rights to continue to be an elected officer for this organization.

XI. COMMITTEES

Section 1. There shall be three (3) standing committees of this organization:

- I. Campaigns Committee - This committee shall identify and oversee candidate, referendum, initiative, charitable, or public relations campaigns for involvement by the membership and organization, and will be chaired by the Vice President for Campaigns.
- II. Finance Committee - This committee shall assist in preparing and executing this organization's budget and fundraising initiatives, and will be chaired by the Treasurer.
- III. Chapter Building Committee - This committee shall plan and oversee recruitment of members and chapters as well as chapter development, and will be chaired by the Vice President for Chapter Building.

Section 2. The President shall, in conjunction with Committee Chairs, appoint no less than two (2) and no more than four (4) voting members to each Committee, with a simple majority vote of the Executive Committee.

Section 3. No person shall be a voting member of more than one standing committee. There may be additional non-voting members of the standing committees at the discretion of the chair.

Section 4. Ad hoc committees may be established by the President with approval of a simple majority of the Executive Committee..

XII. MEETINGS

Section 1. The types of meetings of the Ohio Young Democrats shall be as follows:

I. Regular Meetings

Section 1. The President shall convene at least four (4) regular meetings of this organization each year to be held at a time and place approved by a simple majority of

the Executive Committee.

- A. For all regular meetings of the organization, quorum shall be members present.
- B. Notice of these meetings must be announced online at least fifteen (15) days prior to any regular meeting.

II. **Annual State Convention**

Section 1. The President shall convene one (1) annual meeting per year that shall be known as this organization's Annual State Convention, for the purpose of conducting regular business, to approve the Chartered Chapter Report, and to Elect Officers.

- A. The Annual State Convention will be held each year during the period of February 1 to May 31.
- B. The Executive Committee shall approve the location and any selection process for determining the location of the Annual State Convention.
- C. The President may appoint an ad hoc committee to assist in this process.

III. **Executive Committee Meetings**

Section 1. The President shall convene at least four (4) regular meetings of the Executive Committee each year, to be held at a time and place approved by a simple majority of the Executive Committee.

- A. For all regular meetings of the Executive Committee, quorum shall be members present and voting.
- B. Notice of all regular meetings shall be sent by electronic mail, or any other means provided for in the Charter & Bylaws of this organization at least seven (7) days prior to any regular meeting.

IV. **Special Meetings**

Section 1. Special meetings of this organization may be convened upon the request of a majority of the voting officers of the Executive Committee, and must be scheduled immediately.

- A. Those officers requesting a special meeting shall state the need for such a meeting, and sign a written notice.

- B. For all special meetings, quorum shall be voting members present.
- C. Notice of all special meetings shall be sent by electronic mail, or any other means provided for in the Charter & Bylaws of this organization at least seven (7) days prior to any special meeting.

XIII. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the most recent published edition of Robert's Rules of Order Revised shall govern all meetings to the extent that they are not inconsistent with this Charter & Bylaws.

XIV. CODE OF ETHICS

Section 1. This organization shall adopt a code of ethics, as to be outlined in the Standing Rules.

XV. AFFILIATIONS

Section 1. This organization shall be affiliated with, and seek the advice and cooperation of, the Ohio Democratic Party, the Young Democrats of America, and the Democratic National Committee.

Section 2. In recognition of the benefits and services available to this organization and its members through its affiliation with the Young Democrats of America, this organization shall exercise its rights and privileges of participation in the government and the activities of the Young Democrats of America.

- I. This organization may provide for its proper representation at all meetings and conventions of the Young Democrats of America. It shall provide for such representation when preparing the budget.
- II. Any person who elects to become a member of this organization shall be deemed to have accepted the Charter and Bylaws of the Young Democrats of America, and shall be bound by them in all respects as if they have been a member at the time of their adoption.
- III. This organization's Executive Committee shall oversee the prompt payment of all dues and other obligations to the Young Democrats of America, and shall require the prompt completion and submission of all reports required by the Young Democrats of America.

XVI. AMENDMENTS

Section 1. Amendments to this Charter & Bylaws may be submitted in writing to the Secretary

at any time, and must be considered at the next regular meeting or Annual State Convention.

- I. Notice of any proposed amendment shall be submitted in writing to the membership at least fifteen (15) days prior to the scheduled date of the next meeting at which amendments may be considered.
- II. These Charter & Bylaws may be amended by a two-thirds (2/3) majority vote of all eligible voters. Quorum shall be considered members present.
- III. A copy of these amended Charter & Bylaws must be filed with the Young Democrats of America by the Secretary within fourteen (14) days of adoption.
- IV. An official copy of all governing documents must be made accessible on this organization's website within fourteen (14) days of adoption.

XVII. STANDING RULES

Section 1. All other policies and procedures shall be documented in the Standing Rules.

- I. The Standing Rules will be considered a governing document of this organization.
- II. The Standing Rules may be amended by a two-thirds (2/3) majority vote of the Executive Committee at any regular or special meeting. Quorum shall be considered members present.

**THE OFFICIAL STANDING RULES
OF THE OHIO YOUNG DEMOCRATS**

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The Official Standing Rules of the Ohio Young Democrats

I. CONSISTENCY

Section 1. The policies and procedures outlined in this document, hereby referred to as the “Standing Rules” of the Ohio Young Democrats, shall be consistent with the Charter & Bylaws of the Ohio Young Democrats.

II. AMENDMENTS

Section 1. Amendments to the Standing Rules may be presented and considered at any meeting of the Executive Committee.

- I. Per the Charter & Bylaws of the Ohio Young Democrats, these Standing Rules may be amended by a two-thirds (2/3) majority vote of the Executive Committee at any regular or special meeting. Quorum shall be considered members present.

III. CODE OF ETHICS

Section 1. In order to create a more open and inclusive environment for every Democrat, the Ohio Young Democrats do hereby adopt the following code of ethics.

Section 2. 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.

Section 3. 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.

Section 4. 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,

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

Section 5. All elected and appointed leaders are to be honest and transparent as it relates to the issues and business of the organization.

- I. Elected and appointed leaders shall not use their office to gain special privileges or benefits and shall refrain from acting in their official capacities when their independence of judgment would be adversely affected by personal interest.
- II. No member shall commit misfeasance, malfeasance, or nonfeasance.

Section 6. Any alleged violation of this Code of Ethics shall be presented in writing to the President and Sergeant-at-Arms of the organization.

- I. The Executive Committee shall be responsible for the investigation of any alleged violations of the Code of Ethics.
 - A. Should a conflict of interest exist or arise for any member of the Executive Committee, they will recuse themselves from the investigation immediately.
 - B. The Executive Committee may also choose to force a member to recuse themselves from the investigation, should a conflict of interest exist or arise, with a two-thirds (2/3) majority of voting members present.
 - C. Should the President recuse themselves from the investigation due to a conflict of interest, the next highest ranking officer will act in their place.
- II. As part of its investigation, the Executive Committee shall inform the accused of the nature of the allegations made against them and afford them an opportunity to address the allegations, either orally or in writing.
- III. At the conclusion of its investigation, the Executive Committee shall determine whether the alleged violation is substantiated. A two-thirds vote of all Executive Committee members present and voting shall be required for an alleged violation to be substantiated.
- IV. The President shall not be considered a voting member of the Executive Committee for purposes of this vote.

- III. Upon an alleged violation of the Code of Ethics being substantiated, the President shall impose an appropriate sanction.
 - A. Sanctions may include at minimum, a written reprimand, but can also include censure, suspension, removal from an officer position, expulsion, and any other sanction as deemed appropriate by the President.
 - B. Sanctions must be approved by a simple majority of the Executive Committee members voting and present.

IV. APPOINTED OFFICERS

Section 1. The non-voting, appointed officers of this organization shall be the Immediate Past President, the Parliamentarian, and Communications Director.

Section 2. The duties of all non-voting, appointed officers shall be as follow:

- I. Immediate Past President - The Immediate Past President shall assist the President and Executive Committee as directed by the President, shall assist the standing committees, and shall perform any other duties as provided in the Charter & Bylaws of this organization.
- II. The Parliamentarian shall provide neutral and independent guidance on parliamentary rules and procedures to the Elected Officers, members of the Executive Committee, and any other member of the organization, and shall perform any other duties as provided in the Charter & Bylaws of this organization.
- III. Communications Director - The Communications Director shall assist with communication between the organization, chapters, and their publics. Duties of a Communications Director may include maintaining the organization's website, maintaining a list of press contacts, writing and distributing press releases, and acting as spokesperson for the organization.

V. MEETINGS

Section 1. The Ohio Young Democrats shall adopt and maintain the following standing procedures to guide the regular meetings of this organization:

- I. An agenda shall be posted online a minimum of forty-eight (48) hours prior to the start of the meeting. The agenda must be offered to the voting members for modification and approval following roll call at each meeting.
- II. Each Elected Officer must provide a report for each regular meeting. Should an Elected Officer be absent, a written report should be submitted prior to the meeting, and read

into the record.

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

Section 2. Meetings of the Ohio Young Democrats may take place by phone or other secure electronic means when deemed necessary by the President and Executive Committee.

- I. The organization should endeavor to host all regular meetings 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 twenty four (24) hours prior to the start of the scheduled meeting.

Section 3. Pursuant to the Charter and Bylaws of the Young Democrats of America, all meetings of the Ohio Young Democrats shall be open to the public, excluding those portions of Ohio Young Democrats meetings of the Executive Committee concerning proposals to take disciplinary action.

- I. No vote shall be taken by secret ballot.

VI. FINANCIAL ACCOUNTING PROCEDURES

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

Section 1. The Executive Committee of the Ohio Young Democrats does hereby establish the following dues structure:

- I. County Chapters and Regional Chapters shall be assessed a chartering application fee of \$25. This fee must be paid at least seven (7) days prior to the start of the Annual State Convention in order for a Chapter to receive their full allocation of votes.
 - A. In the instance of any chapter chartering outside of the Annual State Convention, this fee must be paid at least seven (7) days prior to the meeting at which the application is to be considered.
 - B. Chapters will not be assessed an application fee for updating their membership roster as part of an update to the Membership Secretary.
 - C. The Executive Committee may elect to waive Annual Dues for Chapters by a two-thirds (2/3) majority vote of voting members present.

- II. State affiliate members shall be assessed a fee of \$10 at the time of their membership application.
- III. Membership dues are considered non-refundable contributions to the Ohio Young Democrats, and will not be returned under any circumstance.
- IV. Dues can be paid via cash, check, cashiers check or credit card.
- V. In-kind contributions to the organization will not be applied as a dues payment.
- VI. In the event any dues payment is returned by a financial institution, the individual member or Chapter 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.

Section 2. Expectations of Finance Committee members include, but are not limited to, a commitment of raising funds through personal and institutional contacts, planning and executing in person and online fundraisers, and actively building and maintaining donor databases.

Section 3. The Treasurer, in conjunction with the President and members of the Finance Committee, will prepare and present no later than December first (1st) of the current year, a proposed annual budget for the upcoming year.

Section 4. The Ohio Young Democrats shall maintain an active checking account with a federally chartered bank located in Ohio.

- I. The Ohio Young Democrats shall endeavor to maintain a minimum balance of \$500.00 in the checking account at all times.
- II. The Treasurer and President will be signers on the checking account, and are the only individuals permitted 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 Ohio 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.

Section 5. The Treasurer and President are the only officers authorized to sign agreements or contracts on behalf of the organization.

- I. In order for an agreement or contract to be signed and authorized on behalf of the organization, all proposed agreements must first be reviewed and approved by a simple majority of the Executive Committee.
- II. Any contract exceeding a length of six (6) months will require a two-thirds (2/3) majority vote of the Executive Committee.
- III. The organization may not enter into a contract exceeding twelve (12) months in length.

Section 6. Any dispersal or deposit of funds made on behalf of the Ohio Young Democrats must be approved by the Treasurer and/or President.

- I. Any dispersal of funds of \$300 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 \$300.01 or more must be reported to and approved by the President prior to the dispersal of funds.
- III. Any dispersal of funds in excess of \$100, but not outlined in the approved Annual Budget, must be approved by a simple majority of the Executive Committee.
- IV. Funds received by the Ohio Young Democrats must be deposited within seven (7) business days.
- V. 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.

Section 7. 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 or documentation.

- I. All proposed reimbursements must be submitted for approval to the Treasurer or President prior to purchase.
- II. All approved reimbursements must be disbursed by check within thirty (30) days of the submission.

Section 8. All receipts and dispersal of funds will be included in a regular "Treasurer's Financial Report", and presented at each meeting of the Membership.

- I. This report shall 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; and (5) petty cash.

- II. This report shall also include a reconciled bank balance, outlining all expenses that have not yet cleared the bank account.
- III. Any additional receipts and/or dispersal of funds falling between monthly reporting cycles shall be presented orally to the membership at any regular meeting.

Section 9. The Treasurer shall have, at minimum, the “Treasurer’s Financial Reports” covering the previous twelve (12) months on hand at every meeting.

- I. Any Voting Member of the Ohio Young Democrats may request a digital copy of any/all reports covering 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. An audit of financial records shall be conducted by the Executive Committee once annually, and upon the death, resignation, or replacement of either the President or the Treasurer.

Section 10. 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.

- I. All records will be maintained through a digital medium to be determined by the Executive Committee.
- II. The ownership of such a medium will belong solely to the organization and not to any one individual.

Section 11. 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.