



# STANDING RULES

# OHIO YOUNG DEMOCRATS

## Table of Contents

Article I: Consistency	2
Article II: Amendments	2
Article III: Code of Ethics	2
Article IV: Appointed Officers	4
Article V: Meetings	5
Article VI: Financial Accounting Procedures	6
Article VII: Data Retention Policy	9
Article VII: Solidarity in Printing	10

# OHIO YOUNG DEMOCRATS

## 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:

## OHIO YOUNG DEMOCRATS

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.

## OHIO YOUNG DEMOCRATS

- 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, Chief of Staff, Deputy Chief of Staff, Parliamentarian, Director of Diversity, Equity and Inclusion, Communications Director, Deputy Communications Director, Deputy Campaigns Director, and Voter Registration Advocate.

**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. Chief of Staff - The Chief of Staff shall be the primary assistant to the President, shall oversee strategic planning on behalf of this organization, and shall perform any other duties as provided in the Charter & Bylaws of this organization.
- III. Deputy Chief of Staff – The Deputy Chief of Staff shall assist the Chief of Staff in the execution of their duties, and shall perform any other duties as provided in the Charter & Bylaws of this organization.
- IV. Parliamentarian - 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.
- V. Director of Diversity, Equity, and Inclusion - The Director of Diversity, Equity, and Inclusion (DEI) at the Ohio Young Democrats is responsible for leading the

## OHIO YOUNG DEMOCRATS

organization's efforts to create an inclusive and equitable environment for all members. The Director of DEI is responsible for designing and implementing a comprehensive strategy that promotes diversity and equity within the organization and ensures that all members feel valued and respected.

The Director of DEI works closely with the leadership team and members to ensure that DEI values are integrated into all aspects of the organization's activities, including recruitment, retention, leadership development, and programming. The Director of DEI also collaborates with external partners and stakeholders to ensure that the Ohio Young Democrats are contributing to broader efforts to promote diversity, equity, and inclusion within the party.

- VI. 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.
- VII. Deputy Communications Director - The Deputy Communications Director shall assist the Communications Director in the execution of their duties, and shall perform any other duties as provided in the Charter & Bylaws of this organization.
- VIII. Deputy Campaigns Director - The Deputy Campaigns Director shall assist the Vice President of Campaigns in the execution of their duties, and shall perform any other duties as provided in the Charter & Bylaws of this organization.
- IX. Voter Registration Advocate - The Voter Registration Advocate shall lead the organization's efforts in registering voters for upcoming elections, with particularized emphasis on young voters, and shall perform any other duties as provided in the Charter & Bylaws of this 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

## OHIO YOUNG DEMOCRATS

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.

## OHIO YOUNG DEMOCRATS

- 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.



## OHIO YOUNG DEMOCRATS

**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.

## OHIO YOUNG DEMOCRATS

- 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.

## OHIO YOUNG DEMOCRATS

### Article VII: Data Retention Policy

All documents and/or records belonging to the Ohio Young Democrats will be maintained through a digital medium to be determined by the Executive Committee.

**Section 1.** The digital medium used to maintain documents and/or records shall be Google Drive.

**Section 2.** The ownership of the Google Drive account will belong solely to the organization and not to any one individual.

**Section 3.** Any document and/or record created by an officer of this organization in relations to their duties, for internal or external distribution, or for the purpose of furthering the organization, shall be considered the sole property of the Ohio Young Democrats.

- I. These documents and/or records must be created within the Ohio Young Democrats Google Drive Space, or uploaded to this space with full ownership rights transferred within ten (10) days of creation.
- II. The President, Secretary, Membership Secretary and Treasurer shall maintain the Google Drive Space, and will provide appropriate access to individual officers where necessary.
- III. 'Editor' level access may be provided to officers of this organization, and to appointed committee members. Any/all other individuals may be provided with 'Viewer' level access where necessary.

### Article VIII: Solidarity in Printing

**Section 1.** The Ohio Young Democrats, in printing resources that will be publicly distributed to the community at large and/or stakeholders, will commit to the following:

- I. Utilizing a union printer (union bug) for all printed resources totaling a quantity of 250 or more; and
- II. Providing the statement of "Printed In-House. Labor Donated." at the bottom of any printed resource totaling a quantity less than 250.

Chartered Units of the Ohio Young Democrats, and endorsed candidates of the organization, should endeavor to do the same.