



**FEDERATED
DEMOCRATIC
WOMEN
OF PORTAGE COUNTY**

Standing Rules

Federated Democratic Women of Portage County

This document supersedes all prior publications of the Standing Rules of the Federated Democratic Women of Portage County as of February 21, 2022.

Corrections to this document should be submitted via email to info@portagefdw.org

Table of Contents

1.0 Financial Accounting Procedures	04
1.1 Budget	04
1.2 Banking	04
1.3 Contracts and Agreements	05
1.4 Dispersal or Deposit of Funds	05
1.5 In-Kind and Reimbursements	05
1.6 Reporting	06
1.7 Record Keeping	06
2.0 Campaign Committee	06
2.1 Considering Endorsements	07
2.2 Endorsement Length and Revocation	08

Federated Democratic Women of Portage County

The Official Standing Rules of the Federated Democratic Women of Portage County.

ARTICLE II - PURPOSE and OBJECTIVES

1.0 Financial Accounting Procedures

The Federated Democratic Women of Portage County will be governed by the following Financial Accounting Procedures:

1.1 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 Executive Committee of the Federated Democratic Women of Portage County for approval.

- I. The Treasurer will seek input from the President in drafting the budget no later than fifteen (15) days prior to December first (1st).

1.2 Banking

The Federated Democratic Women of Portage County shall maintain an active checking account with a bank located in Portage County, Ohio.

- I. The Treasurer and President will be signers on the checking account, and are the only individuals enabled to deposit and/or disperse funds.
- II. For the payment of obligations, the Treasurer and President can obtain debit cards, and must obtain checks linked to the checking account.
- III. The Federated Democratic Women of Portage County may not, under **any** circumstance, apply for or actively utilize a line of credit from any institution.
- IV. 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.

Federated Democratic Women of Portage County

1.3 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. The Executive Committee may, when necessary, consider and vote to approve or deny a contract/agreement by electronic means.

1.4 Dispersal or Deposit of Funds

Any dispersal or deposit of funds made on behalf of the Federated Democratic Women of Portage County 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, and already outlined in the approved Annual Budget, must be reported to and approved by the President prior to the dispersal of funds.

Funds received by the Federated Democratic Women of Portage County must be deposited within fourteen (14) business days.

1.5 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.
- II. All approved reimbursements will be disbursed by check at or before the next business meeting.

Federated Democratic Women of Portage County

1.6 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; and (5) outstanding expenses.

1.7 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 Member of the Federated Democratic Women of Portage County may request a digital copy of any/all monthly reports for the previous twelve (12) months.
- II. The Treasurer will provide documents requested by Members no later than seven (7) days following a request.
- III. The Auditor will be provided with a **copy** of any/all necessary financial records to inform their reports to the President.

The Treasurer shall, at all times, maintain digital copies of every financial transaction for the previous six (6) years, and will remain in compliance with local/state/federal financial reporting.

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.

2.0 Campaign Committee

In each election year, the President must form the Campaign Committee to evaluate and recommend candidates and issues for endorsement by the organization.

Federated Democratic Women of Portage County

- I. The members of the Campaigns Committee shall be appointed no later than January 15 of each year.
- II. The Campaign Committee shall be comprised of no less than three (3) and no more than five (5) members. The President will appoint members to the Campaigns Committee at a regular meeting, to be approved by the members of the at the same meeting.
- III. The Campaign Committee shall oversee and execute the endorsement process.
- IV. The Campaign Committee shall be responsible for making recommendations for candidate/campaign support and will be responsible for coordinating those actions following the approval of those endorsements.

The Campaign Committee will work with the Treasurer to identify a budget for supporting endorsed candidates and issues for the upcoming year.

2.1 Considering Endorsements

The Campaign Committee will only consider candidates and issues that will appear on the ballot in Portage County.

- I. Only those candidates and issues that have received the endorsement of the FDW of Portage County and/or Ohio Democratic Party will be eligible for coordinated actions on behalf of the organization.
- II. In order to receive the endorsement of the FDW, a candidate or issue must receive a seventy-five (75) percent affirmative vote of the members present.
 - a. The consideration of the endorsement of candidates or issues will take place no later than seventy (70) days prior to an election.
 - b. The endorsement of candidates or issues will be considered on an individual basis.

After the FDW has issued an endorsement for a candidate or issue, no member may use their role within the organization to endorse a non-endorsed candidate or

Federated Democratic Women of Portage County

issue on behalf of the FDW. This does NOT prohibit individuals from personally endorsing or supporting candidates or issues.

2.2 Endorsement Length and Revocation

Endorsements 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 that election, their endorsement will be considered null and void upon the Board of Elections and/or Secretary of State certification.
- II. If the Campaign Committee has not yet formed to consider endorsements in an election cycle, the members may vote to allow specific actions supporting previously elected and endorsed candidates seeking re-election to the same office.

The members of the FDW may vote to revoke the endorsement of a candidate or issue at any time, with a seventy-five (75) percent affirmative vote of the members present.