

Constitution and Bylaws of the Warren County Libertarian Party of Ohio

Preamble

We the members of the Libertarian Party in Warren County, Ohio, in order to nominate, endorse, support, and elect candidates, and to support issues best representative of the ideals of libertarianism, do ordain and establish this Constitution and hereby establish the Warren County Libertarian Party of Ohio (“the Party”) in perpetuity.

Article I - Status and Membership

Section 1. The Party affirms and intends to preserve its status as the official Warren County Ohio affiliate of the Libertarian Party of Ohio (hereinafter referred to as “the LPO”). The Party shall abide by the Statement of Principles, Constitution, Bylaws, Standing Rules, and Operational Directives of the LPO. This Section shall not be interpreted in such a way as to allow the LPO to dictate spending or operating priorities of the Party.

Section 2. A Voting Member is defined as a person who:

- A. Has affirmed the following pledge: “I hereby certify that I do not believe in or advocate the initiation of force as a means of achieving political or social goals.”
- B. Is not legally affiliated with another political party.
- C. Resides in Warren County, Ohio.

Article II - Executive Committee

Section 1. The Controlling Committee of the Party shall be called the County Executive Committee (“the Executive Committee”).

Section 2. The Executive Committee shall be elected from Delegates. This election shall be held by secret ballot.

- A. The Executive Committee shall consist of at least a Chair, Secretary, and Treasurer.
 - i. Additional Executive Committee Members may be added during normal elections as decided by the Delegates.
- B. Executive Committee elections shall normally be held during a regular County Convention.
 - i. Special elections to fill vacancies may be held, as necessary.

Section 3. Roles and responsibilities of the Executive Committee Members.

- A. Chair. The Chair will have the following duties, responsibilities, and restrictions:

- i. Establish the date, time, and location for all affiliate business meetings.
- ii. Secure a venue for each business meeting of the Party.
- iii. Chair all business meetings of the Party.
- iv. Create and eliminate committees as necessary, with the consent of the Executive Committee.
- v. Appoint chairpersons for all committees.
- vi. Issue directives clarifying the operations or policies affecting general party operations or procedures, including guidelines for committees under the supervision of the Executive Committee.
 - i) Such directives may be amended or repealed by a majority vote of the Executive Committee.
 - ii) Any directive amended by the Executive Committee may not be altered by the issuing officer alone for the duration of their current term of office.
 - iii) Unless stated otherwise within a directive, or amended or repealed by further directive(s) or Committee action, the effects of directives shall be perpetual and will be included in the Standard Operating Procedures.
- vii. Perform all other duties prescribed by statute or usually exercised by the Chair and not inconsistent with the Constitution and Bylaws of the Party.
- viii. The Chair shall provide an annual report with the assistance of the members of the Executive Committee, preferably to be done at the LPO State Convention or annual meeting.

B. Secretary - The Secretary will have the following duties, responsibilities, and restrictions:

- i. Be in charge of maintaining all official documents of the affiliate, including Constitution and Bylaws, Standard Operating Procedure, agendas, and minutes.
- ii. Prepare all necessary agendas, minutes, and other documents.
- iii. Make available to all members the draft minutes of all meetings within ten days of the meeting.
- iv. Post minutes of each meeting on the Party website within ten days of approval by the Party.
- v. Keep and be the custodian of the permanent books and records of the Party, except financial records.
- vi. Keep and maintain official copies of the Party's Standard Operating Procedures, Directives, and any other Standing Rules of the Party, as adopted by a majority of the Party.
- vii. File with the Ohio Secretary of State and other local governing boards a copy of the Party Constitution and Bylaws within thirty days of adoption or amendment as required by law if and when necessary.
- viii. Perform all other duties prescribed by statute or usually exercised by the Secretary and not inconsistent with the Constitution, Bylaws, and Standard Operating Procedures of the Party.

- ix. Ensure that the latest version of the Party Constitution and Bylaws are publicly available via reasonable and common methods.
- x. In the event of the Secretary's absence, the deputy Secretary appointed by the Executive Committee shall perform the duties of the Secretary, except he or she shall not have a vote on the Executive Committee.
- xi. Issue directives clarifying the operations or policies affecting operations or procedures directly pertaining to the duties of the Secretary.
 - i) Such directives may be amended or repealed by a majority vote of the Executive Committee.
 - ii) Any directive amended by the Executive Committee may not be altered by the issuing officer alone for the duration of their current term of office.

C. Treasurer - The Treasurer will have the following duties, responsibilities, and restrictions:

- i. Receive all funds belonging to the Party and keep proper books of account on all monies.
- ii. Expend such funds belonging to the Party as have been approved in accordance with Party Constitution, Bylaws, and Standard Operating Procedures.
- iii. Establish such funds as may be necessary to ensure proper accounting and treatment of all monies, based upon the laws of the United States of America and the State of Ohio.
- iv. Maintain proper financial reporting status and frequency as determined by applicable regulatory agencies at the federal, state and local levels.
- v. File the proper forms to all applicable regulatory agencies at the federal, state and local levels within two weeks of succeeding a previous Treasurer to be identified as the new Treasurer.
- vi. Expend funds only through check, electronic transfer, or other common methods which allow for a detailed audit trail. Cash is not an acceptable method of expenditure.
- vii. Provide all financial records as requested by the Audit Committee within 21 days of any such request.
- viii. Perform all other duties prescribed by statute or usually exercised by the Treasurer and not inconsistent with the Constitution, Bylaws, and Standard Operating Procedures of the Party.
- ix. In the event of the Treasurer's absence, the deputy Treasurer designated by the Executive Committee shall perform the duties of the Treasurer, except he or she shall not have a vote on the Executive Committee.
- x. In the event of the Chair's absence from a business meeting (and the absence of a vice-chair, if one has been elected) the Treasurer shall chair regular business meetings of the affiliate.
- xi. File the proper forms to all applicable regulatory agencies at the federal, state and local levels within two weeks of appointing a Deputy Treasurer to allow the Deputy Treasurer to be identified as an authorized person of account.

- xii. The Treasurer and Deputy Treasurer shall not be permitted to serve on the Audit Committee during their terms of office or appointment.
- xiii. Issue directives clarifying the operations or policies affecting operations or procedures directly pertaining to the duties of the Treasurer.
 - i) Such directives may be amended or repealed by a majority vote of the Executive Committee.
 - ii) Any directive amended by the Executive Committee may not be altered by the issuing officer alone for the duration of their current term of office.

Section 4. The Executive Committee shall create a set of Standard Operating Procedures that governs the day-to-day operations of the Party.

Article III – Conflicts of Interest

Section 1. Leader of the Party. For the purposes of this Article, a Leader of the Party shall be defined as any elected officer, appointed officer, or committee chair of the Warren County Libertarian Party of Ohio.

Section 2. Definition of Conflict of Interest. A Leader of the Party may not hold a titled volunteer position or paid position for any political candidate, or partisan organization that is not the Libertarian Party. This does not include single issued based organizations.

Section 3. Disclosure of Potential Conflicts of Interest. All Leaders of the Party shall disclose potential Conflicts of Interest in writing to the Chair of the Party. If it is the Chair with a potential Conflict of Interest to disclose, the Chair must notify all other Executive Committee members in writing.

Section 4. Resolution of Conflicts of Interest. If a Leader of the Party is found by the Chair or Executive Committee to have a Conflict of Interest, the Leader of the Party must either resign their leadership role within the Party OR resign from their role(s) with the conflicting organization AND provide proof of their resignation from that organization. If a Leader of the Party is found to have a Conflict of Interest and does not resign from the conflicting organization within 30 days notice of the conflict, they are considered to have resigned from their position within the Party and will be replaced as per these Constitution and Bylaws.

Article IV - County Conventions

Section 1. The Party shall hold a Regular Convention during even numbered years.

Section 2. A Special Convention shall be held upon petition of 10% of Voting Members or 50% of the seated Executive Committee Members. Such a petition shall state the business

of the special Convention and no other business, shall be considered at such a Convention unless the petition states that it is being held in lieu of a missed Regular Convention.

Section 3. Delegates are defined as follows: persons that have affirmed the NAP, live within Warren County, are not legally affiliated with another political party, and have attended at least one business meeting of the Libertarian Party of Warren County or any county sponsored or supported event where attendance was taken between 25 to 365 days prior to the Convention in which the person wishes to serve as a Delegate.

Section 4. Public notice of no less than thirty days shall be given for all conventions by reasonable and common methods.

Section 5. The Executive Committee may establish such registration and attendance fees as may be required. These fees shall be established no later than 90 days prior to a Regular Convention and no later than 30 days prior to a Special Convention.

Article V - Miscellaneous

Section 1. Nothing herein shall conflict with the Constitution and Bylaws of the Libertarian Party of Ohio.

Section 2. Any matter which is determined to conflict with Section 1 shall be of no force and effect. All constitutional provisions of the Libertarian Party of Ohio are hereby incorporated by reference and made a part hereof.

Section 3. Each clause of this Constitution shall be considered separately and the enforceability of any one clause shall not affect any other clause.

Section 4. All Party meetings shall be open to the public and the press. Any Committee of the Party may go into executive session to consider and vote upon matters of budget, personnel, legal affairs, and any other matter that is not required by law to be discussed and voted upon in an open meeting, upon a majority vote of those members voting.

Section 5. On all Party ballots, all proposals shall provide the alternative "None of the above"

Section 6. The Party shall not create any rules which attempt to limit participation by any individual based upon race, gender, national origin, language(s) spoken, sexual preference, gender identification, religious preference(s), military background, physical capabilities or characteristics, mental capabilities or characteristics, age, prior political affiliation or any other individual trait.

Section 7. The most recent edition of Robert's Rules of Order shall govern all proceedings not specifically covered by this Constitution or the Standard Operating Procedures.

Article VI - Amendments

Section 1. The Executive Committee may, by two-thirds vote of the seated members, make non-substantive changes to correct errors in standard American usage or numbering.

Section 2. This Constitution may be amended by 60% of all delegates to a Convention.

Section 3. Amendments to this Constitution may be made only at Conventions.

Section 4. All amendments to this Constitution must be made available to all members by reasonable and common methods no less than 30 days before a Convention. Proposed amendments may be amended without separate notice to all members if such amendments are deemed germane to the proposed published amendment and separately approved by 60% of all delegates to a Convention.

Section 5. An Amendment adopted by the Party shall take effect 48 hours after the close of the Convention at which it is adopted.

Article VII - Adoption

Section 1. This Constitution shall take effect 48 hours after the close of the Convention at which it is adopted. The governing body of the previous Constitution shall have the authority to implement this Constitution and shall automatically be dissolved upon the election of the first Executive Committee as described by this Constitution.

Section 2. This Constitution supersedes all other Constitutions of the Warren County Libertarian Party of Ohio.