

# 2018 PRECINCT MEETING (DISTRICT)

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## **Precinct Club Officers Duties and Responsibilities**

(per DPH ByLaws Article II, Section 2M)

### I. Precinct Officers

#### a. Duties and Responsibilities by Office

##### i. President

1. The President shall make arrangements for the biennial precinct election meeting by the 15th day of December preceding the election year in accordance with Article II of the Constitution of the Democratic Party of Hawai'i.
2. The President shall call and preside at all meetings of the club.
3. The President shall issue notice of proposed meetings to the entire membership and make arrangements for obtaining a meeting place.
4. The President shall call a meeting where requested to do so by any five (5) members of the Club, or by the Chairperson of the District Council.
5. The President shall notify the Secretary of the County of any corrections to the membership list for the precinct, which are made known to the President.
6. The President shall be a representative from the precinct to the District Council.
7. The President shall follow a set of guidelines/procedures as set forth by the State Central Committee relating to the running and conduct of a Precinct Club meeting.

##### ii. First Vice-President

1. The First Vice-President shall perform the duties and functions of the President in the absence or sickness of the President or in the event the President fails or neglects to perform such duties.

##### iii. Secretary

1. The Secretary shall attend each meeting and keep a Minute book wherein shall be recorded the happenings, resolutions, motions and rules of each meeting.
2. The Secretary shall also keep custody of such records and membership lists and upon the expiration of the term of office shall surrender these records and lists to either of the succeeding Secretary or to the Chairperson of the District Council.

#### **DEMOCRATIC PARTY OF HAWAII**

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844-596-2980 [www.hawaiidemocrats.org](http://www.hawaiidemocrats.org) ☐ [info@hawaiidemocrats.org](mailto:info@hawaiidemocrats.org)  
Not authorized by any candidate or candidate committee.

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### iv. Treasurer

1. The Treasurer shall be responsible for the safekeeping of all money and revenues of the club and shall submit a report in writing to the club at each regular meeting.
2. Upon the expiration of his/her term of office, the Treasurer shall turn over to the succeeding Treasurer or Chairperson of the District Council all moneys, accounts, or bankbooks.
3. The Treasurer shall have the specific duty to see that all bills incurred by the club are promptly paid and that all assessments levied by the Party are promptly forwarded.
4. The Treasurer shall submit reports upon request by the Treasurer of the State Central Committee of all contributions and expenditures required to be reported by the Democratic Party of Hawai'i to any Federal or State agency.
5. The Treasurer shall comply with all State and Federal laws relating to political campaign contributions and expenditures.
6. It shall be the specific duty of the District Councilperson to attend all meetings of the District Council and the County Convention either in person or by proxy as authorized by Article III of the Constitution of the Democratic Party of Hawai'i and to report to the club matters discussed and decided therein.