

**DEMOCRACY IN ACTION  
POLITICAL ACTION COMMITTEE**

**BYLAWS**

**TABLE OF CONTENTS**

		<b>PAGE</b>
ARTICLE I	Name	2
ARTICLE II	Objectives	2
ARTICLE III	Membership/Dues	2
ARTICLE IV	Officers and Their Duties	2 - 3
ARTICLE V	Meetings	3
ARTICLE VI	Fiscal Year and Disbursement of Funds	3 - 5
ARTICLE VII	Audits	5
ARTICLE VIII	Fundraising	5
ARTICLE IX	Amendments	6
OPERATING GUIDELINES		6 & 7

**DEMOCRACY IN ACTION  
POLITICAL ACTION COMMITTEE  
BYLAWS**

**ARTICLE I**

**Name and Definition**

The name of this political action committee (PAC) is Democracy in Action, referred to as DIA. It is a voluntary, non-profit, unincorporated committee of individual women. It is not affiliated with any political party.

**ARTICLE II**

**Objectives**

DIA is a non-partisan group of women working:

- A. To bring about progressive change in South Dakota.
- B. To energize and inform voters.
- C. To create a climate where progressive candidates are elected.

**ARTICLE III**

**Membership/Dues**

**Section 1. Membership**

Any member of South Dakota Democracy In Action (SDDIA) and its affiliates is a member of Democracy In Action **Political Action Committee** (DIA PAC).

**Section 2. Dues**

No dues are required for membership.

**Section 3. Contributions**

Contributions made to DIA PAC will be used to further the objectives of this PAC and to finance its operation. Contributions to this political action committee will be to “Democracy in Action PAC” and are accepted from individuals and other PACs in accordance with the laws of South Dakota.

**ARTICLE IV**

**Officers and Their Duties**

**Section 1. Designation, Election, Terms**

The general officers are the Chairwoman, Communications Coordinator and Treasurer. The officers will be selected by the general membership at the DIA PAC Annual Meeting. The Chairwoman and the Communications Coordinator will serve no more than one term of two years and the Treasurer will serve no more than two consecutive terms of two years each. Any person may serve in the same office again after being out of office for at least two years.

**Section 2. Duties of the Chairwoman**

The duties of the chairwoman are:

- A. To serve as chief executive officer and preside at all meetings of DIA PAC.
- B. To serve as liaison with South Dakota Democracy in Action (SDDIA).
- C. To set the date of DIA’s annual meeting in conjunction with SDDIA officers and, in conjunction with the DIA PAC officers, set the agenda for that meeting.

**Section 3. Duties of the Communications Coordinator**

The duties of the communications coordinator are:

- A. To ensure that information of interest to all DIA PAC members is distributed to the representative of each affiliate. That representative will share it with all affiliate members.
- B. To ensure that decisions made by each local affiliate, especially with respect to disbursement of funds, which are communicated by the representative of the affiliate, are understood by the DIA PAC officers.
- C. To assist the chairwoman in organizing and publicizing all meetings of DIA PAC.

**Section 4. Duties of the Treasurer**

The duties of the treasurer are:

- A. To serve as custodian of all DIA PAC funds.
- B. To accept contributions and other funds and deposit them in the DIA PAC’s bank account.
- C. To disburse DIA PAC funds in accordance with Article VI.
- D. To keep accurate accounts of all receipts (monetary and in-kind) and disbursements, including appropriate documentation.
- E. To prepare, sign and file all reports with the State of South Dakota and the Internal Revenue Service in a timely way.
- F. To meet with DIA PAC’s audit committee as stipulated in Article VIII, Audits.
- G. To make an annual financial report to the membership following the end of each fiscal year.
- H. To keep copies of all reports.

**ARTICLE V**

**Meetings**

- A. DIA PAC annual meeting will be held in conjunction with SDDIA’s annual meeting.
- B. Additional meetings will be held at the discretion of DIA PAC Officers.

**ARTICLE VI**

**Fiscal Year, Fundraising and Disbursement of Funds**

**Section 1. Fiscal Year**

The fiscal year is from January 1 to December 31 of each year.

## **Section 2. Fundraising**

- A. All contributions from individual members and friends of SDDIA will go to the Democracy in Action PAC unless they are specifically designated to go to an affiliate.
- B. All donors to DIA PAC must be identified with name and address.
- C. Unidentified funds must stay with the affiliate that raised the funds.

## **Section 3. Disbursement of Funds**

### **A. Contributions to DIA PAC**

- 1. Contributions to DIA PAC will not be accepted from corporations.
- 2. Contributions to DIA PAC must be from individuals, other PACs, or political parties.
- 3. A contribution designated to a DIA PAC prior approved project will be used for said project.
- 4. Individual donors may earmark their contributions to support or oppose ballot measures on which DIA PAC has taken a position.
- 5. Individual donors who are not members of any organized affiliate will specify which affiliate will make recommendations on disbursements of his/her contributed funds. If the donor does not specify an affiliate, the donation will be credited to the affiliate geographically closest to the donor's home.

### **B. Funding of SDDIA and Affiliates**

Democracy in Action PAC will provide funds to support SDDIA and its affiliates to carry out the objectives of DIA PAC.

### **C. Funding of Political Action**

- 1. A minimum of twenty-five percent of all funds contributed to DIA PAC will be set aside for statewide political action, including support of or opposition to:
  - a. ballot measures
  - b. constitutional office candidates
  - c. statewide strategies.
- 2. Seventy-five percent of all funds contributed to DIA PAC will be used for political action in a manner prescribed by the affiliate whose members made the contribution. Affiliates may:
  - a. recommend contributions not designated for specific DIA PAC purposes go to support certain candidates or issues,
  - b. recommend increasing amounts of spending set forth in C.1., or
  - c. recommend contributions to any other state, county or local political activity.
- 3. If -DIA PAC has not taken a position on any statewide political action, the 25% of funds set aside for those issues will be treated like the remaining 75%, with decisions on disbursement recommended by the affiliate whose members made the contributions.

**D. Mechanics of Disbursement**

1. All checks written by DIA PAC shall be signed by two designated members of DIA PAC.
2. THE three DIA PAC officers and one member chosen by the officers will be designated signatories. Signatories may not be members of the Audit Committee.

**ARTICLE VII**

**Audits**

**Section 1: Performance of Audits**

Audits of DIA PAC financial records shall be performed by an Audit Committee of at least three members of SDDIA or its affiliates. The audit committee will be selected by the general membership at the DIA PAC Annual Meeting and will serve for a term of two years. No member of this committee may serve more than two consecutive terms.

**Section 2: Schedule for Audits**

Audits of DIA PAC financial records will be performed as follows:

- A. Non-election years: twice per fiscal year, in January and July.
- B. Election years: immediately following each quarter for the first half of the fiscal year (April, July) and once following each month for the last six months of the fiscal year (August, September, October, November, December and January).

**ARTICLE VIII**

**Fundraising**

**Section 1: Fund Raising Committee**

- A. The Fund Raising Committee, comprised of volunteers, will raise money for political action.
- B. The DIA PAC Treasurer will be a member of this committee.
- C. The Fund Raising Committee will elect its own leadership.

**Section 2: Duties of Fund Raising Committee**

- A. The Fund Raising Committee will administer a structured annual fund drive program.
- B. The committee will coordinate. additional fund raising with affiliates.

**ARTICLE IX.**

**Amendments**

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by consensus of the members present at a meeting, provided that at least thirty days' written notice is given of the intent to alter, amend, repeal or adopt new Bylaws at such meeting.

**DEMOCRACY IN ACTION**  
**POLITICAL ACTION COMMITTEE**  
**Operating Guidelines**

A. Officers

1. Two officers, Chairwoman and Treasurer, are required by South Dakota statute. Though the PAC officers may be from the same affiliate of SDDIA for the first two years of the PAC's life, this policy will be re-evaluated at the annual meeting at the end of those first two years and guidelines revised according to the decisions made.
2. The PAC officers will be available as much as possible to answer questions about the PAC and its functions.
3. If the PAC treasurer is unavailable, two of the other three check-signers may disburse funds if all the requirements for documentation and other requirements (below) have been met.

B. Annual Meeting

1. At the annual meeting, held on the same occasion as the SDDIA annual meeting but not simultaneously, the PAC will receive from SDDIA information regarding endorsements of candidates for state-wide office (constitutional officers), support or opposition to ballot measures, and support or opposition to state-wide strategies.
2. For those candidates, ballot measures and state-wide strategies that SDDIA recommends support, DIA PAC will decide what amount of the available funds will be contributed to/spent on each. If SDDIA recommends opposition to candidates, ballot measures and state-wide strategies, DIA PAC will decide what amount of the available funds will be contributed to/spent on each.

C. Disbursement of Funds

1. Requesting Funds
  - a. To request DIA PAC funds, any member or committee must submit to the Affiliate a written budget that includes **itemized** projected expenses and any possible income. Purpose of request must be consistent with the objectives of of DIA PAC.
  - b. Once the budget is recommended by the Affiliate it must be approved by consensus at a DIA PAC meeting.
2. Expenditures
  - a. When an expenditure is approved by consensus, the minutes must reflect reason for expenditure and the amount approved.
  - b. Receipts or other documentation (minutes of affiliate meetings plus a voucher) are required for all DIA PAC monies spent. Receipts and/or minutes/voucher should be mailed (or scanned and emailed) to the DIA PAC Treasurer.
  - c. DIA PAC members will not be reimbursed for any unapproved DIA PAC expenditures.
  - d. If a member finds it necessary to make payment for an approved expenditure, the DIA PAC Treasurer must have a receipt in order to make reimbursement.
  - e. After a DIA PAC sponsored event, the responsible committee must make an oral report at a DIA PAC meeting and submit an itemized written report of all expenditures to the DIA PAC Treasurer.

D. Audits

1. The Audit Committee will send a brief report of the results of the audit to all SDDIA Affiliates.
2. The Audit Committee will file a complete written audit report with the DIA PAC Officers and the Archivist.
  - a. Each official audit report must be kept in the DIA PAC Treasurer's file.
  - b. Each official audit report must be filed by the Archivist with DIA PAC historical records.
3. **The** DIA PAC Treasurer will be present at each audit to answer questions about DIA PAC expenditures.

E. Amendments

These Operating Guidelines may be altered, amended or repealed and new Guidelines may be adopted by consensus of the members present at a meeting, provided that at least thirty days' written notice is given of the intent to alter, amend, repeal or adopt new Guidelines at such meeting.

**Amendments and additions were adopted by consensus at the Third Annual Meeting of Democracy in Action Political Action Committee on June 19, 2010.**