



State Officers' Duties & Responsibilities

Being a state officer means organizing the state party and educating voters. It involves a consistent commitment in and out of campaign season. The main duties include assisting in registering Democratic voters, serving as the ambassador for State Democratic social functions, canvassing and campaigning statewide on behalf of all Democratic candidates, and fundraising for the State Party. Assisting in recruiting Democratic candidates, attending and reporting at State Central Committee meetings, engaging and overseeing district and county activities, and turning out the maximum number of Democratic voters.

State officers **are elected in odd-numbered years and serve two (2) terms**. Officers should expect to **average 45-55 hours per month in volunteer time** and maintain active status for their entire two (2) year term. **Volunteer time** may vary per depending on the election cycle, and possible special elections throughout the state.

Bylaw 43. General Duties

All officials of the Democratic Party shall:

- A. Support the Democratic Party by attending Party meetings and workshops, Party and candidate fundraising events, and other related events.
- B. Know the Democratic candidates running for elective office in their area and actively campaign for their election.
- C. Encourage unregistered citizens to register Democratic.
- D. Actively encourage Democrats to vote in elections.
- E. Be familiar with the rules, procedures, and deadlines governing absentee voting.
- F. Be informed about the positions of the Democratic Party and its candidate on contemporary issues.
- G. Know the dates of upcoming partisan elections.
- H. Support the Party through financial contributions.

Bylaw 47. State Officers

A. The State Chair shall:

- A.01. Preside at the meetings of the State Convention and the State Central Committee or designate a person to preside,
- A.02. Be the sole spokesperson for the Democratic Party in the State unless he or she nominates an individual to be the spokesperson for the Party and that person is approved by the State Central Committee,
- A.03. Be the chief executive and inspirational leader of the Oklahoma Democratic Party,
- A.04. Be responsible for interviewing and recruiting prospective candidates for public offices in which there is no Democratic incumbent in consultation with appropriate county and congressional district chairs,
- A.05. Direct all fund raising efforts of the Democratic Party and assure that all funds are deposited in accounts in the name of the Oklahoma Democratic Party,
- A.06. Disburse funds of the Party, reporting such disbursements to the State Central Committee. Disbursement of funds will be by means of:
 - A.06i. Check drawn on an account in the name of the State Democratic Party,
 - A.06ii. Automatic Bank Draft, or
 - A.06iii. Bank Debit Card. Each item will be signed by the State Chair and one additional State Officer to confirm. The authorization and confirmation must be in writing,
- A.07. Countersign with one of the other State officers all checks drawn on the accounts of the Oklahoma Democratic Party,
- A.08. Coordinate Party activities with the elected Democratic leadership,
- A.09. Be responsible for conducting workshops for Democratic nominees for public office in such areas as campaign techniques, fundraising and campaign contribution and election laws,
- A.10. Be responsible for directing the biennial Party organizational meeting process and the Presidential delegate selection process,
- A.11. Be responsible for conducting workshops for Democratic Party officials and campaign workers,
- A.12. Be responsible for maintaining a State headquarters office,
- A.13. Be responsible for hiring staff, and for appointing one person to be the State Executive Director with the advice and consent of the State Central Committee. No individual may assume the title of State Executive Director for any purpose without such consent,

- A.14. Call meetings of the State Central Committee at such times as the chair deems appropriate,
- A.15. Appoint the members of meeting committees with the approval of the State Central Committee, and
- A.16. Appoint a convention secretary, sergeants-at-arms and tally clerks for each convention that is called. The state party secretary may be appointed as the convention secretary.

B. The State Vice-chair shall:

- B.01. Preside at meetings when the chair is absent, is unable to preside and has failed to designate a person to preside,
- B.02. Act for the chair when the chair is absent,
- B.03. Assist the chair with such tasks as the chair may direct,
- B.04. Assist the chair in raising funds,
- B.05. Assist the chair in training programs, seminars and workshops for Democratic nominees for public office, Democratic Party officials and Democratic campaign workers,
- B.06. Be authorized to countersign with the chair all checks drawn on the accounts of the Oklahoma Democratic Party.

C. The State Treasurer shall:

- C.01. Maintain or cause to be maintained the financial records showing income and disbursements of the State Party organization, said records to be kept at the State office,
- C.02. Report completely on the financial status of the Party and activity of the Party's accounts on a regular basis to the State Central Committee,
- C.03. File or cause to be filed all financial reports required by law or Party rule,
- C.04. Assist the chair in raising funds and deposit all raised funds in accounts in the name of the Oklahoma Democratic Party,
- C.05. Be authorized to countersign with the chair all checks drawn on accounts of the Oklahoma Democratic Party,
- C.06. Be responsible for training, advising and assisting the congressional district and county vice- chairs in filing financial reports required by law or Party rule,
- C.07. Ensure that the congressional district and county vice-chairs file any required financial reports in a correct and timely manner,

- C.08. Assist the chair in instructing, advising and assisting Democratic candidates in filing financial reports,
- C.09. Serve on the State Finance Committee established in Article VII, Bylaw 3 of these Bylaws

d. The State Secretary shall:

- D.01. Take minutes of all State Convention and State Central Committee meetings,
- D.02. Maintain copies of minutes and transcripts of all meetings of the State Convention and the State Central Committee,
- D.03. Maintain copies of all minutes that may be sent to State Secretary by county or congressional district secretaries,
- D.04. Maintain copies of all rules, resolutions, bylaws and Party constitutions either adopted or proposed,
- D.05. Maintain an official list of all current precinct, county, congressional district and State Party officials,
- D.06. Certify the election of delegates to the appropriate conventions or committees,
- D.07. Maintain present and all previous lists of delegates of the State Convention and members of the State Central Committee,
- D.08. Maintain a current list of all Democratic elected officials in the State at all levels,
- D.09. Maintain such other records as the chair or State Central Committee may instruct,
- D.10. Be responsible for making a verbatim transcript of the discussion and action of the State Convention on any proposed amendment to the Constitution or Bylaws,
- D.11. Assist the chair or vice-chair as the chair may direct,
- D.12. Assist the chair in publicizing the Party and its nominees through such means as a State Party newspaper, press releases, advertisements, etc.
- D.13. Assist the chair in training, advising and assisting Democratic candidates in the use of various media in campaigning for office,
- D.14. Maintain a list of all Democratic clubs recognized by the County Central Committees, the Bylaws of all Democratic clubs so recognized and a current list of their officers and delegates as provided by those clubs,
- D.15. Be authorized to countersign with the chair all checks drawn on the accounts of the Oklahoma Democratic Party.