

Bylaws of the Democratic Club of Lacey Township

I. NAME OF ORGANIZATION

The official name of this organization shall be the Democratic Club of Lacey Township, hereinafter referred to as the “Club”.

II. PURPOSE

- a. The purpose of this Club shall be to stimulate an active interest in government affairs; to foster and perpetuate the ideals and ideas of the Democratic Party; to increase the efficiency of government; to promote the general welfare of Lacey Township and to work to get Democrats elected to all levels of government. The Club shall endeavor to maintain contact with Democrats throughout Lacey Township, the county and the state. It shall strive to increase the number of persons identifying themselves as members of the Democratic Party and enhance the influence of the Democratic Party.
- b. The Club is political in nature and is non-profit and non-sectarian.

III. MEMBERSHIP

- a. Anyone who subscribes to the ideals of the Democratic Party, who ascribes to these Bylaws and who wants to become active in the political process, shall be eligible for one of the two types of membership.
 - i. Regular Membership – Any person who is a registered Democrat in Lacey Township
 - ii. Associate Membership – Any resident of Lacey Township who is under the age of eighteen or is not a registered Democrat. The Associate Member shall not have the right to vote, nominate, or hold office in the Club, but shall be eligible to serve on committees.
- b. A member shall be considered delinquent if dues are not paid by April 1 of the year in which they are due. Delinquent members shall not have the right to vote or make motions on issues before the membership until their dues are paid.
- c. Memberships may be rescinded by two-thirds (2/3) of the dues paid regular members, present and voting, by secret ballot; for failure to support these Bylaws, for conduct prejudicial to the good order of this Club, or for any criminal conduct. The member whose membership has been rescinded, or their representative, shall have the right to inspect the ballots after the vote.
- d. Notice of intent to rescind membership shall be presented to that member in writing detailing the reason for termination and the time, date and place of the meeting. A member whose membership has been rescinded shall receive a refund of dues, prorated for the remainder of the year.

IV. DUES

- a. Regular membership shall be \$20.00 per year, beginning January 1st of each year, with a three-month grace period. Dues for associate members shall be waived. On the recommendation of the Executive Board, the dues may be adjusted by a majority of the Regular Members in good standing, present and voting.
- b. Once dues of a member have been paid, that member shall be a member in good standing. For new members, dues paid after October 1st and before January 1st shall cover the remainder of that year and the following year.

V. OFFICERS: TERMS AND DUTIES

- a. The officers of the Club shall be a President, Vice President, Treasurer and Secretary, who also shall constitute the Executive Board of the Club. The term of each office shall be for two years.
- b. The President, as chief executive officer of the Club, shall preside at all meetings of the Club and the Executive Board, and at all events and activities of the Club. The President shall supervise the Club's affairs and activities, serve as spokesperson for the Club, and approve all media submissions. The signature of the Present, along with that of the Treasurer, shall be the authorized signature on all checks and other financial documents, post office boxes and safety deposit boxes of the Club. The President may authorize expenditures of up to \$100.00, but any such expenditures must be reported to the general membership at the next regularly scheduled meeting. The President shall be empowered to create and define committees as they deem appropriate, appoint all committee chairpersons and serve as an ex officio member of all committees.
- c. The Vice President shall assist the President and primarily shall be responsible to the President for any activities and assignments as may be given by the President. In the absence of the President, the Vice President shall assume the duties of the President. Upon the appearance of the President, the Vice President shall immediately relinquish the chair to the President. In the event of the President's resignation or a vacancy in that office for any reason, the Vice President shall serve as acting President only until such time as a new election can be held.
- d. The Treasurer shall be responsible for the collection of dues, including reminder notices; financial accounting and reporting of all funds, disbursement of funds as directed by the Executive Board or the President; and providing and presenting a detailed financial report at the monthly meetings and other times as directed. The signature of the Treasurer, along with that of the President, shall be the authorized signature on all checks and other financial documents, post office boxes and safety deposit boxes of the Club.
- e. The Secretary shall record and maintain the minutes of the meetings, retain the attendance rosters of Club meetings, attend to the correspondence of the organization and serve as custodian of all Club records.

VI. NOMINATIONS, ELECTION OF OFFICERS, FILLING VACANCIES

- a. The biennial election of officers shall take place at the first regular meeting of the Club in an election year. The terms shall be for two years.
- b. Not less than one (1) month prior to the Club election, the President shall call for nominations for all offices.
- c. Only those Regular Members in good standing and present at the meeting shall be eligible to vote. Voting shall be done by secret ballot. The ballots shall be prepared and counted by the Secretary. The candidate receiving the greatest number of votes for any office shall be declared the winner for that office. A tied vote shall be decided by a flip of the coin tossed by the President. This "flip" shall take place openly before the members in attendance. Any candidate or the candidate's representative shall have the right to examine all ballots cast for that office after the result is announced by the Secretary. The President shall have sole discretion to resolve any disputes relative to the nominating and vote counting process prior to the adjournment of the election meeting. Their decision shall be final and binding.
- d. If there is only one nominee for any position, voting shall proceed by a voice or show of hands vote by the Regular dues paid Members, present and voting. A majority vote shall be required to elect the nominee.
- e. A vacancy for any reason in any office of the Club shall be filled by a vote of two (2) members of the Executive Board. A person so appointed shall serve until the next scheduled election meeting of the Club.

VII. EXECUTIVE BOARD

- a. Meetings of the Executive Board shall be held:
 - i. At pre-arranged dates
 - ii. At the call of the President
 - iii. At the call of two (2) members of the Executive Board.
- b. Three (3) members shall constitute a quorum at all meetings of the Executive Board.
- c. A majority of the Executive Board shall constitute three (3) votes.
- d. The Executive Board shall be authorized to act on behalf of the Club between meetings of the Club and the Board's action shall be presented at the next meeting of the Club.
- e. The Executive Board shall have jurisdiction over the financial affairs of the Club. Any expenditure over two-hundred, fifty dollars (\$250.00) per item must be approved by a majority of the Regular dues paid Members, present and voting.

VIII. MEETINGS: Annual meeting, special meetings, quorum, order of business, notification of meetings

- a. The meetings of the Club shall be held at such times as determined by the Executive Board or as otherwise provided for in these Bylaws.
- b. The regular January meeting shall be known as the Annual Meeting, at which the Executive Board shall render a report of the books and all the officers and chairpersons of all committees shall render a report of their respective activities during the past year. The next order of business in an election year shall be the election and installation of the newly elected officers.
- c. Special meetings may be called under the following conditions:
 - i. The President shall have the power to call a special meeting.
 - ii. Upon written request to the President by five (5) Regular Members in good standing.
 - iii. No special meeting shall be held without at least a 48-hour notice to the membership by telephone or e-mail. Only items for which the Special Meeting is called shall be discussed.
- d. Six (6) Regular Members in good standing shall constitute a quorum at any meeting of the Club. If no quorum is present at any meeting, the presiding officer shall adjourn the meeting to a subsequent date and time.
- e. The order of business for monthly meetings shall be: (1) Establish quorum; (2) Pledge of Allegiance; (3) Moment of silence; (4) Submission and approval of the minutes of the previous meeting; (5) Treasurer's report; (6) President's report; (7) Reports of committees; (8) Unfinished/old business; (9) New business; (10) Adjournment; and (11) Program.
- f. The order of business, however, may be suspended by two-thirds (2/3s) of the Regular Members in good standing, present and voting, at the meeting at which the order of business is suspended.
- g. Unless otherwise specified in these Bylaws, any and all Club notifications or communications to members shall be by email. It shall be incumbent on any member without email to notify the Secretary in writing of an alternate means of contacting said member. It shall be incumbent on members who change their email address to notify the Secretary in writing of their new email address.
- h. Roberts Rules of Order shall govern the proceedings of all general, regular and special meetings of the Club and its constituent parts, except as provided for in the Bylaws.

IX. RATIFICATION

Ratification of the Bylaws shall require a two-thirds (2/3s) majority of the Regular Members in good standing, present and voting, as defined in these Bylaws as proposed. Notice of the ratification meeting shall be sent via email, indicating the time, date and place of the meeting, and shall include a copy of the Bylaws as proposed. Additional copies shall be available at the ratification meeting.

X. AMENDMENTS

- a. The Bylaws may be amended by two-thirds (2/3s) of the Regular Members in good standing, present and voting, at any regular meeting or special meeting, provided a written notice of the proposed meeting and the full written text of any proposed amendment(s) or other changes shall have been e-mailed to each Regular Member at the member's last known e-mail address (or previously approved special means of contact) prior to the meeting. Voting shall be by secret ballot. Two-thirds (2/3s) of the Regular Members present and voting, however, may suspend the secret ballot rule. If the rule is suspended the amendment shall be voted upon by a voice or show of hands vote.
- b. If by secret ballot, the ballot shall be prepared by the Secretary posing the question, "Shall the amendment be adopted?" Votes shall be counted by the Secretary and announced at this meeting. Any Regular Member in good standing, present and who voted, shall have the right to examine the ballots.
- c. The President shall have sole discretion to resolve any disputes relative to the amendment matter prior to the adjournment of the meeting. The President's decision shall be final and binding.
- d. An amendment shall become effective as a part of the Bylaws upon the date of approval or on such other date as the amendment shall specify. If a proposed amendment or changes to the Bylaws is not adopted, no similar amendment, either in form or substance, shall be proposed again until six (6) months have elapsed.

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