

# Democratic Club of Worcester County Bylaws

DEMOCRATIC CLUB OF WORCESTER COUNTY, INC.

BYLAWS

## ARTICLE 1: NAME OF ORGANIZATION

Section 1. The organization's name shall be the Democratic Club of Worcester County, Inc.

## ARTICLE II: OBJECTIVE AND PURPOSE

Section 1. To unite members of the Democratic Club of Worcester County for the common cause and good of the party, including both full and part time residents, who support the principles of the Democratic Party.

Section 2. To promote participation in the Democratic Party through voter registration, voting, social gatherings, educational activities, publicity, fundraising and any other means deemed necessary by the Board of Directors and membership.

Section 3. To disseminate information about the principles of the party.

Section 4 To encourage citizens to participate in the governmental processes, local, state, and national, by voting for their leaders.

Section 5. To provide information about candidates for office.

Section 6. To support those candidates who have been elected in the primary elections to represent the Democratic Party in the local, state, and national elections.

Section 7. To provide information to the membership regarding important national, state and local issues.

## ARTICLE III: MEMBERSHIP

Section 1. Any registered Democrat or Independent who supports the Democratic Party and its principles is eligible for membership upon application and payment of dues.

Section 2 Annual membership dues shall be set by the Board of Directors and approved by the general membership for the ensuing year at the November meeting. Dues will be payable as of January 1 and delinquent May 1. Delinquent membership expires December 31. Membership will extend one (1) year from January 1 to December 31.

Section 3. Members may bring guests to meetings in order to learn about the club and the Democratic Party.

Section 4. Only a member in good standing is eligible to serve as an officer, director, or chairperson of a committee.

Section 5. A member automatically ceases to be in good standing for failing to pay club dues within four (4) months after dues are payable

Section 6. No member is authorized to speak for the club without the specific authority from a majority of the board members.

Section 7. The Democratic Club database should only be used by the membership and not for any purpose other than what is stated in the "Purpose" section of our bylaws.

#### ARTICLE IV: OFFICERS

Section 1. The Officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The installation of officers shall take place in December. The term will continue until their successor shall be duly elected and sworn in. Terms of office shall be for one (1) year.

##### Section 2 PRESIDENT

- a. Shall preside at all meetings of the club membership and the Board of Directors.
- a. Shall be an ex-officio member of all committees except the Nominating Committee.
- a. Shall appoint a chairperson for each committee with the approval of the Board of Directors.
- a. Shall have the authority to sign for authorized expenditures in the absence of the Treasurer.
- a. Shall be responsible for the maintenance of permanent club records, during their term, in coordination with the treasurer and secretary.

##### Section 3. VICE-PRESIDENT

- a. Shall perform program planning and other duties as designated by the President
- b. Shall perform the duties of the President in the absence of the President

##### Section 3. RECORDING SECRETARY

- a. Shall record the substance of all business transacted during the meetings of the club and the Board of Directors and present minutes at the next meeting.
  - b. Shall be the custodian of the minutes of the club.
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- a. Shall perform the duties of the President in the absence of the President and the Vice President

#### Section 4. CORRESPONDING SECRETARY

- Shall assist the Recording Secretary in the performance of their duties.
- Shall perform all other duties which may be assigned by the President and/or the Board of Directors.

#### Section 6. TREASURER

- Shall be responsible for all funds of the club.
  - Shall keep correct books of account of all business transactions.
- a. Shall sign all checks for normal operating expenses and authorized expenditures. (In the absence of the Treasurer, the President may sign said checks.)
  - a. Shall prepare financial reports for the board meetings and membership meetings.
  - b. Shall disburse funds other than normal operating expenses.
  - a. Shall prepare a budget for submission to the Board of Directors and approval by the general membership.
  - b. The Treasurer's books shall be reviewed each year in December by an outside auditor which will, render its report.
  - a. The Financial Report will be presented at the February general membership meeting.

### ARTICLE V: MEMBERSHIP MEETINGS

Section 1. The club shall hold a general membership meeting no less than eight (8) times a year.

Section 2. General membership meetings shall be held on the Fourth Thursday of the month unless otherwise determined by the Board of Directors. All members will be notified in the event of a change in the meeting date.

Section 3. Special meetings may be called as needed.

Section 4. A quorum shall consist of at least 10, but not less than 10 members in good standing. All business shall be determined by a majority of those present in good standing.

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## ARTICLE VI: BOARD OF DIRECTORS

Section 1. The Board of Directors shall be the governing body of the club.

Section 2. The Board of Directors shall consist of:

- The five (5) elected officers of the club.
- The immediate past president, who will serve ex-officio.
- Two (2) members at large, to be elected by the membership.

Section 3. The Board of Directors shall, upon notice to each director, meet when and where designated by the President. A quorum of the board for the purpose of validating a board meeting, regular or special, shall consist of four (4) members.

Section 4. The President must bring before the general membership at its next meeting any matter transacted at the board meeting which requires a membership vote.

Section 5. The Board of Directors shall meet prior to every general membership meeting to establish the agenda for the membership meeting and discuss any other appropriate business.

Section 6. In the event a vacancy occurs on the Board, the remaining Board members shall recommend a replacement to the general membership for approval.

## ARTICLE VII; EXPENDITURES

Section 1. Authorization by the Board of Directors or general membership shall not be required for those expenditures necessary for normal operations of the club.

Section 2. All other expenditures shall require the approval of the membership.

## ARTICLE VIII: COMMITTEES

Section 1. The President shall appoint the chairperson of all committees.

Section 2. The standing committees may be combined and shall be:

- ELECTIONS COORDINATION - obtain voter registration lists and coordinate campaign to get out the vote and schedule members to represent the club at the polls. Will do year round solicitation of residents who are entitled to vote.
- MEMBERSHIP - maintain and distribute current membership lists, greet members and distribute name tags at meetings, maintain membership applications, solicit new members, report membership status at meetings, and collect all dues to be turned over to the Treasurer. Copies of the bylaws should be distributed to all new members.
- NOMINATING- see Article IX.
- PARLIAMENTARIAN - advise officers of proper parliamentary procedure.
- POLITICAL AND LEGISLATIVE - report issues of interest to membership at meetings.
- PUBLICITY AND COMMUNICATIONS - establish and maintain means of communicating with members via email, telephone, social media, and the publication of a monthly newsletter. Contact media to publicize club events and obtain press coverage of club activities, if desired.
- TELEPHONE - contact members regarding meetings and other pertinent matters.
- WAYS AND MEANS - coordinate fundraising activities and transmit funds to the Treasurer.
- HOSPITALITY COMMITTEE - provide refreshments at all monthly meetings.

## ARTICLE IX: NOMINATIONS

Section 1. The nominating committee shall present a slate of nominees for office at the September general meeting. No member shall be nominated without that member's consent.

Section 2. Nominations may be made from the floor, by a member in good standing, at the September and October meetings.

## ARTICLE X: ELECTIONS

Section 1. Only members in actual attendance at meetings when such a vote is taken are entitled to vote. Proxy votes shall be allowed.

Section 2. The election of officers and directors shall be conducted at the November general membership meeting.

Section 3. Voting shall be by a show of hands, unless otherwise requested by the Board of Directors.

**ARTICLE XI: PARLIMENTARY RULES**

Section 1. The rules contained in the current edition of ROBERT'S RULES OF ORDER shall govern in all cases not in conflict with the bylaws of this club.

**ARTICLE XII: AMENDMENTS**

Section 1. The bylaws may be amended by 2/3 vote of members in good standing at any general membership meeting if members are notified in writing of the proposed amendment(s) at least one (1) month before the meeting.

These BYLAWS are effective as of the date of approval of membership and signed by the President and Secretary.

/s/ \_\_\_\_\_

DCWC PRESIDENT

Date: \_\_\_\_\_

/s/ \_\_\_\_\_

DCWC SECRETARY

Date: \_\_\_\_\_