

Little Silver Democratic Club

BYLAWS

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Article I NAME

The name of this organization shall be the **Little Silver Democratic Club** (the "Club").

Article II OBJECTIVES

Section 1.

The objectives of the Club shall be:

- a. To further the principles and development of the Democratic Party through social and civic activities in the Borough of Little Silver;
- b. To aid in the election of Democratic Party candidates on the national, state, county, and municipal levels;
- c. To assist in the promotion and development of good governance;
- d. To promote issues and policies for the public good.

Section 2.

In accordance with the principles of the Democratic Party of the State of New Jersey and of the United States, equal opportunity to participate in all activities carried on by the Democratic Party shall be given to all qualified persons, without regard to race, religion, age, gender, economic status, sexual orientation or disability.

Article III MEMBERSHIP

Section 1.

Membership shall be limited to residents of the Borough of Little Silver who are registered Democrats. Members shall be admitted to the Club upon payment of annual dues, or upon waiver of annual dues by a majority of the Executive Committee.

Section 2.

Immediately upon admission to membership, a new member shall enjoy all rights, privileges and responsibilities of the Club, except a *new* member who shall *not* have the right to vote at the meeting at which he or she was *first* admitted to membership. An existing member may vote during the same meeting at which they pay their annual dues.

Article IV DUES

Section 1.

The fiscal year of the Club shall commence on July 1 and terminate on June 30.

Section 2.

The annual dues shall be payable by each member in the month of July. For members joining in a month other than July, non-prorated dues will be paid at that month's meeting, and then again in July. Dues shall be \$25.00 per member per year.

Section 3.

A person qualified to be a member of the Club may apply to the Executive Committee to have their dues waived or reduced due to financial hardship.

Section 4.

Regular dues shall be used to cover the cost of meeting room rentals, refreshments, speaker's fees (where applicable), website/email registration, and other expected expenses as outlined in the Club's annual budget. Fundraising may be used to supplement the treasury.

Article V OFFICERS

Section 1.

The elected officers of the Club shall be the President, Vice President, Secretary, and Treasurer.

- a. All officers shall be elected at the annual organizational meeting to be held in June, with the term beginning July 1.
- b. All officers shall make efforts to recruit new members into the Club.
- c. All officers shall be assigned such other duties applicable to their office as prescribed by the parliamentary authority adopted by the club.

Article VI DUTIES OF OFFICERS

Section 1.

The **President** shall:

- a. Plan, organize, and preside at all meetings of the Club.
- b. Appoint the chairperson of all committees with the approval of a majority of the remaining Executive Committee members.
- c. Coordinate with community and other political groups.

- d. Serve as one of two second signatories with the Treasurer to sign all vouchers for disbursements of the Club.
- e. Work together with the Secretary and Treasurer on legal matters such as compliance and procedural matters.
- f. Facilitate the development, use, policy, and management of social media and publicity for the Club.

Section 2.

The **Vice President** shall:

- a. In the absence of the President, preside at meetings of the Club and Executive Committee.
- b. In the event of the incapacity of the President to discharge the duties of the office, assume the duties of the President and perform such duties until an election is held.
- c. Arrange schedule, and coordinate events and activities aimed at bringing together and building relationships among candidates, Club members, and other Democratic Clubs.

Section 3.

The **Secretary** shall:

- a. Keep full and correct minutes of the proceedings of the Club and Executive Committee.
- b. Expeditiously share recorded minutes with the Club membership
- c. Keep a complete roster of all members of the Club.
- d. Maintain all files and documents of the Club.
- e. Attend to all matters of correspondence as may be directed by the President, the Club, or the Executive Committee.
- f. Be responsible for the preparation and mailing or electronic mailing of all notices of all meetings.
- g. At the expiration of the term of office, deliver all Club records in his or her possession or control to the Executive Committee and/or newly Elected Club Secretary.
- h. Work together with the President and Treasurer on legal matters including compliance and procedural matters.

Section 4.

The **Treasurer** shall:

- a. Receive and record all monies, fees, and contributions.
- b. Deposit all Club funds in his or her custody in the name of the Little Silver Democratic Club to such bank as the Executive Committee may designate.
- c. Keep full and complete accounts of all monies received and disbursed.

- d. Provide a verbal report to the membership at club meetings and a written statement of revenues, expenses, and balance sheets to the Executive Committee on a monthly basis.
- e. Issue all checks, sign all vouchers, or otherwise make payments on behalf of the Club as approved by the Club and/or the Executive Committee.
- f. Prepare and file such financial statements as may be required by law.
- g. At the expiration of the term of office, deliver all Club records and documents in his or her possession or control to the Executive Committee and/or the newly elected Club Treasurer.
- h. Work together with the President, Vice President, and Secretary on legal matters including compliance and procedural matters.
- i. Serve as the Chair of the Finance Committee

Article VII CLUB ELECTIONS

Section 1.

- a. All elected officers shall hold office for a term of one year or until the reorganization meeting, whichever comes first.
- b. All elections shall be held annually at the June Club meeting, after, which will be the executive reorganization meeting.
- c. The sitting Municipal Chair shall preside over Club elections.
- d. Nominations shall be taken from the floor from Club members in good standing. All nominees must be members in good standing and be able to perform the duties of their office.
- e. In the event of a contested race, nominees shall be afforded the opportunity to speak to their qualifications and reasons for accepting the nomination. Then, the election shall be by confidential paper ballot, and the sitting Municipal Chair shall count the votes in front of all members. If a race is uncontested, the election shall be by voice vote.
- f. In the event of a tie, the sitting municipal chair shall break the tie.

Article VIII EXECUTIVE COMMITTEE

Section 1.

- a. The elected officers of the Club will constitute the Executive Committee of the Club, chaired by the Club President.
- b. With the exception of Club President, the Executive Committee, by majority vote, shall fill any vacancy created by an unexpired term. In the event a vacancy occurs

more than 90 days prior to the next scheduled election, a special election shall be held to fill that vacancy.

Article IX CLUB COMMITTEES

Section 1.

The **Finance Committee** shall be a standing committee of the Club, chaired by the Treasurer, and comprised of interested members. The committee shall:

- a. Raise funds on behalf of the Club to supplement members' annual dues.
- b. Develop contacts with individual donors, businesses, community, and political groups to raise funds.
- c. Present a quarterly review or report of Club finances.

Section 2.

Any **Ad Hoc Committees** may be formed as deemed appropriate by the majority of the Executive Committee. They shall be created for a specific purpose and a defined time. Ad Hoc Committees shall have a liaison with one member of the Executive Committee.

Article X MEETINGS

Section 1. Regular Meetings

The Club shall hold regular meetings, and while a monthly meeting is desirable, it is not required.

Section 2. Executive Committee

The Executive Committee shall meet at the call of the President or the majority of the Executive Committee. Members shall be given reasonable notice of such meetings.

Section 3. Quorum

A quorum for voting purposes shall be a minimum of 5 Club members or 50% of the Club's members, whichever is smaller.

Section 4. Special Meetings

Special meetings of the membership may be called by the president or by 50% plus 1 of the Club Membership. Notice shall be provided to the membership at least 7 days prior to the meeting.

**Article XI
REMOVAL OF OFFICERS**

Section 1.

An elected officer of the Club shall be subject to removal under the following conditions:

- a. Failure to attend at least 50% of the regularly scheduled meetings during a six-month period.
- b. Failure to diligently perform assigned duties.
- c. Acting in such a manner as to discredit the reputation or encumber the purposes, goals, or operation of the Club.

Section 2.

- a. Prior to removal, the President shall notify the affected member of the pending action at the regular or special meeting at which the action will be taken. The member shall have the right to be present at this meeting and may provide additional information or testimony on his or her behalf.
- b. A vote for removal must be adopted by 50% plus 1 of the Club Membership in attendance at the meeting.
- c. In the event of the President being subject to removal, the Vice-President shall notify the President of the pending action at the regular or special meeting at which the action shall be taken. The President shall have the right to be present at this meeting and may provide additional information or testimony on his or her behalf.

**Article XII
ADOPTION OF BYLAWS**

Section 1.

These Bylaws shall become effective upon ratification by a majority of members in good standing present at the organizational meeting.

**Article XIII
Rules of Order**

Section 1.

Rules contained in the Roberts Rules of Order, revised, shall be used to govern the Club in all cases in which they are applicable, but only insofar as they are not inconsistent with the Bylaws.

Section 2.

Notwithstanding the terms of Article III, charter members may vote for officers during the initial organizational meeting.

**Article XIV
DISSOLUTION**

Section 1.

Dissolution of the club may be proposed by either a three-fourths vote of the Executive Committee or if fewer than four members a minimum of two-thirds vote and ratified by a minimum of 50% plus 1 of the membership. Upon dissolution, any assets of the Club shall be given to the Monmouth County Democrats.

**Article XV
AMENDMENTS TO BYLAWS**

Section 1.

The Bylaws may be amended with a 50% plus 1 vote of the Club membership. Fifteen day's notice will be given to all current members for any proposed amendments of the Bylaws. Such notice may be in the form of a written or electronic communication.

Accepted this date of _____

Executive Committee:

_____ President

_____ Vice President

_____ Treasurer

I, _____, Secretary of the **Little Silver Democratic Club** hereby set my hand to this document as a true and valid document of the association, the Little Silver Democratic Club.

Date: _____