

# Sample Bylaws for Democratic Clubs



(2017)We are currently reforming our Sample Bylaws. Please see this as a work in progress. You are welcome to use this example as a guideline.

[Copy/Paste the following to and Text or Word Processor and complete the items. Then submit the completed Bylaws to the Group for additions and changes and adoption.]

## I. NAME

The name of this organization shall be the XXXXXX Democratic Club.

## II. PURPOSE

The XXXXXX Democratic Club (hereinafter called the Club) shall focus its efforts within the City of XXXXXX; to advance the goals of the Democratic Party (hereinafter called the Party), through public policy and political issue analysis, education, fund-raising, recruitment, coordination with other Democratic groups, and other activities to benefit the Party.

The club shall seek to publicize activities, and to build its membership from registered Democrats within the city. The Club shall develop a work plan, which shall be evaluated by the membership at least once every six months. This work plan shall include a report on the number of registered Democrats within the city of XXXXXX, a report on Democratic voter turnout in XXXXXX, and a comparison of local Democratic statistics to other political affiliations.

## III. AFFILIATION

A. The Club is officially chartered with the XXXXXX (hereinafter called the XXX) and was duly chartered by the XXXXXX on \_\_\_\_\_, 20xx.

B. As a chartered and affiliated club of the XXX, the Club shall comply with bylaws of the XXX and the California Democratic Party, as they apply to fully chartered local affiliates.

## IV. MEMBERSHIP REQUIREMENTS

A. Qualifications: Any individual qualifies for Club membership if:

- 1) The individual is a registered Democrat; or
- 2) The individual is ineligible to vote (due to minority, non-residency, or other legal impediment), but pledges to register as a Democrat when eligibility is attained; and
- 3) Supports the purpose of the Club as stated in Article II, above.

B. Active Membership: A qualified individual shall be considered an active member only if

- 1) The member has attended at least one meeting prior to being eligible to vote and
- 2) The member has paid all club dues.

C. This organization does not require or use any test of membership or oath of loyalty which has the effect of requiring prospective or current members to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, physical ability, sex, age, religion, ethnic identity, sexual orientation or economic status.

D. A member is removed from the club roster for non-payment of dues by the date required in these Bylaws, or for publicly endorsing or financially supporting other than a Democrat in any election.

## V. DUES

A. Dues shall be recommended by the Executive Board and reviewed at the first meeting of each calendar year and presented to the General Membership for approval.

B. Dues are due on January 1 and payable by January 31 of each calendar year.

C. Annual dues for new active Club members shall be prorated on a monthly basis.

D. Membership is effective 30 days after receipt of dues.

E. Payment of dues shall not be obligatory to anyone for whom it constitutes an economic hardship, and after due consideration with approval of the Executive Board.

## VI. MEETINGS

### A. Regular Meetings

- 1) The Club shall hold regular monthly meetings on such day as the membership may determine from time to time.
- 2) Regular meetings shall not be canceled more than 3 times within any calendar year and in no event shall more than 2 regular meetings be canceled in succession.

### B. Special Meetings

- 1) Special meetings may be called by the chair at any time, on notice as specified below.
- 2) In the absence of the chair, any two officers may call a special meeting, on notice as specified below.

### C. Notice of Meeting

- 1) Notice of regular or special meetings shall be given at least two weeks in advance to all active members, in any manner as follows:
  - a. Notice in writing by US mail
  - b. Notice in writing by e-mail
  - c. Telephone message
- 2) Notice of the meeting shall be deemed sufficient by any manner specified above if such notice includes the date, time and place of the meeting and is calculated to be received at least two weeks prior to the meeting.

## VII. RULES FOR MEETINGS

- A. The Club shall use the newly revised Roberts Rules of Order to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these bylaws.
- B. A quorum for any official meeting of the Club shall be 25 percent of the total organizational membership, or ten members, whichever is smaller, as of 24 hours before the meeting, as reported by the secretary.
- C. Unless otherwise specified in these Bylaws, the Club may adopt events and conduct regular business with a vote of 50 percent plus one of the members present at any meeting.
- D. The Club may pass resolutions not related to endorsements with a vote of 2/3 of those present and voting at any meeting.
- E. A process to consider the endorsement of candidates must be approved prior to any suggestion of endorsements. If the discussion of the endorsement process is noticed in the meeting agenda, such process must be approved by at least 2/3 of those present and voting at the meeting. If the discussion of an endorsement process is brought up from the floor as New Business, such process must be approved by at least three-fourths of those present and voting at any meeting. Under no circumstances may the Club consider the endorsement of a candidate for public office who is not registered with the Democratic Party. The minimum threshold for endorsement in a race with multiple Democratic candidates is two-thirds of the members present and voting.
- F. Changes to the constitution and bylaws not specifically referenced elsewhere must be noticed to the membership at least one meeting before the vote in question, and must be approved by a vote of 2/3 of those present and voting.

## VIII. OFFICERS

- A. Club officers shall consist of chair, vice-chair, secretary and treasurer. They shall be elected in January to serve one-year terms of office.
- B. If the chair vacates office, or becomes unresponsive or inattentive to his/her duties and/or responsibilities the vice-chair shall assume the position of chair, until an election is held to fill the chair's remaining term of office.
- C. In the temporary absence of the chair, the vice-chair shall serve as chair. If the position of vice-chair is vacant, the secretary or treasurer shall serve as vice-chair.
- D. The secretary shall be responsible to ensure that all members are notified of Club meetings, maintain an updated club roster, and shall maintain all written records of the Club.
- E. The treasurer shall maintain all financial records of the club, be responsible for bank accounts, ensure FPPC/FEC financial reports are submitted on time, and will provide a monthly financial report at club meetings.
- F. The chair shall officiate at all meetings of the Club.
- G. The chair may appoint members temporarily to fill un-expired terms of office, subject to election by the membership at the next Club meeting 30 days after the office is vacated.
- H. The Club shall be represented at meetings of the DPOC and any Assembly District Committee meetings at which it may be entitled to membership, and at meetings of the California Democratic Council. A person may serve as representative to more than one outside body.

the club membership approves.

I. The Club is encouraged to appoint a publicity officer, who shall have the responsibility to develop and to implement a plan to increase visibility of the Club among Democrats within the city of Anaheim.

J. The chair may appoint Club members to serve in other capacities as needed.

K. The Club may elect such other officers as may be deemed necessary from time to time to conduct Club business.

L. The Executive Board shall be composed of the club officers and chairs of standing committees, and shall be responsible for implementing the club's goal and maintaining financial viability.

M. An elected officer can be removed from office by resolution of a two-thirds vote of the Regular members at a General Meeting for such causes as missing three unexcused consecutive meetings or non-performance of duties, providing the membership and the officer have notified ten days in advance of the meeting of the proposed action against the officer.

#### AMENDMENTS

These bylaws may be amended by a two-thirds vote at a general membership meeting after the proposed amendment has been presented to the membership at a preceding meeting. Two week's notice must be provided of each meeting.

ADOPTED: \_\_\_\_\_, 20\_\_

Certified by: \_\_\_\_\_  
Secretary