

BY LAWS OF THE GARRETT COUNTY DEMOCRAT CLUB

PURPOSE

The purpose of The Garrett County Democratic Club is to promote the fundamental principles and values of the Democratic Party. The Club is committed to strengthening local democratic governance by supporting, encouraging and facilitating citizen participation in community activities, government events and the democratic election process. In doing so, we support all citizens in Garrett County regardless of their background or circumstances. To accomplish this purpose, we strive to:

- 1. Create a positive image of the Democratic Party as engaged and as integral to the health of our community.*
- 2. Affiliate more members with the Democratic Party and increase the interest generally in politics.*
- 3. Encourage qualified Democrats to seek office and help acquaint voters with the issues and the candidates in all elections.*
- 4. Reach out to voters in other parties to increase their understanding of their party .affiliated voting choices.*
- 5. Increase Democratic voter registration and voter turnout in all elections.*

Article I - Name

The name of this organization shall be "*The Garrett County Democratic Club.*"

Article II -Membership

1. In order to be a member, a person must be a registered Democrat.
2. To be eligible to vote, a member shall be current be in his/her annual dues.
3. Dues shall be set by the membership annually.

Article III - Officers

The elected officers shall be the President, Vice-President, Secretary, and Treasurer. The officers shall collectively be called the Executive Committee.

Article IV Duties of Officers

1. **President** shall preside at all meetings of the Club and the Executive Committee. He/she shall appoint the Chair of all Standing Committees, with the approval of the Executive Committee, and serve as an ex-officio member of all committees and perform all such duties as are naturally incidental to his/her office. The President, or their designee, shall serve as a liaison ~~person~~ to

represent the club with the County/State Central Committee—and will report to the club on the activities of the Central Committee.

2. **Vice-President** shall perform the duties of the President in his/her absence, and assist the President as requested.

3. **Secretary** shall keep written minutes of all Club and Executive Committee meetings as well as records of attendance. He/she shall keep an up-to-date list of members and shall be custodian of the By-Laws. The Secretary shall keep a record of all updates and changes to the ByLaws and perform all such duties as are naturally incidental to his/her office.

4. **Treasurer** shall receive funds of the Club. He/she shall disburse funds upon written approval of the Executive Committee and/or the voting membership of the club, as provided for in the budget. He/she shall keep a record of all receipts and approved disbursements and shall submit an annual detailed report at the annual meeting.

The Treasurer shall oversee the preparation and administration of the annual budget with the assistance of the Finance and Budget Committee. He/she shall present the budget for the following year to the membership for approval at the December meeting. The Treasurer shall also prepare any required reports for government agencies related to the Club's income and finances.

Following the Biannual Election of Officers, the Treasurer shall submit his/her books and records to the Finance and Budget Committee for audit which shall be completed within 30 days after the election. An audit shall also be conducted if the Treasurer resigns or is replaced prior to the new Treasurer taking office.

Article V – Amendments to By-Laws

The By-Laws may be amended by the two-thirds (2/3) vote of the members present, including proxies, at any regular meeting, provided the amendment has been provided in writing to all Club members, by email or USPS mail, at least 20 days before the meeting. Votes by proxy on amendments(s) are permitted subject to the provisions in Article XI - Voting.

Article VI - Election of Officers

Every two (2) years in an odd numbered year, there shall be a meeting of the Club during the month of November for the election of Officers from a slate of candidates prepared by the **Nominating Committee**. The election of officers shall be by simple majority of the members present at a meeting. The nomination and election process shall be as follows:

1. The Nominating Committee shall consist of the chairperson and two members.
2. It shall be the duty of the Nominating Committee to solicit from the membership the names of members who are willing to accept nomination to a specific office.
3. Nominations may be made from the floor, provided the nominee has consented to serve if elected.

4. A vacancy in any office shall be filled by the Executive Committee and shall stand until the next regular election shall take place.
5. No member shall be elected to an office unless he/she has been a member for three months.
6. In order to vote in a biannual election, a member must be a member in good standing for at least 30 days prior to any election.
7. When possible seek nominations from each of the three (3) Commissioner Districts.

Article VII - Executive Committee

The Executive Committee shall consist of all the elected officers. They shall have the authority to act for and on behalf of the Club between meetings. It shall meet upon the call of the President and the majority present shall constitute a quorum and have the chairs of the Standing Committees present. It may not modify any action taken by the Club and shall always be subject to the orders of the Club. Except as provided in the budget, the Executive Committee may not disburse more than \$500.00 without approval of the membership, unless for an expense which is a self-funded activity and has already deposited the funds. The immediate past president may serve as an Ex-officio member of the Executive Committee, if he or she chooses to do so.

The Executive Committee may meet before the monthly meeting to set the agenda and discuss club business. The Secretary shall notify the membership in advance if a meeting is scheduled. Members may attend and observe these meetings. Participation at the meeting is subject to the discretion of the chair.

The Executive Committee shall, in regular consultation with the Public Relations and Communications Committee, provide guidance and encourage dialogue on the club's messaging and public positions.

Article VIII - Committees

There shall be five standing committees with a chair and at least two members:

Membership Committee. The Membership Committee shall be responsible for developing strategies to attract new members and help encourage attendance at club activities. The Membership Committee shall coordinate; "deep" canvassing, outreach to inactive club members and politically aware non-members (with attention to youth) and voter registration. The Membership Committee shall provide a list of all members to the Secretary which shall be used to determine eligible voters for any voting activity.

Nominating Committee. The Nominating Committee shall be responsible no later than September prior to the biannual election and open the nominating process to all members interested in running for specific offices. At the October meeting, the Nominating Committee shall announce and publish the list of candidates for each office to be considered in the election to be held at the November meeting.

By Laws Committee. The By Laws Committee shall be responsible to draft language to amend the By Laws when the Executive Committee shall refer the matter to the By Laws

Committee to prepare a draft of the wording to be considered. The Committee shall then publish it before the next meeting with the agenda so that all the members may review it. At the next regular meeting, the amendment shall be considered and voted on by the membership. The By Laws Committee shall also review the Bylaws at least biannually to see if any amendments or corrections need to be made consistent with the club's practices.

Budget and Finance Committee. The Budget and Finance Committee shall meet in October of each year and prepare a budget based on revenue and expenses by categories for the club the next calendar year. All committees shall submit any proposed expenditures or revenue streams for the coming year to the committee by October. The Committee shall prepare the budget in November to be submitted to the Executive Committee and the club for consideration at the December meeting each year. The budget shall be published in November along with the agenda prior to the December meeting.

Public Relations and Communications. This committee shall be charged with promoting club activities through public media including proposed speakers or programs and publishing information about programs and speakers at club meetings that have occurred. The Committee also be responsible for communicating with other Democratic clubs, the State Democratic Party and governmental entities on matters of interest to the club.

Events Committee is charged with scheduling and running all social and fund-raising activities of the Club. This committee shall consist of a chair and at least two members. The chair shall be appointed by the President.

Article IX– Membership Meetings

Regular meetings of the Club shall be held at least six (6) times a year. A regular meeting may be cancelled or postponed by the President with the concurrence of two Executive Committee members. A regular meeting date may be changed to a different date for the convenience of the membership.

The President shall set the agenda for Membership Meetings and the Secretary shall publish each month before the meeting by email or USPS mail at least 5 days before the meeting. Members are encouraged to contact the President prior to any meeting concerning items they would like included on the agenda before it is published for the next meeting.

There shall not be any endorsement for any candidate during the primary. The club shall endorse the Democratic nominees in the general election.

Article X - Order of Meetings

1. Call to order
2. Reading of minutes of last meeting by the Secretary
3. Speaker or program
4. Good and welfare
5. Reading of Communications
6. Treasurer's Report
7. Report of Officers and Committees
8. Unfinished Business

9. New Business
10. Announcements

Article XI - Parliamentary Procedure

Robert's Rules of Order, Newly Revised Edition, shall govern the Parliamentary Procedure of the Club.

Article XII – Voting

The right of any member to vote requires the member have been a member for at least one month and their dues are currently paid prior to voting in any election or other matter presented to the club for voting.

Amended and approved by membership: August 8, 2019