

Bylaws of
The Democratic Club of St. Mary's County

As adopted at a general membership meeting May 20, 2013.

ARTICLE I – NAME The name of this club shall be The Democratic Club of St. Mary's County

ARTICLE II – PURPOSE AND AFFILIATION The purpose of the Club is to:

- Serve as an independent political club which supports the principles of the local, state, and national Democratic Party functioning solely at the direction of its own members-in-good standing according to these bylaws and other adopted policies;
- Unite members of the Democratic Party in St. Mary's County for common cause and good of the party;
- Disseminate knowledge about the principles of the party and information about its candidates for office;
- Encourage citizens to participate in the governmental processes, local, state, and national, by voting for their leaders;
- Work closely with Maryland's St. Mary's County Democratic Central Committee and other like-minded Democratic organizations to further pursue our vision for the county, state, and nation;
- And work for those candidates who have been elected in the primary elections to represent the Democratic Party in the national, state, and local elections.

ARTICLE III – MEMBERSHIP

Section 1. All persons registered as Democrats are eligible for membership.

Section 2. Membership shall extend one calendar year from January 1 to December 31, except that on recommendation of the Executive Board individuals may be designated as Life Members-in-good standing under the following conditions:

- a. An individual who has received a Democrat of the Year honor from the Club and/or the St. Mary's Democratic Central Committee;
- b. An individual who pays a pre-determined sum to become a Life Member.

Section 3. Annual membership dues shall be set by the Executive Board and approved by the general membership for the ensuing year at the December meeting. Dues shall be payable as of January 1. Students' dues shall also be set at this time. The Treasurer shall notify members two months in arrears, and those whose dues are not paid within thirty days thereafter shall be automatically dropped from membership in the Club.

Section 4. Voting privileges shall accrue to new members as of the first of the month following the month in which the member pays his or her dues.

- Section 5. Young persons not eligible to vote shall be eligible to join as “pre-Voters” and those of the age of 13 may participate as voting members in meetings. Such Pre-Voters may be included in family memberships.
- Section 6. Membership may be denied to or revoked, with the remission of paid dues, from a registered St. Mary’s County Democrat, who notoriously and repeatedly opposes the Democratic Party principles and candidates other than in his or her capacity as an elected public official carrying out the duties of office. Such action requires due process as designated by the Executive Board and approved by the 2/3 of the membership-in-good standing voting by secret ballot by mail.

ARTICLE IV – OFFICERS and FUNCTIONARIES

- Section 1. Officers and Duties. The Club’s elected officers shall be as follows: President, First Vice President, Second Vice President, Secretary, and Treasurer.

President: The President shall preside at all meetings of the membership and of the Executive Board; shall co-sign authorized expenditures and promote all things necessary and proper for the furtherance of the objective of the Club.

First Vice-President: The First Vice-President shall be responsible for programs at regular meetings and special events. He or she shall be responsible for programs at regular meetings and special events. He or she shall be responsible for alerting the public, through various media available, about meetings and other activities being sponsored by the Club; for alerting the media about special events; and for reporting through letters and articles on special topics of interest to the Party. During the absence or inability of the President to render and perform his or her duties or exercise the powers set forth in these bylaws, or by resolution of the membership, the same shall be performed and exercised by the First Vice-President. When so acting, he or she shall have all the powers and be subject to all responsibilities hereby given to or imposed upon the President.

Second Vice-President: The Second Vice-President shall be the membership chairperson. During the absence or inability of the President and First Vice-President to render and perform their duties or exercise their powers as set forth in these bylaws or by resolution of the membership, the same shall be performed and exercised by the Second Vice-President. When so action, he or she shall have all the powers and be subject to all the responsibilities hereby given to or imposed upon the President and First Vice-President.

Secretary: The Secretary shall keep the minutes of the Executive Board and of the general membership meetings. He or she shall be custodian of the records, maintain correspondence when necessary, and notify the membership when meetings occur.

Treasurer: The Treasurer shall be responsible for all funds of the Club. He or she shall be responsible to devising various means to raise funds other than membership dues, for the Club. Funds shall be deposited in such bank or trust company as designated by the Executive Committee. The Treasurer shall disburse funds only after the approval of

the membership at a regular meeting of the membership with the following exception: the President may authorize funds up to \$500.00 to enable the Club to function. At each regular meeting the Treasurer shall report on the financial status of the Club. The Treasurer shall keep correct books of account of all business transactions. The Treasurer shall maintain a record of all paid members and shall report monthly any changes in the paid membership to the Newsletter Editor.

Section 2. **Nomination Procedure and Time of Elections.** The President and Treasurer shall be elected in odd-numbered years, while the Vice Presidents and Secretary shall be elected in even-numbered years. At each September meeting the President shall appoint a chairperson and two members, to be approved by the membership attending, to serve as a Nominating Committee. It shall be the duty of this committee to nominate candidates for the offices to be filled at the December meeting. At the October meeting, the Nominating Committee shall present a slate of officers to be voted on at the November meeting. Before the election at the November meeting additional nominations may be made from the floor. Installation shall occur at the December meeting, and new officers will assume duties as of January 1.

Section 3. **Compensation and Reimbursement.** No officer or other member shall be compensated or paid a wage or salary for customary or ordinary service to the Club. Any member may be reimbursed for bona fide expenses other than normal meals and mileage consistent with Club policies and these bylaws.

Section 4. **Functionaries.** The President may appoint the following functionaries whose duties are herein described:

- **Parliamentarian:** The Parliamentarian shall assist and advise the presiding officer with all matters of parliamentary procedure and may be an ex officio, non-voting member of the Executive Board if so requested by any Board member. The Parliamentarian shall be appointed and serve at the pleasure of the President.
- **Newsletter Editor:** The Newsletter Editor shall publish and distribute a monthly newsletter, which may be provided electronically, and may be an ex officio nonvoting member of the Executive Board as required. The editor may assist the Treasurer with the Club's membership roster.
- **Website Administrator:** The Website Administrator shall be responsible for maintaining an accurate and up-to-date Club presence and website on the internet. The Website Administrator shall be an ex officio, non-voting member of the Executive Board.

ARTICLE V – MEETINGS

Section 1. **Regular Meetings.** Regular meetings to conduct normal Club business shall be held on a monthly basis except in non-election years when meetings may be not held in the months of June, July, and August. In election years, meetings may be suspended only in July.

Section 2. **Special Meetings.** Special meetings may be called at any time by the President or a majority of the Executive Board. In addition, the President shall call a special meeting upon receiving a written request to do so from a majority of the then-existing Club membership. The purpose

of the meeting shall be stated. Unless there is an emergency, notification of such meeting must be sent to all members by mail not less than ten days before the date set for such meeting.

Section 3. **Quorum.** A quorum shall consist of the lesser of 10% of the total Club membership or 9 members in attendance at a regular meeting.

ARTICLE VI – EXECUTIVE BOARD

Section 1. **Board Composition.** The Executive Board shall be composed of the Club’s officers and ex officio members.

Section 2. **Board’s Duties and Powers.** The Executive Board shall have general supervision of the Club’s affairs between its meetings. The Board shall consider the presentation of items of business to the full membership and perform such other duties as are specified in these bylaws. The Board shall submit a proposed budget for consideration to the general membership at the January meeting. The Board shall be subject to the orders of the Club, and none of its acts shall conflict with action taken by the Club.

Section 3. **Board Meetings.** The Executive Board shall have a minimum of three meetings each year. Other meetings may be called by the President as needed. The Secretary shall notify all Board members of the meeting either by mail or by telephone at least two days before the meeting. A quorum shall consist of three Board members.

ARTICLE VII – COMMITTEES

Section 1. **Auditing Committee.** An Auditing Committee of two members shall be appointed by the President at the Club’s November meeting, whose duty it shall be to inspect the Treasurer’s accounts annually in January, and report the results of the audit at the February meeting.

Section 2. **Public Relations Committee.** The Public Relations Committee shall consist of the Newsletter Editor, the Website Administrator, First Vice-President, and a Club member appointed by the President. The Public Relations Committee will assist, as needed by the decision of the Newsletter Editor and Website Manager, with the development and distribution of both the newsletter and website. The Public Relations Committee can request additional members and assistance as needed. A quorum shall consist of three members.

Section 3. **Other Committees and President’s Ex-Officio Members.** Other committees, standing or special, shall be appointed by the President as the Club or the Executive Board shall from time to time deem necessary to carry on the work of the Club. The President shall be an ex officio member of all committees, with the exception of the Nominating Committee.

ARTICLE VII – PROCEDURES

Section 1. **Vacancy of an Elected Office.** In the event of the vacancy of an elected office, except for the Presidency, the majority of the Executive Board shall appoint a Club member to serve as temporary replacement until the next official election of officers.

Section 2. **Amendments to the Bylaws.** A motion to amend the bylaws may be submitted in writing at any regular meeting of the general membership. Within thirty days the Secretary shall notify in writing the general membership of the proposed change, At the next meeting where the membership has been notified in writing of the proposed amendment by the Secretary at least ten days in advance, the amendment will be presented for a vote. A 2/3 vote of the membership present is necessary for the amendment to take place.

Section 3. **Rules of Order.** Club business shall be conducted in accordance with *Robert's Rules of Order, Newly Revised* (most recent edition) except as they may be pre-empted by these bylaws.

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