

# Democratic Club of Quail Creek Bylaws

## I NAME AND PURPOSE

- A) The name of this organization is the Democratic Club of Quail Creek, also known as DCQC, and is referred to herein as *the Organization*.
- B) The primary purposes of the Organization are to:
  - 1) support a progressive community in Quail Creek.
  - 2) support the values and goals of the Democratic Party both statewide and nationally.
  - 3) support Democratic candidates for election to local, state and national offices financially and by increasing the candidates' visibility. The Club shall not officially endorse a candidate in a contested primary election.

## II NATURE OF THE ORGANIZATION

- A) The Democratic Club of Quail Creek is a chartered club of the Quail Creek Property Owners Association (POA) and is governed by the rules of the POA.
- B) The Organization may be registered as a political club, political committee, or political organization, with federal, state, or local governmental entities as might be required to achieve the purposes of the Organization.
- C) The Organization is a membership organization.

## III MEMBERSHIP

- A) A person becomes a member of the Organization upon payment of annual dues.
- B) The Membership is the governing body of the organization, with powers including election of Officers, filling of vacancies in those positions, setting of policy and making political endorsements and contributions.
- C) Membership meetings may be called by the Executive Committee or by 20% of the Membership.
- D) Members shall have at least 14 days' notice of all meetings.
- E) A quorum is 25% of the Membership.
- F) There shall be at least one Membership meeting per year.
- G) A Membership meeting in the month of January shall be for the purpose of electing officers, receiving annual reports and any other business which may arise.

## IV MEMBERSHIP VOTING

- A) Motions shall be adopted upon receiving a simple majority of those voting at a Membership meeting at which a quorum is present.
- B) Motions submitted to the members via email shall be voted upon by email and adopted upon receiving a simple majority of those voting. The vote shall be considered complete after ten days.

# Democratic Club of Quail Creek Bylaws

## V ELECTIONS

- A) Officers and any Members-at-Large shall be elected annually by vote of the general Membership and shall serve without compensation.
- B) The annual election meeting shall occur prior to January 31 of each year.
- C) The Executive Committee shall appoint a nominating committee governed by rules established by the Executive Committee. The Nominating Committee may not include Officers.
- D) The Nominating Committee shall present a slate of Officers to the general Membership, via email, at least two weeks prior to the election meeting. Brief biographical sketches for each nominee shall be included in the nomination materials. Any member may propose a nominee or declare his/her own candidacy for an office, either in advance of the meeting at which the election takes place, or from the floor at such meeting. Such nominee or candidate shall give his or her consent and shall also provide a brief written or oral (3 minutes or less) biographical sketch prior to the vote being cast.
- E) Elections require a simple majority of those present at the Membership meeting. Single candidates shall be confirmed by a show of hands. Contested elections shall be conducted by secret ballot.

## VI OFFICERS

- A) The officers of the Organization shall be President, Vice President, Secretary, and Treasurer.
- B) The President shall be responsible for the timely notice of Membership and Executive Committee meetings; shall preside over those meetings; and shall provide additional assistance consistent with the role of President as requested by the Executive Committee.
- C) The Vice President shall perform the duties of the President in his/her absence and shall provide additional assistance consistent with the role of Vice President as requested by the Executive Committee.
- D) The Secretary shall take minutes of all Membership and Executive Committee meetings and post these minutes in the manner requested by the Executive Committee. The Secretary shall maintain an email distribution list of Executive Committee members, provide that distribution list, with updates as they occur, to all Executive Committee members and perform other duties consistent with the role of the Secretary as requested by the Executive Committee.
- E) The Treasurer shall maintain the Organization's financial records, including any bank account held by the Organization. The Treasurer shall produce any financial report that may be required by the Organization or may be otherwise necessary, and shall provide additional assistance consistent with the role of Treasurer as requested by the Executive Committee.
- F) The President, Vice-President, Treasurer, and Chair of the Finance Committee shall be the signatories on all Organization bank accounts. Disbursement of funds by check shall require the signature of two of these individuals.

# Democratic Club of Quail Creek Bylaws

- G) Terms of office
  - 1) All Officers shall be elected for a term of one year.
  - 2) Officers may be re-elected following the end of a term.

## VII EXECUTIVE COMMITTEE

- A) The Executive Committee shall consist of the elected Officers, Standing Committee Chairs and no more than two Members-at-Large. Standing Committees shall include Activities, Communications, Finance, Fundraising, and Recruitment// Membership. Each Standing Committee Chair shall have a single vote.
- B) The Organization's President shall serve as the Chairperson. The Executive Committee shall have the power to create standing and ad hoc committees. Ad hoc committees shall dissolve at completion of their duties and shall be non-voting members of the Executive Committee.
- C) The Executive Committee shall have the power to act for the Organization between Membership meetings, subject to the final authority of the Membership, and shall exercise general supervision as needed over the activities of the Organization.
- D) The Executive Committee shall have authority over the Organization's operations and finances. Expenditures in excess of \$100 shall require approval by majority vote of Executive Committee members. Expenditures of \$100 or less can be authorized by the President. All expenditures must be reported to the Treasurer. The Executive Committee shall act in a responsible and prudent manner in the expenditure of funds, and may request endorsement of expenditures from the membership in the form of a motion.
- E) The Executive Committee shall have the responsibility to call Membership meetings, including meetings for candidate and policy endorsements and the annual election meeting.
- F) Executive Committee Meetings
  - 1) The Executive Committee shall meet on call of the President or any three Executive Committee members.
  - 2) A quorum is at least half of the Executive Committee members, including at least one officer.
- G) Voting by the Executive Committee
  - 1) Motions may be made during Executive Committee meetings or between meetings via email. All Executive Committee members shall submit an email address to the Secretary who shall provide the email distribution list to Executive Committee members.
  - 2) Motions may be voted upon during meetings only when a quorum is present, and shall be adopted upon receiving a simple majority of those present and voting.
  - 3) Executive Committee motions made via email must be voted upon via email. The motion may be made by any member and shall be sent to the email addresses on the current Executive Committee email distribution list. Votes not received at the

# Democratic Club of Quail Creek Bylaws

club's email account shall not be counted. Motions made via email shall be adopted upon receiving a simple majority of those voting within 10 days of the sent date of the message containing the motion. Upon completion of a vote involving the use of email, the Secretary shall notify the Executive Committee of the results via email.

## VIII BYLAWS

- A) Amendments to these Bylaws shall require a two-thirds majority of those present and voting at a Membership meeting.
- B) The current edition of Robert's Rules of Order shall govern the Organization in any matter not covered by these Bylaws.
- C) These Bylaws shall take effect immediately upon approval by the Membership and shall be reviewed at least bi-annually.
- D) Approved by the membership, February 13, 2010.

Last amended by the Membership on June 16, 2012.

Attested to: \_\_\_\_\_

President

\_\_\_\_\_

Secretary