

## DEMOCRATIC WOMEN'S CLUB OF WORCESTER COUNTY

### BYLAWS

#### ARTICLE I: NAME OF ORGANIZATION

Section 1. The organization's name shall be the Democratic Women's Club of Worcester County.

#### ARTICLE II: OBJECTIVE AND PURPOSE

Section 1. To unite members of the Democratic Women's Club of Worcester County who support the principles of the Democratic Party.

Section 2. To provide educational and social activities.

Section 3. To encourage citizens to participate in the governmental process, and to vote at the local, state, and national levels.

Section 4. To provide information about and work for democratic candidates elected in the primary.

Section 5. To support community non-profit organizations.

#### ARTICLE III: MEMBERSHIP

Section 1. Any registered Democrat or Independent who supports the Democratic Party and its principles is eligible for membership upon application and payment of dues.

Section 2. Annual membership dues shall be set by the Board of Directors for the ensuing year. The dues shall be announced, voted on, and approved by the general membership at the September general meeting. Dues will be payable as of January 1 and delinquent March 1. Membership will extend one (1) year from January 1 to December 31.

Section 3. Members may bring guests to meetings in order to learn about the club and the Democratic Party.

Section 4. Only a member in good standing is eligible to serve as an officer, director, or chairperson of a committee.

Section 5. A member automatically ceases to be in good standing for failing to pay club dues within two (2) months after dues are payable.

Section 6. No member is authorized to speak for the club without the specific authority from a majority of the board members.

Section 7. Lifetime members will consist of Charter Members (those who helped found the club in 1996 and remained active for several years), along with those members who have completed one or two terms as President of the club. Those who qualify as Lifetime Members are not required to pay

yearly dues but may do so if they choose. They will be designated as Lifetime Members on the Membership List and will be considered members in good standing.

Section 8. The Democratic Women's Club database should be used only by the membership and not for any purpose other than what is stated in the Purpose section of our bylaws. An acceptable distribution would be an occasional item that involves the Democratic Central Committee and all county democratic clubs. Examples of acceptable distributions would be Democratic fundraisers, Democratic social/economic functions, field trips or support of Democratic candidates. Names of individual members may be removed from the database upon their request.

#### ARTICLE IV: OFFICERS

Section 1. The Officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The installation of officers shall take place in December. The term will continue until her successor shall be duly elected and sworn in. Terms of office shall be for one (1) year. The duties of an office may be shared by two individuals.

##### Section 2. PRESIDENT

- a. Shall preside at all meetings of the club membership and the Board of Directors.
- b. Shall be an ex-officio member of all committees except the Nominating Committee.
- c. Shall appoint a chairperson for each committee with the approval of the Board of Directors.
- d. Shall have the authority to sign for authorized expenditures in the absence of the Treasurer.
- e. Shall keep the permanent records during her term.

##### Section 3. VICE-PRESIDENT

- a. Shall perform program planning and other duties as designated by the President.
- b. Shall perform the duties of the President in the absence of the President.

##### Section 4. RECORDING SECRETARY

- a. Shall record the substance of all business transacted during the meetings of the club and the Board of Directors and present minutes at the next meeting.
- b. Shall be the custodian of the minutes of the club.
- c. Shall perform the duties of the President in the absence of the President and the Vice President.

##### Section 5. CORRESPONDING SECRETARY

- a. Shall perform the duties of the Recording Secretary in her absence.

b. Shall perform all other duties which may be assigned by the President and/or the Board of Directors.

Section 6.           TREASURER

a. Shall be responsible for all funds of the club.

b. Shall keep correct books of account of all business transactions.

c. Shall sign all checks for normal operating expenses and authorized expenditures. (In the absence of the Treasurer, the President may sign said checks.)

d. Shall prepare financial reports for the board meetings and membership meetings.

e. Shall disburse funds other than normal operating expenses.

f. Shall prepare a budget for submission to the Board of Directors and approval by the general membership in January.

g. An audit or independent financial review of the Treasurer's books shall be done each year in January.

h. The Audit Report will be presented at the February general membership meeting.

ARTICLE V: MEMBERSHIP MEETINGS

Section 1.           The club shall hold a general membership meeting, usually on the third Monday of the month unless otherwise determined by the Board of Directors, no less than eight (8) times a year.

Section 2.           All members will be notified in advance of membership meetings.

Section 3.           Special meetings may be called as needed.

Section 4.           A quorum shall consist of at least 10%, but not less than 10 members in good standing. All business shall be determined by a majority of those present in good standing.

ARTICLE VI: BOARD OF DIRECTORS

Section 1.           The Board of Directors shall be the governing body of the club.

Section 2.           The Board of Directors shall consist of:

a. The elected officers of the club.

b. The immediate past president, who will serve ex-officio.

c. Three (3) members at large, to be elected by the membership.

Section 3. A quorum of the board for the purpose of validating a board meeting, regular or special, shall consist of 50% of the members. Decisions requiring a vote shall be decided by a majority of those present. If an office is shared each individual shall have one vote.

Section 4. The President must bring before the general membership at its next meeting any matter transacted at the board meeting which requires a membership vote.

Section 5. The Board of Directors shall meet prior to every general membership meeting to establish the agenda for the membership meeting and discuss any other appropriate business.

#### ARTICLE VII: EXPENDITURES

Section 1. Authorization by the Board of Directors or general membership is not required for budgeted expenses.

Section 2. Non-budgeted expenditures require approval of the Board of Directors. Non-budgeted expenditures over \$250.00 require approval of membership.

#### ARTICLE VIII: COMMITTEES

Section 1. The President shall appoint the chairperson of all committees.

Section 2. The Standing Committee may be combined and shall be:

a. Elections Coordinator – obtain voter registration lists and coordinate campaign to get out the vote and schedule members to represent the club at the polls. Will do year-round solicitation of residents who are entitled to vote.

b. Membership – maintain and distribute current membership lists, greet members and distribute name tags at meetings, maintain membership applications, solicit new members, report membership status at meetings, and collect all dues to be turned over to the Treasurer. Copies of the bylaws should be distributed to all new members.

c. Nominating – see Article IX.

d. Parliamentarian – advise officers of proper parliamentary procedure.

e. Political and Legislative – report issues of interest to membership at meetings

f. Publicity and Public Relations– contact media via press releases and telephone to obtain publicity regarding club activities and press coverage at club events.

g. Telephone – contact members regarding meetings and other pertinent matters.

h. Ways and Means – coordinate fundraising activities and transmit funds to the Treasurer.

i. Hospitality – provide refreshments at all monthly meetings.

j. Liaison to Democratic Central Committee – will attend DCCWC meetings and report to the club at the regularly scheduled meeting.

#### ARTICLE IX: NOMINATIONS

Section 1. The nominating committee shall present a slate of nominees for office at the September general meeting. No one shall be nominated without her consent.

Section 2. Nominations may be made from the floor, by a member in good standing, at the September and October meetings.