

Bylaws of East Penn Democratic Club

Draft Revision 7/2/2024

Article I Title and Scope

This organization shall be known as the East Penn Democratic Club and organized under the following bylaws. This organization shall execute the necessary actions to support the mission statement. This organization shall focus its activities to all governmental institutions and elective positions that have a direct association with the boroughs of Alburtis, Emmaus, and Macungie, as well as the townships of Lower Macungie and Upper Milford. The East Penn Democrat Club and its members shall not discriminate against or harass anyone for any reason including, but not limited, to: race, religion, nationality, disability, gender, gender identity, sexual orientation, age, ancestry, economic status, social status, marital status, or citizenship status.

Article II Membership

Section 1 Membership: The East Penn Democratic Club shall maintain an open membership for all individuals interested in promoting the values of the Democratic Party who are residents of the boroughs of Alburtis, Emmaus, and Macungie, as well as the townships of Lower Macungie and Upper Milford. All members shall provide contact information including, but not limited to name, email address, phone number, mailing address. Membership in the organization shall constitute permission to be contacted with periodic information pertaining to the club.

Section 2 Membership Categories: The membership shall be divided into three categories: Voting Members, Associate Members, Honorary Members.

A) **Voting Members:** Voting Members are required to be registered to vote as a member of the Democratic Party, have paid the current dues, and have attended a minimum of one of the previous three meetings. Members that do not meet all these requirements are not eligible to vote until the requirements are met.

B) **Associate Members:** Members that have paid dues and have attended a minimum of one of the previous three meetings, but are not registered to vote as a member of the Democratic Party due to not meeting age requirements or citizenship status. Associate members possess the values of the Democratic Party and would be registered to vote as a member of the Democratic Party if they were eligible. Associate members do not have voting rights with in the East Penn Democratic Club. Associate members will sign an affidavit that vows they are not registered to vote as a member of any other political party, they share the values represented within the Democratic Party and they will register to vote as a member of the Democratic Party if they do become eligible to vote.

C) **Honorary Members:** May be conferred on any person that is a registered to vote as a member of the Democratic Party, who has rendered service of outstanding character in the advancement of the ideals and principles of the Democratic Party. Honorary Members do not have voting rights. Designation of honorary members shall be by vote of a majority of the voting members. Such a vote shall be advertised no less than fourteen days before a meeting when a vote is called. All members shall be considered members in good standing except

members that have been given formal notice of disciplinary action within the previous 90 days. Disciplinary actions are further defined in these bylaws.

Section 3 Disciplinary Actions: Disciplinary reasons and actions related to members shall be defined and administered by the Executive Committee, published in a policy statement, and carried out by the president. Members notified of disciplinary action shall have the option of a due process hearing by the Executive Committee.

Article III Officers

Section 1 Club Officers: The club officers shall be: President, Vice President, Secretary, Treasurer, and an Officer at Large.

Section 2 Election of Officers: Election of all officers shall take place as the first order of business at the **January in years ending with an odd number** general meeting by paper ballot. The president shall appoint a nominating committee consisting of voting members to accept and list candidates for club offices by the end of the first week in October. The notice of opening for nominations shall be published electronically to all voting members and posted on website and social media pages at this time. Nominations shall be accepted until the last day of November. Nominees shall be voting members. The nominations shall be submitted by the nominating committee to the secretary and the ballot shall be prepared by the secretary and published electronically to all voting members and posted on website and social media pages by the end of the first week in December. Officers are elected by a majority of the voting members present at the January general meeting. Officers are elected for a two-year term with a maximum of two consecutive terms for the same office. If there are no nominees for an office after the two-consecutive term limit, the executive committee could override this requirement for one additional term maximum by majority vote.

Section 3 Officer Vacancies: Whenever vacancies arise in an officer position, the executive committee shall immediately publish an announcement of the vacancy electronically to all voting members and posted on website and social media pages and request that nominations from the voting members be submitted to the presiding officer. The nominations shall be announced at the general meeting subsequent to the vacancy announcement and the vote for that office shall occur at the next general meeting after the nomination announcement. The vacancy shall be filled for the remainder of the term.

Article IV Duties of Officers

Section 1 President: The president shall preside over club meetings. Shall organize speakers and events either directly or by task delegation to members. Shall carry out directly or delegate to members any special directives as voted on by the club officers or Executive Committee. Shall, along with the treasurer, sign checks over \$250. If for any reason the office becomes vacant, the outgoing president shall deliver all materials related to East Penn Democratic Club to the Vice President within 72 hours.

Section 2 Vice President: The vice president shall act to assist the president and club officers and, in the absence of the president, shall perform the duties of the president, including co-signing of disbursements in excess of \$250.

If for any reason the office becomes vacant, the vice president shall deliver all materials related to East Penn Democratic Club to the President within 72 hours.

Section 3 Secretary: The Secretary shall take minutes at all general and executive committee meetings. Shall publish electronically previous general meeting's minutes to all members, and post on website and social media pages. Executive committee minutes shall be published to executive committee members. Shall keep an updated membership list in the included categories in Article II and shall provide that attendance is taken at each meeting. Shall publish the general meeting agenda electronically to all members and post on website and social media pages no later than 48 hours before a general meeting. Shall keep all documents, records, and correspondence of East Penn Democratic Club. Shall produce materials for inspection by any voting member request in an appropriate time frame. If for any reason the office becomes vacant, the secretary shall deliver all materials related to East Penn Democratic Club to the President within 72 hours.

Section 4 Treasurer: The treasurer shall establish and maintain an account in a financial institution approved by the majority of the voting members. Shall collect and record membership dues. Shall record and deposit any funds collected from any source to the financial institution within a reasonable time frame. Shall only disperse funds once an expenditure has been directed by the officers of the club and approved by a majority of the vote in of the executive committee. Shall report up to date information on the East Penn Democrat Club's finances at every general meeting or within 3 days once requested by any voting member. Shall submit all financial reporting required by all levels of government within the designated time given to do so. May sign checks under \$250. The president and the treasurer shall both sign checks over \$250. Shall produce materials for inspection by any voting member request within 3 days. If for any reason the office becomes vacant, the treasurer shall deliver all materials related to East Penn Democratic Club to the President within 72 hours.

Section 5 Member At Large Officer: Shall be appointed by the Executive Committee after the January election meeting but prior to the next general meeting and shall serve for a two-year term. Shall act as a member of the Executive Committee and shall perform all duties as assigned by the Executive Committee. Shall introduce issues and concerns from the general membership to the Executive Committee.

Article V Organization

Section 1 Executive Committee: The executive committee shall consist of the officers of the club, the committee chairs of each of the 5 standing committees, and the At Large Officer. The executive committee shall take actions to ensure that the club activities are in concert with the mission statement of the club and direct the actions of the standing committees and any other ad hoc committees. In the case of any officer missing three consecutive meetings,

the executive committee may take measures to replace the officer by committee vote. A replacement shall serve until the next general election. The executive committee shall meet a minimum of one week prior to the next general meeting to establish the general meeting agenda and establish club priorities.

Section 2 Standing Committees: The initial standing committees shall be Communication, Finance, Outreach, Education, Research/Tracking/Data. Each standing committee shall have a chairperson(s) appointed by the president and as many members as necessary to accomplish assigned tasks. From time to time the executive committee could remove existing standing committees or create additional standing committees at will without modifications to the bylaws.

Section 3 Meetings: The president shall announce dates, times, and locations of General meetings and Executive Committee meetings. There shall be a minimum of 7 general meetings each year. Monthly dinners or other special events may constitute a general meeting if so designated by a vote of voting membership. Attendance will be taken at such events for purposes of membership statistics. For purposes of voting at all meetings, a quorum is required. A quorum is defined as 1/3 of the voting members for General meetings and 1/2 of the membership for Executive Committee meetings. Motions are made and seconded by voting members prior to voting. Motions are passed by a majority which is defined as 50% plus 1 of the voting members in attendance. Meetings shall be conducted under the current version of Robert's Rules of Order.

Section 4 Communication: The secretary shall maintain up to date information on the club webpage and social media page(s).

Article VI Financial

Section 1 Dues: The Executive Committee shall establish the amount of membership dues and the amount shall be subject to a vote by the voting members. There shall be no dues for students or honorary members Dues shall be collected by the Treasurer.

Section 2 Incoming Funds: The Treasurer shall deposit all incoming funds into the club account except for necessary cash on hand and report all incoming funds at General Meetings.

Section 3 Funds Disbursement: The Treasurer shall disburse funds for normal operating expenses of the club as determined and approved by vote of the Executive Committee. The disbursement of funds in the amount equal to or less than \$250 does not require the approval of the Executive Committee. Funds disbursed on behalf of any candidate for public office shall be approved by the voting members in attendance at a General Meeting. A vote for funds disbursement on behalf of any candidate shall be advertised in the Slack general channel and on the social media page(s) no less than 14 days before a meeting when a vote is called.

Article VII Candidates for Public Office

Section 1 Endorsements: The club may endorse candidates with a 2/3 vote from its voting members in attendance. The club may endorse propositions on a ballot with the majority vote of its voting members. The vote shall be advertised in a Slack general channel, website and social media page(s) no less than 14 days before a meeting when the vote is called.

Section 2 Support Activities for Candidates: The club may provide other resources including, but not limited to canvassing, advertising, GOTV (get out the vote), meeting places, etc. requested by or offered to any candidate for public office with a majority vote of the voting members in attendance. The vote shall be advertised in the Slack general channel and on the social media page(s) no less than 14 days before a meeting when a vote is called.

Article VIII Amendments

The bylaws may be amended by a motion, a second, and a vote of the majority of the voting members in attendance. The amendment(s) become(s) effective at the next consecutive meeting after an affirmative vote. Upon approval of any amendments, a copy shall be submitted to the LCDC (Lehigh County Democratic Committee) by the secretary and posted on the website. Motions for amendments to the bylaws shall be presented in writing at a General Meeting, advertised in the website and social media page(s), and called for vote at the next consecutive General Meeting.