

# Bylaws of East Penn Democratic Club

*Draft Revision 9/16/2024*

## 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 Democratic 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 and who are residents of the boroughs of Alburtis, Emmaus, or Macungie, as well as the townships of Lower Macungie or Upper Milford. All members shall provide contact information including name, email address, phone number, and 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 two categories: Voting Members and Associate Members.

A) Voting Members: The requirements to be a Voting Member of the East Penn Democratic Club are as follows:

- Shall be registered to vote as a member of the Democratic Party
- Shall be a resident of the boroughs of Alburtis, Emmaus, or Macungie, as well as the townships of Lower Macungie or Upper Milford
- Shall have paid the annual dues
- Shall 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: The requirements to be an Associate Member are as follows:

- Shall be a resident of the boroughs of Alburtis, Emmaus, or Macungie, as well as the townships of Lower Macungie or Upper Milford
- Are not registered to vote as a member of the Democratic Party due to not meeting age requirements or citizenship status
- Shall possess the values of the Democratic Party and would be registered to vote as a member to the Democratic Party if they were eligible
- Shall not be required to pay dues
- Shall not have voting rights within the East Penn Democratic Club
- Shall sign an affidavit that vows they are not registered to vote as a member of any other political party, that they share the values represented within the Democratic Party, and that they will register to vote as a member of the Democratic Party if they do become eligible to vote.

**Section 3 Disciplinary Actions:** Disciplinary reasons and actions related to members shall be defined and administered by the Executive Committee, published in a disciplinary policy, 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 Member at Large Officers.

**Section 2 Election of Officers:** Election of all officers shall take place by email vote in January of years ending in an odd number. The President shall appoint a nominating committee consisting of Voting Members to accept and list candidates for club offices by the October general meeting. The notice of the opening of nominations shall be emailed to all Voting Members and posted on the website by the October general meeting. 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 emailed to all Voting Members and posted on the website by the end of the first week in December. Officers are elected by a majority of the Voting Members in an email vote and the results are presented at the January general meeting. Officers are elected for a two-year term and may be elected to consecutive terms. If no new candidate is nominated to an officer position, the current appointee may continue to serve for an additional term, provided they choose to do so..

**Section 3 Officer Vacancies:** Whenever vacancies arise in an officer position, the Executive Committee shall immediately email an announcement of the vacancy to all Voting Members, post the opening on the website, 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 via an email vote. The results of the vote shall be announced 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 responsibilities of the President are as follows:

- Shall preside over club meetings
- Shall organize speakers and events either directly or by task delegation to a Member at Large Officer
- Shall carry out directly or delegate to a Member at Large Officer any special directives as voted on by the club officers or Executive Committee
- Shall keep an updated membership list for the member categories defined in Article II or delegate the task to a Member at Large Officer
- Shall 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 responsibilities of the Vice President are as follows:

- Shall act to assist the President and club officers and, in the absence of the President, shall perform the duties of the President, including 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 responsibilities of the Secretary are as follows:

- Shall take minutes at all general and Executive Committee meetings
- Shall ensure previous general meeting minutes are posted on the website
- Shall provide Executive Committee minutes to the Executive Committee members
- Shall provide that attendance is taken at each meeting
- Shall ensure the general meeting agenda is posted on the website 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 responsibilities of the Treasurer are as follows:

- 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 a majority of the vote in of the Executive Committee
- Shall report up to date information on the East Penn Democratic Club 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, though 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 Officers:** The appointment and responsibilities of the Member at Large Officers are as follows:

- Shall be appointed by the Executive Committee after the January election meeting but prior to the next general meeting
- Shall serve for a two-year term
- Shall act as a member of the Executive Committee
- 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 and the Member at Large Officers. 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 any 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 prior to the general meetings to manage club business and to establish club priorities.

**Section 2 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 3 Communication:** The Executive Committee shall ensure up to date information is maintained on the website.

## **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. 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.

## **Article VII Amendments**

The bylaws may be amended by a motion, a second, and a vote of the majority of the Voting Members in attendance at a general meeting. 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 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 on the website and called for vote at the next consecutive general meeting.