

Bylaws: The Livonia Democratic Club

ADOPTED: June 13, 2018

PREAMBLE

We, the members of the Livonia Democratic Club, do hereby establish these bylaws in order to provide a framework for the club's fair and efficient operation and to promote the club's purposes.

ARTICLE I - ESTABLISHMENT

Section A – Establishment & Purpose

The purpose of the Livonia Democratic Club (LDC) is to support the beliefs and values of the Democratic National Committee (DNC) and the Michigan Democratic Party (MDP), to encourage informed participation in the political process by the citizens and businesses in the City of Livonia and neighboring communities, to recruit and support candidates for public office, to support public officials identified as members of the Democratic Party, and to support public officials serving in nonpartisan offices representing the citizens and businesses in the City of Livonia and surrounding communities.

Section B – Name & Fundamental Principles

The name of our organization shall be "Livonia Democratic Club," hereafter referred to as "club." The club is established under a charter granted and owned by the MDP. Members of the club shall be encouraged to become members and/or supporters of the DNC and/or the MDP.

The fundamental principles governing the general operations of the club include, but are not limited to, the following, as defined by the MDP:

- openness and participation,
- non-discrimination, and
- public notice.

All meetings of the club shall be open to all members and guests regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance, or disability.

ARTICLE II - MEMBERSHIP

Section A – Membership

Membership in the club shall be open to any member of the Democratic Party who resides in the City of Livonia and to any elected public officials who are Democratic Party members. Associate membership shall be reserved for those members of the Democratic Party residing outside the City of Livonia. Membership shall not be based on actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance, or disability.

No test for membership in the DNC, MDP, or LDC shall be required.

Section B – Types of Membership

There are five types of club membership: lifetime, individual, family, student, and associate.

Lifetime, individual, family, and student memberships shall be assigned to members who reside within the city of Livonia. Lifetime, individual, family, and student members shall be permitted full voice and voting privileges at all official meetings of the club. Family memberships shall include named member, spouse, and minor children.

Associate memberships shall be assigned to Democratic Party members residing outside the City of Livonia. Associate members shall be invited to all club meetings, activities, and events. Associate members may engage in discussion and provide input regarding the business of the club, but during club meetings, they do not have the right to vote, propose motions, or second motions.

Section C – Dues

Annual club dues for individual and associate memberships shall be \$20 per year. Annual club dues for student memberships shall be \$10 per year. All family memberships shall be \$25 per year. Annual membership dues shall be due at the time of the regular membership meeting each year in the month of January.

Club dues shall be reviewed annually by the Executive Board. Any change in the amount or structure dues shall be presented to the membership for approval. In accordance with the principles of the Democratic Party, the club President may recommend forgiveness of annual dues in cases of financial hardship. Any such recommendation shall be subject to approval by the Executive Board.

Lifetime memberships, while no longer offered since 2010, shall remain in force as long as the member continues to reside in the City of Livonia and the club continues to exist.

Section D – Voting Rights

Annual club dues being paid and current for individual, family, student, and lifetime members shall constitute a membership in good standing, having voice and voting rights in all official business, meetings, and events of the club. Associate members may enjoy making contributions to the discussion in all meetings of the club but without voting rights.

ARTICLE III - ORGANIZATION

Section A – Executive Board & Officers

The following club officers shall be elected in every odd-numbered year and be members of the Executive Board: President, Vice President of General Operations (VP-GO), Vice President of Political Operations (VP-PO), Recording Secretary, Digital Communications Coordinator, Treasurer, three Trustees, and Officer(s)-At-Large. At least one Vice President of the club shall be of the opposite gender to the President. One Officer-At-Large may be elected for every 25 club members in good standing at the time of club elections during odd-numbered years. The immediate past-President shall be a member of the Executive Board, whose title shall be President Emeritus, provided that person remains a member in good standing. All persons to be nominated as Executive Board officers in the club must be members in good standing at least 30 days prior to nomination and residing within the City of Livonia.

The Executive Board shall meet at a time (not less than five days) in advance of any monthly general membership meeting in order to formulate and prepare recommendations to the club membership.

All elected county, state, and national Democratic Party office holders who are also members of the club shall be considered part of the Executive Board but shall not be counted in determining a quorum at an Executive Board meeting.

Section B – Duties of the President

The President shall have the responsibility to enforce these bylaws and shall preside at all membership and Executive Board meetings. The President may call special Executive Board meetings as necessary. Any such meeting shall be scheduled with not less than 48 hours (two business days) notice.

The President shall appoint all committee chairpersons and may convene special committees as necessary. The President shall be an ex officio member of all club committees.

The President shall mediate all disputes within the club when these bylaws are determined insufficient and report on these mediations to the Executive Board.

The President must be a named party on all club financial accounts, as detailed in Article III, Section G.

In any event where the timeliness of an event or activity may present a need for an emergency expenditure from the club's treasury, the President shall be authorized to expend not greater than \$250.00 between meetings of the membership. Any such emergency expenditure shall be reported to the Executive Board and then to the club membership at the next membership meeting.

The President shall be responsible for transferring all tangible and intangible property (including, but not limited to, administrative account access, physical property, account passwords, and answers to security questions) to an incoming or temporarily appointed President within 30 days of exiting the office.

Section C – Duties of the Vice President of General Operations

The Vice President of General Operations (VP-GO) will serve as acting President in the absence or vacancy of the President.

The VP-GO may (at the VP-GO's request) be a named party on the club financial accounts.

The VP-GO shall be responsible for overseeing such operational committees as designated by the President. Operations committees may include, but are not limited to, the following: Membership, Program, Publicity & Communications, General Fundraising, Constitution & Bylaws, and Policy & Resolution.

The VP-GO shall be responsible for transferring all tangible and intangible property (including, but not limited to, administrative account access, physical property, account passwords, and answers to security questions) to an incoming or temporarily appointed VP-GO within 30 days of exiting the office.

Section D – Duties of the Vice President of Political Operations

The Vice-President of Political Operations (VP-PO) shall serve as the acting President in the absence or vacancy of both the President and the VP-GO.

The VP-PO shall be responsible for overseeing such political committees as designated by the President. Political committees may include, but are not limited to, the following: Campaigns, Endorsements, Candidate Fundraising, Legislation & Resolutions, Nominating, Social, and Youth/Seniors/Veterans.

Any committee established for the purpose of evaluating and/or awarding endorsements of the club shall be chaired by the VP-PO.

The VP-PO shall be responsible for transferring all tangible and intangible property (including, but not limited to, administrative account access, physical property, account passwords, and answers to security questions) to an incoming or temporarily appointed VP-PO within 30 days of exiting the office.

Section E – Duties of the Recording Secretary

The Recording Secretary shall keep accurate minutes of the proceedings of all meetings of the club membership and Executive Board and make such records available to the membership. The Recording Secretary may designate, with permission, another member to keep accurate minutes of any club meeting at which s/he will not be in attendance. Further, the Recording Secretary may request the assistance of any member to co-record meeting minutes. All meeting minutes shall be formatted according to a template developed and approved by the Executive Board. The Secretary shall keep and preserve all documents, correspondence, property, and other effects of the club. The Recording Secretary shall make and maintain an inventory of all property and effects belonging to the LDC. The Recording Secretary shall be responsible for properly notifying the membership of all meetings, activities, and events in accordance with Article V, Sections A and B.

The Recording Secretary shall be responsible for transferring all tangible and intangible property (including, but not limited to, administrative account access, physical property, account passwords, and answers to security questions) to an incoming or temporarily appointed Recording Secretary within 30 days of exiting the office.

Section F – Duties of the Digital Communications Coordinator

The Digital Communications Coordinator (DCC) is authorized to assemble and maintain, through an ongoing effort, a list or lists of contact information strategically designed to facilitate club operations.

The DCC shall be responsible for the development and operation of the club website, including maintaining relationships with the designated web and email hosting services. In addition, the DCC maintains the domain name registration(s). The DCC coordinates with the Executive Board and members who are responsible for providing online content and is responsible for ensuring that digital communications align with the principles and values of the club. The DCC supports any and all other web and domain services operated in the name of the club.

The DCC shall be responsible for transferring all tangible and intangible property (including, but not limited to, administrative account access, physical property, account passwords, and answers to security questions) to an incoming or temporarily appointed DCC within 30 days of exiting the office.

Section G – Duties of the Treasurer

The Treasurer shall be responsible for the financial receipts and disbursements of the club's treasury funds, subject to the conditions of these bylaws. The funds of the club shall be deposited at an institution designated by the Executive Board, where, at minimum, the President and Treasurer are signees on the accounts.

The Treasurer shall be responsible for making timely recurring expenditures associated with the club's headquarters/office rent and utilities (including, but not limited to, telephone, Internet, cable television, and office hardware). The Treasurer shall seek semi-annual authorization for the payment of these expenditures. The Treasurer shall be responsible for an oral report of the financial conditions of the club at all Executive Board meetings and in writing at all general membership meetings.

The Treasurer shall be responsible for transferring all tangible and intangible property (including, but not limited to, financial records, physical property, account passwords, and answers to security questions) to an incoming or temporarily appointed Treasurer within 30 days of exiting the office.

Section H - Duties of the Trustees

The duties of the Trustees shall be to assist the Treasurer in his/her duties when requested and periodically (every six to 12 months) perform a general audit of the club treasury in tandem with the club's external auditor and/or compliance consultant. Trustees shall report the results of each audit at the Executive Board and general membership meetings immediately following the audit.

Section I - Duties of the President Emeritus

The duties of the President Emeritus shall include, but not be limited to, the following: attendance at and participation in all Executive Board and membership meetings, committee work and leadership, and assisting other Executive Board members in discharging their duties.

Section J - Duties of the Officer(s)-At-Large

The duties of the Officer(s)-At-Large shall include, but not be limited to, the following: attendance at and participation in all Executive Board and membership meetings, committee work and leadership, and assisting other Executive Board members in discharging their duties.

Section K – Inactive Executive Board Members

Executive Board members are expected to regularly attend and participate at official meetings of the club. Executive Board members may be excused from attendance at meetings of the club by informing the President not less than 24 hours in advance of a regularly scheduled Executive Board or general membership meeting. Any Executive Board member with six consecutive unexcused absences from official meetings of the club shall be deemed as having resigned their position.

ARTICLE IV – CLUB ELECTIONS

Section A – Nominations

Nominations shall be opened at the regular January membership meeting in all odd-numbered years. The President shall appoint a temporary Elections Committee, comprised of at least three members who are not seeking an elected position, to provide oversight and guidance for the process. Nominations will be taken from the floor during the meeting from any member in good standing. Nominations for officers may also be submitted via email or other communications to the President and the Recording Secretary and dated no later than three days prior to the membership meeting where nominations shall be made. Any member in good standing nominating him/herself shall be considered automatically accepting the nomination. A nominee must be present at the meeting to accept his/her nomination in person, unless nominated via email or other communications as described in this section.

Section B – Elections

Elections shall be held at the regular February meeting of the membership in all odd-numbered years. All elections shall be conducted by members in good standing, present and voting, by voice vote. Unopposed candidates shall be considered elected by acclamation. In the event of a tie vote, additional votes shall be taken, but only between such two candidates properly nominated and competing for the same position, until a tie is broken. All elected officers shall be considered elected by a simple majority vote (50% + 1 or more votes), assume office immediately following the elections, and shall hold office for a period of two years.

Section C – Vacancies & Special Elections

Upon vacancy of the office of President, the VP-GO shall serve as President. Upon vacancies of the office(s) of President and/or VP-GO, the VP-PO shall fill the vacancy of President or VP-GO. Upon a vacancy of the President, VP-GO, and VP-PO, a special election to fill vacant positions shall be conducted.

Where there exists a vacancy for any other office, nominations and elections to fill that vacancy shall be conducted. When a vacancy is left open for a period of 90 days or more, it may be filled by a recommendation by the President or Executive Board and a majority vote of the membership.

Section D – Censure of Officers & Members

The matter of censure of a member shall be regarded as remedial, and a course of action shall be confined within the powers

and provisions as outlined in these bylaws. Any recommendation of censure shall be made by a member in good standing in writing to both the President and Recording Secretary via email or other communications. It shall be the duty of the Executive Board to investigate, in a reasonable and timely manner, all such written requests. In the event of a recommendation for censure of the President, the responsibility for conducting the Executive Board investigation and recommendation shall reside in the office of the VP-GO. In the event the Executive Board determines that an act of censure is appropriate, it shall present that determination to the general membership in the form of an Executive Board recommendation. Final determination regarding any request of censure shall be made by a supermajority (66 2/3%) of members present and voting. No censured member shall be eligible to be nominated or elected to an official position in the club.

ARTICLE V – MEETINGS

Section A - General Membership Meetings

The general membership of the club shall meet on the second Wednesday of the month, not less than nine times each year. Any change to the schedule of general membership meetings may be recommended by the Executive Board and must be approved by the club membership.

The meeting schedule will be published by the Recording Secretary and/or the DCC via email, the club's official website, any and all appropriate digital communications platforms, and/or United States Postal Service mail as deemed necessary and sufficiently in advance (not fewer than five days) for the membership to reasonably plan to attend and participate. All official notice of meetings, activities, or events of the club shall be made to the greatest available list of members, including, but not limited to, currently paid club members, members of the DNC, members of the MDP, and members of any other digital communications platform associated with the club.

All general membership meetings shall be conducted according to generally-accepted parliamentary procedures.

Quorum for a general membership meeting shall be considered as those members present, so long as proper notice requirements have been observed.

Section B – Executive Board Meetings

The President and 50% of the Executive Board members shall convene a meeting of the Executive Board as necessary. If the President is unavailable, either the VP-GO or VP-PO shall convene Executive Board meetings. Executive Board meetings shall be open to the general membership. Timely notice of no fewer than five days shall be provided to the membership of an Executive Board meeting. Meetings shall be held in locations equally accessible to all members and shall have capacity to accommodate, within reason, the number of members usually in attendance. A quorum of the Executive Board will be no fewer than 25% of the elected club officers.

ARTICLE VI – ENDORSEMENTS

Section A – Endorsement Committee

The club Endorsement Committee shall consist of the elected (or temporarily appointed) members of the Executive Board. The VP-PO shall be considered the chairperson of the Endorsement Committee. The VP-PO shall be responsible for coordinating support efforts between a candidate endorsed by the club and the club itself. Any endorsement by the club shall permit the candidate's use of the name of the club in any way beneficial to the candidate. Endorsement by the club may, but is not required nor limited to, include financial contributions, organization of fundraising events on the candidate's behalf, and use of club property and resources for campaign efforts in accordance with appropriate campaign finance laws.

Section B – Qualifications for Endorsement

The club may endorse candidates for local, county, state, and national elections, provided that the electoral district or

jurisdiction of the office lies in whole or in part within the City of Livonia or may endorse any candidate as recommended by the MDP. When an election of public officials is anticipated, candidates may be invited to be interviewed for potential endorsement. Candidates may submit a request for endorsement in writing. The Endorsement Committee may recommend candidates for endorsement to the Executive Board who have not otherwise submitted a written request.

Section C – Open Seats & Incumbent Party Officials

At any time, where two or more candidates who are legitimate members of the Democratic Party are competing for an open seat for the same position, interviews of candidates competing for the same open position may be conducted. A recommendation for endorsement of one or more equally qualified candidates may be made to the Executive Board and membership.

In the event a request(s) for club endorsements is/are made where there is an incumbent member of the party seeking re-election, a supermajority vote of the Endorsement Committee shall be required to constitute a recommendation of endorsement to the membership. A supermajority vote of the membership shall be required to award an endorsement to a challenging candidate, seeking election where an incumbent official (as a Democratic Party member) is currently holding office. A candidate endorsed in a primary election by the club, winning a primary, may automatically be considered endorsed for the following general election. Where no candidate endorsed by the club wins election in a primary, the club may consider endorsement of another qualified candidate in the following general election.

All approvals for endorsement for a candidate seeking any open position shall be presented to the general membership in the form of a recommendation by the Endorsement Committee, and approved by the membership by a simple majority of those present and voting, at the next general membership meeting.

ARTICLE VII – POLITICAL ACTION COMMITTEE

Section A – Independence from the Livonia Democratic Club

Any political action committee (PAC) associated with the club shall operate under and in accordance with applicable state and federal elections and campaign finance laws.

ARTICLE VIII – AMENDMENTS

Section A – Amendments to the Bylaws

A recommendation to amend/change these bylaws may be initiated at any meeting of the membership, by any member in good standing. Any proposed amendment shall be referred to the appointed members of the Constitution & Bylaws Committee, who shall meet at a time prior to the next scheduled meeting of the Executive Board. The Recording Secretary shall, when notifying the membership of the next general membership meeting, include the proposed amendment in the notice.

The Constitution & Bylaws Committee shall analyze the proposed/recommended change(s) and prepare it as a recommendation to the Executive Board. Upon Executive Board discussion/approval, the committee shall subsequently present a recommendation for consideration and disposition at the next general membership meeting. Amendments to these bylaws shall be approved by a supermajority vote of the membership.

ARTICLE IX – DISSOLUTION

Section A – Dissolution of the Livonia Democratic Club

The membership may vote to dissolve the club by a supermajority affirmative vote. Alternately, failure of the club to conduct a

general membership meeting for five consecutive months shall constitute dissolution, approved actions, taken in accordance to Article V, Section A, notwithstanding.

Upon dissolution, all real and personal property, assets and liabilities of the club shall be surrendered to the MDP.

Respectfully Submitted, 14 June, 2018

R. Karl Burnett: President

Danielle Lewon: Recording Secretary

Livonia Democratic Club