

Oak Park/Huntington Woods/Royal Oak Township Democratic Club Bylaws

Adopted November 19, 2020; technical changes added as of 12/5/20

PREAMBLE. Oak Park/Huntington Woods/ Royal Oak Township Democratic Club believes in the Principle of People and the Principle of Democracy. That is, giving service to the needs and aspirations of all people, and promoting full participation of all members of society in all political and governmental processes. These principles reflect the values of the Michigan Democratic Party.

Article I. NAME

This organization shall be known as the Oak Park/Huntington Woods/ Royal Oak Township Democratic Club and shall be referred to in these Bylaws as the Club. It is a non-profit organization and is the official body of the Michigan Democratic Party (MDP) in the cities of Huntington Woods, Oak Park, and Royal Oak Township.

Article II. PURPOSE

The purpose of the Club is to promote the philosophy of the Democratic Party, to elect Democrats to public office, and to promote the betterment of our communities, county, and state. The achievement of these objectives shall be facilitated through various means: Club committees, meetings, and events; the work of Democratic precinct delegates; the efforts of Oakland County Democratic Party Executive Committee Designees; and, the contributions of like-minded individuals who share jointly held goals.

Article III. FUNDAMENTAL PRINCIPLES

Section 1. The Club shall be open and welcoming to all Democrats and those who share the values regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance, or disability. The Club shall support broad and diverse participation of all, without discrimination. All public meetings are open to all Democrats and their friends. No oaths of loyalty or tests will be required for membership in the Club.

Section 2. Voting

- A. To vote on a Club issue or election of a Club Officer, Trustee, OCDP Executive Committee Designee or representative for any purpose, the person must be a Club member in good standing for at least thirty days prior to the motion or election.
- B.
- C. Votes shall not be taken by secret ballot at any meeting of the Club. All votes shall be by raising hands, and if necessary, counting those hands to determine the voting outcome. Each member shall have only one vote; that is, one person, one vote on any issue or election.
- D.
- E. The unit rule, by which the body's entire vote must be cast for the candidate or slate preferred by most of the voting body, is prohibited in Club votes and elections.
- F.
- G. No rule may be adopted by the Club that would require a person to cast a vote or be recorded as voting contrary to that person's judgment.

Section 3. All rules of Bylaws of the Club shall be consistent with the Rules of the Michigan Democratic Party.

Section 4. The By-Laws shall be available to any member of the Club and shall be posted on the Club's website.

Article IV. MEMBERS

Section 1. The Club members shall consist of all persons interested in advancing the Club's purposes and indicate their interest in joining by paying its annual dues or having their dues waived by duly noticed meeting of the Executive Board.

Section 2: The Club may hold meetings limited to its members in cases where confidential consideration is necessary. Such meetings shall be so designated by notice to members at least 7 days in advance of the meeting.

Section 3. In the membership records, each member's name, address, telephone, and email shall be requested; this information shall be shared with Chairperson, Vice-Chairpersons, Secretary, Communication Officer and Treasurer. The membership records shall be maintained by the Treasurer.

Article V. OFFICERS

Section 1. The officers are as follows: a Chairperson; two Vice-Chairpersons, one from Oak Park and one from either Huntington Woods or Royal Oak Township; a Secretary; a Communications Officer, and a Treasurer. There shall also be three Trustees, one from Oak Park, one from Huntington Woods, one from Royal Oak Township.

Section 2. The Officers and Trustees shall serve two-year terms. The Chairperson shall be selected from the officers of the current term of office whenever feasible and from a different city from the current chairperson.

Section 3. The election of Club Officers and Trustees members shall be held every two years in January of odd-numbered years .

Section 4. As representatives of the Club, six people shall be chosen as Oakland County Democratic Party Executive Committee Designees:

- A. The Designee may also hold a Club Executive Board or Committee position.
- B. Prior to the OCDP Executive Committee election, the Designees shall be nominated by the Club Chairperson in September and elected at the October Membership meeting.
- C. The Designees shall serve starting January of the odd number years for a two-year term.
- D. At the September meeting, any Club member may also nominate a Designee, including one's self, by giving notice to the members 14 days before the October election.
- E. The OCDP determines the number of representatives from the Club to the OCDP Executive Committee, so if a Designee is not elected to this Committee, he or she shall serve as an alternative

representative from the Club when a Committee member is unable to attend an OCDP Executive Committee meeting.

Section 5. Vacancies occurring in Officer or Trustee positions shall be filled by special election at the next scheduled membership meeting in accordance with Article 10.

Section 6. The Chairperson shall preside at all meetings or designate one of the Vice-Chairpersons to serve in his or her position. He or she shall oversee the management of the Club.

Section 7. The Vice-Chairpersons shall assist the Chairperson in the discharge of his/her duties and shall temporarily assume the responsibilities of the Chairperson in her/his absence. One of the two Vice Chairpersons shall be a different gender from the Chairperson.

Section 8. The Secretary shall keep and preserve the books, documents, correspondence, records, effects, and any other Club property; when a new Secretary is elected, the past Secretary shall deliver to the newly elected Secretary all records and property maintained and preserved during her/his tenure.

Section 9. The Communication Officer shall oversee the Club's communications including that there is proper notification to each member before all membership meetings. Communication tools include the Club's membership contact software, email lists, personal information, U.S. Mail, fax, telephone, text, the Club's website, Facebook page, and any other electronic social media or contact programs. These duties may be delegated to a Committee member so long as the Communication Officer is fully aware of all the Club communications.

Section 10. The Treasurer shall be responsible for overseeing the income and spending for Club business.

- A. Maintaining the financial receipts and disbursements records of the Club.
- B. Maintaining the official membership records. The Treasurer shall maintain the official record of members who have paid dues or who have been waived from paying dues in the current membership year.
- C. Depositing the funds of this organization in banks or credit unions.
- D. Draw funds by check or otherwise authorized transfers only by approval of any two of the following officers: Chairperson, Secretary, and Treasurer. Amounts greater than \$100 or another amount set by the Executive Board requires two officers' signatures.
- E. Make monthly financial report to the Executive Board and the membership during membership meetings. He or she shall attach written financial reports to the Club's minutes.
- F. When a new Treasurer is elected, the past Treasurer shall deliver to the new Treasurer the funds and all the books and records maintained during her/his tenure in office.

Article VI. NOMINATIONS

Section 1. The Chairperson shall appoint a Nominations Committee no later than September of an even year. The Nominations Committee shall seek the interest of members in serving on the Executive Board. No later than the November membership meeting, the Nominations Committee shall present a slate to the membership.

Section 2. Other nominations for the various offices may be made by a petition of 5 members submitted to the Nominations Committee Chair and shared with the membership at the November membership meeting.

Section 3. The Nominations Committee shall manage the election which shall be held no later than January 30th of odd numbered years.

Section 4. The nominations must be posted on the Club's website, sent by text, by email, or any other appropriate form of communication to inform members no less than 30 days prior to the election.

Section 5. During the election, if no candidate receives at least 50.2% of the votes cast on the first vote, the two highest vote getters will participate in a runoff election that day.

Section 6. To qualify to be an Officer or Trustee, a nominee must be a member of the Club and of the MDP at least (30) thirty days prior to the election. Further, a nominee for Chairperson or Vice-Chairperson shall live in Oak Park, Huntington Woods, or Royal Oak Township. A designee for the OCDP Executive Committee must be a member of the Club and willing to become a member of the OCDP. All nominees must agree to be nominated prior to the formal nomination.

Section 7. All Club members in good standing (30) thirty days prior to the election shall be eligible to vote.

Article VII. The Club Executive Board

Section 1. The Officers, Trustees, OCDP EC Designees, and Committee Chairs shall serve as the Executive Board which shall be responsible for recommending actions to the general membership, managing the Club affairs between General Membership meetings, and overseeing the finances of the Club.

Section 2. The current Executive Board may set the membership dues annually and has the authority to waive dues at any time for a member.

Section 3. Member concerns shall be first brought to the attention of the Chairperson and if they continue, they should be brought to the attention of the Executive Board for discussion and possible action.

Section 4. When there is no imminent membership meeting (meeting within 14 days), nor an imminent Executive Board meeting but a Club decision must be made, then an Officer may call an Officers meeting to take a critical action. There must be 3 days' notice to the Officers of the time and place of the meeting. Depending on the issue and the number of people available for a quick meeting, the Trustees may be included in the meeting and may contribute to the decision to be made.

ARTICLE VIII. MEETINGS and Notice of Meetings

Section 1. The time and place for all public meetings of the Club shall be publicized no less than 14 days before the meeting to assure timely notice to all interested persons. Such meetings shall be held in places accessible to all Club members and able to accommodate all interested persons. A zoom/ electronic video event may be considered a "place".

Section 2. The Club will publicize fully and in such ways the agenda or a list of issues to be brought before the members before each meeting.

Section 3. There shall be scheduled no less than six (6) membership meetings per calendar year. The Officers shall report on Club activities; time may be given for elected officials from the area to report on their activities.

Section 4. There shall be at least fourteen (14) day notice of the date, place and time of any public membership meeting; there shall be at least seven (7) day notice of the date, place, and time of any Executive Board meeting. Emergency and special Officers' meetings shall have at least three (3) day notice.

Section 5. Notice may be given by mail, telephone, any electronic communications or by any other method available to reach the possible participants in the meeting. No method shall be selected so that people will be excluded.

Section 6. There shall be no less than four meetings each year for regular Executive Board meetings. Further, when it is not possible for the Club members to vote upon an issue needing an immediate decision, the Executive Board may decide upon an action.

Section 7. All decisions shall be by a majority vote of the Executive Board present at a duly noticed meeting with a quorum present.

Section 8. Special Emergency meetings of the Officers, the Executive Board, or the full membership may be called by any two Officers. There shall be at least 3 members present to make decisions at an Officer meeting; there shall be a quorum present to make decisions at a specially called Executive Board or at a specially called membership meeting.

Section 9. A quorum at the membership meetings shall be at least 10 dues paying members. A quorum of the regular Executive Board shall be 30% of the Board members. A quorum is necessary before a decision or election will be effective. All decisions of the Executive Board and Membership shall be by majority of those present.

Section 10. Minutes shall be taken at every meeting; they shall be turned over to the Secretary, as Club records, within 7 days if someone substitutes for the Secretary at a meeting. Copies of these minutes shall be posted on the website and available to each member within 14 days of the meeting.

ARTICLE IX. Removal of an Officer or Trustee

Section 1. Members of the Executive Board may be removed without prejudice if they fail to attend at least three regularly scheduled Club meetings during the calendar year. A 2/3 vote of the Executive Board is needed to remove an elected Executive Board member. The vacancy thus created shall be filled by a majority vote of the membership at the first available regularly scheduled meeting of the Club.

Section 2. The notice of such a meeting must indicate the specific time and place of the meeting, and the basis upon which the action is founded. Notice must be provided at least seven days before the meeting to the Executive Board members and to the person who is being sought to be removed.

Section 3. The motion to remove must carry by a two-thirds vote of the Executive Board members present and having a quorum.

ARTICLE X. VACANCY ELECTION

Section 1. The process for filling a vacancy of any elected or appointed Officer shall begin at the next regularly scheduled Membership meeting. At said meeting, the Chairperson or the highest-ranking member of the Officers present, shall call for nominations to replace the vacated officer position(s). So long as 10 Club members are present, the membership shall vote on the nominees. The nominee with a

majority vote of those present shall assume the vacant office. If no nominee gets a majority of those present, then no one is awarded the office at that meeting and Section 2 applies.

Section 2. The nominees and description of the vacant office shall be placed on the Notice of the next duly noticed membership meeting.

Section 3. At the noticed membership meeting, so long as 10 Club members are present, the membership shall vote on the nominees. The nominee with a majority vote of those present shall assume the vacant office. If no nominee gets a majority vote of those present, then the nominee with the least votes is removed from the ballot. The voting resumes until a nominee gets a majority vote of those present.

ARTICLE XI. COMMITTEES

Section 1. The Chair shall appoint the committees and committee chairpersons necessary for the work of the organization subject to the approval of the majority of the Executive Board. Board members may also serve as Committee officers.

Section 2. Standing Committees may include the following:

- A. Bylaws Committee, changes to Bylaws.
- B. Membership/Social /Fundraising – recruiting resources to run the organization.
- C. Precinct Delegate and Candidate Endorsement Committee – managing the election related activities of the Club.
- D. Communications Committee – provides Outreach and publicity about the Club including managing the contact program with members, the website and any social media promoting the work of the Club.
- E. Program Committee – works with the Chairperson to plan the regular membership meeting and any special issue meetings.
- F. Oakland County Democratic Party Executive Committee Designees – coordinate the relationship of the Club with the OCDP as well as be available to serve on the OCDP Executive Committee.
- G. Finance and Strategic Planning Committee – along with the Officers, proposes or reviews long-range plans for future years Club activities.

Section 3. The Chairperson may also appoint any ad hoc Committees he or she sees are needed for the Club.

ARTICLE XII. ORDER OF BUSINESS

At the membership meetings the business of the organization may proceed in the following order:

1. Welcome and Introductions
2. Officer Reports
3. Reports of Committees
4. Old Business
5. New Business
6. Good and Welfare

7. Adjournment

Article XIII. PARLIAMENTARY AUTHORITY

The latest edition of *Robert's Rules of Order Newly Revised* shall apply to questions of procedure for which there is no applicable rule of procedure under the Rules of the MDP or these bylaws.

Article XIV. AMENDMENTS

Section 1. Proposals for changes or amendments to these rules may be made by motion of a member, without debate, at any meeting of the Executive Board or Membership meeting; all proposed amendments shall be first referred to the Bylaws Committee which shall report its recommendation related to the proposed change for discussion at the next succeeding Executive Board meeting, membership meeting, or at a special membership meeting called for that purpose.

Section 2. Written notice setting forth the proposed amendment shall be given to members at least fourteen (14) days prior to the date of the meeting at which a vote on the Amendment is to be taken.

Section 3. Any amendment to these rules shall pass by two-thirds (2/3) majority of the votes cast by the Club Members provided that the meeting is duly noticed, and a quorum is present.

Section 4. These Bylaws shall be in full force and effect upon their adoption and shall supersede all motions and policies of a contrary nature with the exception of those provisions of Michigan Statutes which apply to the Statutory structure of Political Parties in the State of Michigan and the MDP Rules.

Section 5. In the event of dissolution of the Club, all real and personal property will revert to the benefit of the MDP.

These bylaws were adopted by a meeting of the Club on November 19, 2020 and witnessed by the dues paying members present at a duly noticed meeting.

Chairperson, Max Milstein

Secretary, Manjula Egan

Bylaws Committee, October 2020: Nina Abrams, Wendy Appleton, Manjula Egan, Esther Ingber, Don Jones, Max Milstein