

THE BY-LAWS OF THE SOUTHFIELD/LATHRUP VILLAGE DEMOCRATIC CLUB

As Amended on March 20, 2013

ARTICLE I – NAME

This organization shall be known as the Southfield/Lathrup Village Democratic Club, a non-profit organization, and shall be the officially recognized body of the Democratic Party within the City of Lathrup Village and the City of Southfield. In order to receive and maintain a Charter from the Oakland County Democratic Party, this club must have at least ten fully paid or enrolled state party members for the previous year.

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote the philosophy of the Democratic Party and to elect Democrats who support this philosophy through the coordination of activities of precinct delegates, candidates and all interested Democrats in the cities of Lathrup Village and Southfield. The Southfield/Lathrup Village Democratic Club is a non-profit organization and all its assets are pledged to educational, charitable and community purposes.

In fulfilling this purpose, the Southfield/Lathrup Village Democratic Club shall, through political, educational and social activities, promote the aims and purposes of the Democratic Party and its candidates and advance the interests of all Democrats supporting the Party within its geographic area.

ARTICLE III - MEMBERSHIP & DUES

Section 1

All persons eighteen (18) years of age or older who reside within the boundaries of the Club and who are interested in advancing the principles and ideals of the Southfield/Lathrup Village Democratic Club shall be eligible for membership and become members in good standing upon payment of the annual dues of this organization.

Section 2

Annual dues of the Southfield/Lathrup Village Democratic Club shall be \$10 per person and \$5 for each additional person residing in the same household per year. Regardless of when dues are paid during a given year, membership is by calendar year -- Jan. 1 to Dec. 31. Only paid-up members shall be entitled to vote on matters brought before the membership. Special dues or fees may be levied by a two-thirds vote of the members present and voting at a meeting of the membership.

Section 3

Those who cannot afford the minimal dues will be allowed to register as voting members without payment.

ARTICLE IV – THE EXECUTIVE BOARD

Section 1

The Executive Board shall be comprised of twelve (12) members. The organization shall elect at least eleven (11) officers to be known as Chairperson, First Vice Chairperson, Second Vice Chairperson, Recording Secretary, Corresponding Secretary, Treasurer and five (5) trustees. These officers and the Immediate Past President of the Club shall comprise the Executive Board. (The Chair and First Vice Chair should be of the opposite gender if at all possible.)

Section 2

Election of the Executive Board shall be at the November membership meeting of the club in odd numbered years.

Section 3

Election of the Executive Board shall be by a majority of votes cast by members in good standing, present and voting at the November, odd year, regular meeting. Members in good standing shall be those who have paid their Club dues at least ninety (90) days immediately preceding the election. There shall be no proxy or absentee voting. Where no candidate receives a majority of votes cast, there shall be a run-off election between the two (2) candidates receiving the greatest number of votes.

Section 4

No member of the Club shall be elected to hold the same office for more than two (2) consecutive terms.

Section 5

The Immediate Past Chairperson of the Club shall be a member of the Executive Board.

Section 6A

The Chairperson of the Club shall appoint a Nominating Committee of five (5) members (and shall designate the Chairperson of said committee) by September of each year in which the election is held. The Nominating Committee (for the election of the Executive Board) shall make its recommendations known at the regular membership meeting in October. Members of the Nominating Committee, who are not themselves candidates for the Executive Board, shall conduct the election. Additional nominations may be made from the floor at the November meeting of the membership. All persons who have been members in good standing for ninety (90) days prior to the election shall be eligible for nomination to any office, except that of Chairperson. Only persons who have been members of the Club for one (1) year prior to the election shall be eligible for nomination of the office of Chairperson. Written or electronic notice of the recommendations of the nominating committee shall be directed to all members of the Club at least one week prior to the meeting at which the elections are to take place. In creating the slate, each member of the Nominating Committee shall have one vote. The chairperson of the Nominating Committee shall only vote to break a tie vote.

Section 6B

No more than two (2) members of the Executive Board shall serve on the Nominating Committee and nothing shall disqualify a member of the Nominating Committee from being a nominee.

Section 6C

Nothing herein shall prevent nominations from the floor prior to the election.

ARTICLE V – DUTIES OF OFFICERS & TRUSTEES

Section 1 - Chairperson

The Chairperson shall be the Chief Executive Officer of the Club. He/She shall preside at all meetings of the Executive Committee and the membership, appoint all standing or special committees and the chairpersons, and be an ex-officio member thereof and administer the day-to-day affairs of the Club. He/She shall at his/her pleasure, or upon the request of four (4) members of the Executive Committee, call special meetings of the Executive Committee. He/She shall at his/her pleasure, or upon the request of ten (10) members of the Club, call special meetings of the membership. He/She shall, with the consent of the Executive Committee, fill by appointment any position of the Executive Committee left vacant by resignation or inability. He/She shall co-sign all checks of the Club.

Section 2A – Vice Chairpersons

The Vice Chairperson shall assist the Chairperson in the discharge of their duties. If a vacancy in the office of Chairperson shall occur for any reason, the First Vice Chairperson shall fill the office of the unexpired term, or in the absence or inability of the First Vice Chairperson to act, then the Second Vice Chairperson shall fill this office for the unexpired term.

Section 2B

Each Vice Chairperson shall be responsible for chairing a standing committee to be selected by the Chairperson.

Section 3 – Recording Secretary

The Recording Secretary shall record and read the minutes of all meetings of the membership and the Executive Committee. They shall keep custody of the Minute Book and make available at meetings the minutes of all prior meetings. The Recording Secretary shall also keep an attendance record of the membership meetings and the Executive Committee meetings. The Recording Secretary shall also maintain an accurate record of all members of the Club.

Section 3 – Corresponding Secretary

The Corresponding Secretary shall notify the members of all membership meetings and the Executive Board of all of its meetings. He/She shall further conduct such Club correspondence as may be desired by the Chairperson, the Executive Board or the membership.

Section 5 - The Treasurer

The treasurer shall receive and keep a record of all moneys paid to the organization; pay all duly authorized bills; deposit all moneys in the name of the organization in a bank; co-sign with the Chairperson all checks; maintain a single entry system of books of income and expenditures along

with a list of paid members; give a monthly report on the complete record of all income and expenditures at each meeting; and submit the books and records whenever the Executive Board shall require an audit. Additionally, the treasurer is responsible for the timely filing of all financial reports required by law, including the annual campaign finance statement with the Oakland County Elections Division.

Section 6 – Audit

Annually, the Trustees shall audit or cause to have the books of the organization audited and shall report the findings of the audit at the next regular meeting of the membership.

Section 7

The duties of the Executive Board shall be to conduct the business of the organization between meetings. No expenditures of funds exceeding fifty dollars (\$50) may be paid without approval of the Executive Board. All actions taken by the Executive Board shall be reported at the next regular meeting of the membership.

ARTICLE VI - MEETINGS

Section 1

Regular meetings of the membership shall be held during the months of September, October, November, December, January, February, March, April, May and June of each year. Special membership meetings may be called by the Chairperson as provided in Article V, Section 1 above.

Section 2

Regular Executive Board meetings shall be held in months when regular membership meetings occur and shall be held prior to the regular membership meeting. At such Executive Board meetings the agenda for the forthcoming membership meeting shall be determined in addition to any other business by the Executive Board. Special Executive Board meetings may be called by the Chairperson, as provided for in Article V, Section 1 above.

Section 3

A quorum at regular meetings shall consist of thirteen (13) members in good standing.

Section 4

A quorum of the Executive Board shall consist of seven (7) members of the Executive Board in good standing.

Section 5

The Corresponding Secretary shall advise all members at least one week in advance of the date, time and location of a regular membership meeting.

Section 6

The order and conduct of business at a regular meeting shall follow Roberts Rules of Order. A club Parliamentarian may be appointed by the Chair.

ARTICLE VII - COMMITTEES

Section 1

The Club Chairperson shall appoint at least three (3) standing committees: Precinct Organization & Training, Membership and Program.

Section 2

The Precinct Organization & Training Committee shall direct and coordinate all precinct activities and find and encourage active precinct delegates and workers. The chairman of this committee shall also serve on the Oakland County Precinct Organization & Training Committee.

Section 3

The Membership Committee shall be responsible for directing the activities of the organization and recruiting new members and assist the Corresponding Secretary in maintaining a complete file of all individuals interested in the organization. The list shall be shared with the Oakland County Democratic Party. The chairperson of this committee shall also serve on the Oakland County Democratic Party Membership Committee.

Section 4

The Program Committee shall be responsible for programming at all regular membership meetings, subject to the approval of the Executive Board.

ARTICLE VIII - CLUB ENDORSEMENTS

Section 1

The Club may endorse candidates in partisan and nonpartisan elections with following procedures:

- A. Written or electronic notice of a meeting to endorse candidates for public office shall be sent to all members in good standing at least ten (10) days prior to the endorsement meeting.
- B. A motion to endorse must be carried by sixty (60) percent of the membership present at the meeting in which the intent to endorse motion is introduced. Such motion shall be introduced at least 30 days prior to the endorsement meeting.
- C. Those voting at the candidate endorsement meeting shall have been members in good standing of the club for at least ninety (90) days prior to the endorsement meeting.
- D. Whenever possible, all candidates shall be invited to appear before the club to speak and to answer questions of the membership. When a candidate cannot be present he/she may submit a written statement to the club members. The Executive Board shall have the discretion to devise procedures designed to permit a free flow of positions from candidates to the membership.
- E. Candidates meeting the requirements (Article VIII, Section 1, paragraphs I & J below) and wishing to seek the endorsement of the Club shall notify the Chairperson at least ten (10) days prior to the endorsement meeting of their intent.
- F. The motion to endorse a candidate may be accepted by the Chairperson after all candidates have spoken, and after all statements from candidates not present have been read.

G. The Club may endorse no more candidates than the number of positions available in a given race. Votes on endorsement resolutions shall be by secret ballot.

H. After the endorsements have been made, the Club shall then devote resources to the election of those candidates so endorsed. The Club may also seek aid from the county and district organizations on behalf of those candidates.

I. Endorsements are limited to candidates for city or township office, school board, district court, county commission, state representative, state senator, and congressperson whose districts fall in whole or part within the geographic area of responsibility of the Club, and are active Democrats - i.e. Purpose, Article II.

J. In city, school board and district court races, candidates for office who are seeking an endorsement from the Southfield/Lathrup Village Democratic Club must have been members in good standing of the Southfield/Lathrup Village Democratic Club for ninety (90) days prior to the endorsement meeting.

ARTICLE IX - AMENDMENTS

Section I

Any member in good standing may submit proposed amendments to these by-laws in writing, either to the Executive Board or to the membership. If made to the Executive Board, the Board shall report said proposed amendment and its recommendation to the next regularly scheduled membership meeting and its report shall constitute a Motion to Amend the by-laws.

Section 2

An amendment to the by-laws shall not be voted upon at the regular meeting at which the Motion to Amend has been made, but at the next regularly scheduled meeting of the membership in which a quorum is present.

Section 3

These by-laws may be amended by a two-thirds majority of the members present who have paid their annual dues at least sixty (60) days immediately preceding the meeting to amend -- provided that written or electronic notice setting forth the text of the proposed amendment has been sent to the membership 14 days prior to the date of the meeting.

Section 4

Upon adoption by the Club membership these by-laws and all amendments subsequently made, shall be forwarded to the Oakland County Democratic Party's By-Laws Committee for approval. These by-laws shall be in full force and affect upon the Club chairperson's receipt of notification of

their adoption by the Oakland County Democratic Party By-Law Committee. They shall supersede all motions and policies of a contrary nature.

ENACTMENT

These revised by-laws were adopted by a two-thirds of the members present and eligible to vote thereon at the regular meeting of March 20, 2013. Notice of such meeting was given on February 20, 2013 and such notice contained a notice of the proposed revisions to the by-laws.

As amended by the Oakland County Democratic Party By-Laws Committee – November 10, 1987

Approved by the Southfield Democratic Club membership -- November 19, 1987

As amended by the Southfield/Lathrup Village Democratic Club -- March 18, 2003

As amended by the Southfield/Lathrup Village Democratic Club – February 20, 2008