

# **WEST BLOOMFIELD/LAKES AREA DEMOCRATIC CLUB BYLAWS**

(As amended 09/07/2023)

## **ARTICLE I. NAME AND MEMBERSHIP**

This organization shall be known as the West Bloomfield/Lakes Area Democratic Club ("Club"). Its membership shall consist of paid members in good standing, all of whom must also be members of the Michigan Democratic Party.

## **ARTICLE II. PURPOSE**

Section 1. The purposes of the Club are to promote the philosophy of the Democratic Party; to promote the ideals and principles of the Democratic Party, good government and democracy; to attract new members, and to elect Democrats who support this philosophy in the communities of: Township of West Bloomfield, City of Keego Harbor, City of Orchard Lake Village, and City of Sylvan Lake.

Section 2. The Club shall be a non-profit organization and upon its dissolution, all assets and real and personal property of the Club and its committees shall revert to the benefit of the Michigan Democratic Party or to a charitable organization. No part of the income or assets of the Club shall inure to any of its members except for the reimbursement of actual expenses, or reasonable compensation for services if the Club approves.

## **ARTICLE III. FUNDAMENTAL PRINCIPLES**

Section 1. All public meetings of the Club shall be open to the public 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.

Section 2. No tests for membership in, nor any oaths of loyalty to, the Club shall be required or used which has the effect of requiring prospective or current members of the Club to acquiesce in, condone or support discrimination on the grounds 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.

Section 3. The time and place (including any online platforms used), for all public meetings of the Club shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings must be held in places and/or utilizing online platforms accessible to all Club members and large enough to accommodate all interested persons.

Section 4. The Club shall support the broadest possible participation without discrimination on grounds 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.

Section 5. The Club shall publicize fully and in such a manner as to assure notice to all interested parties a full description of: (a) the legal and practical qualifications for all officers and representatives of the Club and (b) the legal and practical procedures for selection of Club officers and representatives. Such publication shall be done in such a fashion that all prospective and current members of the Club will be fully and adequately informed of the pertinent qualifications and procedures in time to participate (including the opportunity to compete for office) in each selection process of the Club.

Section 6. Proportional voting shall be used in the election of Officers of the Club when appropriate.

Section 7. All rules and bylaws of the Club shall be consistent with the Rules of the Michigan Democratic Party and shall be available on request, in writing, to any member of the Club.

Section 8. The Unit Rule (the practice of reporting a unanimous vote when the vote was not unanimous) is prohibited in the Club.

Section 9. No rule shall 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 10. On all questions of procedure not resolved by the Rules of the Michigan Democratic Party or these Bylaws, the latest edition of Robert's Rules of Order shall be used.

Section 11. Votes shall not be taken by secret ballot at any meeting of the Club.

#### **ARTICLE IV. OFFICERS AND EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of the following Officers: a Chairperson, a Vice-Chairperson of a different gender identity than the Chairperson, a Communications Officer, a Secretary, a Treasurer, and eight (8) Officers-at-Large.

Section 2. The Executive Committee shall be elected at the November membership meeting in odd years. The term of all Officers shall be for two (2) years commencing on January 1 of the year following their election. Vacancies among the Officers, excluding the Chairperson, shall be filled by Executive Committee appointment, subject to ratification by the membership at the next regular membership meeting. If the office of Chairperson becomes vacant, the Vice-Chairperson shall assume the title and duties of the Chairperson for the remainder of the Chairperson's term.

Section 3. The Chairperson shall preside at all meetings and have such other duties as are usual to the office of Chairperson, or that may be required by the Club.

Section 4. The Vice-Chairperson shall assist the Chairperson in the discharge of the Chairperson's duties and shall temporarily assume the duties and responsibilities of

the Chairperson in the Chairperson's absence. If the office of Chairperson becomes vacant, the Vice-Chairperson shall assume the title and duties of the Chairperson.

Section 5. The Communications Officer shall oversee all internal and external communications of the Club, including coordination of communications from the Secretary and the Communications Committee, and shall assist in locating training or technical assistance for Committee members or the Secretary as needed.

Section 6. The Secretary of the Club shall keep an accurate record and minutes of the proceedings of all meetings. The Secretary shall maintain an accurate mailing list, including email addresses, and be responsible for whatever correspondence may be required. The Secretary shall manage electronic communication programs (e.g., Mailchimp) for quick and efficient communication with members and others on the mailing list. The Secretary shall see that proper notification is given of all meetings. The Secretary shall keep and preserve all the books, documents, correspondence, membership lists, effects, and any other records of the Club. When a new Secretary is elected, the past Secretary shall promptly deliver to the newly elected Secretary all the items kept and preserved during the past Secretary's tenure of office.

Section 7a. The Treasurer shall be responsible for the financial receipts and disbursements of the Club subject to the approval of the Executive Committee. The funds of the Club shall be deposited in a bank and shall be drawn upon only by checks signed by the Chairperson, Secretary, or Treasurer. The Treasurer shall make financial reports to the Executive Committee and Club at each membership meeting and shall submit the books and records to the Executive Committee for an annual audit. The Treasurer's report shall be detailed and complete. For each account, the report shall state the name of the specific account, the report starting date, the beginning balance, all cash received, all cash disbursed, the closing balance, and the report closing date.

Section 7b. The Treasurer shall prepare, or oversee the preparation of, Michigan campaign finance reports in accordance with applicable rules and laws. All reports and supporting documentation shall be archived and retained as required by law.

Section 7c. The Treasurer shall educate and train themselves in applicable campaign finance laws, including but not limited to reporting requirements.

Section 7d. When a new Treasurer is elected, the past Treasurer shall promptly deliver to the new Treasurer the funds and all the books and records kept during the past Treasurer's tenure in office.

Section 8. The duties of the Executive Committee shall be to conduct the business of the organization between meetings. All expenditures must be authorized by the Chairperson or Vice-Chairperson. No authorized expenditures of funds exceeding Two-Hundred, Fifty Dollars (\$250.00) may be made without the approval of the Executive Committee. No part of the income or assets of the Club shall inure to any of its members except for reimbursement of actual expenses and reasonable compensation for services if the club so approves in accordance with these bylaws. All

actions taken by the Executive Committee shall be subject to review at the next regular meeting of the membership.

Section 9. In November of each year, the Chairperson and Treasurer shall present a budget for the next calendar year to the Executive Committee. After the Executive Committee approves the budget, all authorized expenditures shall be paid upon presentation of receipts, invoices, vouchers, or other appropriate verification.

Section 10. At least two (2) months prior to the election of the Executive Committee, the procedure for election will be announced to the membership in accordance with Article III, Sections 5 and 6.

Section 11. Any member of the Executive Committee may be removed by vote of two thirds (2/3) of the members present at a regular or specially called membership meeting specifying the proposed action. Notice shall be given in accordance with Article V, Section 1.

## **ARTICLE V. MEETINGS**

Section 1. At least once per quarter there shall be a full membership meeting of the Club where the Officers shall report on Club activities. At least five (5) days notice shall be given of the date, time, and place of the meeting and any instructions for virtual attendance. Notice may be given by mail, email, or other electronic means of communication. A quorum at regular meetings shall consist of members in good standing equal to at least one (1) more than the number of members of the Executive Committee, but at no time, except at an endorsement meeting, shall the lack of a quorum prevent those present from proceeding with the regular business of the organization. In the absence of a quorum, actions taken by those present shall be ratified at the next membership meeting.

Section 2. The regular meetings of the Executive Committee shall be on the date and at the time set forth in the meeting notice and may be attended in person or virtually (via videoconference, audioconference, or telephone). At least five (5) days notice shall be given of the date, time and place of the meeting and any instructions for virtual attendance. Notice may be given by mail, email, or other electronic means of communication. A quorum shall consist of a majority of the Executive Committee.

Section 3. Special meetings of the Executive Committee or full membership may be called by a majority of the Executive Committee or full membership, respectively. At least five (5) days notice shall be given of the date, time, place and purpose of the special meeting and any instructions for virtual attendance. Notice may be given by mail, email, or other electronic means of communication.

## **ARTICLE VI. COMMITTEES**

Section 1. The Chairperson, subject to the approval of the majority of the Executive Committee, shall appoint the committees and committee chairpersons necessary for the work of the organization.

Section 2. Standing committees shall include the following:

- a. Rules and Bylaws – to perform an annual review of bylaws and determine if updates are needed; handle all requests from general membership for bylaws or rules changes between annual reviews and forward any proposed changes to the Executive Committee.
- b. Program – to arrange for speakers, candidates and annual social gatherings including logistics.
- c. Membership and Outreach – to keep an accurate record and expand membership through outreach.
- d. Political Organizing – to include precinct delegate and candidate recruitment, local/county elections activity, policy/resolutions, endorsements and reporting on newsworthy events affecting our area.
- e. Communications – to ensure coordinated, consistent messaging, including management of the Club website and social media.

These committees shall include the appropriate subcommittees. The Chairperson of the Club shall be an ex-officio member of all standing committees.

## **ARTICLE VII. ORDER OF BUSINESS**

At meetings the business of the organization shall proceed in the following order:

1. Roll call of officers
2. Minutes of the previous meeting
3. Reports of officers
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Treasurer
  - d. Communications Officer
  - e. Secretary
4. Reports of committees
5. Unfinished business
6. New business
7. Good and Welfare
8. Adjournment

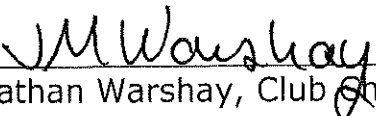
## ARTICLE VIII. AMENDMENTS

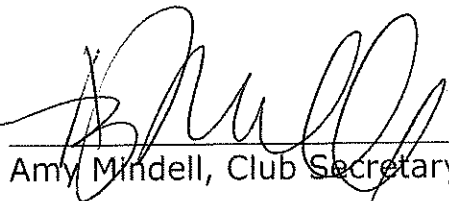
Section 1. Proposals for changes or amendments to these bylaws shall first be referred to the Rules and Bylaws Committee which shall report its recommendations to the next regular Club meeting or special meeting called for that purpose.

Section 2. These bylaws may be amended by a two-thirds (2/3) majority vote of the members of the Club present at a meeting, provided that written notice setting forth the proposed amendment has been given to all Club members at least two (2) weeks prior to the date of the meeting.

Section 3. These bylaws shall be in full force and effect upon their adoption and shall supersede all bylaws, rules, motions, and policies of a contrary nature, with the exception of the Rules of the Michigan Democratic Party.

Adopted at the meeting of the West Bloomfield/Lakes Area Democratic Club held on September 7, 2023.

  
Jonathan Warshay, Club Chair

  
Amy Mindell, Club Secretary