

## FOREST HILLS DEMOCRATIC CLUB

### BY-LAWS

#### ARTICLE I. NAME

This organization shall be known as the Forest Hills Democratic Club. It shall consist of residents of the Forest Hills School District that are members of the Michigan Democratic Party.

#### ARTICLE II. PURPOSE

The purpose of the Forest Hills Democratic Club is to promote the philosophy of the Democratic Party and to elect Democrats who support this philosophy; and further, to unite and to aid in the activities of all Party members, precinct delegates, committees, officeholders, candidates and all other Democrats working to promote wide and active participation in the Democratic Party.

#### ARTICLE III. FUNDAMENTAL PRINCIPLES

Section 1. All public meetings of the Forest Hills Democratic Club at all levels shall be open to all members of the Democratic Party regardless of actual or perceived race, color, creed, sex, gender, 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 Forest Hills Democratic Club shall be required or used which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination on the grounds of actual or perceived race, color, creed, sex, gender, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

Section 3. The time and place for all public meetings of the Forest Hills Democratic Club on all levels 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 accessible to all Party members and large enough to accommodate all interested persons.

Section 4. The Forest Hills Democratic Club, on all levels, 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, gender, sexual orientation, physical appearance or disability.

Section 5. The Forest Hills Democratic Club shall publicize fully and in such a manner as to assure notice to all interested parties a full description of the procedures for selection of Forest Hills Democratic Club officers and representatives on all levels. Publication of those procedures shall be done in such a fashion that all prospective and current members of the Forest Hills Democratic Club will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedures at all levels of the Forest Hills Democratic Club organization.

Section 6. All rules and bylaws of the Forest Hills Democratic Club at all levels shall be consistent with the Rules of the Michigan Democratic Party and shall be available on request in writing to any member of the Forest Hills Democratic Club.

Section 7. No rule shall be adopted at any level of the Forest Hills Democratic Club which would require a person to cast a vote or be recorded a voting contrary to that person's judgment.

Section 8. Votes shall not be taken by secret ballot at any meeting of the Forest Hills Democratic Club at any level.

#### ARTICLE IV. MEMBERSHIP

Section 1. Membership of the Forest Hills Democratic Club shall consist of all duly elected Democratic precinct delegates and members of the Michigan Democratic Party residing in the Forest Hills area, all of whom must be members of the Michigan Democratic Party.

Section 2. The Officers and Club Committee shall be selected in accordance with the By-Laws

#### ARTICLE V. MEETINGS

Section 1. The meetings of the Forest Hills Democratic Club shall be held at least six times per year at the location and time designated in the meeting notice. At least seven (7) days notice shall be given of the date, time and place of the meeting.

#### ARTICLE VI. OFFICERS

Section 1. Officers will serve a two year term, following the calendar year or until their successors are elected. Each December a meeting will be held either in-person or via Zoom to determine who is interested in serving in officer positions and taking a vote. Members need not be present to run, but must be present to vote.

The Officers of the Forest Hills Democratic Club shall consist of:

Club Chairperson,

Vice Chairperson,

Treasurer,

Secretary,

Non-Assigned Club Committee member

The Club Committee shall consist of the elected Officers of the Forest Hills Democratic Club and a minimum of 4 additional members elected (or affirmed) in the December Meeting.

Section 1. The Chairperson is responsible for scheduling meetings, setting the agenda, liaising with the Kenty County and Michigan State Democratic Party organizations, and raising the profile of local Democratic Candidates.

Section 2. The Vice-Chairperson will assist the Chairperson in planning meetings and temporarily assume the duties and responsibilities of the Chairperson in his/her absence. The Vice Chairperson and the Chair must be opposite genders.

Section 3. The Secretary will record minutes, communicate them out, and drive completion of action items agreed to in the meetings.

Section 4. The Treasurer will keep financial records, control and disburse Club funds for Club activities. Club funds may be directed to campaigns or issue advocacy with a majority vote of the Club Committee. NB: Funds raised with the purpose of advocating for specific issues are to be managed by the Policy Leads that raised those funds, not the Club Treasurer.

## ARTICLE VII. POLICY AND ISSUE ADVOCACY GROUPS

If a member or members decide they want to establish a Policy Group, a Policy Draft is first shared with the Club Committee. Members that lead Policy Groups are referred to as Policy Leads.

The Club Committee reviews the aforesaid Policy Draft to ensure alignment with the County and State Democratic Party Position. If there is disagreement on whether the policy is aligned to the Party's Position, it may be sent to the County or State Party for review. NOTE: Committee members are encouraged to debate and sharpen a Policy Draft, but not veto it. The Committee's role is to confirm alignment with the County and State Party Policy. The above step is to be taken prior to a vote by the full Club membership.

In the event that the Kent County and/or Michigan State Democratic Party representative believes the policy is not aligned, the members advocating for the policy will be asked to pursue their interest outside of the Forest Hills Democratic Club. The Policy Group Leader may also call for a vote among all Club Members to advocate for a change to the County or State Party position. Advocating for change at the County and State level should be understood to be one role of the Forest Hills Democratic Club. This advocacy should be communicated via Party channels only.

For a Policy Draft to be adopted by the Forest Hills Democratic Club, it must be put to a majority vote at a meeting of the full Club membership. A majority vote of present members is sufficient for the policy to be adopted (a minimum of 10 members must be present and vote).

## ARTICLE VIII. CLUB COMMITTEE MEETING BY-LAWS

Meetings are to be scheduled 2 weeks prior, when possible. The agenda is set by the Chair, but issues may be addressed in the meeting that were not in the original agenda as flexibility to add or table issues is important to running effective meetings.

Any Committee member may move that a decision be voted on by the full Forest Hills Democratic Club membership, but a majority of the Committee must agree.

Decisions are made by a majority of members present. If a specific vote is planned at a meeting, then committee members that know they cannot attend may provide their vote prior to the meeting. Decisions will not be delayed to ask Committee Members for their votes unless a majority of present members agree to postpone a vote or the Chair decides to table the issue.

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

1. Roll call of officers and committee members
2. Minutes of the previous meeting
3. Reports of Officers and Policy Leads
4. New Action Items
5. Adjournment

## ARTICLE IX. AMENDMENTS

Section 1. Proposals for changes or amendments to these bylaws shall be approved by a 2/3 majority vote of the members of the Club Committee present at a meeting, provided that all 4 executive members are present (Chair, Vice Chair, Secretary and Treasurer) and written notice setting forth the proposed amendment has been given to all Club Committee members at least two (2) weeks prior to the date of the meeting.

Section 2. 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.

## ARTICLE X. ENDORSEMENTS

Democratic Party Candidates will most often be endorsed after the Primary. Post Primary endorsements may be made with a simple majority vote of the Club Committee.

The Forest Hills Democratic Club may chose to endorse a Democratic Party candidate prior to the Primary, but this will require a majority vote by the broader membership of the Forest Hills Democratic Club to which all members are invited. At least 10 members must be present and vote for the endorsement to be adopted.