

Constitution and Bylaws

Sandusky Democratic Club

Adopted June 28, 2022

Article I: Name

The name of this organization shall be the (City of) Sandusky Democratic Club (hereinafter referred to as "SDC"). "The City of Sandusky" and "SDC" are defined as the 44870 area code for all purposes of this Constitution and Bylaws and the Organization.

Article II: Purpose and Affiliation

Section 1: The purpose of SDC shall be to promote the philosophy, principles, and goals of the Democratic Party in the City of Sandusky, Erie County, Ohio.

Section 2: SDC shall officially be chartered with the Erie County Democratic Party, and seek the advice and cooperation of the Ohio Democratic Party and the Democratic National Committee.

Article III: Membership

Section 1: Membership in SDC is open to all individuals who profess and demonstrate allegiance to the philosophy, principles, and goals of the Democratic Party.

Non-members may attend meetings of SDC upon the invitation of a member.

Section 2: SDC does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, or physical or mental ability.

Section 3: Membership of SDC shall be divided into the following 3 classes:

A) **Active** - Any person who resides, works, or attends school in the City of Sandusky, provides personal information as defined in Article III, section 5, and pays annual dues shall be eligible to be an Active Member of SDC with all rights and privileges pertaining thereto.

B) **Honorary** - Honorary Membership for life may be conferred on any person who had rendered service of an outstanding character in the advancement of the ideals and principles of the Democratic Party and of SDC. Honorary membership shall not carry the privilege of holding office on the SDC Executive Committee. Honorary members are welcome at any gathering of SDC with the exception of an emergency meeting of the Executive Committee. Honorary members shall have no voting rights.

C) **Friends Of SDC**- Friends of SDC membership is open to all those not meeting the qualifications for active membership but who meet the qualifications as defined by Article III, Section 1. Friend members shall not hold a position on the Executive Board. Friend members under the age of sixteen (16) shall not be required to pay dues. Such members will be welcome to all scheduled meetings but will not have any voting rights.

Section 4: A person who elects to become a member of SDC shall accept this Constitution, SDC Bylaws, and other policies that SDC may establish. Members are bound by these policies in all respects.

Section 5: All members must provide contact information. Members agree that the SDC may contact them with periodic information pertaining to SDC and its mission. Contact information gathered by SDC may be shared with other organizations consistent with SDC's mission or purpose, but will not be rented or sold to third parties.

Section 6: Membership dues shall be established by the Executive Committee on an annual basis.

Section 7: Membership dues shall be valid for a period of one year. Renewal of membership shall be the responsibility of the individual member.

Section 8: Membership in good standing is defined as members who pay their required dues and who have attended at least one-third (1/3) of the membership meetings in the past 12 months, unless excused by the President, and have not been formally disciplined in the previous ninety (90) days.

Section 9: Active members in good standing shall be eligible to cast one vote with respect to those matters submitted to the Members for action or approval. There shall not be any voting of Members by proxy. Friends and Honorary Members shall have no voting privileges. Votes may be taken by voice vote, show of hands, or written ballot, or by email prior to the meeting. Voting is based on one person, one vote.

Section 10: The membership of each Member of SDC will terminate upon the Member's death, resignation, expulsion.

Section 11: Expulsion

A) The Executive Committee may expel members based on failure to abide by SDC Bylaws.

B) If members are terminated as the result of non-payment of dues, they may reactivate their membership in SDC by payment of all current dues.

Article IV: Executive Committee

Section 1: The Executive Committee for SDC shall be composed of the following Officers:

- A) The President;
- B) The Vice President;
- C) The Secretary;
- D) The Treasurer;

The President, Vice President, Secretary, and Treasurer shall be elected in accordance with Article VII or appointed as a result of a vacancy in accordance with Article V, Section 6. The Executive Committee members shall perform those duties outlined in the provisions of this Constitution.

Section 2: Executive Committee Members

The duties of the elected offices shall be as follows:

- A) **The President** is the Chief Executive of SDC and Chief of the Executive Committee. This person shall have maximum discretion in determining the activities which further the purposes of SDC, subject to review by the Executive Board and membership of SDC. Other duties shall be as follows:
 - a) Serve as the presiding officer at all regular meetings and define the agenda.
 - b) Authorize expenditures of under \$100, and both President and Treasurer must authorize expenditures over \$100.
 - c) Direct and be responsible for programs and the developments of SDC.
 - d) Appoint Committee Chairs.
- B) The **Vice President** shall assume all duties and responsibilities of the President in his/her absence or incapacity and perform other such duties as directed by the President.
- C) The **Secretary** shall:
 - a) Possess and maintain a list of all Executive Board Members, and all members of SDC.
 - b) Take minutes of General, Special, Executive, and Emergency meetings.
 - c) Notify membership of General, Special, and Executive meetings a minimum of 3 days prior to said meeting and take attendance at those meetings. No such notice is required for Emergency meetings.
 - d) Keep a record of all Executive Committee meetings and an updated schedule of events.
 - e) Produce materials for inspection by membership upon request, in an appropriate time frame.
 - f) If for any reason, this position becomes open, the materials related to it shall be delivered to the President or Vice President within 3 days.
- D) The **Treasurer** shall:
 - a) Receive and deposit all monies due to SDC.
 - b) Collect membership dues.
 - c) Maintain records of funds and give a statement of finances at every meeting of the Executive Committee, or once requested by any member in good standing.

- d) Deposit any funds collected from any source to the financial institution within three (3) business days.
- e) Shall only disburse funds once an expenditure has been directed by the Executive Board or Membership.
- f) Complete and fill any/all necessary financial documentation to local and state entities.
- g) May authorize expenditures of under \$100.
- h) The President and Treasurer shall authorize expenditures of over \$100.

Section 3: The Executive Committee shall formulate, propose, and implement projects that supervise the activities of SDC. The Executive Committee has the authority to formulate committees. The Executive Committee is authorized to complete all activities related to governance.

Section 4: The Executive Committee is authorized and empowered to adopt such resolutions, rules, and procedures relating to the operation, administration, and government of SDC as the Executive Committee deems necessary and appropriate. The adoption of such resolutions, rules, and procedures may only occur upon proper motion and the majority vote of the Executive Committee. For the Executive Board to take action in accordance with this section, a quorum of at least 3 Executive Committee members must be present and voting.

Section 5: The Executive Committee shall serve at the pleasure of the membership and their action shall not conflict with this Constitution and Bylaws.

Section 6: The President may appoint members to become Committee Chairs. When appointing members, the President shall seek the advice of SDC's membership in determining necessary functions and positions.

Section 7: The term of the President, Vice President, Secretary, and Treasurer shall last for two calendar years from the start of their elected term.

Section 8: An Executive Committee member of SDC may hold office for unlimited consecutive terms.

Section 9: An Executive Committee of SDC shall not concurrently serve two or more offices.

Section 10: SDC's Executive Committee shall strive to reflect the diversity of the Democratic Party.

Section 11: In the event that a member of the Executive Committee resigns or is permanently unable to perform their duties, or if a vacancy exists on the Executive Board, the President shall appoint an Active Member for the remainder of an unexpired term. Such an appointment requires a simple majority approval of a quorum of the Executive Committee.

Section 12: Vacancy

A) A vacancy occurs when an Executive Committee member has resigned, been removed from their office, is no longer eligible for membership in SDC, or is no longer a member in good standing.

B) If the above occurs due to resignation, the person shall be considered resigned upon the President or Secretary receiving a letter or email declaring that the person is no longer able to fulfill their duties to SDC. It will be the obligation of the resignee to ensure all materials related to the position are in the hand of either the President or Secretary.

C) A vacancy shall be declared if an Executive Committee member meets the criteria for termination of membership as outlined in Article III, Section 11.

Article V: Meetings

Section 1: The President shall call to order regular meetings of the membership and the Executive Committee to be held at a time and place set forth by the President.

Section 2: The President shall arrange an agenda for each meeting. All members are welcome to attend membership meetings and offer new business at the appropriate place in the agenda.

Section 3: Notice of General and Special meetings shall be provided to Membership via the email address provided to SDC. Such notices shall be sent 3 days before each meeting, shall specify the place, day, and hour of the meeting, and shall state the general nature of the business to be conducted at such meeting.

Section 4: Emergency meetings may be called by the Executive Committee to address any immediate concern. An explanation of why the meeting was called and any actions taken on behalf of the group shall be provided to the membership at the next general meeting.

Section 5: At the discretion of the President, all meetings may be held virtually.

Section 6: The formal proceedings of the meetings will abide by Roberts Rules of Order.

Article VI: Elections

Section 1: The President, Vice President, Secretary and Treasurer and shall be duly elected by those active members in good standing at a regular meeting. The executive committee is responsible for holding elections for each office at the end of a term.

Section 2: The first election will take place at the first membership meeting following adoption of the Bylaws. The Vice President of the Erie County Democratic Party shall serve as the elections officer for the first election. Any person eligible for active membership in SDC may vote at the first election.

Section 3: An elections officer shall be appointed by the President and approved by a majority of voting active members in good standing on the day of the election, and he or she will oversee elections.

A) The elections officer may not be an individual who is running for an Executive Board position.

B) The elections officer is responsible for overseeing the elections meeting and proceedings, including the authentication of voting members.

C) Authentication includes:

i) Ensuring that all who vote are eligible according to Constitutional guidelines.

ii) Ensuring that not more than one vote is cast per eligible voting member.

Section 4: In a race between two or more candidates a simple majority of the Active Members voting determines the winner.

Section 5: In the case of inclement weather or other such unforeseen circumstances the Executive Board may reschedule the Election.

Article VII: Impeachment & Removal from Office

Section 1: Any Executive Committee member may be removed for malfeasance, misfeasance, or nonfeasance.

A) A petition for removal of an Executive Board member shall be signed by at least one-third (1/3) of the active members in good standing of SDC, or by one-half (1/2) of the members of the Executive Committee.

B) The petition shall be submitted to any member of the Executive Committee, who shall convene a special session of the Executive Committee within fifteen (15) days.

C) That committee member shall present the petition for consideration and recommendation at that meeting.

Section 2: The petition having attained the required signatures and being reviewed by the Executive Committee, must be referred to the active membership in good standing. A meeting of the active membership in good standing shall be held within thirty (30) days following the Executive Committee meeting.

Section 3: At the meeting of the active membership in good standing, the Executive Board shall present its findings and recommendations.

A) The Executive Committee member in question will have the opportunity to present their beliefs regarding this matter.

B) The Executive Committee member shall be removed from office upon a two-thirds (2/3) vote of the active members in good standing present.

Article VIII: Amendments

Section 1: Amendments to this Constitution and Bylaws may be proposed at any regular meeting, or be submitted in writing to the Secretary. Notice of such amendments shall be submitted in writing to the membership at least 15 days prior to the amendment's vote.

Section 2: The Constitution shall be amended at a regular meeting of SDC's membership by a two-thirds (2/3) vote of those active members in good standing present.

Section 3: Unless otherwise indicated specifically in the language of an amendment, amendments are to become effective immediately upon adoption.