**Bylaws of The Warren County Democrats**

# ARTICLE I NAME

This organization shall be registered as the Warren County Democrats with the Missouri Democratic Party and the Missouri Ethics Commission. The address of the President shall be considered as the base of the Warren County Democrats.

# ARTICLE II PURPOSES

The objective of the Warren County Democrats shall be to encourage among all voters and citizens of Warren County, Missouri an active interest in governmental affairs; to increase the efficiency of popular government; to foster and perpetuate the ideals and principles of the Democratic Party; to encourage and develop leadership in the Democratic Party; to encourage party responsibility; and to maintain and promote harmony in the Democratic Party rank and file.

This club is not organized and shall not be operated for pecuniary gain or profit. No part of the property of the club and no part of its net earnings shall inure to the benefit of any private individual. This club shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other club activity except in furtherance of the purposes stated above for which the club is organized.

# ARTICLE III MEMBERS

The membership will consist of Warren County residents who express an interest in Democratic ideals and programs. New members will be provided a copy of the Bylaws and other pertinent information relating to the Warren County Democrats.

# Section 1: MEMBERSHIP YEAR AND DUES

The membership year will be from August thru July. Dues will be payable at the August meeting, with the amount determined by the club members in July prior to the beginning of the membership year. A list of members who have paid dues or made in-kind contributions will be shared by the club treasurer at the July meeting

# ARTICLE IV EXECUTIVE BOARD

**Section 1.**

The Executive Board shall consist of the elected officers of the club. The immediate past President

for one year in an ex officio capacity. The members of the Board shall serve for a term of

two years.

**Section 2.**

The duties of the Board shall be:

(A) To confirm the Chairpersons of the Standing Committees;

(B) To approve the official depository or depositories for the club's funds and designate persons to sign checks

and withdraw funds;

(C) To manage the affairs of the club.

# Section 3.

Board meetings shall be held when called by the President or any three members of the Board with at least

5 days’ written notice.

# Section 4.

The presence of no less than 2 officers shall constitute a quorum. Unless a higher vote is specified herein, the vote of a majority present at a meeting at which a quorum is present shall be necessary to constitute the action of the Board. In the best interest of the club, a Board member may be removed from his or her post by a vote of three-fourths (3/4) of the voting members of the Board. Vacancies caused by removal or resignation shall be filled by election by majority vote of the voting Board.

# ARTICLE V OFFICERS

**Section 1.**

The elected officers of this club shall be a President, a Vice-President, a Secretary and a Treasurer.

# Section 2.

The President shall:

1. Preside at all meetings of the club and the Board of Directors;
2. Appoint a Parliamentarian;
3. Serve as official spokesperson for the club;
4. Appoint the Chairpersons of all Standing Committees, subject to confirmation by the Board;
5. Exercise all powers and perform all duties normally incident to such offices; and
6. Sign or countersign the withdrawal of the funds of the club.

# Section 3.

The Vice-President shall:

1. Perform all duties and responsibilities of the President in the absence of the latter;
2. Perform such other duties as the President may authorize.

# Section 4.

The Secretary shall:

1. Record the minutes of each meeting of the club and the Board;
2. Send a copy of the minutes to the President within a week after each such meeting;
3. Keep the records of the club;
4. Handle correspondence of the club as directed by the President;
5. Issue all official notices; and

# Section 5.

The Treasurer shall:

1. Collect all monies due the club;
2. Deposit club funds in the bank approved by the Board;
3. Keep the books of accounts of the club;
4. Make a Treasurer’s report at all meetings of the club and the Board, with a copy for the Secretary;
5. Sign or countersign withdrawal of the funds of the club;
6. Arrange for payment of accounts owed by the club; and
7. Prepare and complete all required reports to the Missouri Ethics Commission.
8. Maintain possession and supervision over the property of the club

**Section 6: Vacancies**

1. A vacancy in an office, other than that of the Chair, shall be filled by election at the next regular meeting.
2. In the event of a vacancy in the office of the Chair, the Vice Chair shall automatically succeed to that office and a new Vice Chair elected.

# ARTICLE VI NOMINATION AND ELECTION OF OFFICERS

**Section 1.**

Candidates for elective club offices shall be dues paying members in good standing and shall be elected for a term of two years. An officer may succeed him/herself one time in that office. The elected officers shall assume office at next meeting immediately following election.

# Section 2.

The election of officers shall be held at the August meeting of even years. Voting of officers shall be by ballot and shall not be cumulative. Only members present and in good standing may vote. There shall be no voting by proxy. In the event of a tie vote, another ballot must be taken. If a quorum is present, the affirmative vote of a majority of the members present shall be required to elect each of the officers. If there is only one nominee for an office, voting for that office may be by voice vote.

# Section 3.

At least five (5) weeks prior to the date of the August meeting, the Board shall allow members to nominate officers via electronic form. Voice nominations will also be accepted at the July meeting.

# ARTICLE VII COMMITTEES

Committees may be formed by the Executive Board and members will serve for one year on until task(s) has/have been completed. Committee Chair will be appointed by President and affirmed by Executive Board.

# ARTICLE VIII MEETINGS

**Section 1.**

Regular meetings of the club will commence at 6:30pm on the Second Wednesday of each month, unless otherwise determined by the Executive Board. Special meetings may be called by the Executive Board with at least two week’s mailed (or e-mailed with return receipt) notice to the membership.

# Section 2.

A quorum for the club meetings shall be the numbers of members present at a meeting, including at least 2 officers. Unless a higher vote is specified herein, decisions or actions taken or adopted by a majority of the members present and voting at a meeting at which a quorum is present shall constitute the action of the club.

# ARTICLE IX FINANCES

**Section 1.**

The annual dues of this club shall be $15, payable at the August meeting. Membership year will be from August through July. Club memberships will be for the year. Members who have not paid dues shall be not be authorized to serve on Executive Board or cast any votes at club meetings. In-Kind contributions may be considered as due payments, in lieu of cash. A list of dues paying members will be published by the Treasurer following the August meeting. Each July a vote will be taken by membership on the amount of the next year’s dues.

# Section 2.

Revenue from sources other than annual dues may be raised as determined by the Executive Board and approved by membership vote.

# ARTICLE X AMENDMENTS

The bylaws may be amended at any regular or special meeting of the club by a two-thirds (2/3) vote of those present and voting, provided that prior approval has been submitted in writing to the membership at the previous meeting.

# ARTICLE XI RULES OF ORDER

"Robert's Rule of Order, Newly Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

# ARTICLE XII DISSOLUTION

The club may be dissolved by a motion and vote with 2/3 majority at any meeting. In the event of the dissolution of this club to the extent allowed under applicable law, all of the assets of the club shall be distributed to the organization decided as the beneficiary by a secondary motion to the dissolution motion.