

# **Euclid Democratic Club Amended Bylaws**

## **Article I: Name**

The name of this organization shall be the "Euclid Democratic Club" and for the purpose of these Bylaws shall also be known as "The Club".

## **Article II: Purpose**

The Euclid Democratic Club is volunteer organization formed for the purpose of furthering the democratic process and for the pursuit of the principles of the Democratic Party; and

- a. to provide a forum for peaceful assembly to consider, evaluate and find a solution for common problems;
- b. to promote the welfare of our members and the City of Euclid as a whole;
- c. to execute the will of the majority of the members; and
- d. to recognize and protect the rights of the minority of the members.

## **Article III: Club Year**

The calendar year of January 1st to December 31st shall be used for all purposes of the Club.

## **Article IV: Membership and Dues**

**Section 1.** Membership shall be open to any person in Cuyahoga County who believes in the principles set forth in these Bylaws, and the bylaws of the Cuyahoga County Democratic Party.

**Section 2.** To be a member in good standing including the right to vote, the member must:

- a. Be current in their dues; and
- b. Have attended a minimum of four (4) meetings within the preceding twelve (12) month period as evidenced by having personally signed in on the appropriate attendance sheet prior to the end of each meeting to be considered in attendance at that meeting.

**Section 3.** The dues shall be established on an annual basis by a majority vote of the members present at the November meeting. An individual lifetime membership shall be one hundred (\$100.) dollars.

**Section 4.** Any member who fails to pay dues and/or fails to satisfy the four (4) meeting requirement as specified in Section 2, paragraph b, will receive a written and/or electronic reminder notice from the Membership Chairperson or his/her designee prior to being dropped from the mailing list.

**Section 5.** No personal information relating to Club members shall be released without the express permission of the individual member.

## **Article V: Officers and Their Election**

**Section 1.** The Executive Board of this Club shall consist of a President, one or more Vice Presidents, a Recording Secretary, a Corresponding Secretary, a Treasurer, a Parliamentarian and a Sergeant-at-Arms.

**Section 2.** To be eligible to be nominated to hold any elected office a person must be a Euclid resident and a member in good standing as specified in Article IV, Section 2 of these Bylaws and have been a Club member for a minimum of twelve (12) consecutive months.

**Section 3.** All Officers and Chairpersons shall serve on a voluntary basis. Approved expenses related to the performance of their duties, in accordance with the budget, and after being approved by a majority of the Executive Board shall be eligible for reimbursement when the proper receipts are given to the Treasurer.

**Section 4.** All elected positions are for a term of two (2) years commencing on January 1st following the election.

### **Section 5.** Nominating Committee

- a. A Nominating Committee consisting of three (3) members in good standing, who are not current officers, shall be elected by the membership at the June meeting in an election year.
- b. At the September meeting the Committee shall present a slate consisting of at least one (1) qualified nominee for each elected position as specified in Article IV, Section 2 of these Bylaws.
- c. Any member who has expressed an interest to serve in an elected position and has been qualified by the Committee shall have their name included on the slate.
- d. At the September meeting, nominations shall be accepted from the floor. Anyone so nominated shall be present or provide a signed statement accepting said nomination.
- e. The slate will be sent to all members in time for the October meeting. In the case of multiple candidates for any office, the candidates will be allowed time at the October meeting only to address the members.
- f. The election shall be held at the November meeting at which time no speeches shall be allowed.

**Section 6.** If there is more than one (1) nominee the Parliamentarian shall follow the protocol set forth in Article VI, Section 6 of these Bylaws.

## **Article VI: Duties of Officers and Chairpersons**

### **Section 1.** The President shall:

- a. Preside at all regular and special meetings of the Club;
- b. Be responsible for seeing that all Officers and Chairpersons function in their assigned duties; and
- c. Be able to request the resignation and/or recommend the removal of any officer who does not perform in good faith, his or her responsibilities. If the officer declines to resign he/she can be removed by a majority vote of the membership.
- d. Appoint all standing and ad-hoc Committees and their Chairpersons;
- e. Serve as a non-voting member of all committees except the Nominating and Audit Committees; and
- f. Countersign all checks that are written by the Treasurer. In the absence of the President, the Recording Secretary shall be the second (2nd) signer.
- g. If any officer is not in attendance at a meeting of the Club another Executive Board member shall be appointed by the President to temporarily assume their duties.
- h. Share access to the Club Post Office Box exclusively with the Treasurer for the duration of his/her term.
- i. Convene a Bylaws Committee at the first (1st) meeting of a new term.
- j. Convene an Audit Committee at the October meeting prior to a new term. This Committee shall consist of three (3) Club members, in good standing, who cannot be current officers.

### **Section 2.** The Vice President(s) in their designated order will assist the President and will assume the responsibilities in the absence of that officer.

- a. The 1st Vice President shall serve as Membership Chairperson, and shall receive copies of the attendance sheets for all regular and special meetings of the Club from the Recording Secretary.
- b. The 2nd Vice President shall serve as Chair of the Fund-Raising Committee; and
- c. The 3rd Vice President shall serve as Program Chairperson.

### **Section 3.** The Recording Secretary shall:

- a. Keep an accurate written account of the minutes; and
- b. Act as Historian of the Club.
- c. Keep attendance sheets for all regular and special meetings of the Club; and
- d. Be responsible for drawing a line and initialing each dated attendance sheet at the end of every meeting.
- e. In the absence of the President, be the second (2nd) signer on any checks written by the Treasurer.
- f. Distribute draft minutes of the previous meeting at the beginning of each meeting, and, if at all possible, keep the minutes in a reasonable electronic format.

### **Section 4.** The Corresponding Secretary shall send monthly written or electronic notifications two(2) weeks prior to all regular and special meetings to all members and shall be responsible for all communication requested by the President.

**Section 5.** The Treasurer shall:

- a. Have custody of all funds;
- b. Keep appropriate records of receipts and expenditures in a bound book, and if at all possible in reasonable electronic format.
- c. Give a written report at each meeting of the organization;
- d. After majority approval of the Executive Board, pay all bills in accordance with the budget by check, requiring the signatures of both the Treasurer and the President after proper receipts are given. In the absence of the President, the protocol set forth in Article VI, Section 3, paragraph e of these Bylaws shall be observed.
- e. All moneys collected by the Club will be deposited into the Club checking account;
- f. No bills shall be paid in cash;
- g. Present a proposed budget no later than the February meeting; and
- h. Present books to the Audit Committee immediately following the close of business on December 31st of each year or any other time there may be a change in office.
- i. Share access to the Club Post Office Box exclusively with the President for the duration of his/her term.

**Section 6.** The Parliamentarian shall:

- a. Advise the Club during its meetings on the proper order and conduct of business according to Robert's Rules of Order and these Bylaws.
- b. In a contested vote or election, provide ballots, secure the results and after verification by the executive board that is present immediately announce the results of the vote to the membership.

**Section 7.** The Sergeant-at-Arms shall:

- a. Maintain order at all meetings; and
- b. Insure that the meeting room is set up and returned to proper order.
- c. Provide the President a list of elected officials in attendance at each meeting.

**Section 8.** Change of Term and Vacancy of Office:

- a. All Officers and Chairpersons shall relinquish all Club records including any and all Post Office Box keys, key cards, and associated appurtenances immediately upon their resignation to the President. In the case of the resignation of the President, the aforementioned materials shall be relinquished to the Parliamentarian.
- b. In an election year, all Officers and Chairpersons shall relinquish the aforementioned materials to the incoming Club President by December thirty-first (31st).
- c. In the event a vacancy occurs in the office of a signer on the Club bank account, the Recording Secretary shall immediately present to the bank written notification of the appropriate change.
- d. If a vacancy occurs on the Executive Board more than three (3) months before the next regular election, the remaining members will present their suggestions for a replacement to the members at the next general meeting. Nominations will be accepted from the floor and a vote shall be taken. In the case of a vacancy in the office of President the Parliamentarian shall call and conduct the meeting to fill the vacancy.

**Section 9.** The Democratic City Leader may be invited by the President to participate as a nonvoting member of the Executive Board.

## **Article VII: Meetings**

**Section 1.** All meetings of the Club will be held on the third (3rd) Thursday of each month with the exception of July and August. The time for said meetings will be 7:00pm unless a change is voted on by the membership at the previous meeting.

**Section 2.** Special meetings may be called by the President or by a majority vote of the Executive Board with a five (5) day written or electronic notice having been given to the membership.

**Section 3.** For the purpose of transacting business, the quorum for any meeting of the Club will be a minimum of eighteen (18) members of which at least three (3) members are from the executive board.

**Section 4.** The Order of Business will include but not be limited to:

- |                              |                        |
|------------------------------|------------------------|
| a. Pledge of Allegiance      | f. Committee Reports   |
| b. Certification of a quorum | g. Unfinished Business |
| c. Approval of Minutes       | h. New business        |
| d. Treasurer's Report        | i. Program             |
| e. Correspondence            | j. Adjournment         |

**Section 5.** Robert's Rules of Order, newly revised, and these Bylaws shall govern the proceedings of all meetings of the Club.

**Section 6.** The Executive Board of the Euclid Democratic Club reserves the right to hold meetings outside of the regular monthly meeting as it deems necessary. The frequency and venue of these meetings are the prerogative of this Board, as is the attendance of the Democratic City Leader ad-hoc Committee Members, and guests. All Executive Board meetings shall be reported at the next regular meeting of the Club.

## **Article VIII: Endorsements**

**Section 1.** Non-Euclid Elections

The Euclid Democratic Club, by a majority vote of fifty percent plus one (50% plus 1) of the members present may endorse Democratic candidates for any public office or ballot issue.

- a. If the candidate is running in a county wide election all members in good standing who reside in Cuyahoga County shall be eligible to vote.
- b. If the candidate is running in a Statewide or Federal election all members in good standing shall be eligible to vote.

**Section 2. Euclid Local Elections**

- a. Any candidate seeking the Club's endorsement must be verified as a voting Democrat per the previous primary election. Only verified Euclid Democratic candidates will be invited to speak at the meeting following the filing deadline for the upcoming election.
- b. At said meeting only members present and in good standing, who are Euclid residents will be given a written ballot to make their endorsements.
- c. In any contested or non-contested Democratic race, a majority vote of fifty percent plus one (50% plus 1) shall receive the Club endorsement.
- d. Any non-contested Democratic candidate shall be considered to receive the Club endorsement.

**Section 3.** Monetary expenditures may be made to endorsed candidates or for ballot issues with approval of a majority of members present at a regular meeting, if funds are available.

**Article IX: Amendments**

**Section 1.** At the first meeting of a new term a Bylaws Committee shall be convened.

**Section 2.** Amendments to or changes in any part of these Bylaws shall be adopted by a majority vote of the members present at a regular meeting.

- a. A notice will be written in the call stating that Bylaw changes will be discussed at the next meeting:
- b. Copies of any changes will be made available at the discussion meeting and mailed to members not in attendance at said meeting within five (5) days.
- c. A majority vote of the members present at the next regular meeting, following the discussion meeting, shall constitute acceptance of such amendments.

**Article X: Expenditures**

Until a proposed budget is adopted by a vote of the membership, only recurring expenditures of not more than twenty-five dollars (\$25.00) shall be made without a vote of the membership. Any expenditures made prior to the adoption of the budget shall be reflected in the budget once adopted.

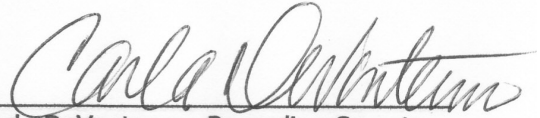
**Article XI: Dissolution of Organization**

If a motion to disband is presented and seconded, it;

- a. Must be deferred for a vote until the next meeting.
- b. All members will be notified by first class mail thirty (30) days prior to the meeting.
- c. Said meeting will be open for discussion prior to taking a vote to disband.
- d. A two-thirds (2/3) vote of the members present and voting shall be required for the motion to be adopted. However, before the final vote can be taken, the members present shall decide how to dispose of the property and assets of the Club.

**Bylaws Committee:**

Frank Barberio, President (ex-officio)  
Howard King-Chairman  
Tim Fulgham  
Terry Michel  
Matt Sarver, Parliamentarian  
Madeline Scarniench



Carla DeVontenno, Recording Secretary  
Adopted March 18, 2010