

Bylaws

ARTICLE I. Name

The full name of this organization is the “Rocky River Democratic Club” and may be referred to in this document as “RRDC” or the “Club.” The Club’s registered office is the home of the current president of the Club. The Club is chartered under agreement between Cuyahoga County Democratic Party (“County Party”) and the Club.

ARTICLE II. Object

The purpose of the Club is to accomplish the following specific objectives related to one or more of the following: Promotion of Democratic Party ideals in the Rocky River Community.

ARTICLE III. Members

All members must meet membership requirements set by the Club. There are two classifications of members: Member and Associate Member

Section 1. Members.

1. Membership in the Club shall be open to all residents of the city of Rocky River in Cuyahoga County in the State of Ohio, who support the Constitution of the United States of America, the Constitution of the State of Ohio, and the Constitution and bylaws of this organization. No person may be a member or may vote on any motion, resolution, nomination or election at any meeting who does not meet the aforesaid qualifications or who is a member of any other political party at that time.
2. Members must be current in payment of dues.
3. Dues are paid annually to the Club. All members pay annual dues in the amount of \$20 per individual, \$30 per family, \$15 per senior and \$5 per student. The membership year is March 1 through the end of February of the following year. Annual dues are payable on March 1 and delinquent on April 1. If dues are not paid by April 1, membership is forfeited.
4. Dues may be prorated on a monthly basis for new members.
5. Membership applications shall be reviewed by the Executive Board prior to each General Meeting. (See Constitution, Article VI. Board.) Following review of an application, the Executive Board shall make a recommendation to the membership for approval of the application, or non-approval of the application. Membership in the Club is not granted until the membership has voted to approve the application. A majority vote of the members in attendance is required to approve a membership application with notice. In cases of non-approval, a full refund will be made of any payments to the Club, and the Applicant may not re-apply for membership for one year.

Section 2. Associate Members.

1. Associate membership in the Club shall be open to non-residents of the City of Rocky River in Cuyahoga County in the State of Ohio who support the Constitution of the United States of America, the Constitution of the State of Ohio, and the Constitution and bylaws of this organization.
2. *Associate members of the Club do not have voting rights and cannot debate motions requiring a vote.*
3. All other conditions noted above for Members in Article III, Section 1 apply for Associate Members.

Section 3. Limitations. The Club has the right to enforce these Bylaws and expect ethical, honorable and civil conduct from members and associate members. The Club may take action, up to and including expulsion from the Club, for behavior not in keeping with the ethical, honorable and civil conduct expected of members and associate members of the Club.

ARTICLE IV. Officers

Section 1. Officers. The officers shall be a president, vice president, secretary, and treasurer.

Section 2. Nominations and Elections. At the January meeting, members will elect a nominating committee of three to select a candidate for each office and report at the February meeting. Nominations from the floor will be allowed at the February meeting.

Section 3. Ballot Election and Term of Office. Officers will be elected by ballot for a term of two years or until their successors are elected. Election will take place at the February meeting of election years following the report of the nominating committee and any nominations from the floor. Officers take office at the conclusion of the election at the February meeting.

Section 4. Limitations.

1. Each person elected shall hold only one Club office at a time.
2. Any officer of the Club who runs for any public office must notify the Club in writing 30 days in advance of filing his/her petition. This officer must take a full, complete leave of absence from their Club duties beginning on the date their petition is filed until that year's election date. Failure to comply can warrant dismissal from their office by vote of the other officers and ward leader. If they win office, they will automatically be removed from their Club office on that Election Day. This provision does not apply to officers who run for County Party precinct leader positions.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, there will be an election for vice president. If there is a vacancy in any other office, the Executive Board shall fill the vacancy by appointment. At the next regular business meeting a majority vote by members in attendance will confirm the appointment to fulfill the remainder of the term. (See Article V. Quorum in the Constitution of The Rocky River Democratic Club.) If a majority of members in attendance do not

vote to confirm the appointment, nominations from the floor will be taken. A majority vote of the members in attendance will elect a new person to fill the term of the office.

Section 6. Removal from Office. Officers can be removed from office with or without cause by a majority vote of members in attendance at a regular meeting or special meeting where previous notice has been given. Any officer who is removed from office by vote of the Club cannot be re-elected as an officer of the Club for three years.

ARTICLE V. Duties

Section 1. President. The president shall preside at all regular business meetings and Executive Board meetings; shall act in the place of any other officer who is absent or otherwise unable to act; shall enforce the observance of the Constitution, Bylaws and standing rules of the Club; and shall be charged with all other duties incidental to this office in accordance with *Robert's Rules of Order Newly Revised*. The President shall appoint any and all committees that are deemed necessary.

Section 2. Vice President. The vice president shall perform all duties of the president whenever the president is absent or unable to act.

Section 3. Secretary. The secretary shall keep minutes of all the proceedings of regular business meetings and perform such other duties incidental to this office. The secretary shall have charge of the correspondence of the Club. Timely notice shall be sent to each member of regular business meetings.

Section 4. Treasurer. The treasurer shall collect all dues of Club members and all other monies and funds which are received by the Club. The treasurer shall make a financial report at each regular meeting. The treasurer shall also present an annual written report to the Club at its first meeting of each Club year for the previous fiscal year. The treasurer shall be in charge of all disbursement of Club funds. Club members may be issued amounts up to \$100 in petty cash for Club activities upon approval by the treasurer. Other expenditures shall require the approval of the Executive Board. The treasurer shall maintain the membership roster of the Club. The treasurer shall provide to the secretary an update to the membership roster of the Club whenever there is a change in the membership roster.

Section 5. Other Duties. These officers shall perform the duties assigned to them in the Bylaws or other acts of the Club, and other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Club, and guided by the current edition of "*Robert's Rules of Order, Newly Revised*."

ARTICLE VI. Meetings

Section 1. Types of Meeting.

1. General Meetings. General meetings will be held at least once a month on the last Tuesday of the month, unless ordered by the Club or the Executive Board. No general meetings are scheduled during July or August, unless ordered by the Club or the Executive Board.

2. Special Meetings. Special meetings for business or ceremony may be called by the Club president as needed. No other business can be transacted except that for which the special meeting was called.
3. Annual Meeting. The Club will hold an annual meeting each year in February. At the annual meeting members meet to conduct business, to hear reports of committees and officers, and to elect officers.
4. Activities. Activities are special events planned by the Club for programs such as community volunteer activities, and campaign related activities. Activities are held as scheduled by the Club.
5. Notice. Members must be notified of meetings. The secretary will e-mail out a call to a general meeting 7 days prior to the meeting. The secretary will e-mail out a call to a special meeting 3 days prior to the meeting. Primary notification of members will be by email. A member may opt out of email notification of meetings and receive telephone notification by providing the Club secretary a letter indicating the choice to opt out as well as a telephone number to be called with meeting notification. It is the responsibility of the member to have an answering machine or voicemail capability so that a message may be left regarding the meeting notification.
6. Quorum. Ten (10) members of the Club constitute a quorum for general, special and annual meetings. Three (3) voting members of the Executive Board constitute a quorum for Executive Board meetings.
7. Electronic and other meetings. The Executive Board may meet by email, telephone or text to conduct business. Three (3) voting members of the executive board constitute a quorum for electronic and other meetings.

ARTICLE VII. Committees

Section 1. Executive Board. The Executive Board shall consist of the president, vice president, secretary, treasurer, the ward leader, and any other member invited by the president or ward leader as a non-voting member. The president shall be chairman of the board. The board shall meet during the interim between regular business meetings to conduct business that requires immediate action.

Section 2. Other committees. Other committees may be appointed as necessary.

ARTICLE VIII. Amendment of Bylaws

Amendments to these bylaws may be proposed by any member. Approval of any amendment requires two-thirds approval of members in attendance at any general or special meeting of the Club when a quorum is present, provided that the amendment has been submitted in writing at the previous regular meeting and has been sent to each member with the official call of the meeting; or by two-thirds approval of all members.

ARTICLE IX. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* will govern the Club in all cases in which they are not inconsistent with these bylaws, the rules set forth by the County Party, and any special rules of order the Club may adopt.

ARTICLE X. Chartering Authority

Any part of these bylaws that are in conflict with the rules of the County Party is considered void.

ARTICLE XI. Fiscal Requirements

Section 1. Fiscal Year. The fiscal year is March 1 through the last day of February.

Section 2. Audit. An audit committee will be appointed no later than the end of January to audit the annual treasurer's report to be presented at the annual meeting in February. The officers of the Club may not serve on the audit committee.

ARTICLE XII. Speakers at Club Meetings and Endorsements

Section 1. Candidates for office. All candidates who are registered Democrats- and running for public office shall be permitted to speak at all Club meetings. However, in cases where more than one such candidate seeks to speak, that candidate who has been endorsed by the Cuyahoga County Democratic Party shall have priority in time.

Section 2. Endorsements. The Club shall be permitted to endorse City, County and State candidates and issues for primary, general and special elections. Said endorsements shall be made at a regular monthly meeting on a month to be selected by the President, said notice to be given by the President (i) to all members present at the monthly meeting prior to the monthly meeting where such endorsements are to occur or (ii) in writing to all members in good standing at least two (2) weeks prior to the monthly meeting where such endorsements are to occur. A majority of votes of members in good standing who are present at the meeting cast shall constitute a choice. The vote shall be taken by secret ballot.

ARTICLE XIII. Dissolution

Upon dissolution of the Club, assets will be distributed to the County Party or to another Club at the discretion of the County Party.

STANDING RULES

Rule 1: Meeting place and time. Regular meetings are held at 7 PM on the last Tuesday of each month with the exception of July, August and December.

Rule 2: Weather and safety cancellations. The president may cancel a meeting for inclement weather or other safety reasons.

Rule 3: Fund raising. Dues will be supplemented by fund raising activities involving the participation of all members. All fund raising projects must be approved by the Club executive board.

Rule 4: Financial accounts. All financial accounts are maintained as separate accounts in the name of the Club. The name on the account must be "Rocky River Democratic Club." The treasurer and one other adult member of the club shall be signatories on the Club account.

Rule 5: Petty cash. Club members may be issued amounts up to \$100 in petty cash for Club activities upon approval of the treasurer. Larger amounts may be approved by the Club executive board. Use of all petty cash funds must be reported to the Club and unused balances returned.