

DEMOCRATIC CLUB OF THE SANTA RITA AREA

dba (doing business as)

GREEN VALLEY DEMOCRATS

BYLAWS

ARTICLE I

NAME

The name of the organization will be The Democratic Club of the Santa Rita Area dba Green Valley Democrats herein referred to as "GVD".

ARTICLE II

PURPOSE

GVD shall influence, foster, encourage and promote the aims and objectives of the Democratic Party and aid in the election of Democratic candidates for public office.

ARTICLE III

MEMBERSHIP

Section 1. Members

Membership in GVD shall be open to all interested persons. Voting members are those members whose dues are paid in the current year.

Section 2. Dues

Dues shall be paid annually and are due on January 1st of each year. The amount of the dues will be set by the Executive Board and be approved by a majority vote of the membership present and voting at a regularly scheduled GVD meeting. Methods for notification and collection will be determined by the Executive Board.

ARTICLE IV
EXECUTIVE BOARD

Section 1. Members

The Executive Board of GVD shall consist of a President, a Vice-President for Voter Outreach, a Vice-President for Fundraising, a Vice-President for Publicity, a Vice-President for Programs, a Vice-President for Membership and Recruitment, a Vice-President of Headquarters, a Secretary, a Treasurer, and two Members at Large.

In addition, the Immediate Past President shall serve as an ex-officio member.

The Executive Board shall be responsible for handling the day-to-day affairs of GVD.

Section 2. Duties

The President shall preside at all meetings of GVD and the Executive Board and shall appoint all standing and ad hoc Committees subject to the approval of the Executive Board. The President shall be an ex-officio member at all committees except the Nominating Committee.

- a. The Vice-President of Fundraising shall, in the absence of the President, assume all the duties of the President.
- b. The Vice-President for Voter Outreach shall, in the absence of the President and Vice President of Fundraising, assume the duties of the President.
- c. The Secretary shall keep a record of all proceedings of the GVD meetings and have such other duties as necessary, including official correspondence. The Secretary shall preside at meetings in the absence of the President and the Vice Presidents of Fundraising and Voter Outreach. The President may assign other duties as required.
- d. The Treasurer shall be responsible for the collection and disbursement of all funds in a manner approved by the GVD and Executive Board. The Treasurer shall keep all financial records and submit regular reports to the Board, serve as an Ex-Officio member of the Fundraising Committee, and file reports as required by state law. In the event of expenditures not included in each committees' budgeted expenses, the Treasurer shall reimburse expenditures of three hundred dollars or less but any expenditures exceeding three hundred dollars shall require approval by the President or by the Executive Board. A financial review committee must be appointed by the President to review the financial records annually or upon the resignation of the Treasurer.

- e. In view of the expectation of fairness and equal treatment for all Democratic candidates, GVD Executive Board members should not use the titles of their offices in public endorsements of candidates involved in contested Democratic Primary elections. Board members acting as individual citizens may make such endorsements.

Section 3. Nominations

No less than 60 days prior to the December GVD meeting, the President shall appoint three members of the GVD to serve as a Nominating Committee. No less than 30 days prior to the December GVD meeting, the Nominating Committee shall present a slate of nominees at a regular or special GVD meeting, at which time additional nominations may be made from the floor with the consent of the nominee.

Section 4. Elections

Elections will be held at the December GVD Business Meeting. Every Executive Board member is elected for a two-year term. The President, the Vice President for Membership, the Vice President for Programs, the Treasurer, the Secretary, and one Member at Large shall be elected in December of an even-numbered year and begin their two-year tenure the following January.

The remaining Executive Board members, consisting of the Vice President of Headquarters, the Vice President of Fundraising, the Vice President of Voter Outreach, the Vice President of Publicity, and one Member at Large shall be elected in the December of an odd-numbered year and begin their two-year tenure the following January.

When there is only one candidate for an Executive Board position, the election shall be by raised hands of the voting members of GVD present at the December GVD Meeting. When there is more than one candidate for an Executive Board position, the election shall be by secret ballot of a majority of voting members present. Elections require a simple majority of members present at the annual meeting

Section 5. Removal from Office

Any GVD Executive Board member with three consecutive unapproved absences from the Executive Board meetings, or who fails to fulfill the duties of the office, may be asked to resign by the President. An Executive Board member may be removed by a two-thirds majority vote of all members of the Executive Board at a specially-called Executive Board meeting.

Section 6. Vacancies

Any vacancy occurring on the GVD Executive Board shall be filled with a GVD member elected by a majority of the Executive Board. The President shall appoint three members of the GVD to serve as a Nominating Committee. This Committee shall present a slate of one or more nominees for the GVD Executive Board. The member so elected shall serve until the next election scheduled for that position (Section 4). In the event of a vacancy in the office of President, the VP for Fundraising shall act as President until the election is held. Any Executive Board member running for Public Office shall resign prior to announcing their candidacy.

ARTICLE V

MEETINGS

Section 1. There must be at least six (6) regular membership meetings each calendar year, with no more than two (2) months between the meetings. Executive Board meetings shall be held monthly with cancellations authorized by the President.

Section 2. The President, with the concurrence of the Executive Board, shall set the time and place of all regular GVD program meetings and Executive Board meetings.

Section 3. Special meetings may be called by the President or by a majority of the Executive Board or by 25% of the membership of the GVD.

Section 4. Notice of the GVD meetings shall be announced through media releases, e-mail, the GVD website, and/or telephone calls at least one week prior to the meeting.

Section 5. Meetings will be conducted in accordance with these Bylaws and Robert's Rules of Order.

Section 6. At GVD meetings, a majority of the members present shall constitute a quorum for the purposes of passing any motions that require voting. At Executive Board meetings, six members shall constitute a quorum.

ARTICLE VI

COMMITTEES

Section 1. There shall be the following standing committees.

- a. Membership and Recruitment
- b. Fundraising
- c. Program

d. Publicity

e. Voter Outreach

Section 2. Ad Hoc Committees may be created by the President for special purposes, including but not limited to, the required committees of Nominations and Bylaws review.

Section 3. Summary descriptions of Vice-Presidents' responsibilities are an addendum to these bylaws.

ARTICLE VII

BYLAWS

Section 1. Effective Date

These bylaws shall be in effect immediately upon their adoption.

Section 2. Amendments

Following a 30-day notice period, the bylaws may be amended by a 2/3 vote of the members present and voting at a regular GVD monthly meeting.

Section 3. Review

The Bylaws Committee shall review these bylaws at least biannually and shall recommend amendments as required.

ADOPTED AT A REGULAR MEETING OF THE DEMOCRATIC CLUB OF THE SANTA RITA AREA dba GREEN VALLEY DEMOCRATS ON Month, Day, Year.

Attested to by:

President

George McGaughey

Secretary

Douglas Syme

Previous Revision:
December 11, 2015

Summary of Board Member Job Descriptions

Members at Large

Members at Large attend monthly GVD Board meetings and serve the Board's needs at any given time. Members at Large may have various responsibilities and projects during their tenure, including but not limited to chairing an ad hoc committee, preparation for events and speakers, and joining committees in need of members.

President

The president is responsible for presiding at all meetings of GVD and the Executive Board and appoints all standing and ad hoc committees, subject to the approval of the Executive Board. The President is an ex officio member of all committees except the Nomination Committee.

Treasurer

The Treasurer is responsible for the collection and disbursement of all funds in a manner approved by the GVD membership and Executive Board. The Treasurer keeps all financial records and submits regular reports to the Board, serves as an ex officio member of the Fundraising Committee, and files reports as required by state law.

Secretary

The Secretary is responsible for keeping a record of all proceedings of the GVD Executive Board meetings and has such other duties as necessary, including official correspondence. The Secretary shall preside at the Executive Board meetings in the absence of the President and the VicePresidents named in the bylaws. The President may assign other duties as required.

Vice-President of Membership

The VicePresident of Membership is responsible for the recruitment of members and the promotion of GVD. The VicePresident of Membership will create and/or monitor recruitment materials, keep the Board informed on membership rates and dues payments, and attend events open to the public to garner new members.

Vice-President of Fundraising

The Vice President of Fundraising is responsible for developing and implementing fundraising activities to fund the running of Headquarters, GVD's activities, and contributions to the Democratic Party and individual candidates.

Vice-president of Voter Outreach

The Vice-President of Voter Outreach is responsible for gathering and mobilizing volunteers to support Democratic candidates via calls, canvassing, neighborhood meetings, petitions, initiatives, and advertising. The Vice-President of Outreach recruits and trains volunteers in the registration of voters and is a liaison with other political organizations. Additionally, where feasible, the Vice-President of Outreach will provide a club presence at community events.

Vice-President of Programs

The Vice-President of Programs is responsible for developing monthly presentations, contacting and booking speakers, which include both subject experts and Democratic candidates, for the GVD monthly meetings. The Vice-President of Programs is also responsible for setting up the December Potluck-Business Meeting.

Vice-President of Publicity

The Vice-President of Publicity is responsible for the timely content and delivery of GVD-relevant events and programs via the weekly newsletter, the website, and the GVD Facebook page. The Vice-President of Publicity is also responsible for advertising monthly meetings and special events/speakers on GVD's media platforms and other venues, including the Green Valley News and other media outlets.

Vice-President of Headquarters

The VicePresident of Headquarters is responsible for training HQ volunteers, maintaining meeting room schedules, accounting for keys, and contracting cleaning services for HQ. The VicePresident of Headquarters also maintains both the equipment and supplies needed by HQ and keeps all handout materials up to date and stocked.