

GREEN VALLEY DEMOCRATS

BY-LAWS

ARTICLE I

NAME

The name of the organization shall be 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 who have paid dues in the current year. New members who join on or after November 1st in any year are considered as voting members in the current year and their paid dues are credited to the following year. Any renewing member may choose to pay dues for the following year on or after November 1st of 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

- a. All Executive Board members are required to be members of the Green Valley Democrats. 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, a Vice President for Headquarters, a Secretary, a Treasurer, and two Members at Large.
- b. The Executive Board shall be responsible for handling the day-to-day affairs of GVD.
- c. GVD Executive Board members may not use the titles of their offices in public endorsements of primary election candidates or on any issues without the prior approval of the Executive Board. Board members acting as individual citizens may make such endorsements.

Section 2. Duties

- a. 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 Nominations Committee.
- b. The Vice President for Voter Outreach shall, in the absence of the President, assume all the duties of the President.
- c. The Vice President for Fundraising shall, in the absence of the President and the Vice President for Voter Outreach, assume the duties of the President.
- d. The Secretary shall preside at meetings in the absence of the President and the Vice Presidents for Voter Outreach and Fundraising.
- e. 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, submits regular reports to the Board, serves as an ex officio member of the Fundraising Committee and files reports as required by state law.

- f. Additional duties and responsibilities are detailed in the Job Descriptions Addendum to the by-laws and may be modified at any time by a vote of the Executive Board.

Section 3. Meetings

- a. Executive Board meetings shall be held monthly with cancellations authorized by the President. At Executive Board meetings, six members shall constitute a quorum.
- b. The President, with the concurrence of the Executive Board, shall set the time and place of all Executive Board meetings.

Section 4. Nominations

No less than 60 days prior to the December GVD Annual meeting, the President shall appoint at least three members of the GVD to serve as a Nominating Committee. No less than 30 days prior to the December GVD Annual meeting, the Nominations 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 5. Elections

- a. Elections will be held at the December GVD Annual 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 for Headquarters, the Vice President for Fundraising, the Vice President for Voter Outreach, the Vice President for 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.

- b. 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 Annual Meeting. When there is more than one candidate for an Executive Board position, the election shall be by secret ballot of voting members present. Elections require a majority of those members.

Section 6. 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. Also, 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 7. 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 at least three members of GVD to serve as a Temporary Nominations Committee. This Committee shall present a slate of one or more nominees for the vacant position or positions to the GVD Executive Board. The member/s 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 Voter Outreach, or if unavailable, 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

MEMBERSHIP 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.

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

Section 3. Special membership 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 By-laws and Robert's Rules of Order.

Section 6. At GVD meetings called with notice as provided in Article 5, Section 4 above, the votes of a majority of the members present shall be required for the purposes of passing any motions.

Section 7. The Annual Financial Summary of the previous year shall be reported at a January Business Meeting.

ARTICLE VI
COMMITTEES

Section 1. There shall be the following standing committees.

- a. Membership
- 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 By-laws Review.

ARTICLE VII
BY-LAWS

Section 1. Effective Date

These by-laws shall be in effect immediately upon their adoption.

Section 2. Amendments

Following a 30-day notice period, the by-laws may be amended by a two-thirds vote of the members present and voting at a regular GVD monthly meeting.

Section 3. Review

The By-laws Review Committee shall review these by-laws at least biennially and shall recommend amendments as required.

ADOPTED AT THE DECEMBER 14, 2024 ANNUAL MEETING

Attested to by:

President

George McGaughey

Secretary

Douglas Syme

Previous Revision:
January 22, 2022

ADDENDUM
Summary of Board Member Job Descriptions

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 Nominations Committee.

Treasurer

The Treasurer shall be responsible for the collection and disbursement of all funds in a manner approved by the GVD Executive Board. The Treasurer shall serve as a checking account signatory, keep all financial records, 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 committee's budgeted expenses, the Treasurer shall reimburse expenditures of three hundred dollars or less and any expenditures exceeding three hundred dollars shall require approval 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.

Subject to approval by the Executive Board, the Treasurer shall select a GVD member to serve as Assistant Treasurer. The Assistant Treasurer shall temporarily assume all responsibilities of the Treasurer should the Treasurer be unavailable due to absence or resignation. The Assistant Treasurer shall serve as a signatory on GVD's checking account and has the authority to sign checks in the Treasurer's absence.

Secretary

The Secretary is responsible for keeping a record of all proceedings of the GVD Executive Board meetings and 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 Vice Presidents named in the by-laws. The President may assign other duties as required.

Vice President for Membership

The Vice President for Membership is responsible for the recruitment of members and maintenance of membership records, including a database and mailing list. The Vice President of Membership will create and/or monitor recruitment materials, keep the Board informed on membership trends, and attend events open to the public to garner new members.

Vice President for Fundraising

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

Vice President for Voter Outreach

The Vice President for 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 for Outreach recruits and trains volunteers in the registration of voters and is a liaison with other political organizations. Additionally, where feasible, the Vice President for Outreach will provide a club presence at community events.

Vice President for Programs

The Vice President for Programs is responsible for developing presentations, contacting and booking speakers, which include both subject experts and Democratic candidates, for the GVD meetings. The Vice President for Programs is also responsible for setting up the December -Annual Meeting at which elections shall take place.

Vice President for Publicity

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

Vice President for Headquarters

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

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.