

CONSTITUTION AND BY-LAWS
of the
Glendale Democratic Club

PREAMBLE

For the purpose of stimulating an active interest in politics and government and to promote political thought, and within the framework of the Democratic Party, we do assemble and associate ourselves together for the establishment of this Constitution and these By-Laws of the **GLENDALE DEMOCRATIC CLUB**.

ARTICLE ONE: NAME

Section 1: The name of this organization shall be the **GLENDALE DEMOCRATIC CLUB**.

Section 2: This organization shall charter with the Los Angeles County Democratic Party.

ARTICLE 2: MEMBERSHIP

Section 1: Regular membership shall be extended, upon payment of dues, to any person who is a registered Democrat or who would be upon attaining the age of 18 years of age. Non-Citizens may become non-voting members as long as they commit to register as Democrats when they become naturalized citizens.

Section 2: Honorary membership in this organization shall be extended to those persons who have distinguished themselves in the affairs of the Nation, State, County, City, or Democratic Party. Such membership shall be voted on by the general membership.

Section 3: Associate membership shall be available for payment of 50% of the annual dues, to any person otherwise eligible. This will be a non-voting membership.

Section 4: Voting on any of the above sections of this Article are to be governed under the rules set forth in Article V, Section 3 of this Constitution.

ARTICLE THREE: OFFICERS

Section 1: Qualifications: No persons shall be eligible to hold office or become members of the Steering Committee either by election or become members of the Steering Committee either by election or appointment, unless they are regular members in good standing at the time of said election or appointment and have been so for at least one (1) year prior to their election or appointment. They must have attended at least two (2) general meetings within the past 12 months.

Section 2: The officers of this club shall be:

- a. President
- b. 1st Vice-President,
- c. 2nd Vice-President, Events
- d. Secretary
- e. Treasurer/Controller

Section 3: Duties of Officers:

- (a). President: Shall be the presiding officer of all meetings of the Steering Committee and general membership meetings; shall be responsible for the coordination of all club activities and shall be an ex-officio member of all committees; shall be the official spokesperson for the club; shall have the power to appoint all committee chairs and special committee chairs with the approval of 2/3 of the Steering Committee..
- (b). 1st Vice-President: Shall coordinate all committees and oversee membership and shall assume the aforementioned duties of the President in the event of an absence or vacancy in the office of President.
- (c). 2nd Vice-President, Events: Shall coordinate all club events and shall assume the office and duties of the 1st Vice-President in the event of a vacancy in that office.
- (d). Secretary: Shall keep accurate records of all meetings of the Steering Committee and general membership meetings and shall handle all correspondence and keep the mailing list current.

- (e). Treasurer/Controller: Shall keep the financial records of the club and shall make written reports to the general membership on a quarterly basis and to the Steering Committee on a monthly basis. and will maintain a list of eligible voting members and have that list available at every meeting. The financial operations may be delegated to a professional service under the supervision of the Treasurer/Controller

Section 4: Any officer who shall be absent without official leave of this organization for any two (2) consecutive meetings of this club or three (3) consecutive meetings of the Steering Committee shall be considered to have resigned, thus creating a vacancy in that office.

Section 5: Vacancies: Vacancies in elected offices must be filled at a special election called by the President with approval of the steering committee. The election must be held within thirty days of the office becoming vacant. Written notice must be sent to the members at least ten days prior to the election. The notice must contain the nominations for each open office.

ARTICLE FOUR: STEERING COMMITTEE

Section 1: The Steering Committee shall consist of the 5 elected officers and the committee chairs and four at-large members, who shall be appointed by the President with the approval of the Steering Committee.

Section 2: All meetings of the Steering Committee shall be open to the general membership.

Section 3: The Steering Committee shall meet at least once prior to each general membership meeting to carry on the regular business of the club.

ARTICLE FIVE: VOTING AND ELECTIONS

Section 1: The bi annual election meeting shall be held in November of each even numbered year.

Section 2: Elected officers shall take office at the first membership meeting of the calendar year and shall hold office until their successors are installed. The Membership meetings will be held in the months of February, May, August, & November.

Section 3: No person shall be eligible to vote for officers unless a regular member in good standing for at least 180 days. No person shall be eligible to vote for club endorsements unless a member for at least 180 days.

Section 4: Nomination of Officers:

- a. Nominations shall be reported at the November general membership meeting of this club in the even numbered year.
- b. Further nominations, from the floor, may be made at the November general membership meeting of this club. In the even numbered year.
- c. Nominations can only be made by members in good standing.
- d. Election shall be by a majority vote of those members present and voting at the biannual election meeting.

Section 5: Club Endorsements

Endorsement by the club of any measure or candidate shall require a 60% vote of those members present and voting.

ARTICLE SIX: REMOVAL OF OFFICERS

They may remove any officer from office for acts detrimental to the purpose and welfare of this Club, upon a two-thirds (2/3) vote of the membership present and voting at a duly called and constituted general meeting of this club.

Impeachment must be instituted by a written complaint signed by ten (10) or more members in good standing, present at a duly called Steering

Committee meeting.

The Steering Committee must promptly thereafter serve such officer with written notice of the charge(s) against him/her and the source of such charges. Such officer shall be entitled to a hearing before the Steering Committee. The Steering Committee shall mail to each member a written statement of the findings and recommendations at least seven (7) days preceding the general membership meeting at which a removal vote is to be taken.

ARTICLE SEVEN: AMENDMENTS & BY-LAWS

Section 1 : This Constitution may be amended by a two-thirds (2/3) vote of all members present and voting at a duly constituted meeting, having been duly notified thirty (30) days before, of the intent to amend and of the provisions of the proposed amendment. All amendments shall have two readings.

ARTICLE EIGHT: PROCEDURE

Whenever a conflict in rules exists between this Constitution of the By-Laws of this Club and Roberts Rules of Order – Newly Revised, this Constitution and By-Laws will be the ultimate source of authority.

Dues:

The dues of this club shall be established at a general meeting and be reduced based on good cause inability to pay.

Bank Account:

The funds of this club shall be deposited in a checking account established in the name of this Club in a bank or savings and loan institution that is a member of FDIC and shall require the signature of the Treasurer to withdraw funds.

Meetings:

This club shall meet at least once in each calendar quarter, initially in the months of February, May, August and November. All meetings shall be noticed. Notice must be sent at least seven days before the meeting.

Quorum:

A quorum shall consist of twenty percent (20%) of the regular membership,

but not less than ten [10] members, whichever is less, present at a duly constituted meeting.

Adopted: March 19, 2009

Amended: