

**CONSTITUTION AND BYLAWS
OF THE
DEMOCRATIC CLUB
OF LAKEWOOD, OHIO**

Adopted August 28, 2014

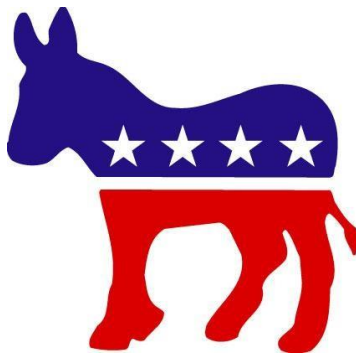


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ARTICLE I NAME

Section 1. The name of this organization shall be the Democratic Club of Lakewood, Ohio.

ARTICLE II PURPOSE

Section 1. The purpose of this organization shall be to:

- a. foster the ideals of the Democratic Party and the Democrats of Lakewood;
- b. identify issues important to the members of this organization and to provide a constructive role for the volunteers in Democratic politics;
- c. contribute to Party leadership and responsibility and to promote harmony within the Party, and;
- d. support the Party platform(s) and encourage, select and support Democratic candidates.

Section 2. All members are urged to support the:

- a. Purpose as stated in Article II, Section 1;
- b. candidates endorsed by this organization in all elections; and, ballot issues endorsed by this organization in all elections.

Section 3. All members are expected to support candidates endorsed by this organization against any candidate who is not a member of the Democratic Party.

ARTICLE III MEMBERSHIP AND DUES

Section 1. All who subscribe to the Purpose of this organization as stated in Article II shall be eligible for membership in this organization.

Section 2. Dues will be set by the Executive Committee who shall have the option to discount dues.

Section 3. Members of this organization shall pay annual dues in the month of January. The membership year shall run for twelve months from January to December.

ARTICLE IV OFFICERS

Section 1. The officers of this organization shall be president, first vice president, second vice president, secretary, and treasurer.

ARTICLE V EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee consisting of the elected officers.

Section 2. Meetings of the Executive Committee shall consist of:

- a) Regular meetings that shall take place at least monthly.
- b) Special meetings of the Executive Committee may be called by the president or upon written request of two (2) members of the Executive Committee with three (3) days notice to each member of the Executive Committee. No business other than that which is stated in the call shall be transacted at this meeting.
- c) Special Executive Committee meetings shall be called upon receipt by the club President of a written petition signed by no less than twenty-five (25%) percent of the Voting Body and stating the purpose for which the meeting is sought. The special meeting shall be held meeting not earlier than five (5) nor later than fifteen (15) days after the giving of notice. Notice shall be issued within three (3) days after receipt of the written petition containing the required signatures.

Section 3. A majority of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4. Duties of the Executive Committee shall be to:

- a. transact business referred to it by the Voting Body or an individual officer;
- b. appoint standing committee chairpersons;

- c. assist the president as requested; and
- d. make a report at each general meeting.

Section 5. The Executive Committee shall take no action in conflict with any action taken by the Voting Body of this organization.

Section 6. Ex-Officio Members of the Executive Committee shall be:

- a. chairpersons of standing committees; and,
- b. chairpersons of special committees.

Section 7. Expectations of Officers regarding Public Elections:

- a. all elected officers shall be required to fairly and to the best of their ability carry out the support of this organization's endorsed candidates;
- b. any officer of this organization unable to fairly and to the best of their ability carry out the support of this organization's endorsed candidates should resign or take a leave of absence from the duties of office elected for the duration of the election;
- c. any officer of this organization may file as a candidate for party office without restriction;
- d. any officer of this organization who has filed as a candidate for a political office for which an endorsement is provided should take a leave of absence from the duties of his/her office upon filing and for the duration of the election.
- e. Any officer of this organization who is elected or appointed to an officer for which an endorsement is provided, shall resign as an officer of this organization.

ARTICLE VI DUTIES OF OFFICERS

Section 1. The president shall:

- a. preside at all meetings of this organization;
- b. serve as an ex-officio member of all committees except the audit committee;
- c. coordinate the work of the officers and committees of this organization in order that the Purpose may be promoted;
- d. appoint committee chairpersons and committees deemed necessary by this organization in order that the Purpose may be promoted;

- e. consult with and cooperate with Lakewood city leader, ward leaders, Democratic elected officials and Precinct Committee Members, the Central Committee and Lakewood members of the county and state Democratic party;
- f. appoint such parliamentarians, sergeants-at-arms, and other assistants as deemed necessary to ensure the proper conduct of a meeting;
- g. perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this organization.

Section 2. The first vice president shall:

- a. act as aide to the president;
- b. serve as an ex-officio member of all committees except audit committee;
- c. perform the duties of the president in the president's absence or inability to serve;
- d. coordinate programs for monthly general meetings; and,
- e. perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this organization.

Section 3. The second vice president shall:

- a. act as aide to the president;
- b. serve as an ex-officio member of all committees except the audit committee;
- c. oversee all activity of the fundraising committee; and,
- d. perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this organization.

Section 4. The secretary shall:

- a. act as aide to the president;
- b. serve as an ex-officio member of all committees except audit committee;
- c. keep a record of all monthly general meetings;
- d. be custodian of the permanent file;
- e. have a current copy of the bylaws and standing rules; and,
- f. perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this organization.

Section 5. The treasurer shall:

- a. act as aide to the president;
- b. maintain a list of eligible members of the Voting Body;
- c. have custody of the funds and maintain a full and accurate account of the receipts and disbursements belonging to this organization;
- d. make disbursements as authorized by the president, Executive Committee, or this organization;
- e. provide a financial statement at each meeting;
- f. submit the books annually or upon change of president or treasurer for an audit/financial review. Report findings of the annual audit/financial review at the next regular meeting;
- g. perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this organization.

ARTICLE VII NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. There shall be a nomination meeting at the October general monthly meeting in even numbered years.

Section 2. The president will open and close the nomination process.

Section 3. Nominations may be made from the floor during the nomination meeting by members of the Voting Body. More than one member may be nominated for each elected office. The secretary shall record the nominations.

Section 4. Nominees must give permission to be nominated.

Section 5. The following provisions shall govern the eligibility of individuals to be officers of this organization:

- a. an officer must be a voting member of the Democratic Club of Lakewood;
- b. a term is two years.

Section 6. Officers shall be elected in the month of November in even numbered years.

Section 7. The number of candidates for offices shall be processed as follows:

- a. When there is only one candidate for any office that election may be held by voice vote.

- b. The vote shall be conducted by ballot for each elected position and a majority vote shall elect.
- c. In the event of a tie for any elected position, the vote shall be determined by drawing straws.

Section 8. Officers shall assume their official duties at the January monthly meeting and shall be required to take an oath of office stating support for the Constitution of the United States of America, the By Laws and the principles of the National and Ohio Democratic Parties, and the Constitution of the Democratic Club of Lakewood.

Section 9. In the event of a vacancy the Executive Committee shall meet to choose, by majority vote, a successor or interim office holder within ten (10) days of the existence of such vacancy.

ARTICLE VIII VOTING BODY

Section 1. The Voting Body of this organization shall consist of:

- a. members residing in Lakewood, Ohio, and who have attended at least three monthly general meetings in the twelve (12) months prior to the election. *Members must personally register at each meeting attended.*
- b. only members who have paid the annual dues in full may participate in the business of the election and endorsement process of this organization;
- c. dues may be paid at the general meeting in which an election or endorsement of candidates and issues is scheduled;
- d. individuals are entitled to only one vote. There shall be no voting by proxy in any business of this organization; and,
- e. in the event that any person's membership is challenged the decision of membership shall be referred to the Executive Committee who shall maintain the list of eligible members of the Voting Body. The decision of the Executive Committee is final.

Section 2. At monthly general meetings attendance by ten (10) percent of eligible voting members, three (3) of whom are officers, shall constitute a quorum for the transaction of business.

Section 3. Upon the expiration of term of office or when an individual ceases to hold an elected/appointed position, the position holder shall be relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the president and

all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

Section 4. If any position holder (elected/appointed) shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from their position by a resolution adopted by a two-thirds (2/3) vote of the Executive Committee.

ARTICLE IX MEETINGS

Section 1. There shall be at least eight (8) monthly meetings of this organization held each year with the date and time to be fixed by the Executive Committee at its first meeting of the year.

Section 2. Special meetings may be called by the president or upon receipt by the president of a written petition signed by no less than twenty-five (25%) percent of the Voting Body and specifically stating the purpose for which the meeting is sought. The special meeting shall be held not earlier than five (5) nor later than fifteen (15) days after giving notice. The notice shall be issued within three (3) days after receipt of the written petition containing the required signatures.

ARTICLE X COMMITTEES

Section 1. The standing committees of this organization shall be:

- a. Membership
- b. Hospitality
- c. Communication
- d. Sunshine
- e. Fundraising

Section 2. The Executive Committee may create such special committees as it may deem necessary to promote the Purpose of the Democratic Club of Lakewood.

Section 3. Any member in good standing may serve on a standing committee.

Section 4. The term of office of a standing committee chair shall be one (1) year or until the appointment of a successor.

Section 5. The chair of each standing committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee. Minutes, including a list of attendees, shall be taken at all committee meetings and provided to the Secretary.

Section 6. Audit/Financial Review Committee. An Audit/Financial Review Committee appointed by the President shall consist of at least two (2) members of the Voting Body without check signing privileges. The duties of this committee are to review the treasurer's accounts and submit an audit/financial review report.

ARTICLE XI ENDORSEMENTS

Section 1. All candidates seeking endorsement by this organization must be registered Democrats as determined by the relevant board of elections in the candidate's county of residence.

Section 2. The Voting Body shall have the sole right to endorse candidates and issues.

Section 3. Members of the Voting Body must be notified at least fourteen (14) days in advance of the meeting at which endorsements are being considered.

Section 4. All endorsed candidates shall be treated equally by category of office sought.

Section 5. All endorsements shall be communicated to the general public and all Lakewood members of the County Democratic Executive Committee and Central Committee within seven (7) days of the endorsement vote.

Section 6. For single seat races, Democratic candidates upon the affirmative majority vote of fifty (50%) percent plus one (1) by members of the Voting Body present and voting shall be considered endorsed by this organization. In the event of a tie, there shall be a run-off vote and if the tie persists there shall be no endorsement. *Submitted abstaining votes are counted as an active vote in determining the number of votes required to reach the fifty (50%) percent plus one (1) threshold.*

Section 7. For multiple seat races (such as council at large and school board):

- a. Democratic candidates upon the affirmative majority vote of fifty (50%) percent plus one (1) by members of the Voting Body present and voting shall be considered for endorsement by this organization. *Submitted abstaining votes are counted as an active vote in determining the number of votes required to reach the fifty (50%) plus one (1) threshold.*
- b. Endorsements shall be given to the top vote getters who achieve the fifty (50%) percent plus one (1) threshold. *There is no requirement to have a candidate endorsed for each available position, nor may there be more candidates endorsed than seats available.*
- c. In the event of a tie for the final endorsed position, the endorsement shall be determined first by a run-off vote and if the tie persists there shall be no endorsement.

Section 8. Issues upon the affirmative majority vote of fifty (50%) percent plus one (1) of the voting membership shall be considered for endorsement by this organization. In the event of a tie, there shall be a run-off vote and if the tie persists there shall be no endorsement. *Submitted abstaining votes are counted as an active vote in determining the number of votes required to reach the fifty (50%) percent plus one (1) threshold.*

ARTICLE XII AMENDMENTS

Section 1. Amendments may be proposed by:

- a. the Executive Committee (by majority vote); or,
- b. a petition signed by ten (10) members of the Voting Body.

Section 2. Proposed amendments must be submitted to the President who shall present them to the Voting Body for consideration and ratification at the next regularly scheduled general business meeting occurring at least fifteen (15) days after submission of the amendment to the President.

Section 3. Proposed amendments may be ratified at any regular general meeting of this organization by a two-thirds (2/3) vote of those present and voting. Notice of proposed amendments must have been provided to the Voting Body ten (10) days prior to the meeting at which they will be considered.

Section 4. Each proposed amendment shall be considered separately and be subject to the normal process of debate and amendment.

Section 5. The Executive Committee may appoint a special committee to submit a *revised* set of bylaws as a substitute for the existing bylaws only by a majority vote of the Executive

Committee. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 6. Any amendments or revisions agreed to at the meeting shall take effect immediately after the official adjournment of the meeting and shall not be in effect during the course of the meeting itself.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order* shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XIV DISSOLUTION

Section 1. The procedure for dissolution is as follows:

- a. When a motion to disband is presented and seconded at a regularly scheduled general membership meeting, it must be deferred for vote until the next regularly scheduled general membership meeting. All voting members must be notified by first class mail at least twenty-one (21) days prior to the meeting at which the vote will be taken on the motion to disband.
- b. At the next regularly scheduled general membership meeting the motion to disband is opened for discussion. A two-thirds (2/3) vote of voting members present and voting is required for the motion to be adopted.

Section 2. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets will be donated as determined by the current Voting Body and in accordance with general law.