

BYLAWS
of the
Sharpstown
Democrats Club



Reflecting the Diversity of Houston

Revised September 2018

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Article I - Name of Organization

Sharpstown Democrats Club

Article II - Mission

Mission: To promote Democratic principles and Democratic candidates by maximizing Democratic voter participation and to engage and reflect the diverse community in the Sharpstown and Southwest Houston area.

- 1) To provide input to the Democratic Party on issues of importance to voters.
- 2) To raise awareness of the Democratic Party at various levels (National, State, County, City and Precincts) as it affects the Sharpstown region and educate the public about the voting process and Democratic principles.
- 3) To help raise funds and provide volunteer support for the Precinct Chairs, Senate Districts, the Harris County Democratic Party and Democratic candidates in activities and races that impact the Sharpstown Area.
- 4) To encourage and mentor our future Democratic leaders and candidates.
- 5) To network with other community and Democratic organizations to pool resources and exchange ideas.

Article III - Membership

- 1) All persons who are supportive of Democratic Party principles are eligible for membership in the Sharpstown Democrats Club.
- 2) Active Members: .All persons who support the principles of the Democratic Party who apply to become members, pay the required dues established will be considered a member in good standing. Members in good standing in attendance of a meeting will be entitled to one vote on each matter submitted to a vote at any meeting of the members. No form of proxy or absentee voting will be recognized or counted.
- 3) Membership dues shall be set by the Executive Committee, approved by the General Membership and made a part of the Bylaws.
- 4) Membership dues will be set to the calendar year. Calendar year for dues will be January 1 through December 31. Memberships purchased in the last quarter of the year (October-December) will roll over into the next calendar year.

- 5) The Executive Committee shall have the authority to raise dues by no more than \$5.00 without further consultation to the membership.
- 6) Voting rights for a member in good standing will begin upon the adjournment of the first meeting
- 7) Termination of Membership. The Executive Committee shall recommend termination after a verbal warning and a written warning to any member whose inappropriate actions contradict the mission or affect the integrity of the club. After a written warning from the Executive committee, and if the behavior continues, the Executive Committee may recommend termination to the membership. The vote to terminate will be by simple majority vote of members in good standing in attendance, at a regular meeting or special meeting called by the Board for that purpose. The Executive Committee may recommend to the club to expel a member.

Article IV - Executive Committee Roles and Responsibilities

- 1) The Executive Committee
 - a) Formulating policies and procedures and establishing project priorities, resolve disputes, carry out the mission statement and to represent the club at meetings of the Harris County Democratic Party.
 - b) Preparing working budgets and authorizing expenditures of organization monies, all expenditures over \$1000 require membership approval.
 - c) Running the day-to-day operations of the organization through its Officers and various committees in all matters, the General Membership, the Executive Committee and each Officer of the Sharpstown Democrats shall conduct all organization activities in as open and above-board manner as possible and with the highest integrity.
- 2) The President shall preside at all meetings and be the official spokesperson for the Executive Committee unless delegated to a member in good standing. The President shall create committees, appoint their members and chairpersons with the consent of the Executive Committee. These appointed positions are non-voting members of the Executive Committee meetings. The President shall have the power to call special meetings. The President shall be the official representative at all official meetings or gatherings with any other Democratic organizations, Democratic officeholders and/or candidates seeking office. The President has the power to appoint temporary committees to assist in functions or events as needed.
- 3) The Vice-President of Membership shall preside in the absence of the President as well as assist in presidential duties as needed including membership building. This officer shall accept membership applications and dues and announce during the business meeting any new applicants. The application will go to the Secretary for record keeping and the dues will be submitted to the Treasurer for depositing.

- 4) The Secretary shall keep the minutes of all meetings and be prepared to report those minutes at the next scheduled meeting. The Secretary shall make such records available to the officers if requested.
- 5) The Treasurer shall receive and deposit all monies of the organization and shall record all financial transactions and report them to the Executive Committee and the General Membership. The Treasurer is responsible for the organization's PAC ("Political Action Committee"), by keeping it in compliance with the law, including preparing and making all required filings in a proper and timely manner, in compliance with the requirements of the Democratic Party, the State of Texas and the Texas Ethics Commission to avoid any fines associated with late filing or mistakes.
- 6) The Parliamentarian shall keep order at the meetings and maintain proper procedures under the rules specified by these bylaws and utilize Robert's Rules of Order Newly Revised as needed to conduct business as needed.
- 7) The Social Media Director shall maintain an internet presence and keep all social media accounts updated regarding current and future planned activities of Sharpstown Democrats.
- 8) The Field Director shall organize volunteers and activities to fulfill our club mission as reflected within the planned actions and budgets supported by the Executive Committee.
- 9) The Immediate Past President shall serve on the Executive Committee and assist the President as needed. Should the Immediate Past President serve on the Committee in another office position, that Officer gets only one vote.
- 10) Nominations:
 - a) To be eligible to serve as an officer, a person must have become a dues-paying member at least three months and attend at least three meetings, before the club election,
 - b) The term of the office shall be one year.
 - c) Elections shall be held at the regular meeting in February of each year. Thirty (30) days notification of the slate of officers and vacancies shall be provided prior to election date via email, or phone and verbal announcements at meetings. Only members in good standing may vote in elections. Officers are elected via majority vote. Election for contested offices shall be by paper ballot issued by the Secretary and a majority of all votes cast shall constitute the election. Uncontested elections may be held by voice vote. There shall be no proxy voting.
 - d) Vacancies shall be filled for any unexpired term by election, by members present and voting at a regular meeting. In the event a vacancy occurs in the office of President, the Vice President shall assume the duties of President for the unexpired portion of the term. In the event a vacancy occurs in an office other than President, the Executive Committee shall have the option of leaving the office vacant or calling for a special election at the next regular meeting.
 - e) Removal of an Officer – the Executive Committee can recommend the removal of an Officer to the Membership. The Membership must vote by 2/3 majority of members present is necessary to remove an officer from the post. The position will be considered vacant at that time.

Article V - Meetings

- 1) The President and Executive Committee shall set the agenda in advance of each general and executive meeting. Any member who has an agenda item request may petition the President one week in advance of the general meeting. Emergency exceptions may be made at the discretion of the President.
- 2) Sharpstown Democrats shall meet monthly at a regularly scheduled location and time with the exception of special circumstances or Holidays.
- 3) The President shall have the power to call special meetings. with the consent of the Executive Committee
- 4) The President shall be the official at all official meetings. The Vice-President of Membership shall preside in the President's absence.
- 5) There shall be no meeting held with the intent to endorse a candidate in a Democratic Primary or non-partisan election.

Article VI - Rules of Governance

- 1) Bylaws changes that are in conflict with official bylaws of record may be amended by a two-thirds (2/3) vote of the members in good standing who are present and voting at a meeting provided the proposed amendment has been read as a proposed amendment at the preceding meeting by email and on the web 30 days in advance. Bylaw revisions not in conflict with the current bylaws shall be adopted by a majority vote of the members in good standing present and voting at a meeting.
- 2) Roberts Rules of Order shall govern all Sharpstown Democratic Club meetings unless otherwise provided in these Bylaws or by the rules of the Texas Democratic Party. Bylaw changes shall take effect as directed by the proposition to be voted upon.

Article VII - Dissolution

- 1) A vote of 2/3 of all current members present is required in order to dissolve the club after 30 days' notice has been given to all members.
- 2) If, at any time, this club shall be dissolved, no part of the funds or property shall be distributed to or among its members; but after payment of all indebtedness of the club, its surplus funds and properties shall be donated to the Harris County Democratic Party.