



BY-LAWS

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**THE DEMOCRATIC CLUB OF TAYLOR
BY-LAWS AS AMENDED – 2003**

ARTICLE I – LOCATION

The headquarters of the Democratic Club of Taylor shall be 23400 Wick Road, Taylor, Michigan 48180.

**ARTICLE II
NAME, DEFINITION AND JURISDICTION**

Section 1. The name of the organization shall be the Democratic Club of Taylor. Said organization is a non-profit corporation of regular and non-resident members associated for the advancement of good citizenship, and good government, and to promote the principles of the Democratic Party.

Section 2. The corporation may own and hold both real and personal property, in the name of the corporation.

Section 3. The jurisdiction of the Democratic Club of Taylor shall extend and include the City of Taylor as duly chartered by the State of Michigan.

ARTICLE III – MEMBERSHIP

Section 1. A regular member shall be defined as a registered voter, residing in the City of Taylor, who is a member in good standing as defined by Article V, Section 1.

Section 2. Non-resident members may be accepted from any community but such members shall have only one (1) collective vote.

Section 3. Only regular resident members of the Democratic Club of Taylor can vote and/or hold office within the organization.

Section 4. A regular resident member in good standing for five (5) consecutive years having reached the age of sixty-two (62) shall then be eligible to pay reduced annual rate of dues as prescribed in Article IV.

Section 5. There will be different color-coded membership cards for the following categories of members: (1) regular resident members, (2) honorary and/or non-resident members, and (3) senior citizens.

ARTICLE IV – DUES

Section 1. The dues of the organization shall be \$15.00 per person, per year. All dues shall be made payable to the Democratic Club of Taylor and received by the Membership coordinator who shall be authorized to issue membership cards.

Section 2. Dues shall be payable on or before the first of January of each year. There shall be a 30-day grace period at which time the membership coordinator will send notices to the delinquent member or members. New members joining the club on or after October 1, but prior to January 1, of any year, will not be required to pay renewal dues on January 1, immediately following acquisition of membership.

Section 3. Any member who has allowing his/her 30-day grace period to lapse automatically relinquishes his/her membership privileges, and is then to be considered a new applicant and cannot be signed in as a guest.

Section 4. Senior citizens, age sixty-two (62) or over, having five (5) consecutive years of membership will pay reduced membership of \$5.00 annually as prescribed in Article III, Section 4.

Section 5. A member on a fixed income due to a medical retirement, who can not work, who has not reached the age of sixty-two (62), shall be eligible to pay a reduced annual rate of dues prescribed for senior citizens. If claiming disability, you must show proof.

ARTICLE V – NEW MEMBERS

Section 1. Regular members shall be those who reside in the City of Taylor and be registered voters of the City of Taylor, sponsored by a regular member of the Democratic Club of Taylor, in good standing and recommended by the Governing Board for general membership approval.

Section 2. New members shall pay an initiation fee of \$15.00 per person plus annual dues.

Section 3. New members over sixty-two (62) will pay a reduced rate of \$10.00 annually until accumulating five (5) consecutive years at which time they will qualify under terms of Article IV, Section 4.

ARTICLE VI – ELECTIVE OFFICERS

The Officers of the organization shall be President, 1st Vice-President, 2nd Vice-President, Financial Secretary-Treasurer, Recording Secretary, Corresponding Secretary, three (3) Trustees, Sergeant-at-Arms, twelve (12) members of the Executive Board at Large, and Guide.

ARTICLE VII – DUTIES OF ELECTIVE OFFICERS

Section 1. It shall be the duty of the President to preside at all meetings of the organization and the Governing Board, to have general supervision over the business and affairs of the organization as well as be chief executive officer of the organization. He/she shall approve all vouchers prepared by the Financial Secretary-Treasurer for the disbursement of funds. He/she shall act as representative of the Governing Board and the organization in matters pertaining to representing the organization at other Democratic functions and shall perform such duties as directed by the club. The President shall be responsible for all minutes, records and documents to be kept in a safe place on the premises. He/she shall vote only to make or break a tie.

Section 2. The 1st Vice-President shall assist the President at all times and in the absence of the President shall assume all the regular duties of the President. In the event that a vacancy occurs in the office of the President the Vice-President shall act for the unexpired term.

Section 3. The 2nd Vice-President shall assume the duties of the 1st Vice-President in his/her absence. In the event that a vacancy occurs in the office of the 2nd Vice-President, such vacancy shall be filled by appointment of the President subject to approval of the Governing Board.

Section 4. The Financial Secretary-Treasurer shall be responsible for all monies paid to the Democratic Club of Taylor and for entries of same in the ledger.

- (a) The Financial Secretary-Treasurer shall deposit all monies in the name of the organization in such bank or banks as designated by the membership.
- (b) The Financial Secretary-Treasurer shall give to the Recording Secretary a list of the monies received and of those to be paid for the expenses.
- (c) All checks shall be signed by at least two (2) of the following officers: the Financial Secretary-Treasurer, President, 1st Vice-President, or 2nd Vice-President.
- (d) The Financial Secretary-Treasurer shall on demand of the Governing Board, the Trustees, or the membership produce his/her books and records for examination.
- (e) The Financial Secretary-Treasurer shall be responsible for furnishing the membership with a written monthly financial statement which will include monthly receipts and voucher from all funds and accounts.

- (f) There shall be an outside CPA audit every two (2) election years. A copy of the audit shall be included in the books. The past Financial Secretary-Treasurer shall after said audit, forthwith deliver to the newly elected Financial Secretary-Treasurer the funds of the club kept during his/her tenure of office.

- (g) In the event that it is proven that the Financial Secretary-Treasurer has willfully or intentionally failed to make a complete and accurate report he/she may be suspended from all privileges of the Democratic Club and shall not be allowed to hold office again.

Section 5. The Recording Secretary shall keep a correct record of all meetings. The minutes of all meetings shall be available for reading at the next general membership meeting.

Section 6. The Three Trustees shall have general supervision over all funds and properties of the organization, subject to the approval of the Governing Board. They shall review the records of the Financial Secretary-Treasurer every three months and submit a report to the Governing Board at the next regular meeting of the Governing Board. The Trustees shall see that all funds are deposited in the bank(s) by the appropriate authority.

Section 7. The Corresponding Secretary shall notify the membership in writing of the time, place and purpose of all specially called meetings. Notice shall be mailed seven (7) days in advance to all regular members of said special meetings. The Corresponding Secretary shall be responsible for the correspondence from the President and/or the Governing Board.

Section 8. The Guide shall introduce all members and visitors and assist the President in the preservation of order when called upon to do so. He/she shall perform such other duties as may be designated to him/her from time to time by the President.

Section 9. It shall be the duty of the Sergeant-at-Arms to maintain order, inspect all membership cards to insure that all present are entitled to remain in the meeting of the organization and to perform such other duties as designated by the President.

Section 10. The members of the Governing Board shall oversee all activities of the organization.

ARTICLE VIII – RESTRICTIONS OF OFFICERS

Section 1. Any officer or member of the Governing Board of the organization who misses three (3) consecutive meetings shall be considered as having voluntarily vacated his/her office unless a satisfactory excuse is furnished in writing prior to the next regularly scheduled Governing Board meeting.

Section 2. No officer or member of the Governing Board shall take any responsibility in the name of the organization, unless properly authorized to do so.

ARTICLE IX – STANDING COMMITTEES

Section 1. The following shall be considered standing committees.

Membership Committee, Entertainment Committee, Hall Committee, Bar Committee, Kitchen Committee, Building Committee, Committee of Finance, Bingo Committee, By-Laws Committee, and those which the President may later deem necessary to designate.

Section 2. Chairpersons shall be appointed by the President and approved by the Governing Board. They will serve at the President's discretion.

Section 3. All committees must report to the Governing Board and the Membership Board when so requested.

ARTICLE X – BONDS

Before assuming office, the President, 1st Vice-President, 2nd Vice-President and Financial Secretary-Treasurer shall secure a surety bond to be paid for by the Democratic Club.

ARTICLE XI – ENDORSEMENTS

In regard to all County, State, and Federal Elections, all endorsements must be made in compliance with the rules of the 16th District and the Michigan Democratic Party.

ARTICLE XII – GOVERNING BOARD

Section 1. The Governing Board shall consist of the President, 1st Vice-President, 2nd Vice-President, Financial Secretary-Treasurer, three (3) Trustees, Recording Secretary, Corresponding Secretary, Sergeant-at-Arms, Guide, twelve (12) members at large of the Executive Board, the Chairperson of all Associations mentioned in Article IX and one (1) officer of the Women's Auxiliary membership. (The chairpeople and Auxiliary Officer will have no vote at the Executive Board meetings.)

ARTICLE XIII – ELECTION PROCEDURE

Section 1. General Elections of officers and Governing Board shall be held in the odd numbered years.

Section 2. One must be a regular resident member in good standing for at least one (1) year before elections of officers to be eligible to run for office, or one (1) year in good standing to be appointed to office and must attend at least six (6) meetings in two (2) years in order to run for office.

Section 3. The election will be held in May on the Saturday prior to the regular membership meeting. All voting in the election referred to in Section 1, Article XII, held at the Democratic Club will be by machine only. There will be a minimum of two (2) voting machines available for the election.

Section 4. Nominations for officers shall be at the regular monthly meeting in the month preceding the election.

Section 5. The Corresponding Secretary shall mail to each regular resident member at least 30 days in advance, notice of nomination of officers and state the date for the election of officers.

Section 6. In order to be eligible to vote in the Democratic Club of Taylor elections one must be a regular member in good standing for at least 180 calendar days prior to the election.

Section 7. Installation of newly elected officers shall take place at the next regularly scheduled meeting. They will be sworn in by a local judge or the City Clerk.

Section 8. No absentee voting will be permitted in any elections of this club.

Section 9. In the event of challenged voters, a paper ballot shall be provided and sealed in an envelope until the election Committee comes to a decision whether to allow or disallow challenged voter.

ARTICLE XIV – TERM OF OFFICE

The term of office for all elected officers shall be for a period of two (2) years except for Trustees whose term of office shall be six (6) years. One (1) Trustee shall be elected each two (2) years to replace the one whose term of office expires.

ARTICLE XV – QUORUM

Section 1. A quorum for any membership meeting shall be twenty-five (25) members.

Section 2. A quorum for a meeting of the Governing Board shall be twelve (12) members.

Section 3. If no quorum met for membership meeting, executive board decisions stand.

ARTICLE XVI – RECALL AND EXPULSION

Section 1. Any officer or member of this organization may be removed from office or membership by the affirmative vote of two-thirds of the regular resident members present and voting at a special meeting called for this purpose. All regular members in good standing shall be notified by the Corresponding Secretary ten (10) days prior to such meeting.

Section 2. All charges against any officer or member of the club, shall be put in writing and signed by the person or persons making such charges or allegations stating what sections of the by-laws are allegedly violated. They shall be file with the Recording Secretary and a copy of same shall be sent by registered mail to the accused person or persons at their last known address as shown on the membership records.

Section 3. A separate committee consisting of five (5) members shall be elected by the membership at a special membership meeting called for the purpose of hearing only allegations. The accused person or persons shall be given two (2) weeks notice in advance of such meeting. The committee will report its findings back to the membership at a special membership meeting called for the purpose of disposing such charges or allegations.

Section 4. Any officer or member subject to such suspension, recall, or expulsion shall be notified in writing by the Corresponding Secretary at least ten (10) days before said meeting at which the Committee findings will be rendered and shall have the right to appeal for a hearing before the membership meeting.

ARTICLE XVII – DEBATES

Debates shall be limited to: three (3) minutes per person, two (2) times per subject, unless two-thirds of the membership present yields the floor.

ARTICLE XVIII – AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Officers
4. Reading of Previous Minutes
5. President's Report
6. Treasurer's Report
7. Committee Reports
8. Reading of Communications
9. Unfinished Business
10. New Business
11. Good and Welfare
12. Adjournment

ARTICLE XIX – AMENDMENT OF BY-LAWS

Section 1. These by-laws or any part thereof shall not be amended unless amendments have been presented in writing, signed by three (3) members in good standing and presented by the President, who shall refer same to the by-laws committee. They shall report on the amendments to the Governing Board with their recommendations. All such amendments in order to be approved and made a part of these by-laws shall be read at three (3) regular meetings and shall be approved by a vote of the majority of the members in good standing present and voting at the third meeting.

Section 2. Each proposed by-laws amendment will be read and voted on individually.

ARTICLE XX – MEETINGS

Section 1. Meetings of the Executive Board and membership shall be governed by Robert Rules of Order Revised (latest edition).

Section 2. Regular membership meetings will be held on the fourth (4th) Thursday of each month at 8:00 p.m., or as designated by the Governing Board.

Section 3. The Governing Board meetings will be held prior to the regular monthly membership meeting and will terminate promptly at 7:55 p.m.

ARTICLE XXI – LITERATURE

All members of the Democratic Club of Taylor will be provided with the following: membership card, constitution by-laws, club rules and all other literature deemed necessary by the Governing Board. Any additional copies requested may be purchased from the club.

ARTICLE XXII – DISSOLUTION

In case of the dissolution of the Democratic Club of Taylor, all assets, including building, and land, shall revert to the City of Taylor.

ARTICLE XXIII – RULES OF CONDUCT

For Members, Guests, Persons or Organizations using the facilities of the Democratic Club of Taylor.

1. Members in good standing bringing guests into the Club will be responsible for their conduct, and be with them at all times.
2. Operating hours of the Club bar will be posted in a conspicuous place in full view for all members to see.
3. Persons or organizations utilizing the Club will conform to all rules stipulated by the Club at the time of rental and will abide by the closing time as posted.
4. Members and guests may be refused service in the club room when, in the opinion of the barperson on duty, they are not in a condition to imbibe in alcoholic beverages any longer.
5. Members creating a nuisance in the club may be ordered to leave the premises by the person on duty. Failure to do so will result in disciplinary action as prescribed by the Governing Board.
6. Any member fighting in the Club or on the Club premises will be immediately suspended from all Club privileges until such time as they appear before the Governing Board.

7. All members will use their membership key to enter the Club bar. All people allowed in the Club bar through the Club buzzer or entering with a Club member, shall have a proof of membership card checked by the person working the bar.
8. All members, while on the Club premises will act in such a manner as to not bring discredit upon themselves or upon the Democratic Club of Taylor.
9. All Club members should dress appropriately and appear in a manner that meets acceptable standards of health, cleanliness and safety.
10. There will be no gambling on the Club premises at any time.

The Club Room Policy on guest is:

**First time a guest.
Second time a friend.
Third time a member.**

SIGNED Paul M Sands DATE 10-23-03
PAUL SANDS
CHAIRMAN
BY-LAWS COMMITTEE