

Livonia Democratic Club (LDC) By-Laws

(Established: 2005/03/11

Revised: 2005/03/11)

PREAMBLE

We, the members of the Livonia Democratic Club (LDC), do establish these By-Laws in order to establish and maximize the fair and efficient operation of the LDC and promote its purposes.

ARTICLE 1

Section 1: The name of the organization will be. the Livonia Democratic Club (LDC).

Section 2: The purpose of the LDC is to support the election and re-election of Democratic candidates, to encourage informed participation in the political process by the citizens of the City of Livonia and surrounding communities, and to promote understanding and public acceptance of the principles of the Democratic Party and the LDC.

Section 3: The LDC will be composed of all members in good standing admitted under these By-Laws. Membership will be open to all members of the Democratic Party regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability. No test for membership in, nor any oaths of loyalty to, the Democratic Party or the LDC will be required or used which has the effect of requiring prospective or current member of the LDC to acquiesce in, condone or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

Section 4: The requirements for membership in the LDC will be as follows:

- A. Commitment to support the purposes of the LDC and the Democratic Party.
- B. Signing an application for membership.
- C. Payment of the established dues of the LDC.

There will be four classes of membership: Lifetime, Family (immediate family members only), Individual and Honorary. Lifetime, Family and Individual members are dues paying members and be residents of or work within or have a vested interest in the City of Livonia. Honorary members are nonpaying members who will enjoy all the rights, privileges and obligations of membership in the LDC except the right to vote or hold office in the LDC.

Section 5: Only members who are current with payment of dues will have voting rights at any meeting. For the purpose of elections, a member will be considered current with payment of dues if dues will have been paid by the 15th day of the month preceding the election, or if the individual was a member in good standing.

Section 6: In accordance with the principles of the Democratic Party of Michigan, the president of the LDC may waive the payment of dues in the case of financial hardship, subject to disallowance by the Executive Board.

ARTICLE 2

Section 1: The organizational structure of the LDC will be along the lines of a campaign committee/organization. As such, the officers of the LDC will be as follows: President, Vice-president (Political), Vice-president (Operations), Recording Secretary, Corresponding Secretary, Treasurer, and immediate past President

Section 2: In addition to the officers listed in Section 1 above, the LDC will elect Directors, Sergeants-at-Arms and Trustees; the number to be determined by a vote of the membership at the January meeting in odd-numbered years.

Section 3: The Parliamentarian of the LDC will be appointed by the President from the members of the Executive Board.

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36 **Section 4:** The President will be Chairperson and principal officer of the LDC. The President will enforce adherence to the By-
37 Laws of the LDC; appoint all standing and special committees and members thereof; call Executive Board meetings, and whenever
38 necessary, call special membership meetings; preside at all meetings and supervise all other officers in the performance of duties;
39 mediate all disputes that may arise within the LDC; and perform all other acts as are required, by virtue of this office, these By-
40 Laws, decisions of the LDC and the customs of parliamentary bodies.

41 **Section 5:** The Vice-presidents will act for the President in the event of absence. The Vice-presidents will perform such duties as
42 the President delegates to them, and will serve as the President's chief administrators and representatives.

43 **Section 6:** The Recording Secretary will read the roll call of the Executive Board, record attendance at each meeting, and take the
44 minutes of the regular, special and Executive Board meetings. He/She will keep and preserve all the documents, correspondence,
45 records, minutes, effects, and any other property of this organization, and when a new secretary is elected the past secretary will
46 forthwith deliver to the newly elected secretary all the aforesaid items kept and preserved during his/her tenure of office.

47 **Section 7:** The Vice-President (Political) will appoint a Corresponding Secretary who will notify the membership of the time and
48 place of any membership meeting, and Executive Board members of each meeting of that body. The Corresponding Secretary will
49 read all correspondence referred by the President at the meetings.

50 **Section 8:** The Treasurer must report the condition of the LDC finances at all Executive Board and General Membership meetings,
51 receive all membership dues and sign all membership cards. The Treasurer will be replaced if he/she fails to report the condition of
52 the LDC at all Executive Board and General Membership meetings unless excused by the Executive Board. All bills will be paid
53 by LDC checks signed by the Treasurer and countersigned by the President or the Vice-President (Operations), unless ordered
54 otherwise by the President. All monies received by the club will be deposited by the Treasurer in a depository designated by the
55 Executive Board. The Treasurer will cooperate with the Trustees whenever an audit is conducted and will surrender the books and
56 records at the end of the term, or when so ordered by the President. When a new Treasurer is appointed, the past Treasurer will
57 forthwith deliver to the new Treasurer the funds and all the books and records kept during his/her tenure in office within two
58 weeks after being requested to do so by the President or by the Vice-President acting in the absence of the President.

59 **Section 9:** The Trustees will constitute the Board of Trustees and will audit the financial records of the LDC, reporting to the
60 membership annually. If a Board of Trustees is not currently in place the Executive Board can establish a Board of Trustees for the
61 purpose of auditing. Trustees may not be members of the Executive Board. An audit of the financial records will occur whenever
62 the Treasurer is replaced.

63 **Section 10:** The Sergeants-at-Arms are responsible for maintaining order at all general membership and Executive Board
64 meetings.

65 **Section 11:** In addition to the duties specifically enumerated, the officers will perform such duties as customarily accrue to their
66 offices.

67 ARTICLE 3

68 **Section 1:** Officers and Directors will be elected in February of odd numbered years beginning in February 2005.

69 **Section 2:** Nominations may be made either by the Nominating Committee or by LDC members from the floor. All nominations
70 for office will take place at the January meeting in odd numbered years.

71 **Section 3:** Officers and Directors will assume office following the February meeting and hold office for a period of two years.

72 **Section 4:** All elections will be by secret ballot unless the number of offices to be filled is equal to the number of persons
73 nominated for such offices. In such cases the nominee will be considered elected at the February meeting. The results of all
74 elections will be published at the next general membership meeting and announced as soon as possible.

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75 **Section 5:** Upon vacancy of the President, the Operations Vice-President will serve as President. Should the Operational Vice-
76 President not become President, the Political Vice-President will serve as President. If either officer is unwilling or unable to
77 become President, that officer will be removed from office. This provision, however, will not prevent said Vice-Presidents from
78 being re-elected as Vice-President at the next regular election of officers. A special election of officers, to fill the vacant positions
79 will be conducted at the next membership meeting. Nominations for candidates at the special election may be made from the floor
80 at the membership meeting. A Nominating Committee may be appointed for the special election. The officers elected at the special
81 election will assume office immediately and serve until the next regular election of officers.

82 **Section 6:** Any elected member of the Executive Board who has three (3) consecutive un-excused absences (as determined by
83 Executive Board members) from Executive Board meetings will be deemed to have resigned the elected position. The Recording
84 Secretary will immediately report such occurrences to the Executive Board and Board of Trustees if one exists. The President will
85 have the power to appoint a member to fill the vacant position, except as provided in Section 4 above.

86

ARTICLE 4

87 **Section 1:** The Executive Board of the LDC will consist of the officers of the LDC plus all County, State and National Democratic
88 office holders who reside in the City of Livonia and are members of the LDC.

89 **Section 2:** Actions of the LDC may be initiated either by the general membership or by the Executive Board. No action of either
90 body concerning candidate endorsements or expenditures of funds will be final unless there is concurrence by the other body
91 except as provided in Article 7, Section 2.

92 **Section 3:** The LDC may endorse candidates in local, county, state and national elections provided the electoral district of the
93 office for which the endorsement is made lies at least partially in the City of Livonia, except that any procedure adopted by the
94 LDC for endorsement of candidates will be in accordance with the procedures and rules of the 11th District Democratic
95 Organization and/or the State Democratic Party. All endorsements will be initiated by written request of the candidate except that
96 the Endorsement Committee may recommend endorsement in the absence of a written request. Endorsement of a candidate by the
97 LDC means the LDC will, as a minimum, (A) Contribute financially to the candidate's campaign fund, (B) Organize at least one
98 fund raiser for the candidate during the election cycle and (C) Identify an LDC member as a liaison between the LDC candidate's
99 campaign committee for coordination and solicitation of the LDC membership to support and partake in the candidate's campaign.

100 **Section 4:** The President or 25% of the members may convene the Executive Board when necessary. Notice of the Executive
101 Board meeting will be provided to all existing Executive Board members and publicly announced at least five days prior to such
102 meeting. A quorum of the Executive Board will be 25% of the existing Executive Board.

103 **Section 5:** The Executive Board meeting may be a closed meeting by a two-thirds vote so long as a quorum is present.

104 **Section 6:** The President will have the authority to call emergency Executive Board meetings. The notice requirements of Section
105 4 will be waived for such meetings. The method and procedures employed to notify Executive Board members of an emergency
106 meeting will be recorded in the minutes of such meetings.

107

ARTICLE 5

108 **Section 1:** The general membership will meet at least once each month on a regular established day. The meeting schedule will be
109 established for a minimum of a 12 month time period and published and made available on a regular basis and altered only on
110 recommendation of the Executive Board with concurrence of the membership.

111 **Section 2:** Notice of time and place of each general membership meeting will be mailed/emailed and/or publicly announced at
112 least five (5) days prior to such meeting.

113 **Section 3:** A quorum for the general membership meetings will consist of those members present so long as notice requirements
114 have been observed.

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115 **Section 4:** The President may call special membership meetings. Quorum and notice requirements will be the same as regular
116 membership meetings.

117 ARTICLE 6

118 **Section 1:** The following standing committees are established by these By-Laws and fall within the responsibility of the indicated
119 Vice-president (VP):

VP Political	VP Operations
Campaign	Membership
Endorsement	Program
Candidate Fund Raising	Publicity/Communications
Legislation/Resolutions	General Fund Raising
Nominating	Constitution and By-Laws
Youth/Senior/Veterans	Policy and Resolution
Social	

120 **Section 2:** The President may appoint and re-assign VP responsibility to such special committees as are considered necessary.

121 **Section 3:** The President will assign a VP and appoint the Chairperson and membership of all standing and special committees.
122 The President will be an ex-officio member of all standing and special committees with full voting rights.

123 **Section 4:** All standing and special committees will report to the President or identified Vice-president from time to time as will be
124 necessary or on request of the President.

125 ARTICLE 7

126 **Section 1:** The LDC will have a Political Action Committee (PAC). The PAC will operate consistent with applicable state and
127 federal statutes in addition to the provisions of these By-Laws. The LDC President, VP Political, VP Operations, Recording
128 Secretary and Treasurer will serve in the same capacities on the PAC. The President will appoint three (3) additional members to
129 the PAC. The PAC will maintain a separate checking account requiring the signatures of the President and Treasurer.

130 **Section 2:** The PAC will maintain a record of all meetings, and will have sole responsibility for the expenditure of funds on behalf
131 of the LDC for political purposes as determined by the PAC. The PAC will make a complete report of its activities at the each
132 Executive Board and membership meeting.

133 **Section 3:** The LDC may vote to transfer funds to the PAC at any membership meeting. A motion to authorize such a transfer of
134 funds must be made by a non-PAC member.

135 ARTICLE 8

136 **Section 1:** The general meetings of the LDC are intended to be opportunities of communication and discussion about the current
137 political environment as well as conducting the business of the LDC. As such, membership meetings will proceed in the suggested
138 following order:

- 139
- 140 1. Welcome/Introductions
 - 141 2. Roll call of officers
 - 142 3. Adopt meeting agenda
 - 143 4. Facilitated general discussion of current political environment
 - 144 5. Read and approve minutes of the previous meeting
 - 145 6. Reports of officers
 - 146 a. President

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- 147 b. Vice Presidents
- 148 c. Treasurer (financial report)
- 149 d. Corresponding Secretary (LDC correspondence)
- 150 7. Committee reports
- 151 8. Unfinished business
- 152 9. Postponed business
- 153 10. New business
- 154 11. Adjournment

155 Unless otherwise required by these By-Laws, the business of the LDC will be conducted by the latest edition of Robert's Rules of
156 Order when determined necessary by the President or individual leading the meeting.

157 **ARTICLE 9**

158 **Section 1:** Amendments to these By-Laws will be initiated by the general membership at a regular meeting. The amendatory
159 matter will be referred to the Executive Board which will consider the proposed amendment at a meeting called by the President
160 prior to the next membership meeting. The Executive Board's recommendation will be reported at the next regular membership
161 meeting. The notice for the regular membership meeting after the Executive Board's action will contain the proposed amendment.
162 The amendment will be adopted if two thirds of the membership present at the second membership meeting vote in the affirmative
163 on the amendment.

164 **ARTICLE 10**

165 **Section 1:** These By-Laws and any modification or re-writes will be submitted to the membership via email and/or traditional mail
166 prior to a regular meeting at which they will be presented and the membership will be informed on how to provide suggestions
167 and/or feedback. The notice for the meeting will notify the membership that these By-Laws will be considered adopted if
168 approved by the membership by a two thirds affirmative vote of the members present.

169 **ARTICLE 11**

170 **Section 1:** The membership of the LDC may dissolve the LDC by a two-thirds affirmative vote.

171 **Section 2:** Failure of the LDC to have a general membership meeting, Article 5, Section 1 notwithstanding, for five (5)
172 consecutive months will constitute dissolution.

173 **Section 3:** Upon dissolution, the officers of the LDC will surrender all assets of the LDC to the 11th District Democratic
174 Organization or State Of Michigan Democratic Party. The 11th District Democratic Organization will assume all liabilities of the
175 LDC coincidentally.

176 **ARTICLE 12**

177 **Section 1:** After adoption of these By-Laws by the membership, it will be submitted to the State Of Michigan Democratic Party
178 and/or 11th District Democratic Organization for examination. The By-Laws will be effective immediately after acceptance by the
179 State Of Michigan Democratic Party.

180 Respectfully submitted.

181 Constitution and By-laws Committee

182 Approved: Livonia Democratic Club

183 Michael Mastela, President /2004