

# **BY-LAWS OF THE KUZTOWN AREA DEMOCRATIC CLUB**

**Revised and Adopted Jan 15, 2017**

## **Article I**

### **Name**

**The name of this organization shall be the KUZTOWN AREA DEMOCRATIC CLUB.**

## **Article II**

### **Purpose**

**The purpose of the KUZTOWN AREA DEMOCRATIC CLUB, herein and hereafter referred to as the CLUB, shall be to promote the ideals of the Democratic Party. To seek, endorse and support qualified candidates for elected and appointed offices of Local, County, State, and Federal Government.**

## **Article III**

### **Membership**

**Membership in the CLUB shall be open to all registered Democrats. Only CLUB members living within the area of BERKS COUNTY and in good standing shall be eligible to be elected as officers of the CLUB.**

## **Article IV**

### **Dues**

**Annual membership dues shall be determined by the members at the January annual re-organization meeting. Dues shall be as follows: \$5 for students, \$10 Basic Membership, \$30 Supporting, and \$50 Sustaining Membership. Dues shall be paid immediately upon joining and the first month of the year thereafter.**

## **Article V**

### **Meetings**

**Section 1: Unless a motion to the contrary is passed by the majority of the members present at the last preceding regular or special meeting of this CLUB, regular meetings shall be held once a month at such time and place announced by the President at each Regular or Special meeting.**

**Section 2: Special meetings may be called for any time by President's announcing same at any regular or special meeting. Any five (5) members may also call a special meeting, providing all members are given at least twenty-four (24) hours notice of the time, place, and purpose thereof; only such matters designated in the purpose of the call shall be taken up at such special meetings.**

**Section 3: In no event may any business be transacted at any regular or special meeting unless a quorum eight (8) members is present.**

**Section 4: Election Season Meetings. During the election season commencing the first Sunday in August to and including the Sunday after the November election, the quorum of members present at the July meeting may vote to hold weekly meetings in order to organize November election strategies. Except as hereinafter provided, officers shall be elected for the term of one year and until their successors are duly elected and sworn. Should a vacancy occur in an elective office, or should any elected officer fail to attend at least one (1) regular or special meeting per month for three (3) consecutive months, the office shall be declared vacant (unless definite proof of sickness, death in the family, or undue hardship is submitted) and said vacancy or removal filled by special election at the next regular meeting. The officer(s) so elected shall serve for the unexpired portion of that officer's term.**

**A. A vacancy in any elected office shall be filled by a special election held at the next regular meeting after the occurrence of the vacancy. Nominations shall be made from the floor, and immediately after the nominations to fill all vacancies are closed, the elections shall be held. Elections shall be held in the same manner as the regular election, except that the nominee receiving the highest number of votes, even though less than a majority of the votes of the members present and voting, shall be elected to fill the vacant office. He or she shall assume the duties of the office immediately after his or her election.**

**Section 5: Regular elections shall be held yearly and by secret ballot for those offices where there is a contest, in which event the President shall appoint an election board of at least two (2) members, none of whom are nominees for any office, to conduct the election. The nominee receiving the majority of votes of members in good standing, present and voting shall be the one elected. Where no such majority is received by any one candidate, successive ballots shall be taken until a candidate receives such majority. However, no more than two (2) successive ballots (including the first ballot) shall be taken at any one meeting. For those offices for which there is no contest, the recording secretary shall cast a ballot.**

## **Article VIII**

### **Duties of Officers**

**In addition to those heretofore set forth, the duties of the officers of this CLUB are as follows:**

- Section 1: The President shall appoint the following committees and any special committee and may also name the members thereof, prescribe the duties thereof, fill any vacancies, which may occur or which he/she may declare, and be a member ex officio without voting power on all committees:**

- Membership,
- Program,
- Public Relation,
- and Auditing.

The President shall cooperate with the Local, State, and National Democratic organizations on all question of policy and legal compliance with the rules and regulations of the Democratic Party.

**Section 2:** The Vice-President who may also be named Chairperson of one committee, shall assist the President, and in the latter's absence or disability shall preside and perform all the duties of the President.

**Section 3:** The Recording Secretary shall keep accurate minutes of the proceedings of all meetings of this organization, record attendance with a signup sheet, record the names of all officers and personnel of committees, be custodian of the By-Laws, and deliver all secretarial books, papers, documents, and other property entrusted to him/her during his/her term of office, to his/her successor.

**Section 4:** The Treasurer shall receive all monies obtained, collected, or contributed to this CLUB, issue the receipts therefor and be the custodian therefor, he/she shall deposit all monies received in a banking institution within Berks County, keep an accurate account of all receipts, deposits, and expenditures open and accessible at all times to any officer, member, or to the Auditing Committee. He/she shall pay promptly all bills approved by majority of members present at any regular or special meeting and make disbursement by check only upon orders drawn upon the treasury, signed by the Treasurer and the President, and submit an annual report of all receipts and expenditures to the Auditing Committee at least fifteen (15) days prior to the re-organization meeting in January. Upon retirement from office, he/she shall turn over all CLUB's money in his custody and possession, checkbook, receipts, and all other records and property to his successor in office and obtain a receipt therefor upon approval of his/her accounts by the Auditing Committee

- A. The Treasurer shall have the authority to pay all bills up to \$25.00 without prior approval, but proper receipts are required.

**Section 5:** The Membership Chairperson shall keep a convenient file of all registered members and their current dues status. He/she shall verify all eligible voting members prior to election of officers. Deliver all records, files, and other property received by or entrusted to him/her during his/her term of office, to his/her successor.

**Section 6:** The Program Chairperson shall schedule speakers or films at the general meetings.

**Section 7:** The Public Relations Chairperson shall make the CLUB's activities available to newspapers, radio and television.

**Section 8: The Auditing Chairperson shall be responsible for auditing the Treasurer's accounts and bank accounts on a yearly basis.**

**Article IX**

**Amendments**

**All proposed amendments to the By-Laws shall be submitted in writing to the Recording Secretary. Read at any regular meeting and lie over until the next regular meeting before they shall be finally voted upon. An affirmative vote of a two-third majority of members present and voting shall be necessary to adopt same. All amendments become effective immediately upon adoption unless otherwise provided.**

**Article X**

**Enactment**

**These by-laws shall be approved and adopted by a majority of those members present and voting at the meeting where they are presented for enactment and shall then become immediately effective.**

**Article XI**

**Purchase of Tickets**

**The CLUB may purchase no more than \$80.00 of tickets from any Democratic CLUB or organization in Berks County, including the Democratic County Committee, upon approval of the majority of those members present and voting at the meeting where they are presented. Such tickets can be raffled to CLUB members in good standing and present at the meeting at which the raffle is held.**

**These By-Laws were proposed and adopted at the meeting of Jan. 15, 2017.**

**Hereby signed by the officers officiating the meeting:**

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**President, Linda B Wood**

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**Vice President, Kathi Ember**

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**Rec. Secretary, Kathi Ember**

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**Treasurer, Dick Horton**