

Article I Organization Name

Section 1: The name of the organization shall be The SaddleBrooke Ranch Democratic Club (hereinafter referred to as the Club).

Article II General Purpose

Section 1: The general purpose of the Club shall be to promote the philosophy and policy of the Democratic Party and to function as a Political Organization subject to the laws and rules of the State of Arizona for Political Organizations.

Section 2: To carry out the Club's responsibility in section I the Club shall devote itself to any or all the following goals:

- A. Elect Democrats to public office on local, state, and national levels
- B. Support the Oracle School District, Supervisory District, Legislative District, County, State, and National Democratic organizations and candidates
- C. Facilitate voter registration and Permanent Early Voter List sign-ups
- D. Educate members on current political issues and events

Article III Membership

Section 1: "Members" shall have full voting privileges on matters brought before the Club. Membership in the Club shall be open to those within SaddleBrooke Ranch and neighboring communities, who are registered as Democrats or Independents. **To become a member, eligible individuals must pay dues, as designated and voted on by the membership.**

Article IV Officers, Terms of Office, and Duties

Section 1: The officers of the Club shall be: Chair, Vice-Chair, Secretary and Treasurer, Ex-Officio, and other appointed members

The position of Secretary may be filled by two individuals, each serving as Co-Secretary. All references to Secretary herein shall include any Co-Secretary, except that if there are two secretaries, they shall have only one vote combined, i.e., one half of a vote each, on matters before the Executive and Steering Committees.

Section 2: Officers shall be elected for a one year term. The election of officers shall take place at the December meeting of the Club.

Section 3: Elected Officers, collectively, shall be referred to as the Executive Committee, and shall be members of the Steering Committee.

Section 4: Duties of Officers

A. Chair. The Chair shall be the official spokesperson for the Club. He/She shall preside at all official meetings of the Club, unless purposefully delegated to the Vice-Chair.

The Chair shall be the official representative of the SaddleBrooke Ranch Democratic Club at meetings of other Democratic organizations and clubs. He/She shall be an official signatory on all accounts of the Club. The Chairperson is an ex-officio member of all committees of the Club except the nomination committee.

B. Vice-Chair. The Vice-Chair shall, in the absence or inability of the Chair to serve, assume all the duties of the Chair. When serving in the absence of the Chair, he/she shall be the “Chair” referred to in these by laws.

He/She shall be responsible for presenting suggested changes of the By Laws to the Steering Committee (SC), and then to the general membership, as agreed by the SC.

C. Secretary. The Secretary shall record and maintain the official minutes of all regular and special meetings of the Club, as well as Steering Committee (SC) meetings. The Secretary at each meeting shall be prepared to read or provide a copy of the minutes of the previous corresponding (SC minutes for SC meetings, and membership meetings for membership meetings) regular meeting and the minutes of any special meeting that may have been held since the last regular meeting. In the absence of the Secretary, the Chairperson shall appoint a temporary Secretary to make the official recording of the minutes.

D. Treasurer. The Treasurer shall maintain account of all monies of the Club. For this purpose, the Treasurer shall, with the approval of the membership, open a checking account in an insured financial institution for the safe keeping of all Club funds.

The Treasurer shall be prepared to provide a report of the financial status of all Club accounts at each regular meeting and SR meeting. Said report shall be attached to and become part of the official minutes of the meeting.

The Treasurer shall not disburse any funds of the Club that have not been previously approved by the membership at a regular or special meeting or by the Steering Committee or its members, as called for in these By Laws.

The Treasurer shall file any papers with the Secretary of State required to be filed by the laws and rules of the State of Arizona for Political Organizations and shall file such periodic reports with the Secretary of State as required by law or rule.

E. The Ex-Officio Chair. The previous Club Chair shall serve on the SR for one year following his/her term as Chair, and be called the Ex-Officio Chair. This person shall provide continuity to Club activities during transition, and shall assist the new Chair in becoming involved in regional Democratic clubs and organizations as the official representative of the SaddleBrooke Ranch Democratic Club.

Article V Standing and Special Committees

Section 1: Definitions. Standing Committees are committees that have a function that is ongoing and have a responsibility to report to the membership on a regular basis. The initial Standing Committees are the Steering Committee, and Membership, Programs, Social, Communications, and Community Organizing Committees. Special Committees may be established from time to time as needed by the Chairperson or the Steering Committee, but shall not be members of the Steering Committee.

Section 2: Steering Committee. The Steering Committee (SC) shall be made up of the Executive Committee and the Chairs of the Standing Committees. The Steering Committee shall meet prior to each regular meeting of the Club at a time and location set by the Chair (including electronic meetings). The Steering Committee shall have the authority to approve the expenditure of funds of the Club not to exceed **five hundred dollars (\$500.00)** between regular meetings of the Club. All formal actions of the Steering Committee must be reported to the membership at the next meeting. A quorum is required to conduct any official

business. A quorum shall consist of a minimum of five members of the Steering Committee including at least three elected officers, one of whom must be the Chair or Vice Chair, if the Chair is unable to attend. Co-secretaries will count as one officer, and shall have one half vote each.

Section 3: Membership Committee. The Membership Committee shall design and implement a program to recruit members and associate members into the Club. The Membership Committee shall report periodically to the membership on the status of its efforts.

Section 4: Programs Committee. The Programs Committee shall organize speakers, activities, and other events to both educate and inform the membership pursuant to the General Purposes of the Club. The committee shall report periodically to the membership about future programs.

Section 5: Social Committee. Socially interacting with each other is a necessary tool to build trust and confidence, provide enjoyment, and increase the membership. The Social Committee shall endeavor to facilitate that social interaction at Club meetings and/or special activities.

Section 6: Communications Committee. The Communications Committee shall develop and implement the infrastructure necessary for the Club to communicate (media, website, social media) effectively with members, state, and county party organizations, other local clubs and organizations, and SaddleBrooke Ranch voters.

Section 7: Community Organizing Committee. The purpose of this committee is to build community, provide political information to voters, and to help people vote.

Section 8: The Chair, with majority approval of the Executive Committee, may appoint such other committees as are needed to effectively carry out the purpose and goals of the Club.

Article VI Meetings

Section 1: There shall be a regular schedule of meetings of the membership each month. The time, place, or date may be changed if necessary, or cancelled if agreed by majority vote of the SC.

Section 2: Except when in conflict with these By-Laws, Robert's Rules of Order (revised), shall govern the conduct of business at any regular or special meeting of the membership.

Section 3: Special membership meetings may be called with a minimum notice of at least ten (10) days by the Chair; by a quorum of the Steering Committee; or by a petition signed by a minimum of fifteen percent (15%) of the members of the Club.

Section 4: A quorum of 25% of the members shall be required to conduct any business, including elections, at any regular or special meeting of the membership. Absent a quorum, the assembled members are entitled to meet as a committee of the whole and submit their recommendations to the Steering Committee for consideration and possible action.

Article VII Election of Officers

Section 1: Officers shall be elected by a simple majority for each position of at least a quorum of the membership in **December**. Each Member shall cast one vote for each of the elected officer positions.

Section 2: The Nominating and Election Committee (NEC). The NEC's purpose is to find and recommend Members who are qualified and willing to be nominated for the officer positions, and conduct the election at the **December** membership meeting. No member of the Nominating and Election Committee may be recommended by that Committee for an elected position within the Club. The Nominating and Election Committee shall consist of three Club Members. One shall be appointed by the Chair, one elected by the Steering Committee, and the third shall be elected by the membership at the **October** membership meeting. The NEC shall present its recommended slate of officers at the **November** meeting following the committee's formation. Following the committee's recommendations at the **November** meeting, additional nominations shall be

accepted from the floor. In the event a nominee is not present, the committee or the person making the nomination must present a signed letter of acceptance for the position he/she is being nominated for or the person may not be considered for the position.

Section 3: Elections. The NEC will conduct elections by secret ballot at the next regular membership meeting. Only Members of the Club whose dues are paid and current shall be allowed to vote. The person receiving the most votes, and at least a simple majority of those present, for each office shall be determined to be elected. No absentee ballots or proxies will be allowed. The newly elected officers shall assume their offices on January 1st following their election.

Section 4: Vacancies. If for any reason an elected officer position becomes vacant during their term of office, the vacancy shall be announced as soon as possible at a regular meeting of the Club. The position shall be filled by appointment by the Chair, with majority approval of the whole Steering Committee.

Article VIII Finances

Section 1: The finances of this organization shall be derived from annual dues and augmented by contributions and monies raised through fund-raising events.

Section 2: The annual dues for all Members of the Club shall be \$ 15 due by November 30 for the following calendar year. This may be modified from time to time by the Steering Committee with majority approval of the membership in attendance, if there is at least a quorum.

Article IX Amendments

Section 1: Proposed amendments to these By-Laws may be introduced at any regular meeting of the Club. Proposed amendments shall be in written form or electronically written form. Proposed amendments shall be referred to the Steering Committee. The Steering Committee shall review any such proposed amendment(s) for structure and continuity to the existing By-Laws. The Steering Committee shall report the proposed amendment(s) in written form with its recommendation to the next regular membership meeting.

Section 2: The report of the Steering Committee shall require a two-thirds (2/3)

majority vote of the members in attendance for referral to the membership. The membership must have a quorum. The membership must pass the amendment by a simple majority of those voting or the amendment is considered rejected and may not be reconsidered for at least 2 months after the membership vote to reject it.