

BYLAWS SUN CITY DEMOCRATS CLUB

Article I: Mission

The Sun City Democrats Club (hereafter SCDC), is a Political Interest Group within the Sun City Texas Community Association. The Mission of SCDC is to see a majority of the residents of Sun City Texas, Georgetown, and Williamson County vote the Democratic ticket and vote for candidates for non-partisan offices who are supported by SCDC. And to do so by communicating and promoting Democratic principles, ideals, and values, and to provide a political and social home for like-minded individuals.

Article II: Club Membership

Any person who supports the Mission of SCDC may join upon payment of annual dues set per Article VII. Members remain in good standing by renewing by January 31 of each year. The membership of an individual who joins after October 31 shall continue until December 31 of the following year.

Article III: Club Governance

Section A. A Board shall govern the activities of the Club. Members have one vote regardless of the number of positions simultaneously held on the Board. Any member in good standing may be elected to any Board position.

Section B. Members

1. The voting Members of the Board are the Officers, Standing Committee Chairs, the IMPACT Chair, and two additional Members elected by the Board.
 - a. The Officers are: President, Vice-President, Secretary, and Treasurer.
 - b. The Standing Committee Chairs are: Membership, Social, Program, Special Events, Communications, Activists, and Groups.
 - c. The two additional Members are Williamson County Democratic Party Precinct Chairs who are members of SCDC, request membership on the Board prior to the January Board meeting in odd numbered years, and are elected by majority vote of Board members present and voting at that meeting.
2. The immediate past-president may request non-voting, two-year membership on the Board, subject to the approval of a majority of Board members.

Section C. Presidential Succession

1. If a Presidential vacancy occurs, the Vice-President shall become President to serve the remainder of the term.
2. If the Vice President declines to become President, the Board, by majority vote of Members present and voting at the next Board meeting after the vacancy occurs, shall elect a President from among the Members of the Board, to serve the remainder of the term.

Section D. Vacancy on the Board

1. If a Standing Committee Chair position becomes vacant, the Board, by majority vote of the Members present and voting at the next Board meeting after the vacancy occurs, shall elect a SCDC member to serve the remainder of the term.
2. If the IMPACT Chair becomes vacant, the IMPACT Committee shall elect a successor Chair to serve the remainder of the term and the Board shall vote whether to seat that successor Chair on the SCDC Board.

Section E. Removal of Board Members

Any Board Member may be removed from office by the following actions:

1. At least two-thirds of the voting members present at a Board Meeting approve the removal, provided that a statement of the reasons for removal is sent by email to the Board Member to be removed at least ten days prior to the meeting.
2. Within 30 days of the Board's vote to remove, at least two-thirds of the members present at a membership meeting approve the removal.

Article IV: Duties of Board, the Officers, the Standing Committee Chairs, and IMPACT Chair

Section A. The Board shall:

1. Review and approve an annual budget.
2. Adopt at the beginning of its two-year term a Strategic Plan to accomplish the Mission of SCDC and communicate that plan to the membership.
3. Review and approve Standing Committee actions and requests for action when necessary.
4. Recommend to the membership the annual membership dues for approval per Article VII.
5. Approve financial reports of the Treasurer.
6. Authorize expenditures not otherwise authorized in the annual budget for the year.
7. Recruit qualified candidates for all SCDC positions.
8. Assist with the recruitment of Democratic candidates for public offices at every level of governance, in coordination with the Williamson County Democratic Party.
9. Determine which Democratic candidates to support and promote and determine which candidates for non-partisan offices to support and promote.
10. After soliciting suggestions from the membership, determine which contributions to charities to make that are consistent with the Mission of SCDC.
11. Submit to the Treasurer for inclusion in the annual budget each Board Member's financial needs.
12. Perform such other duties and exercise such other powers as are necessary for the management of the SCDC.

Section B. Duties of the Officers

1. The President shall:

- a. Lead SCDC to accomplish the Mission of SCDC and preside and set the agenda at Board meetings and membership meetings.
- b. Serve as the contact person to the State and County Democratic Party offices.
- c. Lead the Board at the beginning of its two-year term to develop the Strategic Plan for the ensuing 2 years.
- d. Present to the Board at the beginning of each year an annual budget consistent with the Strategic Plan, developed with the assistance of the Treasurer, for approval by the Board.

- e. Be, with the Treasurer, a signatory on all the SCDC financial accounts, make payments for the Treasurer when the Treasurer is unavailable to do so, be a second signatory required for expenditures over \$499, and have access to all SCDC financial accounts.
- f. With the Communications Chair serve as an administrator of the SCDC Facebook page.
- g. Provide, at the end of the year, a summary report to the general membership on the achievements and status of SCDC.

2. The Vice-President shall:

- a. Perform the duties of the President when the President is unavailable to do so.
- b. Coordinate the Board's recruitment efforts under Article IV (A) (7) and (8).
- c. Maintain an inventory of all SCDC property with the location of that property.
- d. Perform such other duties as are assigned by the President.

3. The Secretary shall:

- a. Keep accurate minutes of all meetings.
- b. Submit the minutes to Board members for their approval at or before its next regular meeting
- c. Make the minutes available to SCDC Members who request them.
- d. Keep accurate minutes of official actions taken by the general membership at SCDC meetings and submit reports of those actions for inclusion in the minutes of the Board at its next regular meeting.
- e. Prepare and send such correspondence as the Board or President may direct.

4. The Treasurer shall:

- a. Keep all financial records.
- b. Maintain all financial accounts.
- c. Report all receipts and disbursements and current balances at each meeting of the Board.
- d. Maintain records of members in good standing by updating the database when members pay annual dues.
- e. Pay Board authorized expenses as directed.
- f. Assist the President in the preparation of the annual budget.
- g. Make all reservations for room rentals as approved by the Board.

Section C. Duties of the Standing Committee Chairs

1. Membership Chair--The Membership Chair shall organize and lead a Membership Committee that shall:

- a. Identify, recruit, enroll, and retain local Democrats and other like-minded individuals for SCDC membership.
- b. Welcome those who attend meetings and events and provide appropriate informational materials.
- c. Ensure that greeters and materials are in place to welcome newcomers to the community at Sun City's New Resident Orientation, Non-Profit Fair, and other appropriate outreach activities and events.
- d. Enter members in the data base as dues are paid and forward payments to the Treasurer.

- e. Provide the Communications Chair with the names and contact information of individuals who express interest in SCDC at any function.
- f. Engage SCDC in activities which enhance opportunities for recruiting members.

2. Social Chair--The Social Chair shall organize and lead a Social Committee that shall:

- a. Arrange events for SCDC members that recur throughout the year, including the regular membership meetings.
- b. Request that the Treasurer reserve appropriate space and plan for revenues and expenses for the events.
- c. Provide information to the Communications Chair necessary to publicize the events.
- d. Ensure that the meeting places are properly arranged and ensure that refreshments are provided, if appropriate.
- e. Submit for inclusion in the Board's minutes a report of each event with suggestions for improving future events.

3. Program Chair--The Program Chair shall organize and lead a Program Committee that shall:

- a. Arrange for speakers and other appropriate programs for regular membership meetings.
- b. Request that the Treasurer reserve appropriate space for meetings and make payment of any honorarium for the speaker. Inform the Social Chair of requirements for appropriate setup of the meeting room.
- c. Regularly report to the Board plans for future programs.
- d. Communicate with speakers, manage details necessary for the programs, and provide the Board with information about the speaker.
- e. Coordinate with Special Events and IMPACT Chairs to avoid conflicts with their events.
- f. Provide information to the Communications Chair necessary to publicize the monthly membership meeting.

4. Special Events Chair--The Special Events Chair shall organize and lead a Special Events Committee that shall:

- a. Arrange once-a-year events that support the Mission and Strategic Plan such as: the Red Poppy Festival, Summer Picnic, and Holiday Party.
- b. Submit to the Board a proposal for each event with the proposed expenses and revenues of the event.
- c. Request that the Treasurer reserve appropriate space for planned events.
- d. Provide information to the Communications Chair necessary to publicize the events.
- e. Coordinate with the Program and IMPACT Chairs to avoid conflicts with their events.
- f. Submit for inclusion in Board minutes a report with suggestions for improving future events.

5. Communications Chair--The Communications Chair shall organize and lead a Communications Committee that shall:

- a. Disseminate information to support the SCDC Mission and its activities to the membership, Sun City, and the surrounding community through all available means, including by:
 - i. Maintaining the SCDC page on the Sun City Community Association website, the SCDC Facebook page, and recruiting additional administrators of Facebook page.

- ii. Submitting a monthly notice for inclusion in *Sun Rays*.
 - iii. Submitting press releases to local media outlets.
 - iv. Sending email communications to the membership, both current and former, and not by any other Board Member, except the President.
 - v. This provision does not however prohibit Group Leaders from sending notices and Board policy.
- b. Accomplish the foregoing by:
- i. Compiling and updating, from information provided by the Treasurer and the Membership Chair, a database which separately identifies members in good standing, former members who are not in good standing, and other individuals who, by providing their contact information, have expressed interest in SCDC,.
 - ii. Obtaining information on upcoming activities from the constituent units of SCDC and editing such information according to the Strategic Plan and Board policy for inclusion in communications.
 - iii. Utilizing and managing providers of professional information technology services as approved by the Board.
- c. Utilize the database to send communications from one or more individuals who are members in good standing of SCDC acting on behalf of a political candidate or issue, if approved by the Board and upon the following terms:
- i. The communication shall identify that it is being sent on behalf of the named individuals, who have paid a fee to SCDC for sending the message.
 - ii. The communication shall state that the message is being received because of the recipient's membership in or interest in SCDC and was authorized by SCDC Board, but is not a mailing by SCDC on behalf of the candidate or issue and does not constitute an endorsement by SCDC.
 - iii. The fee paid to SCDC shall be an amount based upon the number of individuals who are sent the communication and shall be set by the Board for each election cycle.

- 6. Groups Chair--**The Groups Chair shall organize and lead a Groups Committee that shall:
- a. Recommend to the Board for its approval such Groups and Leaders thereof as are deemed appropriate to support the Mission of SCDC.
 - b. Oversee the activities of the Groups and provide the Board with a report of the monthly activities and accomplishments of each Group.
 - c. Obtain from each Group Leader a list of the members of that Group and ensure that each Group member is a member of SCDC.

- 7. Activists Chair--**The Activists Chair shall organize and lead an Activists Committee which shall:
- a. Arrange events and activities which support the SCDC Mission and Strategic Plan to influence public opinion and public officials.
 - b. Support and promote candidates selected by the Board under Article IV (A) (9).
 - d. Request the Treasurer to reserve any appropriate space for events or activities.
 - e. Provide information to the Communications Chair to publicize the events and activities.

Section D. IMPACT--The IMPACT Chair will organize and lead the Sun City Democrats Informed Member PAC of Texas (IMPACT) that shall:

1. Operate as a general-purpose PAC as defined by applicable election law.
2. Be governed by the following officers: Chair, Vice Chair, Treasurer, Assistant Treasurer, Secretary and by additional members selected by the named officers.
3. Keep financial records and file reports as required by applicable election law.
4. Make political contributions and expenditures that comply with applicable election law.
5. Report to the SCDC Board the financial status of IMPACT.
6. Report to the Board endorsements and contributions for candidates.
7. Coordinate with the Program and Special Events Chairs to avoid conflicts with their events.

Article V: Meetings,

Section A. Membership Meetings

1. Regular membership meetings shall be held each month, except December, as scheduled by the Board. The November membership meeting in even-numbered years shall be open only to members in good standing and the agenda shall be the election of Officers, votes on issues requiring membership votes, and a forum for members to discuss issues of importance to the membership.
2. The Board may call special membership meetings. Notice of special meetings shall be given to all members by email and SCDC website posting at least ten days prior to the meeting date, stating the time and place of the meeting and the subject to be considered
3. A quorum for conducting business at a regular or special meetings of the membership shall be the number of members present.
5. All membership meetings shall be open to the public except as provided by in Section A (1) of this Article.

Section B. Board Meetings

1. Board meetings shall be held on a regular basis as scheduled by the President.
2. Two or more Officers acting together may schedule a special meeting of the Board by giving notice by email to all Board members specifying the time and place of the meeting at least ten days prior to the meeting.
3. A quorum for conducting business at a regular or special meeting of the Board shall be one-half of the then current Board members plus one member.
4. All Board meetings shall be open to the membership who may submit written comments for consideration, but not address the meeting.
5. Except as otherwise provided herein all actions of the board shall be approved by a majority of those Board members present and voting.

Section C. The then current edition of *Robert's Rules of Order* shall be the authority for resolving parliamentary questions at all meetings.

Article VI: Elections

Section A. Procedures

1. The President shall appoint a Nominating Committee before June 30 of each even-numbered year.
2. The Nominating Committee shall present a slate of Board Members, including the IMPACT Chair candidate submitted by the IMPACT Committee, to the Board at its October meeting, which shall take place prior to the October general membership meeting.

3. At the regular membership meeting in October the Nominating Committee's nominations will be presented, at which time other candidates may be nominated from the floor.
4. The Board Members shall be elected at the general membership meeting in November per Article V (A) (1). The candidate for each position receiving the most votes shall be elected.
5. The elected Board Members shall serve a two-year term beginning on January 1 of the following year.

Article VII: Dues

Section A. Annual Dues

1. The Current annual dues are \$20 per member.
2. If the Board determines that a change to the annual dues is necessary, it shall propose such change for the following year at the previous year's November membership meeting. The proposed change shall only take effect if approved by a majority vote of members in good standing in attendance.

Article VIII: Amendments

Section A.

1. These Bylaws may be amended by a two-thirds vote of the members in good standing present and voting at any general membership meeting.
2. Proposed amendments may be submitted to the Board by any member in good standing, or the Board itself may propose amendments. The Board shall designate a membership meeting to vote on the proposals.
3. The Communications Chair shall notify the membership, by email and SCDC website posting, the full text of the proposed amendments and the time and place for the meeting for the vote to take place at least twenty-one days prior to the meeting.
4. The full text of proposed amendments in its entirety, as contained in the notice, shall be adopted or rejected.

Section B. Effective Date

1. Adopted amendments shall take effect on the date specified in the notice of the proposed amendments.

These Bylaws as amended were approved at a membership meeting on _____

Attest:

President _____

Secretary _____