



By-Laws and Policies Document

Updated January 2022

**BY-LAWS
of the
GROSSE POINTE DEMOCRATIC CLUB**

Adopted: October 17, 2006

Amended: February 13, 2007

Amended: March 19, 2014

Amended: January 12, 2022

ARTICLE I - Name

The name of this organization shall be the Grosse Pointe Democratic Club, and hereafter called the Club.

ARTICLE II - Purpose

The purposes of the Club are to promote the ideals and principles of the Democratic Party, good government, and democracy, and to foster active participation in the Democratic Party. The Club shall be operated on a non-profit basis.

ARTICLE III - Membership

Section 1. Membership in the Club is open to all persons supporting the ideals of the Democratic Party. The Club encourages, but does not limit memberships to residents from the five communities of Grosse Pointe, Harper Woods, and the east side of Detroit.

Section 2. Any eligible person shall become a member by payment of annual dues.

Section 3. Membership shall coincide with the calendar year.

Section 4. No tests for membership or any oaths of loyalty to the Club shall be required or used which has the effect of requiring a prospective or current member of the Club 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.
Added: 01/12/2022

Section 5. The Club shall support the broadest possible participation without discrimination on 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. *Added: 01/12/2022*

ARTICLE IV - Dues and Fiscal Year

Section 1. The Executive Board shall determine the amount of the annual dues.

Section 2. Persons residing at the same address may pay one membership and each person listed on the membership form will be considered a member and be counted separately.

Section 3. The fiscal year of the Club shall run from January 1 to December 31.

ARTICLE V - Meetings

Section 1. General Membership Meetings. A meeting of the members can be called at any time by the President. The Club will hold a minimum of five (5) General Membership meetings per year. The annual summer picnic and fall fundraiser are considered to be General Membership Meetings.

Section 2. Special Meetings of Members. A Special Meeting of Members may be called at any time by the President, and the President shall call a Special Meeting upon the written request of ten (10) members.

Section 3. Notice of Meetings. Written notice of General Membership Meetings and Special Meetings of Members shall be mailed or emailed to each member postmarked or sent by email at least seven (7) days prior to the date of the meeting. In the case of a Special Meeting, the notice shall state the purpose of the meeting. Meetings may be held remotely by Zoom or other service if the board determines that the need exists.

Section 4. Quorum. Fifteen (15) members shall constitute a quorum for the transaction of business at any General Membership Meeting or Special Meeting of Members.

Section 5. Voting. Each member present shall be entitled to one vote. Proxy voting is not allowed. Votes shall not be taken by secret ballot.

ARTICLE VI - Officers

Section 1. Officers to be Elected. The Officers of the Club shall be elected from the membership and shall consist of a President, First Vice President, Second Vice

President, Secretary, and Treasurer. The President and First Vice President shall be of opposite gender. The Officers shall be elected at the February General Membership Meeting and shall hold office for the ensuing year or until their successors are elected. The Nominating Committee shall present a slate of candidates for the Members' consideration. Nominations can also be made from the floor. The Officers shall take office immediately upon their election. The Officers' terms shall be for 2 years effective February 2023 to correspond with the terms of the Executive Board.

Section 2. Voting. Votes shall not be taken by secret ballot at any meeting of the Club at any level. The candidate receiving the highest number of votes for each office shall be elected.

Section 3. Duties of Officers.

a. President. It shall be the duty of the President to preside at all General Membership Meetings and Executive Board Meetings, to preserve order, to enforce all requirements of the By-Laws, to appoint all committees and committee chairpersons, to exercise general supervision over the affairs of the Club, and in general, to perform such duties as usually pass to the chief executive officer.

b. First Vice President. The First Vice President shall be vested with all powers of the President and shall take charge in the absence of the President.

c. Second Vice President. The Second Vice President shall assume whatever duties are assigned by the President.

d. Secretary. The Secretary shall record the minutes of all General Membership Meetings, Special Meetings of Members, and Executive Board Meetings, and shall publish the minutes of said meetings. The Secretary shall archive all minutes and newsletters.

e. Treasurer. The Treasurer shall collect and receive all monies of the Club and shall be custodian of all funds of the Club. The Treasurer shall deposit all funds in such depository as is designated by the Executive Board; shall maintain all necessary and proper books of account; shall see that all disbursements are made on proper vouchers; shall give a financial report at all General Membership Meetings and Executive Board Meetings; and shall be responsible for all required campaign report filings. The Treasurer shall chair the finance

committee. The Treasurer may also appoint an assistant treasurer to assist with the required report filings.

Section 4. Removal. Any officer may be removed from office for cause by a majority vote of the Executive Board members present and voting at a meeting called for the express purpose, with a proper quorum. The majority vote of members present and voting at such meeting shall be conclusive as to cause.

ARTICLE VII - Executive Board

Section 1. Membership. The Executive Board shall consist of the Officers of the Club, past Presidents, and not less than ten (10) or more than twenty-five (25) members elected at the annual meeting in each odd numbered year starting in February 2023. The Executive Board shall have members from the five communities of Grosse Pointe, Harper Woods, and the east side of Detroit. Elected officials may be appointed as ex-officio members upon the recommendation of the President and approval of the Executive Board. *Amended: 01/12/2022*

Section 2. Duties and Powers. The Executive Board shall have all of the duties and powers set forth in these By-Laws, and shall be vested with the governance and administration of the Club during the interval between meetings of members. They shall also have fiduciary responsibility for the Club.

Section 3. Regular Meetings and Notice. The Executive Board shall meet at least four (4) times per year. The Executive Board will set a meeting schedule for the upcoming year at the last meeting of the calendar year. At least seven (7) days notice shall be given for any Regular Meeting of the Executive Board, and such notice may be given personally, by mail postmarked (7) seven days prior to the meeting, by fax, by telephone, or by email. An agenda of all old and new business to be discussed at the meeting shall accompany this notice. Meetings may be held remotely by Zoom or other service if the board determines that the need exists.

Section 4. Special Meetings and Notice. The Executive Board shall call a Special Meeting upon the written request of any three (3) members of the Executive Board. Notice of a Special Meeting shall be given not less than 24 hours prior to the meeting. Notice shall be given by email. If any member of the Executive Board does not have an email account, the president shall contact that member by phone to inform them of the meeting. An agenda of the business to be discussed at the Special Meeting shall accompany the notice. Members may participate and vote by phone or remotely by Zoom or other service.

Section 5. Quorum. Five (5) members of the Executive Board shall constitute a quorum for the transaction of business.

Section 6. Voting. Each member present shall be entitled to one vote. Proxy voting is not allowed. Votes shall not be taken by secret ballot.

Section 7. Indebtedness. No Officer, member of the Executive Board, committee chair or committee member shall incur any indebtedness nor enter into any contract on behalf of the Club without approval of a majority of the members present and voting at an Executive Board meeting, with a proper quorum. This shall not be construed to prevent the payment of normal operating expenses.

Section 8. Removal. Any member of the Executive Board may be removed from office for cause by a majority vote of the Executive Board members present and voting at a meeting called for that express purpose, with a proper quorum. The majority vote of members present and voting at such meeting shall be conclusive as to cause.

Section 9. All Executive Board Members' and Officers' terms shall be for 2 years effective February 2023. Executive Board elections shall be conducted in February in each odd numbered year starting in February 2023. *Added: 01/12/2022*

ARTICLE VIII - Committees

Section 1. Standing Committees. The President shall appoint from the membership of the Club, with the advice and consent of the Executive Board, the Chairpersons of the following Standing Committees:

- a. Finance
- b. Fund Raising
- c. Precinct Delegate Organization
- d. Communications
- e. Endorsements
- f. Nominations and Elections
- g. Candidate Recruitment
- h. Newsletter
- i. Membership
- j. Policy and Resolutions
- k. Picnic and Social

l. By-Laws and Procedures
m. Community Service
n. Action Committees
Amended: 01/12/2022

The President is an ex-officio member of each of the Standing and/or Special Committees.

Section 2. Special Committees. The President may establish special committees as needed.

Section 3. Duties. Committees shall have such duties as are assigned by the President.

ARTICLE IX - Amendment

These By-Laws may be amended or repealed by the affirmative vote of the majority of Executive Board members present and voting at any Executive Board Meeting, with a proper quorum, provided that the notice of such meeting shall state that such amendment or repeal shall come before such meeting. Any Club member may submit to the President a written motion to amend or repeal the By-Laws. The President shall present the motion at the next Executive Board Meeting and the Club member may attend the Executive Board Meeting to present and discuss the motion.

ARTICLE X - Roberts' Rules of Order

Roberts' Rules of Order Newly Revised shall govern all cases not provided for by the foregoing By-Laws.

ARTICLE XI - Dissolution

In the event of dissolution, all assets of the Grosse Pointe Democratic Club shall revert to the benefit of the Michigan Democratic Party.

**GROSSE POINTE DEMOCRATIC CLUB
EXECUTIVE BOARD EMAIL VOTING POLICY**

Adopted: January 16, 2007

Amended: January 12, 2022

Email voting by the Executive Board should be restricted to those times when approval to make an expenditure **or to take action** is needed before the next scheduled meeting of the Executive Board.

The President shall send a "bulk" email to all members of the Executive Board to request a "yes" or "no" vote for a specific expenditure. The email shall state the following:

1. The purpose of the expenditure or purpose of the action taken;
2. The amount requested or purpose of the action taken; and
3. The date when all votes must be received.

If any member of the Executive Board does not have an email account, the president shall contact that member by phone to inform them of the pending vote. The member shall be allowed to verbally express their vote, to be verified in writing by the member.

When casting their ballot, members of the Executive Board participating in the vote shall forward their vote to all other members of the board. All votes must be cast within 72 hours from the time the President sends the email requesting a vote. Any votes received after that time shall not be counted.

For the decision of the board to be valid, the following conditions must be met:

1. The number of votes cast must be at least the number needed for a quorum;
and
2. The number of votes in favor of the proposal must be a majority of the votes cast.

Voting by members is limited to a "yes" or "no" for the proposal presented. Any vote submitted with a qualifier shall be considered a "no" vote. Members of the Executive Board may change their votes up until the time when voting is closed.

Instead of an email vote, the Board can instead call a Special Meeting under Article VII, Section 4 during the voting period or prior to the email vote. *Added: 01/12/2022*

A decision authorized by an email vote shall be binding on the Club. The President shall report the results of the vote by email to the members of the Executive Board at the conclusion of the voting period.

The email proposal and the result of the vote shall be reported in the minutes of the next Executive Board meeting held after the email vote.

**GROSSE POINTE DEMOCRATIC CLUB
MEMBERSHIP MEETING SPEAKERS' POLICY
Adopted: March 19, 2014**

Only candidates running for partisan office as Democrats will be invited and/or allowed to speak at General Membership Meetings.

**GROSSE POINTE DEMOCRATIC CLUB
COMMUNICATIONS POLICIES
Adopted: January 12, 2022**

Section 1. Social Media/Website

The President, and his/her designated Executive Board Members shall oversee the Club's website and social media pages, and monitor the content of those media sources. The President's designee shall accept content from the Executive Board, Membership, Club, and outside sources and post events, newsworthy items, and other political and governmental content that are consistent with the Democratic Party and Club's positions. The designee(s) shall not accept and will remove any item that are determined to be derogatory, or contrary to the views or positions of the Democratic Party or Club. The Club will include a disclaimer for any political event or candidate that has not been endorsed by the Club. Once the Executive Board endorses a candidate or position in a particular race, the Club shall not post any item or content from a non-endorsed candidate or position that contradicts the endorsement.

Section 2. Rapid Response Team

The Executive Board of the Club shall entrust in a team comprised of the President, First Vice President, Communications Chair, and additional member chosen by the Communications Chair the ability to draft and publish on social media brief statements on current events effecting the community when necessary. This team shall be known as the Rapid Response Team. These brief statements should be deemed necessary when the drafting and publishing of a larger statement or press release would take too much time and thus diminish the impact of such. The brief statements can be in lieu of a larger statement or press release, or proceed and be complimentary to a larger statement or press release. The brief statements should be focused, concise, and not more than a paragraph.