

BYLAWS OF THE DEMOCRATS OF COMAL COUNTY

Article I: Name

The name of the Association shall be the Democrats of Comal County.

Article II: Purpose

The purpose of the Democrats of Comal County is to support the county Democratic Party by

- attracting new members to the Party by providing a welcoming, supportive, engaging atmosphere for those people looking for Democrats with whom to identify,
- conducting fundraising activities,
- supplying volunteers for Party activities
- helping to acquaint voters and potential voters with issues and candidates,
- identifying and engaging Democrats in a friendly forum,
- hosting social activities, and
- fostering the ideals and principles of the Democratic Party.

Article III: Policy

Section 1: Primary Candidate Support: This Association shall not endorse or support the candidacy of any person for any public office prior to nomination by the Democratic Party or in any other manner give its influence as an organization to the cause of any candidate or faction of the Party other than in a General Election campaign.

Section 2: General Election Candidate Support: This Association shall actively support by appropriate means the nominees of the Democratic Party in national, state, and local elections.

Section 3: Continuous Function: This Association shall endeavor to maintain permanent contact with voters throughout the area and shall function continuously in order to contribute to the growth and influence of the Democratic Party.

Article IV: Membership

Section 1: Eligibility: Any person who is interested in advancing the objectives of this Association is eligible for membership in the Democrats of Comal County.

Section 2: Dues: Membership dues shall be determined by the voting membership and shall become due in January of each year. Memberships shall run January through December. A new member shall become eligible to vote one month after he/she pays his/her dues.

Section 3: Voting Members: Members whose dues are current shall be entitled to vote on Association business.

Section 4: Lifetime Members: Upon the vote of the members, Honorary Lifetime Membership may be awarded to a member who has given exemplary service to the Association. Such membership shall come with all the privileges that come with a paid membership.

Article V: Meetings and Quorums

Section 1: General Membership Meetings:

- a. Regular general membership meetings shall be held once a month on the same day of the week and month at a time and location to be determined by the Executive Committee.
- b. All regular meetings shall be open to the public.
- c. The President shall have the authority to set reasonable limits and frequency that an individual may speak on any given issue.
- d. The annual meeting of the Association shall be held at the November general meeting. The primary business of this meeting is to conduct the following:
 1. The election of officers
 2. The adoption of an annual budget
 3. Other business that is presented at the meeting

Section 2: Special Meetings: A majority of the Executive Committee of the Association may call a special meeting upon a minimum notice of seventy-two (72) hours to the membership.

Section 3: Quorum for General Membership Meetings or Special Meetings: A quorum of at least ten (10) voting members is necessary to conduct business in a general meeting or a special meeting.

Section 4: Executive Committee Meetings: The Executive Committee

- a. shall consist of the President, President-Elect, Vice-President, Secretary, and Treasurer. The immediate Past President and the chairperson of the Comal County Democratic Party shall serve as ex officio members of the committee with voting privileges.
- b. shall meet monthly to conduct business.
- c. shall be announced to the membership in advance and be open to all voting members.
- d. shall establish operating procedures that will not be in conflict with the bylaws.
- e. may have special meetings called by the President or a majority of Executive Committee members as deemed necessary.

Section 5: General Board Meetings: The general board meeting shall consist of the Executive Committee and the committee chairpersons and shall meet at the discretion of the President.

Section 6: Quorums for Executive Board Meetings or General Board Meetings: A quorum of at least three (3) voting members is necessary to conduct business in an executive board meeting

and six (6) voting members, consisting of at least three (3) executive board members and three (3) general board members, is necessary to conduct business in a general board meeting.

Article VI: Elections

Section 1: Elected Officers: The duly elected officers of the Association shall consist of a President, President-Elect, Vice-President, Secretary and Treasurer.

Section 2: Qualifications: All officers shall be dues-paying members in good standing.

Section 3: Nominations: The Nominating Committee shall present the proposed slate of officers at the general membership meeting in October. Nominations may be taken from the floor at the annual meeting in November.

Section 4: Election: At the annual meeting the election of officers shall take place after all nominations have been made. Officers must receive a majority of the votes from voting members present. If there is more than one candidate for an office, the vote shall be by written ballot.

Section 5: Term of Office:

- a. Officers will take office in January and serve for one (1) year with the option of being re-elected for an additional term.
- b. Any officer who misses more than three (3) consecutive meetings without a reasonable excuse shall be deemed to have resigned from his or her office.

Article VII: Officers and Duties

Section 1: President: The President

- a. shall preside over meetings of the Association and shall serve as an ex officio member of all committees.
- b. shall set the rules for and create the written agendas for both executive board and general membership meetings, and decide on any variances therefrom.
- c. shall appoint the chairs of all committees.
- d. shall establish ad hoc committees as needed.
- e. shall serve as the official spokesperson for the Association.
- f. may make and approve expenditures on behalf of the organization up to the amount agreed upon by the Association. The Treasurer shall provide a monthly expenditure report of these expenditures to the membership.
- g. another executive officer shall co-sign all checks over an amount agreed upon by the executive officers.
- h. shall serve on the Executive Committee for one year after leaving office.

Section 2: President-Elect

- a. shall assume the presidency upon a vacancy.

- b. carry out other duties as assigned.

Section 3: Vice-President: The Vice-President

- a. shall perform the duties of the President when the President is unable to do so.
- b. shall perform all such other duties as delegated by the President.
- c. shall chair the Programs Committee.

Section 3: Secretary: The Secretary

- a. shall record and maintain the minutes of both the general and executive meetings
- b. shall keep all records and history of the Association
- c. shall notify members of meetings
- d. shall perform all such other duties as delegated by the President.

Section 4: Treasurer: The Treasurer

- a. shall accurately maintain the financial records of the Association at an authorized financial institution
- b. shall make monthly reports of the Association's finances to the membership and the board
- c. shall sign all checks with the addition of an executive officer for amounts over an agreed upon by the Association or as authorized by the Executive Committee.

Section 5: Vacancies:

- a. If a position becomes vacant, a Nominating Committee shall be appointed by the Executive Committee and a nominee shall be announced in no more than 60 days. Election will occur at the following general meeting. Nominations may be taken from the floor at that time. The term of office will run until the next regularly scheduled election.
- b. If a position becomes vacant temporarily, due to illness or an absence that has been approved by a majority of the Executive Committee, that position shall be assumed by another Executive Committee member or by another voting member, upon approval by a majority of the Executive Committee.

Article VIII: Financial Administration

Section 1: Fiscal Year: The fiscal year of the Democrats of Comal County Association shall be from January 1 to December 31 of the same year.

Section 2: Budget Committee:

- a. The President shall appoint the Budget Committee. The committee shall consist of the Treasurer and two (2) or more voting members of the Association.
- b. All committees shall present budget requests to the Budget Committee.
- c. The proposed budget shall be given to all members one month prior to the annual meeting.
- d. The budget shall be voted on at the annual meeting.

Section 3 Audit: The President shall appoint an Audit Committee to audit the books and present a report at the annual meeting.

Section 4: Candidate Contributions: All candidates for office wishing to receive contributions from the Association shall follow the guidelines set forth in the Operating Procedures.

Article IX: Committees

Section 1: Committees:

- a. The following committees are appointed by the Executive Committee as described in these by-laws:
 1. Audit
 2. Budget
 3. Nominating

- b. The following are standing committees:
 1. Publicity
 2. Program
 3. Social
 4. Membership
 5. Fundraising
 6. Communication (telephone, newsletter)
 7. Volunteer Coordination
 8. Voter Participation (in coordination with the Comal County Democratic Party)
 9. Community Outreach (parades, public forums, etc.)

Section 2: Nominating Committee:

- a. The Nominating Committee shall consist of three (3) members and shall be appointed by the Executive Committee in September. Any voting member of the Association may send suggestions to the committee.
- b. Should a vacancy occur on the Executive Committee, the remaining committee members shall appoint a special Nominating Committee to fill the vacancy until the next regular election of officers.

Article X: Resolutions

Any voting member or officer shall be entitled to bring resolutions before the membership for a vote. Major-issue resolutions, such as a statement of the Association's position or a recommendation on matters of public policy or other public issues, must be submitted in writing to the membership at least one month in advance of the meeting at which the vote is to be taken. Major-issue resolutions may be passed only upon a 2/3 vote of the voting membership present at the meeting in which the vote is taken.

Article XI: Amendments

These bylaws may be amended upon a 2/3 vote of the voting membership present at any general membership meeting as long as the changes have been presented to the voting membership at least one month in advance of that meeting.

Article XII: Parliamentary Authority

The rules in the most current edition of *Robert's Rules of Order* shall govern the Association in all cases to which they are applicable and consistent with these bylaws.

Article XIII: Severability

If any article or section contained in these bylaws is determined unacceptable by the membership, it shall not affect the applicability of any other article or section.

Article XIV: Adoption

These bylaws shall become effective following passage at a general meeting by a two-thirds majority vote of the membership present, at which time all prior constitutions and bylaws of the Association are deemed null and void and of no further effect.

PASSED AND APPROVED BY THE MEMBERSHIP: September 3, 2013

ARTICLE IV, SECTION 2 AMENDED BY THE MEMBERSHIP: May 10, 2016

ARTICLE VII, SECTION 5 AMENDED BY THE MEMBERSHIP: November 14, 2017