

**NORTHWEST VALLEY DEMOCRATS
BYLAWS**

ARTICLE I -- NAME

The name of this club shall be the Northwest Valley Democrats.

ARTICLE II -- OBJECTIVES

1. To promote principles and ideals of the Democratic Party in association with the County, State and National Democratic Party.
2. To inform the membership and the electorate about important governmental issues and actions at the national, state and local levels.
3. To foster interest and membership in the Democratic Party in the state and county.
4. To participate in the political process by support of Democratic candidates. The Club shall not sponsor, foster or endorse any individual candidate in the Primary Election, but may provide a forum open to registered Democratic candidates for the Primary Election. The Club will donate money to Democratic candidates for the General Election only by recommendation of the Board and approval by the membership.
5. The Club is a political action committee registered with the Arizona Secretary of State and shall operate on a non-profit basis.

ARTICLE III -- MEMBERSHIP

1. Membership shall be open to any registered Democrat or independent who supports the principles and goals of the Democratic Party.
2. The Club's membership year and fiscal year shall extend from January 1 to December 31.
3. Membership in the Club may be revoked with cause and if approved by a majority vote of the Board.

ARTICLE IV -- DUES

1. Membership dues shall be as established by the Board. Any change in dues shall be approved by a majority of members present at the October General Membership meeting.
2. To be considered a member in good standing, annual dues must be paid.

ARTICLE V -- BOARD

1. The Board shall consist of the following officers: President, Vice-President, Secretary, and Treasurer and three Members-At-Large.
2. The above members of the Board shall be elected for one-year terms and shall serve without compensation.
3. The Board shall transact all business necessary and appropriate for carrying out the objectives of the Club, hear committee reports and make recommendations to the membership, and fill any elective office vacancies for any unexpired term.

ARTICLE VI -- NOMINATIONS

1. The Board shall appoint a Nominating Committee for the election of Board members. It shall consist of three members, one of whom shall be the Chairperson. The Chairperson shall not be a member of the Board.
2. Nominations may be made from the floor following the report of the Nominating Committee at the November General membership meeting. No name of a nominee shall be submitted either by the Nominating Committee or from the floor who has not consented to serve or who is not a member in good standing.

ARTICLE VII -- ELECTIONS

1. The election of officers and Members-At-Large shall be held at the November General Membership meeting; by ballot if there is more than one candidate for any office; otherwise, by acclamation.
2. The installation of Board members shall be at the December General Membership meeting and the new Board members shall take office at the January General Membership meeting.

ARTICLE VIII -- DUTIES OF OFFICERS

THE PRESIDENT shall be responsible for the general supervision of the business of the club and shall preside at all General Membership meetings and Board meetings. He/she shall be an Ex-Officio member of all committees except the Nominating Committee. He/she shall appoint the Chairperson of all Standing and Special Committees except the Nominating Committee.

In the absence of the President at any meeting, the succession to the Chair shall be in the following order: Vice President, Secretary, Treasurer.

THE VICE-PRESIDENT shall perform all duties of the President in the event of the President's resignation or inability to carry out the duties of the President and shall perform such other duties as shall be assigned by the President or the Board.

THE SECRETARY shall handle all general correspondence of the Club. He/she shall make a record of the proceedings of the General Membership meetings and Board meetings, by drafting minutes, including all motions with results of the same. A draft copy will be sent to the President for approval prior to distribution. After approval by the President, minutes will be distributed by the Secretary to members of the Board.

General Membership minutes will be made available by providing copies at meetings and/or by posting them on any website maintained by the Club, or by any other methods determined to be appropriate.

THE TREASURER shall deposit all monies received and pay all obligations incurred by the Club. In the absence of the Treasurer, the President or Vice President shall make deposits and pay obligations of the Club. Any expenditure of Club funds in excess of \$300 shall be approved by the Board. The Treasurer shall keep an accurate record of all monies received and spent and provide financial reports at all Board meetings and General Membership meetings. He/she shall keep all funds at a financial institution approved by the Board. He/she shall keep a current list of members, together with their addresses, telephone numbers and email addresses. The information on this list shall be kept confidential and will not be released to any persons or organizations. He/she shall provide the list to the President, Secretary or Membership Chairperson upon request.

He/she shall complete and file all reports required by law to be filed with the Arizona Secretary of State, or any other State or County agency, and all Federal, State or County tax forms.

Financial records for the previous year shall be audited prior to April 30 of the current year by individuals who are not officers of the Club. The President will appoint not more than three members of the Club to act as the Auditing Committee. The report of the Auditing Committee shall be presented at the May General Membership meeting and made part of the minutes.

Any member of the Board who has an unexplained absence for more than two consecutive meetings may be replaced by the Board after consideration of the reasons for the absence.

ARTICLE IX - - GENERAL MEMBERSHIP MEETINGS

Unless otherwise ordered by the Board, there shall be one General Membership meeting each month during the months of September through December and January through May, at such times and places as shall be designated by the Board. Special meetings may be called by the majority of the Board or the President, including during the months of June, July, and August. Members will be notified of the special meeting by telephone, e-mail or text messaging at least three days prior to the meeting date, with an agenda of the matters to be discussed at the special meeting. Such notice shall also be posted on the Club's website.

ARTICLE X -- BOARD MEETINGS

Board meetings shall take place each month during the week prior to the General Membership meeting. A quorum of the Board shall consist of a majority of members of the Board. Special meetings may be called by the President. Members of the Board shall be notified by telephone, e-mail, text message, or in person at least three days prior to such meeting.

ARTICLE XI -- PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall be the guide to proceedings, unless otherwise designated by these bylaws.

ARTICLE XII -- AMENDMENTS

Any proposed amendment to these bylaws shall be reviewed by the Board and, if approved, shall be presented to the membership at a General Membership meeting. Copies of the proposed amendment will be distributed at said meeting, sent to members by email, and/or posted on the Club's website. Members shall vote on the proposed amendment at the next General Membership meeting following the one at which the proposed amendment was presented.

A two-thirds vote of those present and voting at the General Membership meeting shall be required to adopt any amendment.

ARTICLE XIII -- DISSOLUTION

Upon disbandment of the Club, all property after bills have been paid, shall be turned over to the Maricopa County Democratic Party or another Democratic organization chosen by the Board.

Approved March 14, 2018