

# CONSTITUTION AND BYLAWS OF THE ROBBINSVILLE DEMOCRATIC CLUB

Approved: December 14, 2022

## ARTICLE 1

### Name and Purpose

- I. The name of this club shall be the Robbinsville Democratic Club (“the Club,” “Robbinsville Democrats,” or “RDC”).
- II. The purpose of the club is to unite the registered Democrats living in Robbinsville Township, promote political involvement and participation, recruit and develop candidates for public office, provide a forum for education on government structure and functions, promote voting in all elections, offer educational opportunities to residents on issues, and advance the candidates, interests, causes, and platforms of the Democratic Party.

## ARTICLE 2

### Membership

- I. Regular Membership shall be open to any NJ resident of Robbinsville or the surrounding community who is at least eighteen (18) years of age and is a registered Democrat. Applications for membership will be reviewed by the Membership Committee and confirmed by the Executive Committee.
- II. Student Membership is open to interested residents of Robbinsville who are not yet eighteen (18) years of age. Student Members do not have voting rights within the club. Applications for Student Membership will be reviewed by the Membership Committee and confirmed by the Executive Committee.
- III. Membership Dues
  - A. Student Member: free
  - B. Annual Individual - \$25
  - C. Annual Household - \$35
  - D. Life Member - \$250
- IV. Members in Good Standing will include all Life members and annual members who have paid their annual dues in accordance with Article 2 Section III of the Bylaws. Members in Good Standing can vote.
- V. Membership in the Robbinsville Democratic Club entails certain duties and responsibilities. All Club members and officers shall treat others with due respect, abide by parliamentary procedure and executive rulings, and conduct themselves with appropriate decorum. Membership in the Club entails a commitment to support the aims of the Club as defined in Article I, Sec. 2.

## ARTICLE 3

### Officers, Powers, and Duties

- I. The Officers of the Robbinsville Democratic Club shall be the following;
  - A. President
  - B. Vice President
  - C. Treasurer
  - D. Secretary
  
- II. Description of Powers and Duties
  - A. President
    1. The President shall be the chief executive officer of the Club. The President shall be, with the Treasurer, a primary signatory authority on all checks. The President shall preside at all general and special meetings of the Executive Committee (see Article 4) and any other meetings. The President shall enforce these Bylaws and preserve order. The President will report on the state of the Club at each meeting of the Club and will have general supervision of the affairs of the Club. The President shall be empowered to call special meetings of the Club for emergency reasons at any time while providing for the general welfare of the Club. The President shall be an ex-officio member of all committees. The President or their designee shall be the only official spokesperson for the Club.
    2. The President shall appoint a nominating committee at the November meeting and publish contact information for the committee.
  - B. Vice President
    1. The Vice President shall work with the President to ensure the operation and functions of the Club, and shall preside at meetings when the President is not in attendance. The Vice President shall also confirm new members and maintain a current membership roster. The Vice President shall send official Club correspondence. The Vice President shall plan events (i.e. community-based outreach), arrange (or coordinate the arrangements) for guest speakers at Club meetings, keep the calendar of future meetings, and communicate this information to the Mercer County Committee representative.
  - C. Treasurer
    1. The Treasurer shall have the care and custody of all the funds and financial records of the Club. The Treasurer shall be, with the President, a primary signatory authority on all checks. The Treasurer shall deposit promptly all monies received in a suitable bank and keep an accurate record thereof. Disbursements shall be made only on the approval and consent of the Officers of the Club, except that the President and Treasurer jointly may authorize expenditures not to exceed \$100, which authorization shall be agreed upon in writing and may be communicated electronically. At each regular meeting, the Treasurer shall report to the Executive Committee all monies received and disbursed in the course of

the preceding month as well as the present balance. The books of account of the Treasurer shall be open to the inspection of the Officers of the Club. The Treasurer shall turn over all records to their successor immediately upon the successor's assuming office.

D. Secretary

1. The Secretary shall attend all meetings of the general membership and those of the Officers and Executive Committee, and take the minutes of all such meetings. The Secretary shall be responsible for Club social media campaigns and maintaining the Club website. The Secretary shall send out meeting correspondence and notices, and shall have custody of said meeting records, resolutions, reports, and the official records of the Club, except for financial records kept by the Treasurer. The Secretary shall be responsible for and reporting on all correspondence received by the Club.

III. Eligibility for holding office

A. Membership standing

1. All elected officers will be Members in Good Standing of the Club for at least four (4) months prior to the election, and have attended at least one (1) regular or special meeting during the calendar year.

B. Restrictions

1. Robbinsville Democratic Committee members are not eligible to run for office in the Robbinsville Democratic Club.
2. Any elected official in the township, county, and state is not eligible to run for the elected offices of the Democratic Club.
3. If an elected officer of the Democratic Club runs for an elected position in township, county, or state office, they must resign from their post in the Democratic Club. Their resignation is effective upon the confirmation of the nomination to run for public office. Plans for appointing a replacement will fall to the President, in consultation with the remaining Officers of the Club.
4. In an effort to encourage civic participation in Club elected office, we discourage members of the same household from holding elected office during the same term.

IV. Term, Removal, and Vacancies

- A. The term is for two years. Elections for new officers shall take place every two years in December. The installment will occur January 1 to allow for a collaborative transition period.

1. Elections shall be a secret ballot and by a majority vote of the Members in Good Standing (See Article 2. III). If there are more than two candidates for a position, candidates will be selected by rank-choice voting.
2. No individual may serve more than two consecutive terms as officer, and may not be elected to more than one office at a time.

- B. Removal: Removal may be necessary for officers who abandon their position. Abandonment of position shall be assumed if the Officer ceases to respond to communications from the other officers for a period of one (1) month or fails to attend one regular or special meeting in the prior six (6) months. Notice of removal will be sent via certified mail to the Officer who has abandoned their post.
- C. Vacancies: If the President vacates their position, the Vice President will assume the position of President.
  - 1. If any other elected officer moves out of Robbinsville, plans for appointing a replacement will fall to the President, in consultation with the remaining Officers of the Club. The departing officer may make recommendations for a replacement to serve out the remainder of the term of office.

## ARTICLE 4 Committees

- I. There shall be an Executive Committee composed of the following members;
  - A. Officers of the Club: These members will be elected for two (2) year terms.
  - B. Robbinsville Township Democratic Committee Chair or designee.
- II. Functions of the Executive Committee
  - A. The Executive Committee works together to serve the operation of the Club.
- III. Meetings of the Executive Committee
  - A. Frequency: The Executive Committee shall meet every other month. Additional meetings may be scheduled as necessary.
  - B. Quorum: Three members of the Executive Committee shall constitute a Quorum.
  - C. Required attendance: Executive Committee Members shall make every effort to attend all scheduled Executive Committee meetings, or send a designee.
- IV. Other Standing Committees
  - A. Committee Functions
    - 1. Establishment: Standing committees shall be created by the President upon the recommendation of the Executive Committee. The Executive Committee will vote to create a Committee. The President will appoint the Chair of the Committee.
    - 2. Membership/Leadership: The Committee Chair will appoint their own members. Members of committees shall be recommended by the Executive Committee and appointed by the President.
    - 3. Reporting: Committee Chairs will report on the work of their committee at each bimonthly meeting. Reports will be submitted to the Secretary for historical purposes.
    - 4. Dissolution: Committees will be dissolved when their work is completed. The Club President shall have authority to dissolve a committee.

## B. Official Committees

1. Education Committee: This committee's purpose is to provide educational opportunities for Club members and the community at large.
2. Social Committee: This committee's purpose is to provide opportunities for social activities for Club members.
3. Membership Committee: This committee's purpose is to reach out to registered Democrats who are not members with the purpose of encouraging membership.
4. Candidate Recruitment Committee
5. Nominating Committee:
  - a. The Nominating Committee shall be in charge of running the Club election.
  - b. The Nominating Committee shall be composed of three (3) Members in Good Standing.
  - c. The Nominating Committee shall finalize and present a slate of nominees at the regular November meeting for voting in December. The nominees shall have an opportunity to introduce themselves and make a brief presentation to the Club membership at the November meeting.
  - d. The Nominating Committee shall present at least two (2) nominees for each of the four (4) elected officers' positions.
  - e. The Nominating Committee shall not present the same nominee for more than one elected office, nor put forth the same individual for more than one office.
  - f. The Nominating Committee will manage the election at the December meeting and count votes.
6. Communications Committee: This committee will manage all media correspondence and requests, website and social media, public relations, and press releases.

## ARTICLE 5

### Voting and Elections

- I. Eligibility
  - A. Members in Good Standing with the Club for at least four (4) months prior to the election may vote in the Club election. Members are in good standing if they are Life members, Individual and/or Family members. Members must also retain their registration with the Democratic Party.
  - B. Student Members may not vote.
- II. Candidates
  - A. Candidates and challengers for office shall be provided to the membership by the Nominating Committee at least thirty (30) days prior to the regular December meeting.
- III. Election

- A. Voting process: Voting in the Officer Election will be conducted in person, online, or through another means (for example, ballot drop box) by secret ballot using ranked choice voting, at or before the regular December meeting.
- B. Counting of votes: Vote counting will occur immediately after the vote by the Nominating Committee. Announcement of the vote winner(s) will occur at the time of the vote. Ties will be broken by coin flip by a member of the Nominating Committee.
- C. Certification of vote: Vote certification will occur when two (2) members of the Club achieve the same results of the count.
- D. Announcement of results will occur at the meeting and via electronic means.

## ARTICLE 6

### Expulsion of Members

- I. Cause for expulsion
  - A. Change in party registration.
  - B. Misconduct, including violations specified in the Anti-Harassment Policy.
- II. Process for expulsion
  - A. Member will be notified of the reason for their expulsion via certified letter.
  - B. Membership Committee will be responsible for the process of expulsion in consultation with the Executive Committee.
- III. Opportunity to rejoin
  - A. Letter of expulsion will detail the process for the opportunity to rejoin.

## ARTICLE 7

### Rules of Order

- I. The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Club.

## ARTICLE 8

### Amendments

- I. Members in Good Standing may propose Amendments at any regular meeting of the Club.
  - A. The Executive Committee will respond at the next meeting regarding the status of the Amendment.
  - B. The Vice President of the Club will have the responsibility of presenting the proposed Amendment back to the membership.
- II. Reading of proposed Amendments
  - A. Presentation and first reading
    - 1. Shall consist of notification to membership of text and upcoming action
  - B. Second reading and vote

1. Shall take place at next meeting following introduction
  2. Threshold for passage
- C. Requirement for new Amendment to modify

## BYLAWS

- I. Meeting and Quorums
  - A. Executive Committee meetings will be held at minimum bimonthly. Members are welcomed to attend meetings. Robert's Rules of Order will govern participation in meetings (i.e. Executive Session, speaking, and decorum).
  - B. Club meetings will be held at a minimum bimonthly and may include social or educational events for the membership and community.
- II. Constitution and Bylaws Changes
  - A. The Club Constitution and Bylaws are documents that guide the Club's work, but are meant to evolve as the Club changes. The Executive Committee has the responsibility of reviewing the Constitution and Bylaws biennially to determine necessary changes.
  - B. Suggested changes to the Bylaws may be submitted by any member at any time in writing. The Executive Committee will take the suggested changes under advisement and will respond at the next meeting.
  - C. Changes to the Bylaws will be posted to the Club members for review and comment. Voting will happen at a Club meeting no sooner than two weeks after the proposed changes have been posted. Majority of members present constitutes an approved change.
  - D. Suggested changes to the Constitution may be submitted by any member at any time in writing. The Executive Committee will take the suggested changes under advisement and will respond at a future meeting.
  - E. Proposed changes to the Constitution will occur in the years opposite Club election years. Proposed changes to the Constitution will be posted to the Club members for review and comment. Voting will happen at a Club meeting no sooner than two weeks after the proposed changes have been posted. Quorum of members present will be required for a vote to the Constitution.
- III. Robert's Rules of Order will provide guidance for items not covered in the Constitution and Bylaws.