

## **ARTICLE A – COMMITTEES**

The following committees (or other committees to be formed) may be named by the Board of Trustees or the President as committees of the Shaker Heights Democratic Club (Club):

### **Section 1: Program Committee**

The President or Board of Trustees may assign this committee to plan Club events, setting dates for general meetings and any special events that can be planned ahead. This committee may set up any other meetings or activities such as a picnic, etc., as it deems necessary or important.

### **Section 2: Membership Committee**

The President or Board of Trustees may assign this committee to contact individuals regarding their annual dues and to assist with enrolling new members.

### **Section 3: Communications Committee**

The President or Board of Trustees may assign this committee to assist with communicating the activities of the Club to members and to the public, as appropriate, through such means as a newsletter, website, or social media.

### **Section 4: Hospitality Committee**

The President or Board of Trustees may assign this committee to be responsible for hospitality and refreshments at Club meetings and events. Alternatively, the President or Board of Trustees may choose to divide the responsibilities for providing hospitality and refreshments at Club meetings between all members of the Board as deemed fitting or appropriate

## **ARTICLE B – ENDORSEMENTS**

### **Section 1: General**

The Board of Trustees or the President shall call a special meeting of the Club to endorse a Democrat candidate(s) in good standing, to endorse an issue(s), or remain neutral regarding either. The candidates (or their representatives) or the representatives of an issue shall be invited to this special meeting, except that no registered Republican may serve as the representative of a candidate for this purpose. The Board of Trustees or the President may, but is not required to, use a committee to screen Democratic candidates or issues and to recommend to the general membership in endorsements in both primary election races and general election races.

### **Section 2: Notice to the Candidates of the Endorsement Meeting**

The Club endorsement meeting shall occur after the candidate's or issue's filing deadline. The President shall send a letter to all registered Democratic candidates notifying them of the Club's meeting date and of the Club's endorsement process. Each member of the Club and each Democratic candidate or representative of an issue shall be notified in writing of the time and place of this special meeting at least twenty (20) days prior to the endorsement meeting. The notice shall clearly state the purpose of the meeting and the eligibility requirements for voting on the endorsement.

### **Section 3: Endorsement Process At The Meeting**

Every Democratic candidate or representative of the candidate or of any issue shall be permitted an equal amount of time in order to promote his or her candidacy or issue. If the candidate or issue has been endorsed by the Cuyahoga County Democratic Party, the Ohio Democratic Party or the National Democratic Party, then the membership shall be informed of that endorsement. Democratic candidates or representatives of issues that have received such endorsement shall be afforded the opportunity to speak first, if practicable. At the close of presentations of the Democratic candidates, and at the close of all of the presentations on the issues, and if applicable, the recommendations of the Issues, Candidates and Voter Registration committee shall be made known to the general membership.

### **Section 4: Payment of Dues 72 Hours Before Endorsement Meeting**

Only those members whose dues have been received by the **Treasurer or the Financial Secretary** at least seventy-two (72) hours before the endorsement meeting shall be eligible to vote on any endorsements with the following exception. Any individual who had been a member in good standing at any time in the previous twelve months preceding the endorsement meeting is automatically granted a waiver from the above 72 hour restriction. Those individuals who had been members in good standing at any time in the twelve months prior to the endorsement meeting shall be permitted to pay their dues at the door on the night of the endorsement meeting and thus be granted full rights to vote on any and all endorsements at said endorsement meeting.

### **Section 5: Voting Procedures**

The vote on Club endorsement of Democratic candidates shall be conducted by secret ballot. A minimum of two Club Officers or Trustees, other than the President, shall be responsible for counting the votes and reporting the results to the President, who will then announce the results of the Club endorsement vote to those in attendance and thereafter take action to notify the general membership. The same voting procedures apply to issues under consideration for Club endorsement.

In any race, the Democratic candidate or candidates that receive the most votes of those members present and eligible to vote shall receive the endorsement of the club, up to the number of seats available in the race, provided the vote total for the candidate or candidates meets or exceeds the Endorsement Threshold as described below.

The Endorsement Threshold will be calculated separately for each race, depending on the number of candidates (C) and the number of available seats (N), as follows:

- Where  $C=N$  or  $C=N+1$ , the Endorsement Threshold is 60% of ballots marked in the race. This Endorsement Threshold shall also apply to any vote on the question of endorsing an issue.
- Where  $C=N+2$ , the Endorsement Threshold is 40% of ballots marked in the race.
- Where  $C=N+3$ , the Endorsement Threshold is 30% of ballots marked in the race.
- Where  $C=N+4$ , or any number larger than  $N+4$ , the Endorsement Threshold is 25% of ballots marked in the race.

In every candidate endorsement contest, membership will given the option to vote “no endorsement.” A “no endorsement” vote is not an abstention and will not reduce the total number of votes required to earn an endorsement. Consequently, a “no endorsement” vote will make it more difficult for candidates to reach the necessary Endorsement Threshold.

To illustrate the operation of the procedure involving the Endorsement Threshold and “no endorsement” option, these By-laws include an Appendix A providing hypothetical examples.

In case of a tie vote, the Democratic candidates that received the most votes and met the Endorsement Threshold shall share the endorsement of the Club. In case of a tie vote regarding an issue, the issue in question shall not receive the endorsement of the Club.

### **ARTICLE C – DUTIES OF OFFICERS AND TRUSTEES**

In addition to any duties set forth in the Constitution of the Club, the following shall be duties and authority of the elected Officers and Trustees:

#### **Section 1: Duties of President**

The President shall have the authority to exclude from any meeting persons whose presence is antagonistic to the purposes of the Club as set forth in Article 2 of the Club Constitution. This authority shall extend to the exclusion of “trackers” or other operatives whose purpose is to denigrate Democratic candidates or whose presence may intimidate members of the

Club, chill free discussion among members of the Club, or disrupt the efforts of the Democratic Party. The President may exercise this authority at her discretion, and may call upon other members of the Club to assist her in exercising this authority.

The President shall have such other duties and responsibilities as may be assigned by the Board of Trustees.

**Section 2: Duties of First Vice President**

The First Vice President shall have such other duties and responsibilities as may be assigned by the President or the Board of Trustees.

**Section 3: Duties of Second Vice President**

The Second Vice President shall have such other duties and responsibilities as may be assigned by the President or the Board of Trustees.

**Section 4: Duties of Secretary**

The Secretary shall have such other duties and responsibilities as assigned by the President or by the Board of Trustees.

**Section 5: Duties of Treasurer**

The Treasurer shall assure that the following lists are maintained by the Club: (a) a list of all voting members; (b) a list of non-voting members; and (c) all other related lists, such as Friends of the Club. These lists shall including their telephone numbers, mailing and email addresses.

The Treasurer shall regularly, and not less than four times a year, submit a written report to the Board of Trustees and to the membership of the Club on the financial status of the Club.

The Treasurer shall have such other duties and responsibilities as assigned by the President or by the Board of Trustees.

**Section 6: Duties of Financial Secretary**

The Financial Secretary shall maintain financial records of all dues paid. The Financial Secretary, in the absence of the Treasurer, shall report to the Board of Trustees and to the membership of the Club on the financial status of the Club.

The Financial Secretary shall have such other duties and responsibilities as assigned by the President or by the Board of Trustees.

**Section 7: Duties of Officer At Large**

The Officer At Large shall have such other duties and responsibilities as assigned by the President or by the Board of Trustees.

**Section 8: Duties of Members of the Board of Trustees**

Members of the Board of Trustees shall attend meetings of the Board of Trustees and general meetings of the Club to the fullest extent of their capabilities.

Members of the Board of Trustees shall have such other duties and responsibilities as assigned by the President or by the Board of Trustees.

**ARTICLE D – ELECTRONIC COMMUNICATION**

For all written communications that may be required in these By-laws or in the Club Constitution, email communication to the last correct email address of any member shall suffice as written communication. In addition, the Club will work to post notices to the Club website and through such social media channels as the Board of Trustees deems appropriate.

**ARTICLE E – SPECIAL MEMBERSHIP**

A special category of Club membership (Member emeritus, Trustee emeritus) may be conferred upon any member of the organization or member of its Board of Trustees through his/her nomination by a member of the Board of Trustees and a vote of the majority of the Board. Those individuals granted emeritus status who had previously been Trustees shall be known as Trustee Emeritus, individuals who were never Trustees shall be known as Member Emeritus. Either of these special membership categories will confer lifetime membership in the Shaker Heights Democratic Club on this individual. Such an award may be given to acknowledge longtime Club membership and/or significant contributions to the Club by that individual.

