

**HK DEMS BYLAWS**  
**Adopted [insert date] 2018**  
**Draft May 9 2018**

**Table of Contents**

<b><u>I</u></b>	<b><u>MEMBERSHIP DUES</u></b>	<b><u>2</u></b>
<b><u>II</u></b>	<b><u>SCHEDULE OF MEETINGS</u></b>	<b><u>2</u></b>
<b><u>III</u></b>	<b><u>CODE OF CONDUCT</u></b>	<b><u>2</u></b>
<b><u>IV</u></b>	<b><u>USE OF CLUB NAME</u></b>	<b><u>4</u></b>
<b><u>V</u></b>	<b><u>FINANCIAL</u></b>	<b><u>4</u></b>
<b><u>VI</u></b>	<b><u>MEMBERSHIP LIST</u></b>	<b><u>5</u></b>
<b><u>VII</u></b>	<b><u>ELECTIONS COMMITTEE</u></b>	<b><u>5</u></b>
<b><u>VIII</u></b>	<b><u>COMMITTEE ON POLITICAL AFFAIRS</u></b>	<b><u>7</u></b>
<b><u>IX</u></b>	<b><u>MEMBERSHIP ATTENDANCE QUALIFICATIONS</u></b>	<b><u>7</u></b>

## **I Membership Dues**

- A. Until changed by action of the Executive Committee, annual dues shall be as follows:  
\$15; \$30 Suggested
- B. Dues may be waived by the Executive Committee on a case-by-case basis by a majority vote.

## **II Schedule of Meetings**

### **A. Membership Meetings**

The dates of the General Membership Meetings for the year will be set by the Executive Committee no more than 30 days following the Annual Meeting. The Executive Committee may change the dates of set meetings with notice to the General Membership within seven days of the previously scheduled meeting.

### **B. Executive Committee Meeting**

1. The Executive Committee shall meet on the call of the president within 20 days following the Annual Meeting and thereafter hold regular Executive Committee Meetings once every month (more than or less than as needed), on such dates as it may determine.
2. Executive Committee meetings shall occur at least seven (7) days before Membership Meetings and do not have to occur in person. Executive Committee Meetings may be held by conference call; in between meetings, business may be conducted by e-mail, chat, group text messages or any means agreed upon by the Executive Committee.

### **C. Committee Meetings**

All other Committee Meetings are subject to and scheduled by the Chair of that committee.

## **III Code of Conduct**

### **A. Purpose**

Recognizing the guiding principles of a pursuit of excellence, accountability, solving problems, giving constructive feedback, listening, providing perspective, working transparently, sharing knowledge, acknowledging contributions, and participating, this Code of Conduct exists to keep the Club strong and well-structured.

All Club Members should aim to:

- Volunteer time and talents to the organization
- Treat everyone with respect and dignity
- Model professionalism in taking and receiving feedback
- Encourage a diversity of thought, providing all persons a platform with which to share their perspective
- Give credit to other Members and recognize their contributions

## **B. Working through Conflict**

Everyone is empowered to stop and challenge behavior when they see it. Creating a strong and inclusive culture is everyone's responsibility.

1. If one experiences problems with another Member of the Club:
  - (a) Pause, and if comfortable doing so, consider taking the person aside to discuss the issue privately or on a private communication channel.
  - (b) Explain as clearly and calmly as possible to that person why their behavior was inappropriate or hurtful. It is often better to address issues promptly and directly. Many issues can be resolved by clearing the air discreetly.
  - (c) If it is not comfortable to engage, walk away from the situation. This might involve leaving the room or turning off one's phone.
2. If a Member gets feedback from another Member of the Club, the Member receiving the feedback should:
  - (a) Thank the other person for their perspective.
  - (b) Remember that every hour that a volunteer chooses to spend on the Club is time away from their family, work, and other commitments, and is valued and that the Club needs all kinds of people, with different skills and approaches, to be successful.
  - (c) Consider the impact on the Club and its mission if everyone acted the same way.
  - (d) Understand that it often takes courage to raise difficult subjects.
3. If the problem is serious or repeated:
  - (a) The issue shall be taken up at the next Executive Committee meeting in accordance with relevant provisions of the Constitution.
  - (b) The Executive Committee must look into the root causes of the problem and make efforts to prevent it from happening again.

## **C. Communication**

These above guidelines apply to all communications between Members, whether written, spoken, in emails, text messages, on message boards, or by any other means, at all times and in all settings.

#### **IV Use of Club Name**

No person, whether a Member of the Club or otherwise, shall use the name of the Club in any way which may indicate official sanction by the Club of any statement or action in any way which may indicate support by the Club of any candidate or issue without the prior authorization of the Executive Committee, or by the Membership of the Club. The circulation of the Club's designation petitions shall not be deemed to violate this Article.

#### **V Financial**

- A.** The Club President and Club Treasurer shall be signatories on all Club bank accounts.
- B.** Payments made for reasonable items required in the ordinary course of the Club's activities shall be promptly made by the Treasurer from the Club's treasury.
- C.** Payments for \$100 or less may be made at the discretion of the Treasurer.
- D.** Expenditures greater than \$100 are subject to a majority vote of the Executive Committee. A Committee vote is not necessary for reasonable expenditures for any designated activity already approved by the Committee.
- E.** The Treasurer may make payments either by first class mail (if reasonably notified in advance), electronically or at a regular Membership or Executive Committee meeting at the request of the Member payee. Otherwise, Members seeking checks or electronic payments for reimbursement or expenditures shall make special arrangements to meet the Treasurer at the Treasurer's convenience.
- F.** No payment for reimbursement shall be made for expenses without proof of receipt, nor will any reimbursement payment be made to any Member who is financially indebted to the Club.
- G.** A claim for reimbursement shall be made within two months (60 days) from the date of purchase or expenditure. Approval of requests for reimbursement payments after that date may be subject to approval of the Executive Committee at the discretion of the treasurer.
- H.** Expenditures greater than \$1,000 shall be made by check and require a second signature.
- I.** The treasurer shall issue no signed blank checks.
- J.** The Treasurer may not pay or reimburse herself or himself. Payment or reimbursement directly to the Treasurer must be made by the President.
- K.** The Treasurer shall give a monthly report to the Executive Committee and the Membership, which shall include account balance(s), expenses, and income.
- L.** The Treasurer will give the Executive Committee a bi-annual report: after the Club's annual fundraiser and annual Holiday Party to assist in budgeting.
- M.** No loan of treasury funds shall be made to any Member of the Club under any circumstances.
- N.** Club Members are encouraged to make personal payments for small expenses and request subsequent reimbursement from the treasurer.
- O.** All Club Members are encouraged to make Membership dues payments electronically or by check instead of cash for their own protection and for the club's record keeping convenience.

- P. Requests for petty cash shall be issued in writing and are subject to the approval of the Treasurer. Petty cash reconciliation shall be made within seven days of the date of purchase or expenditure.

## **VI Membership List**

- A. The Treasurer shall be responsible for the maintenance of the Membership List.
- B. The Membership List is the sole property of the Club and shall not be shared outside of the Club, sold, or made public.
- C. Candidates for public office or Democratic Party office, or any candidate for Club Officer or Member at Large position, may have communication circulated to the Membership list upon a reasonable and timely request for inclusion in an email to the Membership. Such requests shall be sent to the Director of Communications who shall review and present the request to the Executive Committee for approval.

## **VII Elections Committee**

### **A. Functions**

Functions of the Committee relate to elections for Club office only. The Elections Committee shall:

1. Inform Members about candidates;
2. Determine the eligibility of candidates;
3. Interview candidates using a list of standardized written questions;
4. Ensure the accurate production of ballots;
5. Conduct the election in accordance with procedures determined by the Elections Committee;
6. Address any post-election issues in accordance with policies and procedures to be determined from time to time.

### **B. Composition**

The Elections Committee is composed of three to seven Members of the Membership who are Members in good standing and are not candidates for Club Offices. The Chair shall be elected by the Executive Committee.

### **C. Nominations**

Candidates may be nominated for Club Officer or Member at Large of the Executive Committee either by a report of the Elections Committee or by nominations at the meeting prior to the Annual Meeting or by nominations taken from the floor at the Annual Meeting.

### **D. Notification**

The Chairperson of the Elections Committee shall email Club Members listing the offices and soliciting nominations two months before the Annual Meeting. Members may nominate themselves or others for office. All persons nominated must be Members in good standing. All nominations must be submitted to the Committee Chairperson by email at least two weeks in advance of the Club's General Meeting prior to the Annual Meeting. At that meeting, nominations from the floor may be entertained. At least 15 days before the Annual Meeting at which Officers shall be elected, the Elections Committee shall send a report to the Membership announcing the nominees who are confirmed to be in good standing. The report of the Committee is final. The names of these candidates will be placed on the ballot. Only these candidates will be entitled to email the Membership via the Director of Communications.

#### **E. Presentation**

Each candidate shall be allotted time to make a presentation and answer questions prepared by the Elections Committee and from the Membership at large.

#### **F. Campaign Literature**

Candidates or Members must disclose ownership, including name and address, for accountability of all campaign or written materials distributed. The distribution of literature that does not conform to the Bylaws as determined by the Elections Committee shall be considered cause for expulsion of the individual names accountable from the Club.

#### **G. Voting procedure**

##### 1. Ballots

- (a) The Elections Committee shall be responsible for the preparation and distribution of ballots. There shall be a separate vote for each office in the order listed in the Club's Constitution.
- (b) Each Member in good standing shall have one (1) vote for each office. The Elections Committee shall produce a list of the eligible voters, which can be viewed by candidates for office during the Annual Meeting.
- (c) Candidates may challenge eligibility of Members to vote. The Elections Committee will review any challenges and render a ruling accordingly.

##### 2. Ballot Counters

- (a) The Elections Chairperson, in consultation with the Club's President, shall be responsible for appointing four Ballot Counters.
- (b) The Ballot Counters must be Members in good standing; no more than two ballot counters can be on the ballot during any given election.
- (c) Results of all elections shall be announced immediately upon completion of the tally.
- (d) The Recording Secretary shall preserve the ballots for two months thereafter.

## **VIII Committee on Political Affairs**

The Committee on Political Affairs shall study and recommend questions involving political action to the Executive Committee. Such questions may include Club endorsements of candidates, nominees, judicial appointees, legislation, and public policy. All recommendations of the Executive Committee on political action questions as defined above shall be referred to the Club Membership.

## **IX Membership Attendance Qualifications**

In addition to General Membership meetings, Club events that also qualify for the attendance requirement to be a Voting Member include:

- A.** Any fundraiser held for the benefit of the Club where the Member volunteers for two or more hours or makes a monetary donation;
- B.** Collecting and turning in no less than ten signatures on Club petitions during the period of petition gathering;
- C.** Performing two hours of community service at a Club sponsored community service or political event, including voter registration;
- D.** Volunteering at least two hours for a candidate endorsed by the Club.