

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, Vice-President, Secretary, Treasurer; the chairperson of the Comal County Democratic Party, serving as ex officio member of the committee; and the Standing Committees Chairpersons for Membership and Communications, all of whom shall serve with voting

- privileges; and the Immediate Past President of Democrats of Comal County, who does not have 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: Quorums for Executive Board Meetings: A quorum of at least four (4) voting members is necessary to conduct business in an Executive Board Meeting.

Article VI: Elections

Section 1: Elected Officers: The duly elected officers of the Association shall consist of a President, 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 two (2) years with the option of being re-elected for additional terms.
- b. Officers President and Secretary will be elected for a term beginning in odd years and Vice-President and Treasurer for a term beginning in even years.
- c. Any officer who misses more than three (3) consecutive meetings without a reasonable excuse shall be deemed to have resigned 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 of 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. shall co-sign with the Treasurer all checks over \$1,000
- g. shall serve on the Executive Committee for one year after leaving office.

Section 2: 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 Executive Committee.
- c. shall sign all checks approved by the Executive Committee up to \$500 and approved by the members for \$500 and above. Amounts above \$1,000 shall require a second signature by the President.

Section 7: Past President: The Past President

- a. shall provide advice and continuity of office of President upon election of new officers
- b. shall carry out other duties as assigned.

Section 6: 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 sixty (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 bylaws:
 1. Audit
 2. Budget
 3. Nominating
- b. The following are standing committees:
 1. Communications (website, media, publicity)
 2. Program
 3. Social (meeting socials and fundraising)
 4. Membership
 5. 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 two-thirds (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 two-thirds (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 the meeting.

Article XII: Parliamentary Authority

The rules in the most current edition of "Roberts 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 (2/3) 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

ARTICLE V, SECTION 4; ARTICLE VI, SECTION 1, ARTICLE VII, SECTIONS 2, 3, 4, 5, 6, 7, 8 AMENDED BY THE MEMBERSHIP: November 20, 2019

ARTICLES V, SECTION 4; ARTICLE VI, ELECTIONS, SECTIONS 5 a and b; ARTICLE VII, SECTIONS 3, 4, 5, 6, 7, 8 AND 9; ARTICLE IX, SECTION 1b AMENDED BY THE MEMBERSHIP: October 6, 2020.