

THE VILLAGES BYLAWS
for
Democratic Club at *The Villages*

I. NAME

- A. The name of this organization shall be the Democratic Club at *The Villages*.
- B. The Club is an organization of the Democratic Party, duly credited by the Santa Clara County Democratic Central Committee (SCCDCC).

II. PURPOSE

- A. The purpose of The Club shall be to promote and influence the aims and goals of the Democratic Party; to assist in the selection and election of Democrats to office locally, statewide and nationally; to provide a vehicle through which its members may participate at all levels of the Democratic Party; and to provide a forum for the education of The Club members and others concerning issues of importance.

III. MEMBERSHIP

- A. Membership in the club is open to all residents of The Villages who support the purpose of the Club, file an application for membership and make payment of annual dues and assessments.
- B. There is only one class of membership. Non-residents may attend activities as guests by invitation but may not be "associate members."
- C. Members will abide by the Villages Golf and Country Club Governing Documents, including Rules.
- D. Membership may be terminated by voluntary withdrawal.,
- E. Membership shall be by calendar year. Members joining and paying annual dues after Oct 1st of any year shall be considered paid through the full following calendar year.
- F. Membership shall be terminated automatically for any person who no longer qualifies under Article IIIA to be a member or whose membership dues and /or assessments are delinquent for more than 180 days.

IV. BOARD

- A. Club directors are collectively referred to as "the Board". Four elected officers and up to 11 other club members will comprise "the Board".
- B. The Club shall have the following elected officers: President, Vice-President, Secretary and Treasurer. The term of office shall be one calendar year. No member of the Club may hold the same office for more than four consecutive years.

- C. The President of the club is responsible for the annual reporting requirements of Villages Club Rule 1.40. The club must provide a membership list and list of its officers and directors to the Community Activities Department each year.
- D. The President shall be the chief executive officer and official representative of the Club. The President shall be responsible for and preside over the Board meetings (except meetings called to consider the recall of the President, at which meetings the Vice President shall preside), may appoint committees of officers or members if desired and shall be responsible for the agenda at all meetings.
- E. The Vice President shall assume the duties of the President in the absence of the President and shall perform other duties as requested by the President or the Board.
- F. The Secretary shall be responsible for preparing and maintaining accurate and timely minutes of all Board meetings and prepare all required correspondence and reports. All non-financial records shall be kept by the Secretary.
- G. The Treasurer shall be the custodian of all Club funds and shall, upon authorization by the President or the Board, receive and disburse money for and on behalf of the Club. All checks will require two signatures by bank approved members. The Treasurer shall submit a financial report at each Board meeting and summarize the financial status of the Club at each membership meeting. In December, the Treasurer shall prepare an annual budget for consideration and adoption by the Board. Financial records shall be kept by the Treasurer.
- H. Directors, who are not officers, are noticed of and participate in all Board meetings, vote on all matters on the Board meeting agenda and have full access to all matters and materials relative to the operation of the Club.
- I. The Board shall be responsible for planning the overall program of the club. The Board may affiliate the club with other organizations, subject to approval of the members attending a membership meeting, and may appoint representatives to such organizations. Such appointees shall represent the interests of the club as directed by the Board. The Board shall be responsible for the publication and distribution of a monthly newsletter to the club membership. The Board may undertake any action not reserved to the general membership it deems appropriate, to further the purposes of the club and/or the interests of its members.
- J. Outgoing officers shall deliver all Club records for which they are responsible to their successors (or to the President if no successor is named) as soon as reasonably practical after leaving office.
- K. The Board shall hold at least six meetings per calendar year, which meetings shall be called by the President. Directors with three or more unexcused absences in a row from Board meetings may be terminated from the Board unless such absences are excused by the President.

- L. A quorum for a Board meeting is constituted when at least 50% of the Board members are actually present. It takes a vote of 50% plus one of the Board members attending a meeting for an action to be taken.
- M. The President shall have the membership of the Board emailed to the membership once a year and when there is a change in Board membership.
- N. Board meetings shall be open to all Club members.

V. ELECTION OF BOARD MEMBERS

- A. Candidates for election as Officers or Board Members must be members in good standing for at least 90 days prior to an election. Candidates for election as Officers or Board Members may be nominated by a Nominating Committee, by a petition of ten club members or a member in good standing may self-nominate by informing the President of his or her desire to run for office. Any list of members, members' email addresses or members' telephone numbers made available to one candidate shall be made available to all candidates.
- B. The names of candidates offered by a Nominating Committee, petition of ten club members or self-nominated candidate shall be delivered to the Club President prior to the October membership meeting.
- C. Each officer position, as defined in "Section IV, Paragraph C", will be elected separately at the Annual Meeting, by the members, and then elections will be held for the non-officer directors, if any.
- D. Vacancies in the Board may be filled by a vote of the remaining directors, and the new director's term shall continue through the end of the term.

VI. MEETINGS

- A. There will be a minimum of six Board meetings per year and there will be a minimum of six membership meetings per year. Notification shall be given at least four days in advance to club members via email or otherwise and include agenda, date, time and location. All meetings shall be conducted in accordance with a recognized system of parliamentary procedure or such parliamentary procedures as the club may adopt.
- B. Special membership meetings may be called by the President or upon request of at least three directors. Such meetings shall have at least four days' notice given to club members regarding time, place and agenda.
- C. An annual membership meeting shall be held in the month of November each year, for the purpose of electing officers and Board members. Notification shall be given at least seven days in advance to members via email and include agenda, date, time and location. A quorum is the number of members required to conduct any business or vote

at a membership meeting. The quorum for membership meetings is 10% of club members.

- D. Membership meetings should be announced both in the Club newsletter and through the Villages' communication channels.
- E. The Board may approve voting by computer aided methods (Survey Monkey or the Like) for questions directed to Board members.

VII DUES AND ASSESSMENTS

- A. Annual dues of \$15 per person or \$25 per couple payable on December 15 for the next year shall be required for club membership. Dues may be changed by a vote of the club membership at the annual meeting, or at a special membership meeting.
- B. Members whose dues are late shall be reminded by email or other communication. Members whose dues are more than 30 days late are suspended from membership until the dues are brought current.

VIII POLITICAL ENDORSEMENTS

- A. As permitted by law and the rules of the California Democratic Party, the Club may endorse candidates, ballot propositions and local measures.
- B. Any endorsement requires a two-thirds (2/3) vote of the board members taken in a duly constituted meeting or a majority vote of club members taken at a membership meeting.

IX. AMENDMENTS

These Bylaws may be amended by majority vote of the members at a membership meeting, after an explanation and discussion of the proposed changes, with a quorum of the membership present. Printed copies of the proposed Bylaw changes must be provided to every person at the meeting. Amendments must be approved by the Villages Golf and Country Club Board of Directors to be effective.

X. BOARD RECOGNITION OF CLUB

The club must comply with Villages Club Rule 1.40 to obtain Villages' Club Board recognition. Failure to maintain compliance with these Bylaws, with Villages Golf & Country Club Governing Documents, and with Rule 1.40, including any failure in annual reporting or failure to maintain the required active membership, may result in withdrawal of Board recognition.

XI. CONFLICT OF DOCUMENTS

The governing documents of The Villages Golf and Country Club, including Villages' Club Rules, including any future changes to them, take precedence over any provision of these Bylaws.

XII. ADOPTION

A. The foregoing Bylaws were adopted by the club's Board of Directors on _____

B. The Bylaws were approved by a majority vote of members on _____

Roger Pyle