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# BYLAWS 2023

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MEDINA COUNTY DEMOCRATIC PARTY CLUB



MARCH 18, 2023  
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# **MEDINA COUNTY DEMOCRATIC PARTY CLUB RULES AND BYLAWS**

## **ARTICLE I – STRUCTURE**

The Medina County Democratic Party Club (MCDC) is an association open to all Democrats living in Medina County and all may attend meetings and participate in the organization. The principal office of the MCDC shall be located in Medina County, Texas at a place as determined by the Board.

## **ARTICLE II – MISSION AND PURPOSE**

The mission of the Medina County Democrats is to support the Democratic Party of Medina County and to elect Democratic candidates to every open office and to liaise with other counties, states, parties, individuals and governments to make the Democratic Party the party of choice for the residents of Medina County. We will accomplish our Mission by:

- Working to instill pride in being a Democrat.
- Educating voters of the voting process and their importance in it.
- Providing an inclusive and inviting environment in which to express Progressive viewpoints and encourage free and open discussion of issues.
- Embracing diversity.
- Conducting fundraising activities.
- Supplying volunteers for party activities.
- Fostering the ideals and principles of the Democratic party.
- Hosting social activities.

## ARTICLE III - RULES OF ORDER AND QUORUM

The MCDC meetings and activities shall be conducted in accordance with the Rules of the Texas Democratic Party (TDP Rules), and applicable laws of the State of Texas (State Law), including, without limitation, the Texas Election Code.

The Medina County Democratic Party Club (MCDC) members being present at any meeting shall constitute a quorum for the purpose of transacting any business that might come before the Club, unless State Law or the TDP Rules specifically provide other quorum requirements.

The quorum requirements for other committees of the MCDC shall be that seventy five percent of the committee be present to conduct business. However, there is no requirement for a certain percentage of the committee be present to work on planned projects or projects that have already been started.

## ARTICLE IV - MEMBERSHIP

Section 1: Eligibility: Any person who is interested in advancing the objectives of this Association is eligible for membership in the Medina County Democratic Party Club

## ARTICLE V – POLICY

**Section 1: Primary Candidate Support:** The Club shall not endorse nor 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 Club shall actively support by appropriate means the nominees of the Democratic Party in national, state, and local elections.

**Section 3: Continuous Function:** This Club 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 VI – MEETINGS AND QUORUMS

## **Section 1: General Membership Meetings:**

a. Regular general meetings of the membership 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 Club shall be 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: Secret Ballots:** There shall be no secret ballots because secret ballots are forbidden by TDP Rules.

**Section 3: Quorum for General Membership Meetings or Special Meetings:** The quorum requirements for other committees of the MCDC shall be that seventy five percent of the committee be present to conduct business. However, there is no requirement for a certain percentage of the committee be present to work on planned projects or projects that have already been started.

**Section 4: Regular and Special meetings.** Meetings of the MCDC shall be held as required by State Law and the TDP Rules. Special meetings shall be held either upon a call by the County Chair or Club President or upon the written petition of fifty-one percent of the County Executive Committee (exclusive of vacancies) of the MCDC presented to the County President.

**Section 5: Executive Committee Meetings:** The County Executive Committee:

a shall consist of the President, the County Chair, if not the President, and Precinct Chairs, all of whom shall serve with voting privileges.

b, the following people shall attend to support the Executive Committee but have no voting privileges: the Vice President, the Secretary, Treasurer, Committee Chairs, Parliamentarian, the Sargent at Arms and the immediate past President. The Executive Committee:

c.. shall meet four times a year to conduct business.

d.. shall be announced to the membership in advance and be open to all voting members.

e. shall establish operating procedures that will not be in conflict with the bylaws or the Rules of the Texas Democratic Party.

f. may have special meetings called by the Chair, President or a majority of Executive Committee members as deemed necessary.

**Section 6: 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 VII – FINANCE ADMINISTRATION**

**Section 1: Fiscal Year:** The fiscal year of the Democrats of Medina County Democratic Party Club shall be from February 1 of one year to January 31 of the next 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 Club.

b. All committees shall present budget requests to the Budget Committee.

c. The proposed budget shall be given to all voting members one month prior to the annual meeting.

d. The budget shall be voted on at the annual meeting.

**Section 3: Audit:** The Treasurer 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 Club shall follow the guidelines set forth in the Texas Democratic Party Guidelines and the Office of the Secretary of State.

## **ARTICLE VIII – ELECTIONS**

**Section 1: Elected Officers:** The President shall appoint a Nominating Committee to select a slate of officer to be duly elected officers of the Club and shall consist of a President, Vice-President, Secretary and Treasurer.

**Section 2: 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 3: 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. 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 even years and Vice-President and Treasurer for a term beginning in odd 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 IX – OFFICERS AND DUTIES**

**Section 1: President:** The President

a. shall preside over meetings of the Club 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 Presidents of all club committees.

d. shall establish ad hoc committees as needed.

e. shall serve as the official spokesperson for the Club.

f. shall co-sign with the Treasurer all checks over \$200.00

g. shall attend 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 Preside over 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 Club.

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 Club at an authorized financial institution.

b. shall make monthly reports of the Club's finances to the membership and the Executive Committee.

c. shall be responsible for appointing an Audit Committee and be completed by the bylaws.



- d. shall Chair the Budget Committee.

### **Section 5: 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 X – COMMITTEES**

### **Section 1: Committees:**

a. The following committees shall report to the Executive Committee as described in these bylaws:

1. Audit
2. Budget
3. Nominating

b. The following are standing committees and shall provide monthly reports to the Club:

1. Communications (website, media, publicity)
2. Program
3. Events (meeting socials and fundraising)
4. Membership
5. Community Outreach (parades, public forums, etc.)
6. Legislative

## **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 Club 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 XI - RESOLUTIONS**

Any club member or officer shall be entitled to bring issues for resolutions before the the Club for consideration and discussion and to the Executive Committee for action. Resolutions, such as a statement of the Club's position or a recommendation on matters of public policy or other public issues, must be submitted in writing to any voting member or officer 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 XII- 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 XIII– PARLIAMENTARY AUTHORITY**

The rules in the most current edition of "Roberts Rules of Order" shall govern the Club in all cases to which they are applicable and consistent with these bylaws.

## **ARTICLE XIV – 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 XV PASSAGE OF BYLAWS**

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 Club are deemed null and void and of no further effect.

## **ARTICLE XVI - EMERGENCY RULES FOR CONDUCTING COUNTY EXECUTIVE AND OTHER MEETINGS OF THE MEDINA COUNTY DEMOCRATIC PARTY CLUB**

Pursuant to Article X, Section 12 of the TDP Rules, the following procedures shall be adopted in order to allow participation in MCDC, other official or statutory meetings of MCDP organizations when a state or national emergency declaration is in effect for any voting precinct within the territory of such committee, including voting in the meeting(s) of such committee via telephone, video conferencing, email or other digital or electronic means and all precinct chairs participating in such committee meeting by such alternative means shall be counted and included in determining the presence of a quorum.

### **1. Notices of Meetings**

All notices of MCDC shall:

- a. state how participants may attend, including links to any virtual method(s) of participation in the meeting and in-person participation if no internet access is available to said participant.
- b. include an e-mail address where participants may submit questions before the meeting; and,
- c. include a contact phone number where participants with disabilities or without access to the technology that will be utilized for the meeting, can obtain assistance in participating in the meeting.

**Section 2. Physical Attendance:**

1. Physical attendance at a meeting is required to participate if there is no ready access to the internet at the meeting site.
2. If a member is ill or incapacitated but wants to vote at a meeting, then special provisions can be made for that individual to vote so long as that person has a voting form adopted by the MCDC and signs and prints their name on that form along with the vote.
3. All members at the meeting must be recognized by the President prior to speaking, and no more than one person shall speak at the same time.

**Section 3. Voting:**

1. All votes shall be recorded and conducted via a show of hands, with minor exceptions.
2. MCDC will post the result totals on their website after the meeting has concluded.

**PASSED AND APPROVED BY THE MEMBERSHIP:**

Approved Date: Saturday, March 18, 2023