

# Sun City Democratic Club (SCDC)

## By-Laws

Approved by the General Membership October 5, 2023

### ATTICLE I: Club Membership

#### Section 1 – Membership

Membership is open to all residents of Sun City with valid Recreation Center cards.

#### Section 2 – Purpose

The purpose of this Club is to foster loyalty to the Democratic Party and to promote its ideals.

#### Section 3 – Objectives:

The objectives of the Club are to:

- A. Study and promote the ideals and platform of the Democratic Party in cooperation with the District, State and National Party Organizations.
- B. Develop an informed electorate through political education.
- C. Increase the effectiveness of good government through active political participation.
- D. Work to elect Democratic candidates to public office.
- E. Raise significant issues of public policy for study and discussion.

#### Section 4 – Candidate Endorsements

- A. The club shall not sponsor, endorse, or support financially, either directly or indirectly, any candidate in a Primary or General election. However, any candidate in either the primary or general elections may be invited to address the membership.
- B. In either case, the club may not support a candidate or nominee financially.

#### Section 5 – Visitors and Guests

- A. A club visitor is an RCSC cardholder that is not a member of the club; there are no fees payable to RCSC by the club for club visitors. A club guest is a non-Sun City resident or a Sun City resident who is not an RCSC cardholder. The club will pay RCSC guest fees per club guest per day. Clubs are responsible for the behavior of their guests and shall be held responsible for any damage to RCSC property. Anyone displaying inappropriate behavior may be asked to leave RCSC facilities.
- B. Neither club visitors nor club guests shall displace club members.

#### Section 6 – Guest Club Attendance

- A. Club guests (non-RCSC Cardholders) are defined as those who wish to attend a club meeting or event at the assigned meeting space.
- B. Attendance by all club guests for any club activity/meeting/event/class must be recorded on guest attendance register only if RCSC Host Punch Cards are not used. If a Host Punch Card is accepted and punched by the club for the club guest or a club guest presents a Daily Guest Pass and ID with picture, that club guest is not recorded on the guest attendance register.

#### Section 7 – Club Membership Conduct

All attendees at club events shall conduct themselves in a civil manner so as not to jeopardize the rights and privileges of other club members.

- A. A civil manner includes, but is not limited to, respecting each member’s opinion; being courteous and respectful to speakers and presenters; following the procedures established by the board for asking questions, expressing opinions, and voting; and observing all other Club policies and procedures.
- B. Inappropriate conduct may include but is not limited to arguments, physical confrontation or any behavior that places another person in reasonable apprehension of imminent physical injury or places the club or RCSC facilities in jeopardy.
- C. On those occasions when a guest’s or visitor’s conduct is inappropriate, such person(s) may be asked to leave. Moreover, on those occasions when a club member’s conduct is inappropriate, the following procedures shall apply:

**Conduct Reports**

1. First Conduct Report

Accused member is given a copy of the conduct report filed against them with the name of the writer removed. The club president with one other board member as a witness will discuss the issue or incident with the member and witnesses. A written determination report will be filed in club reports after member is counseled.

2. Second Conduct Report

- a. A hearing will be conducted by the board of directors. The conduct report minus the author’s name will be provided to the accused member.
- b. The member accused may bring witness statements or witnesses that may be called individually as the board of directors may have questions concerning the incident.
- c. Hearing determination(s) may find that the board of directors will assign 30 to 60-day suspension from the club. Longer periods of suspension (up to one year) will be determined by the severity of the offense.

3. Appeal

The guilty or disciplined party may contact RCSC Corporate Office in writing and ask for a hearing before the RCSC Board. The RCSC Corporate Office will notify and conduct the hearing as per BP-29.

D. Board Member Conduct

A Club member must submit a written conduct report to the RCSC Corporate Office of the board member accused of violating club rules or other serious violations. The RCSC Corporate office will schedule and conduct the hearing as per BP-29.

**ARTICLE II: Board of Directors**

Section 1: Board Membership

The club’s board of directors shall consist of the following elected members:

- A. Officers: President, Vice-President, Treasurer, and Secretary.
- B. Chairs of the following standing committees:
  - 1. Membership
  - 2. Programs
  - 3. Communications
  - 4. Hospitality
- C. Web Master
- D. Two members-at-large

## Section 2: Election Terms and Vacancy Appointments

- A. The board of directors shall be elected for one-year terms at the annual meeting in November each year.
- B. No board member may be elected to the same position for more than three (3) consecutive one-year terms with the exception of the Web Master, who may be elected for more than three one-year terms.
- C. If a board member cannot complete his/her term, a club member may be appointed by the board to complete that term except that the vice-president shall serve as president in the event the president's position is vacated.
- D. In the event that a board member is unable to fulfill their duties for at least one year due to illness or other extraordinary circumstance and has been elected to three consecutive terms, the board member may be allowed to be nominated for an additional term with the approval of the full board.

## Section 3: Meetings

- A. The board of directors shall meet at least 4 times each year at a designated location or via an electronic video platform.
- B. A closed executive session may be called as needed to discuss personnel or other management concerns.
- C. Except executive sessions, meetings are open to all club members.

## Section 4: Compensation

All Club Executive Board members shall serve without compensation and shall perform the duties prescribed by these bylaws and by RCSC Chartered Clubs.

## Section 5: Quorum

A quorum for meeting the Club Executive Board shall be six and all members of the Board are eligible to vote.

- a. To pass any item, 50% + 1 is required of those board members present.

## Section 5 – Expenditures

The Board may authorize any single expenditure up to \$1,000. Any expenditure over that amount, except in payment or charges related to social events where payments from members and guests are intended to cover the costs, requires membership approval.

## **ARTICLE III: Board Duties and Elections**

### Section 1 – Duties

- A. The President shall:
  - 1. Preside at all club meetings; direct all activities of the clubs Executive Board; communicate with the RCSC's club officer, assure that the club's rules and regulations are updated and officially recorded, assure that the officers list and independent contractor agreements (if any) are up-to-date and filed with the RCSC's club office.

2. Attend, or appoint another officer to attend, any meetings of the District, County, or State Democratic Party.
- B. The Vice-President shall: Preside in the absence of the President and shall perform such duties as may be required.
  - C. The Secretary shall: Record the minutes of all club meetings, ensure the retention and maintenance of the club's records, reports, and communications for three (3) years prior
  - D. The Treasurer shall:
    1. Be the custodian of all club funds collected.
    2. Assure that all monies are deposited and recorded accurately, and the club's financial reports are properly kept and maintained.
    3. Assure that financial reports are filed with RCSC's club office no later than January 31st and that federal and state reports are completed and filed in a timely manner.
    4. File Campaign Finance Reports if required with the Secretary of the State.
    5. Assure that the guest list and the guest fee is submitted to the RCSC club office no later than the 10th of the subsequent month. If RCSC Host Punch Cards are used for guests, the treasurer is responsible for purchasing those cards as needed.
  - E. Members-at-Large shall perform duties as may be assigned by the board.
  - F. Chairs of Standing Committee shall Perform duties of as outlined in Article IV.

#### Section 2 – Nominations

A slate of officers shall be selected by the Nominating Committee and published in the October newsletter. These candidates will be submitted to the membership at the November meeting. Nominations may be made from the floor following the report of the committee. No name shall be submitted unless that member has consented to serve. Nominees must be members in good standing of the Sun City Democratic Club and the Recreation Centers of Sun City.

#### Section 3 – Elections

The election may be a voice vote unless an office is contested. In contested races the election shall be by ballot. Only Sun City Democratic Club members with current recreation card numbers may vote.

#### Section 4—Quorum

- A. Members of the board of directors shall be elected by a majority vote of the members present at the annual membership meeting.
- B. A quorum is based on the most current RCSC Roster Data and the members present.
  1. For membership up to 100 members, a quorum shall be 20% of the membership;
  2. For membership between 101 to 400 members, a quorum shall be 21 or 10% whichever is greater;
  3. For membership above 400 members, a quorum shall be 41 or 5%, whichever is greater.
- C. A quorum shall be defined as the number of members attending either in person or live via an electronic video platform.

## **ARTICLE IV: Club Standing Committees**

Section 1 The Club shall have the following committees with the duties of the chairperson as indicated. In addition to standing committees, the board of directors, the executive committee, or the president may establish ad hoc committees as needed. The president shall inform the membership on the work of all standing and ad hoc committees.

- A. **Audit Committee:** The President shall call for volunteers no later than the November meeting. If more than three members volunteer, a vote of the members present shall decide the members to serve as the auditing committee. No Club Executive Board Member shall serve on this committee. Audit results should be presented to the Board at the February Board meeting then presented to members at the general meeting in March. This committee may be activated annually and whenever a need arises.
- B. **Nominating Committee:** During the May meeting, the President shall call for volunteers to serve on this committee. The committee shall prepare a slate of candidates to be publicized in the newsletter sent by the communication's chair 30 days prior to the November meeting. No member of the board of directors shall serve on this committee.
- C. **By-Laws Committee:** The bylaws shall be reviewed annually. The president shall call for volunteers to serve on this committee no later than June each year. The committee will review the bylaws for accuracy, consistency, grammatical correctness, and suggest any revision, if any may be required. Any revisions being recommended shall be presented to the membership at the September meeting and voted on in October,
- D. **Membership Committee:** Assure the completion, submission, and retention of the club's membership roster.
- E. **Program Committee:** Be responsible for arranging programs for the membership meetings in conjunction with other board members and committees as appropriate. The chair of this committee shall be a member of the board as defined in Article II, Section 1.
- F. **Communications Committee:** Be responsible for overseeing the club's newsletter for publicizing future meetings and activities, posters, and information published in various venues such as Sun City Independent and Sun Views. This committee shall oversee the maintenance of the club's website and newsletter and assure that the information on RCSC's website is accurate and up-to-date. All publicity will follow RCSC Chartered Club Rules.
- G. **Hospitality Committee:** Be responsible for social activities including refreshments at meetings.
- H. The board of directors may establish additional standing committees as needed.

## **ARTICLE V: General Membership and Executive Board Meetings**

Section 1 – General Membership Meetings

The Club will meet on the 1st Thursday of each month year-round except December.

- A. The November meeting shall be considered the annual meeting at which the annual election of board members must take place. Only Club members with current RCSC card numbers may vote. Guests may be present at this meeting but may not participate or vote.
- B. Special membership meetings may be called in accordance with BP 12 (10). Guests may be present at this meeting but may not participate or vote.

C. When a vote of the membership is required, a quorum shall be met as described in Article III, Section 4. Those present is defined as those members attending live via an electronic platform such as Zoom or in person.

D. All meetings of the club shall be conducted according to Roberts Rules of Order.

#### Section 2 – Board of directors Meetings

At least two (2) meetings of the Board of directors will be held each year. The meeting dates will be established annually and be included in the Usage and Meeting Date Schedule that is filed with the RCSC Club Office. Additional meetings may be held as needed.

### **ARTICLE VI: Finances**

#### Section 1 – Annual Dues

The annual dues are reviewed and established by the Board of Directors in June each year and subject to change by a vote of the membership at any regular meeting but may not be changed more than once a year. Renewal dues are payable on or before the February meeting.

#### Section 2 – Fiscal Year

The fiscal year shall be from January 1 through December 31.

#### Section 3 – Prorated Membership Dues

Any new member joining in October, November, or December shall be considered paid through the following year.

#### Section 4 – Bank Account Signatures

All designated bank accounts shall have the signatures of the Treasurer and either the President or Vice-President. Only one signature will be needed for normal operating costs. Two signatures are required for payments that require member approval under Article II, Section 5.

#### Section 5 – Visitors and Guests

Visitors (RCSC cardholders but not club members) and guests (non-RCSC cardholders) at social functions taking place at non-RCSC venues will pay the established per member cost for the event.

### **History**

Approved by the Board of Directors October 5, 2021

Approved by the General Membership November 4, 2021

Approved by the General Membership November 3, 2022