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# WHITEHALL DEMOCRATIC CLUB BYLAWS

## ARTICLE 1-OFFICES

**Section 1.** The registered office of the Whitehall Democratic Club shall be located at the Hokendauqua American Legion, 739 American Legion Drive, Whitehall Township, Lehigh County, Pennsylvania 18052.

**Section 2.** The Club may also have offices at such other places as the Executive Committee, from time to time, may determine.

## ARTICLE II-PURPOSE

It shall be the purpose of these bylaws to promote procedural guidelines for the Whitehall Democratic Club in the County of Lehigh, Commonwealth of Pennsylvania, and to promote the interests of the Democratic Party.

The following set of bylaws is hereby adopted:

## ARTICLE III-MEMBERSHIP

**Section 1.** The membership of the Club shall consist of registered democrats. The term "active member", as used in these bylaws, shall mean any natural person who is a resident of Whitehall Township and who is registered to vote as a democrat, and shall include a resident of the Borough of Coplay who is elected to the Board of Directors of the Whitehall Coplay School District. The term "associate member" shall mean a natural person who is a non-resident of Whitehall Township but who is a registered democrat.

**Section 2.** A member who has paid all required dues and assessments shall be entitled to receive all notices required by these bylaws and shall have the right to vote on all matters which are referred to the membership for

determination, providing such member is present in person when the vote is taken.

**Section 3.** An associate member who resides outside Whitehall Township but has paid all required dues and assessments, shall be entitled to receive all notices required by these bylaws but shall not have the right to vote and shall not have the right to hold office in the Club. (See "associate member," Section 1.)

**Section 4.** A member may be removed from membership in the Club upon a majority vote of the membership at a duly constituted meeting of the Club, for any one of the following reasons:

- A. Non-payment of dues or assessments for a period in excess of three (3) months.

#### **ARTICLE IV-EXECUTIVE COMMITTEE**

**Section 1.** The executive committee shall be composed of members of the Club who paid all required dues and who hold any of the following offices:

- A. Duly elected officers of the Whitehall Democratic Club
- B. Duly elected Chairperson of the Lehigh County Democratic Committee shall be an ex-officio member.
- C. Duly elected Democratic State Representatives for Whitehall Township legislative districts shall be ex-officio members.

#### **ARTICLE V-OFFICERS**

**Section 1.** The officers of the Democratic Club shall be chosen annually by a majority vote of the active members at the January or first official membership meeting of the year, and shall be a President, a Vice President, a Recording Secretary, a Financial Secretary, a Treasurer, and a Sergeant at Arms. Only active members (Whitehall residents) shall be eligible to hold

any Club office. The officers shall serve without compensation and shall hold office until their successors are duly elected. Any officer may be removed by the membership at any duly called membership meeting, for just cause, by a 2/3 vote of the members present and voting, providing that the notice for meeting requirements, as state in Article VII, Section 1, relating to amendments are complied with.

**Section 2.** The **President** shall preside at all meetings of the membership and Executive Committee. He shall have the power and duty of active management of the Club and shall see that all orders and resolutions of the membership and Executive Committee are carried into effect.

**Section 3.** The **Vice President** shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the Executive Committee may prescribe or that the President may delegate to him.

**Section 4.** The **Recording Secretary** shall take and record the minutes of all membership and Executive Committee meetings and safeguard them.

**Section 5.** The **Financial Secretary** shall maintain and make appropriate responses to all routine correspondence received by the Club and prepare such other correspondence as directed by the President, Vice President or Executive Committee; he or she shall also give notices of all meetings as required by these bylaws. He or she shall collect all dues and assessments levied by the Club and remit it to the Treasurer. He or she shall also maintain the role of the membership.

**Section 6.** The **Treasurer** shall have custody of the Club funds and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Club, and shall deposit all monies and other valuable effects in the name and to the credit, of the Club, in such depositories as shall be designated by the Executive Committee. He or she shall disburse the funds of the Club, as may be ordered by the Executive Committee, taking proper vouchers for such disbursements, and shall render to the President and members of the Executive Committee, at the regular meeting of the Executive Committee and membership, or whenever they may require it, an account of all his or her transactions as Treasurer and of the Financial Condition of the Club. If required by the Executive Committee, the Treasurer shall give the Club a bond, the premium of which shall be paid by

the Club, in such sum and with such surety or sureties as may be satisfactory to the Executive Committee, for the faithful discharge of the duties of his or her office and for the restoration to the Club, in case of his or her death, resignation, retirement, or removal from office, of all books, papers, vouchers, money, and other property of whatever kind in his or her possession or under his or her control, belonging to the Club.

**Section 7.** The **Sergeant at Arms** shall maintain order at the meetings of the membership and Executive committee, as directed by the President.

**Section 8.** Each year the incoming President and an active member shall review the Treasurer's accounts from the past year.

### **ARTICLE VI-MEETINGS**

**Section 1.** Membership meetings shall be held every third Thursday of each calendar month of the year except during any election month, when the meeting shall be held the Thursday immediately prior to the day of election and there will be no meetings during the months of June, July, August and December. Special Meetings of the membership and the Executive Committee may be called by the President, as he or she deems necessary or on the written request of ten percent (10%) of the active members of the membership or Executive Committee respectively. A quorum of ten (10) members shall be required to do business at a membership meeting.

**Section 2.** Executive Committee meetings shall be held on each Thursday one half hour (1/2) before the start of the membership meeting. Executive Committee will meet at 7:00 pm and membership meeting at 7:30 pm.

**Section 3.** Notices of all regular and executive meetings shall be in writing and sent via United States mail, e mail or fax to each member respectively at his or her latest address, fax number or e mail address as recorded on the books of the Club. Notices of special meetings must be mailed, e mailed or faxed to each member at least five (5) days prior to such meetings.

## **ARTICLE VII-AMENDMENTS**

**Section 1.** These bylaws may be amended at any meeting of the Club called for that purpose, by a majority of those present and entitled to vote at such meeting, provided that written notice of said meeting shall have been mailed to the members at least thirty (30) days prior to the date of said meeting, which notice shall include the proposed amendment(s).

## **ARTICLE VIII-ORDER OF BUSINESS**

**Section1.** Unless waived by a majority vote of the members present, the order of business at membership meetings and executive meetings shall be, insofar as is practicable, as follows:

- A. Call to order; Pledge of Allegiance
- B. Reading and approval of minutes of previous meeting
- C. Report of the Financial Secretary
- D. Report of the Treasurer
- E. Report of Committees
- F. Old business
- G. New business
- H. Election of officers
- I. Good of the order
- J. Adjournment

## **ARTICLE IX-RULE OF ORDER**

Unless these bylaws say otherwise, Roberts Rules of Order shall govern the proceedings of the Club.

Approved and enacted May 2002