

**BY-LAWS
OF
NORTH VALLEY DEMOCRATIC CLUB
OF
CLARK COUNTY, NEVADA**

PREAMBLE

We, the Democrats of the Northern Las Vegas Valley of Clark County, Nevada, seek to maximize the participation of residents in the Democratic Party as a powerful force in determining elections at all levels of the political process. We shall raise our voices on issues that directly impact the North Valley community and the progress of our State and local governments. Therefore, we hereby adopt these By-laws of the North Valley Democratic CLUB (NVDC).

ARTICLE I - NAME

Section 1. The name of this organization shall be the North Valley Democratic Club Of Clark County, Nevada (NVDC).

ARTICLE II - PURPOSE

Section 1. The purpose of this Organization shall be as follows:

- (a) To have full representation of Democrats residing in the Northern Las Vegas Valley
- (b) To have full representation of North Valley Democrats in the delegate selection and committee process at all levels of Democratic Party conventions and organizations
- (c) To select, screen, support and endorse Democratic candidates;
- (d) To encourage and develop political leadership and within the North Valley community;
- (e) To take public stands on issues relevant to the North Valley community;
- (f) To propose, support and, when necessary, oppose legislation relevant to the North Valley community.

ARTICLE III - AUTHORITY AND PROCEDURE

Section 1. The NVDC operates under the authority of the Clark County Democratic Party (hereinafter CCDP) and in compliance with its chartering requirement.

Section 2. **PROCEDURES:**

- (a) All regular and special meetings of the NVDC shall be conducted in accordance with these By- laws and Robert's Rules of Order;
- (b) All actions of NVDC, provided a quorum is present, shall be by vote of a majority present. EXCEPTION- an amendment to the By-laws, reversal of endorsement, vote of no confidence or censure shall require a 2/3 vote;
- (c) In accordance with the CCDP charter requirements, NVDC:
 - (1) May not take a position in support of a candidate for office other than a registered Democrat;
 - (2) May not endorse a Democratic candidate over any other Democratic candidate in any primary election or in an election in which both candidates are Democrats;

- (3) Shall support the County, State, and National Democratic Party;
- (4) Shall cooperate with other Democratic organizations in Clark County;
- (5) Shall provide annually to the CCSP in the first month of NVDC's fiscal year a roster of officers and a copy of the current by-laws.

ARTICLE IV - GENERAL MEMBERSHIP

- Section 1. The General Membership of the NVDC is open to any registered member of the Democratic Party who supports the Purpose of the NVDC.
- Section 2. The term of membership shall be from the beginning of fiscal year (February) through the end of the fiscal year (January).
- Section 3. Application to NVDC shall be on a membership form with the NVDC Letterhead providing at a minimum designated space for the applicant's name, voter registration address, phone number, e-mail, and signature.
- Section 4. **DUES:**
- (a) Membership dues are \$20 annually. Dues shall be collected from each member annually;
 - (b) The dues year shall be from February 1 through January 31;
 - (c) Any initial member who joins in the last quarter of the dues year (November through January) shall have their membership prorated to \$5. All other members shall pay \$20;
 - (d) A renewing member may pay dues in December and January of each year and have those dues apply to the following dues year;
 - (e) No member may be denied membership due to inability to pay. A waiver of dues can be made to the treasurer upon request. Said request will be automatically granted and dues will be noted as paid. A request for waiver is good only for the dues paying year and must be renewed annually.
- Section 5. Unless otherwise ordered by the NVDC Officers the general membership meeting shall be normally conducted on the third Thursday of each month at a time and place designated by the NVDC Officers. The General Meetings shall be open to the public unless a motion is made and passed by a majority of the members present to go into executive session.

ARTICLE V - ASSOCIATE MEMBERSHIP

- Section 1. Associate members are those members who are citizens but not yet registered to vote. In addition, all Democratic elected officials will be considered Associate Members
- DUES:**
- (a) Membership dues for an associate are \$10 annually. Dues shall be collected from each member annually;
 - (b) The dues year shall be from February 1 through January 31;
 - (c) Any initial associate member who joins in the last quarter of the dues

- year (November through January) shall have their membership prorated to \$5. All other associate members shall pay \$10;
- (d) A renewing associate member may pay dues in December and January of each year and have those dues apply to the following dues year;
 - (e) No associate member may be denied membership due to inability to pay. A waiver of dues can be made to the treasurer upon request. Said request will be automatically granted and dues will be noted as paid. A request for waiver is good only for the dues paying year such request is made. A waiver must be renewed annually.

Section 4 Associates shall have no voting privileges in the NVDC until they are U.S. citizens and a registered Democrat.

ARTICLE VI – OFFICERS

Section 1 The officers of the NVDC shall be a Chair, Vice Chair, Treasurer, Recording Secretary and Corresponding Secretary.

Section 2 The term of office for all officers shall be 2 years.

Section 3 Officers shall be elected by a majority vote at the Bi-annual Election meeting held in even number years in February.

Section 4 Officers shall be installed at the March General membership meeting.

Section 5 Should the position of an officer become vacant the NVDC Officers shall elect a person(s) to fill the vacanc(ies).

Section 6 No Officer shall succeed her/himself more than one time after having been elected to one full term of office. An exemption to this section is defined at Section VI Sections 17, 18, 19, and 20.

Section 7 As of February 1, 2009 all candidates for a voting office with the NVDC or its Officers must have been a registered, active member of the NVDC for the previous six months.

Section 8 **ACTIVE MEMBERSHIP:**

- (a) An active membership shall be considered to be a current dues paying member or a member with a waiver duly noted by the treasurer, who has been present at 4 of the previous 6 meetings.
- (b) Two consecutive unexcused absences immediately prior to the end of the 6 month period shall preclude the member from being considered an active member for the purpose of being a candidate for office.
- (c) The general membership by majority vote shall determine if the absences are unexcused. A candidate precluded from office based on an adverse unexcused absence decision can appeal the decision to the Officers.
- (d) A 2/3 vote of the Officers is needed to overturn an adverse membership determination regarding an unexcused absence. The decision of the Officers shall be final.
- (e) Five members of the Officers shall constitute a quorum for the purpose of considering an appeal regarding an adverse finding of two consecutive unexcused absences from the NVDC membership.

Section 9 **CHAIR**

- (a) The Chair shall preside over all NVDC meetings, and Board of Director meetings;
- (b) The Chair shall appoint members of the Standing Committees, and such Special Committees as are deemed necessary;
- (c) The Chair shall be an ex-officio member of all committees except the Nominating Committee;
- (d) The Chair shall initiate plans for the development of the NVDC;
- (e) The Chair shall coordinate NVDC efforts in support of North Valley office holders and candidates for public office as well as of Democratic office holders and candidates endorsed by our community;
- (f) The Chair shall execute the directives and programs of the NVDC;
- (g) The Chair shall appoint a Parliamentarian.

Section 10

FIRST VICE-CHAIR

- (a) The First Vice-Chair shall, in the absence of the Chair, preside at all meetings of the NVDC and the Officers;
- (b) The First Vice Chair shall oversee and coordinate activities for the recruitment and retention of general and associate membership;
- (a) The Vice-Chair shall perform such other duties as are assigned to the office by the Chair.

Section 11

SECOND VICE-CHAIR

- (c) The Second Vice-Chair shall, in the absence of the Chair and First Vice Chair, preside at all meetings of the NVDC and the Officers;
- (d) The Second Vice Chair shall oversee and coordinate activities for political advocacy;
- (b) The Second Vice-Chair shall perform such other duties as are assigned to the office by the Chair.

Section 12

TREASURER

- (a) The Treasurer shall chair the Finance Committee;
- (b) The Treasurer shall collect all dues and receive all monies belonging to the NVDC and deposit the same in a bank so designated by the Officers;
- (c) The Treasurer shall pay all expenditures approved by the NVDC and prepare an itemized monthly report to be distributed at the general monthly meeting. Said Treasurer's monthly report shall list all monies received and expended on behalf of the NVDC;
- (d) The Treasurer shall render a written annual report at the last fiscal meeting which may be submitted to an auditor selected and approved by the Officers;
- (e) The Treasurer shall establish and maintain financial records using accepted accounting methods;
- (f) The Treasurer shall propose and submit a budget at the beginning of each fiscal year;
- (g) There shall be three designated signatories on any check issued for the expenditure of funds;
- (h) Two signatures shall be required for any check issued. The signatures shall be any two of the following officers: Chair, 1st Vice-Chair, or Treasurer;
- (i) In the absence of one of the signatories listed in Article VI Section 12 (h) The Officers shall designate the needed signatory;

- (j) All contracts shall be signed by the Chair and one other officer;
- (k) In the absence of the Chair, the Officers shall appoint an alternate from the officers to have the necessary signatures for the signing of a contract;
- (l) The Treasurer shall perform such other duties as are assigned to the office by the Chair.

Section 13 RECORDING SECRETARY

- (a) The Recording Secretary shall keep a record of the meetings of the NVDC and of the Officers meetings;
- (b) The Recording Secretary shall copy, distribute, file, and preserve reports and perform such other duties as assigned by the Chair;
- (c) The Recording Secretary shall maintain a record of attendance and meeting records;
- (d) The Recording Secretary shall sign the attendance record;
- (e) In the absence of the Chair, First Vice Chair and Second Vice Chair the Recording Secretary shall preside at all meetings of the NVDC and the Officers;
- (f) In the absence of the Corresponding Secretary, the Recording Secretary shall assume the duties of the Corresponding Secretary in her/his absence.

Section 14 CORRESPONDING SECRETARY

- (a) The Corresponding Secretary shall maintain an active membership list;
- (b) Under the direction of the Chair or the Officers the Corresponding Secretary shall write official NVDC Correspondence;
- (c) The Corresponding Secretary shall provide meeting notices in accordance with Article VII Section 5 of the NVDC By-laws;
- (d) The Corresponding Secretary shall assist the Treasurer;
- (e) In the absence of the Chair, First Vice Chair, Second Vice Chair, and the Recording Secretary the Corresponding Secretary shall preside at all meetings of the NVDC and the Officers;
- (f) In the absence of the Recording Secretary, the Corresponding Secretary shall assume the duties of the Recording Secretary in her/his absence;
- (g) The Corresponding Secretary shall perform such other duties as are assigned to the office by the Chair.

Section 15 PARLIAMENTARIAN

- (a) The Parliamentarian shall advise the Chair as to the proper procedures conducting meetings, and shall rely on these By-laws and Robert's Rules of Order;
- (b) The Parliamentarian shall not have a vote on the Officers.

Section 16 NVDC officers shall not publicly endorse a candidate in their official NVDC capacity who has not been endorsed by the NVDC membership.

Section 17 No officer shall be eligible for election for more than two full terms in succession for the same office, except by an exemption approved by the general membership.

Section 18 Notice of the request for exemption referred to in Article VI Section 17

shall be given to the general membership. At a minimum said notice may be given at the meeting immediately preceding the nomination of officers meeting or by written notice to the general membership 10 days prior to the nominating meeting.

Section 18 A request for exemption of Article VI Section 17 shall require a 2/3 vote of the general membership.

Section 19 Failure to adhere to the requirements of Article VI Sections 17, 18, and/or 19 shall void the election of any officer elected in violation of Article VI Sections 17, 18, and/or 19.

ARTICLE VII MEETINGS

Section 1 The regular meetings of this organization shall normally be held in the boundaries of Nevada on the first Thursday of each month at a date and place designated by the NVDC Officers.

Section 2 Election of officers shall be conducted at the Bi-Annual Election Meeting to be held in even numbered years on normally the first Thursday in February. Sixty (60) days notice of the Bi-annual Election Meeting shall be provided to members by electronic or regular mail.

Section 3 Special meetings of the General Membership may be called for any purpose under the following requirements:

- (a) The location must be within the boundaries of the State of Nevada.
- (b) A special meeting may be called by the Chair
- (c) A special meeting may be called at the written request of two of the officers.
- (d) A special meeting may be called at the request of a two-thirds (2/3) majority of the membership of the Executive Committee.

Section 4 Special meetings called shall be chaired in the same manner as provided in Article VI.

Section 5 Notice of meetings shall be provided as follows:

- (a) Notice of any meeting shall be by electronic or regular mail.
- (b) Notices of regular meetings shall be sent no later than two weeks prior to the date set for the meeting.
- (c) The Secretary shall provide at the first fiscal meeting a list of the year's meeting dates for distribution to the membership.
- (d) A special meeting shall have a minimum two day notice. Such notice shall be by electronic mail, personal notice, or phone contact.
- (e) Regular mail is insufficient notice to meet the notice requirement for special meetings.
- (f) Notice requirements for special meetings may be waived by a 2/3 vote.

Section 6 A quorum of the general membership shall be at least 10 members. Associate members shall count for the establishment of a quorum.

Section 7 Associate members may participate in debate, serve on committees and submit motions for consideration.

Section 8 Associate members may not second motions, may not vote in any general, special or Officers meeting, and may not vote in any election.

ARTICLE VIII COMMITTEES

Section 1 There shall be the following Standing Committees:

- (a) Finance Committee
- (b) Voter Registration and Outreach Committee
- (c) Membership Education Committee
- (d) Recruitment and Retention Committee
- (e) Political Advocacy Committee

Section 2 **FINANCE COMMITTEE**

- (a) The Finance Committee shall be chaired by the Treasurer;
- (b) The Finance Committee shall be responsible for developing a yearly budget and financial plan for the organization.
- (c) The development of the budget and financial plan shall be done in consultation with the Officers. The Treasurer shall provide periodic reports to the Officers and to the membership.

Section 3 **VOTER REGISTRATION AND VOTER OUTREACH**

- (a) The Voter Registration and Outreach Committee shall elect its own chair;
- (b) The Voter Registration and Outreach Committee shall develop a voter registration and voter education outreach plan for the North Valley community with goals and time lines. Such a plan shall include Voter registration drives, registration of new residents, community forums, PSAs, get out the vote strategy, and a plan to organize predominately all North Valley districts;
- (c) The Voter Registration and Outreach Committee shall keep appraised of any organizing plan of the CCDP. The Voter Registration and Outreach Committee whenever possible shall work in concert with the CCDP.

Section 4 **MEMBERSHIP EDUCATION COMMITTEE**

- (a) The Membership Education Committee shall elect its own chair;
- (b) The Membership Education Committee shall prepare a packet of materials in Spanish and in English for distribution to new members which shall include a copy of the By-laws and an explanation of the State and Party structure for the State of Nevada;
- (c) The Membership committee shall organize periodic training sessions in Robert's Rules of Order;
- (d) The Membership Education Committee shall organize a speakers bureau on topics of issues and concerns for the membership;
- (e) The Membership Education Committee shall distribute a

yearly survey to determine the interest and concerns of the membership;

- (f) The Membership Education Committee shall compile in writing the rules and procedures for Nevada County, State and National Democratic Conventions;
- (g) The Membership Education Committee together with the Executive Committee shall monitor and lobby the CCDP and the Nevada State Democratic Party (NSDP) to ensure that North Valley residents are reflected in the CCDP and NSDP Inclusion and diversity policies.

Section 5

RECRUITMENT AND RETENTION COMMITTEE

- (a) The Recruitment and Retention Committee shall be chaired by the 1st Vice-Chair;
- (b) The Recruitment and Retention Committee shall develop a plan to recruit and retain general and associate members. Such a plan shall be voted and acted upon by the general membership.

Section 6

POLITICAL ADVOCACY COMMITTEE

- (a) The Political Advocacy Committee shall be chaired by the 2nd Vice Chair;
- (b) The Political Advocacy Committee will work on issues such as quality of life issues, health care, education, military recruitment, labor safety, the right to organize and predatory lending practices;
- (c) The Political Advocacy Committee will aid our Nevada Legislative Representatives on these and any other legislative issues that impact the North Valley community;
- (d) The Political Advocacy Committee will present issue oriented resolutions to the general membership for a vote and any further action deemed necessary. The general membership is not precluded from offering resolutions from the floor;
- (e) The Political Advocacy Committee shall organize community forums, help develop issue oriented PSAs, and present NVDC's positions through the media;
- (f) The Political Advocacy Committee shall identify, recruit, and encourage North Valleys to run for public office;
- (g) In conjunction with the CCDP and the NSDP, and elected Democrats the Political Advocacy Committee shall develop leadership workshops.

ARTICLE IX VOTING

Section 1.

- (a) Voting on all resolutions, election of officers, screening and endorsements, general policy, and legislative programs shall be open to the General Membership of the NVDC provided:
 - (1) The NVDC member joined the organization at least 30 days prior to the NVDC meeting at which they seek to vote;
 - (2) It has been certified that the member is a registered Democrat.

ARTICLE X ELECTIONS

- Section 1
- (a) Two months prior to the Bi-Annual Election (December) the Chair shall appoint three non-Officer members to form a nominating committee to nominate candidates for the Officer positions and for the Officers;
 - (b) The list of nominees shall be presented at the January meeting held immediately prior to the Bi-Annual Election.
 - (c) In addition to nominees by the nomination Committee, nominations shall be accepted from the floor;
 - (d) Only those general members who have paid dues or who have received a fee waiver as of the January meeting may vote in the elections so long as verification has been obtained that the individual is a registered Democrat;
 - (e) Members must be present in order to vote. There will be no proxy or absentee vote.
 - (f) Whenever possible the NVDC will strive for parity.

ARTICLE XI PARLIAMENTARY AUTHORITY

- Section 1
- (a) Rules contained in the most recent edition of Robert's Rules of Order shall govern NVDC on all matters not otherwise contained in these By-laws.

ARTICLE XII AMENDMENTS

- Section 1
- (a) The By-laws may be amended at any General meeting of the NVDC by a two-thirds (2/3) vote of the general members present, provided that written notice has been given to the general membership at least three weeks before the General Meeting and shall be effective upon approval.

ARTICLE XIII DISSOLUTION

- Section 1
- (a) Upon dissolution of NVDC, all funds and materials shall be transferred to the Clark County Central Committee.

ARTICLE XIV REMOVAL FROM OFFICE

- Section 1
- (a) An officer can be removed from office by a two thirds vote of the general members present for:
 - (1) Three unexcused absences;
 - (2) Misconduct;
 - (3) Non performance of duties;
 - (4) Publicly or financially supporting anyone other than a Democrat in a partisan election;
 - (5) Ten days notice shall be provided to the membership and the officer;
 - (6) The officer shall have an opportunity to answer the charge (s)

ARTICLE XV VENDOR PREFERENCE

- Section 1
- (a) For club mailings and other goods/services procured by the NVDC preference will be given to "union shops" whenever possible.

I hereby certify that the foregoing are the By-laws of the North Valley Democratic Club of Southern Nevada effective November 21, 2008

Chair