

**BY-LAWS OF THE
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

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

ARTICLE II - PURPOSE

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, except that an amendment to the By-laws, reversal of endorsement, vote of no confidence or censure shall require a 2/3 vote of the membership present;
- 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 any election in which more than one candidate is a Democrat;
 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 CCDP in the first month of each year all documentation required to maintain the club charter in good standing.

ARTICLE IV - MEMBERSHIP

Section 1. General Membership in 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 as well as the club fiscal year shall correspond with the calendar year.

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. Active Membership

- a. An active member shall be considered to be a current dues paying General Member or a General Member with a waiver duly noted by the Treasurer;

- b. Any new active member who joins at a meeting of the club shall be eligible to vote at the next regular meeting of the club;

Section 5. ACTIVE MEMBERSHIP DUES

- a. Active Membership dues are \$20 annually. Dues shall be collected from each member annually.
- b. The dues year shall be the same as each calendar year.
- c. No member may be denied membership due to inability to pay. A request for waiver of dues should be made to the treasurer. Said request will be automatically granted and dues will be noted as paid.
- d. A request for waiver is good only for the dues paying year and must be renewed annually.
- e. Any member who has not paid dues or requested a waiver by June 1st of each year shall be removed from the active membership roll of the club.

Section 6. Associate Membership

- a. Associate membership is available to all individuals who support the Purpose of the NVDC but are not eligible to register to vote. In addition, all Democratic elected officials will be automatically considered Associate Members unless they have previously applied for General Membership.
- b. Associate Members shall have no voting privileges in the NVDC. With the exception of Democratic elected officials, all individuals who are eligible to register to vote must do so and join as a General Member if they wish to participate in the activities of NVDC.
- c. Associate members may participate in debate and serve on committees.
- d. Associate members may not make or second motions, may not vote in any general, special or Executive Committee meeting, and may not vote in any election.

Section 7. Associate Membership Dues

- a. Associate Membership dues are \$10 annually. Dues shall be collected from each member annually. The dues year shall coincide with the actual calendar year;
- b. No associate member may be denied membership due to inability to pay. A

request for waiver of dues shall be made to the treasurer. 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.

ARTICLE V - OFFICERS

Section 1. The officers of the NVDC shall be a President, First Vice President, Second Vice President, Treasurer, Recording Secretary, Communications Secretary, Immediate Past President, an Officer At-Large from North Las Vegas, and an Officer At-Large from Las Vegas. These nine individuals shall comprise the Executive Committee of the NVDC.

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 numbered 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 with less than six months left in the term, the NVDC Officers shall elect a person(s) to fill the vacancy(ies). Otherwise, an election shall be held to fill the vacancy(ies).

Section 6. All candidates for a voting office with the NVDC or its Officers must be active members who have voting privileges with the club.

Section 7. President

- a. The President shall preside over all NVDC meetings, and Executive Committee meetings;
- b. The President shall appoint members of the Standing Committees, and such Special Committees as are deemed necessary;
- c. The President shall be an ex-officio member of all committees except the Nominating Committee;
- d. The President shall initiate plans for the development of the NVDC;

- e. The President shall coordinate NVDC efforts in support of North Valley office holders and candidates for public office as well as for Democratic office holders and candidates endorsed by our community;
- f. The President shall execute the directives and programs of the NVDC;
- g. The President shall appoint a Parliamentarian.

Section 8. First Vice President

- a. The First Vice President shall, in the absence of the President, preside at all meetings of the NVDC and the Executive Committee;
- b. The First Vice President shall oversee and coordinate activities for Political Organizing;
- c. The First Vice President shall perform such other duties as are assigned by the President.

Section 9. Second Vice President

- a. The Second Vice President shall, in the absence of the President and First Vice President, preside at all meetings of the NVDC and the Executive Committee;
- b. The Second Vice President shall oversee and coordinate activities for Membership Recruitment and Retention;
- c. The Second Vice President shall perform such other duties as are assigned by the President;
- d. The Second Vice-President will serve as the NVDC's representative on the CCDP's Community Outreach and Activism Committee.

Section 10. 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 account so designated by the Executive Committee, and shall maintain the membership rolls;
- 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 meeting of the fiscal year;
- 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. The Treasurer shall perform such other duties as are assigned by the President.

Section 11. 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 President;
- 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 President, First Vice President and Second Vice President the Recording Secretary shall preside at all meetings of the NVDC and the Executive Committee;
- f. In the absence of the Communications Secretary, the Recording Secretary shall assume the duties of the Communications Secretary in her/his absence.

Section 12. Communications Secretary

- a. The Communications Secretary shall maintain an active "contact list" of phone numbers of club members, and shall chair a "Calling Committee" whose purpose is to remind members of club meetings and events;
- b. Under the direction of the President or the Executive Committee the Communications Secretary shall write official NVDC Correspondence;
- c. The Communications Secretary shall provide meeting notices in accordance with Article VII Section 5 of the NVDC By-laws;

- d. The Communications Secretary shall assist the Treasurer in collecting dues and fees;
- e. In the absence of the President, First Vice President, Second Vice President, and the Recording Secretary the Communications Secretary shall preside at all meetings of the NVDC and the Executive Committee;
- f. In the absence of the Recording Secretary, the Communications Secretary shall assume the duties of the Recording Secretary in her/his absence;
- g. The Communications Secretary shall manage the online presence of the NVDC (social networking, webpage, etc) under the approval and guidance of the President and the Executive Committee;
- h. The Communications Secretary shall perform such other duties as are assigned by the President.

Section 14. Parliamentarian

- a. The Parliamentarian shall advise the President as to the proper procedures in conducting meetings, and shall rely on these By-laws and Robert's Rules of Order;
- b. The Parliamentarian is not a member of, and shall not have a vote on the Executive Committee;
- c. In the absence of the appointed Parliamentarian at a given meeting, the President shall appoint a replacement for the purposes of that meeting.

Section 15. NVDC officers shall not publicly endorse a candidate in their official NVDC capacity that has not been endorsed by the NVDC membership.

Section 16. All contracts shall be signed by the President and one other officer. In the absence of the President, the Executive Committee shall appoint an alternate to have the necessary signatures for the signing of a contract;

ARTICLE VI - MEETINGS

Section 1. Regular Meetings.

- a. The regular meetings of the general membership of this organization shall be held within the state of Nevada on a monthly basis at a time and place designated by the NVDC Executive Committee;

- b. Unless otherwise ordered by the NVDC Officers, meetings of the general membership shall be regularly conducted on the third Thursday of each month;
- c. Regular 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.

Section 2. Election Meetings

- a. Election of officers shall be conducted at an special Election Meeting to be held in February of even numbered years;
- b. Sixty (60) days notice of the Bi-annual Election Meeting shall be provided to members by electronic or regular mail.

Section 3. Special Meetings

- a. Special meetings of the General Membership may be called by the President or upon the written request of two members of the Executive Committee for any purpose;
- b. Any special meeting must be held within the boundaries of the State of Nevada;
- c. Special meetings called shall be chaired in the same manner as provided in Article VI.

Section 5. Notice of Meetings

- 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 Communications 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. Notice requirements for special meetings may be waived by 2/3 vote of the general membership present. Such a vote must occur before any business can take place at a special meeting that has not had notice as outlined in sections d above.

Section 6. A quorum of the general membership shall be at least 15 percent of the total active membership. Associate members shall not count for the establishment of a quorum.

ARTICLE VII - COMMITTEES

Section 1. Standing Committees

There shall be the following Standing Committees:

- a. Finance Committee;
- b. Political Organizing Committee;
- c. Membership Recruitment and Retention 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 Executive Committee. The Treasurer shall provide periodic reports to the Executive Committee and to the membership;
- d. The Finance Committee shall assist in planning and executing any fundraising deemed necessary by the club;
- e. The Finance Committee shall develop an annual fundraising plan. If necessary, they can form a sub-committee to plan and host fundraising events.

Section 3. Political Organizing Committee

- a. The Political Organizing Committee shall be chaired by the First Vice President and will include the At-Large Officers from North Las Vegas and Las Vegas;
- b. The Political Organizing Committee shall develop a voter registration and voter education outreach plan for the North Valley community with goals and timelines. 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 Democratic voters in all North Valley districts;
- c. The Political Organizing Committee shall keep apprised of any organizing plan of the CCDP. Whenever possible, they shall work in concert with the CCDP;

- d. The Political Organizing Committee will present issue oriented resolutions to the general membership for votes and any other further action deemed necessary. The general membership is not precluded from offering such resolutions from the floor;
- e. The Political Organizing Committee shall aid and inform our Nevada Legislative Representatives on any legislative issues that impact the North Valley community;
- f. The Political Organizing Committee may organize community forums, help develop issue-oriented PSAs, and present NVDC's positions through the media with the guidance of the Executive Committee;
- g. The Political Organizing Committee shall identify, recruit, and encourage North Valley Democrats to run for public office;
- h. The Political Organizing Committee shall communicate and coordinate club activities with the various Democratic campaigns, and be a point of contact between the club and said campaigns.

Section 5 - Membership Recruitment and Retention Committee

- a. The Membership Recruitment and Retention Committee shall be chaired by the Second Vice President;
- 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;
- c. The Membership Recruitment and Retention Committee Chair shall appoint a sub-committee of its members to serve as the Social Committee. The Social Committee will be responsible for club refreshments, parties, and greeting new members and guests to the club.

ARTICLE VIII - VOTING

Section 1. Voting on all resolutions, election of officers, endorsements, general policy, and legislative programs shall be open to the Active Members of the NVDC provided:

- a. The NVDC member joined the organization at least 28 days prior to the NVDC meeting at which they seek to vote;
- b. It has been certified that the member is a registered Democrat.

ARTICLE IX - ELECTIONS

Section 1. Elections Procedures

- a. Two months prior to the Bi-Annual Election (normally in December of odd-numbered years) the President shall appoint three non-Officer members to form a nominating committee to nominate candidates for the Officer positions;
- b. A list of nominees shall be presented at the 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 X - PARLIAMENTARY AUTHORITY

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 XI - AMENDMENTS

These 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 at the conclusion of the meeting in which they are approved.

ARTICLE XII - DISSOLUTION

Upon dissolution of NVDC, all funds and materials shall be transferred to the Clark County Central Committee.

ARTICLE XIII - REMOVAL FROM OFFICE

Section 1. Cause for Removal

An officer can be removed from office by a two-thirds vote of the general members present for any of the following reasons:

- a. Three unexcused absences from any regular meeting during a membership year ;
- b. Misconduct;
- c. Non-performance of duties;
- d. Publicly or financially supporting anyone other than a Democrat in a partisan election.

Section 2. Procedure for Removal

- a. Ten days' notice of the intent to vote on the removal of an officer shall be provided to the membership and the officer;
- b. The officer shall have an opportunity to answer the charge(s) prior to the vote.

ARTICLE XIV - VENDOR PREFERENCE

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 March 15, 2012

President

Attest:

Recording Secretary