

Lake of the Woods Democratic Club

Bylaws—April 2024

Name: The group shall be known as the Lake of the Woods Democratic Club.

Purposes: 1) The Club promotes the election of Democratic candidates for office. The Club is dedicated to the core democratic principles of justice, fairness, and concern for the welfare of all Americans. 2) The Club strives to become better informed about the national, state, and local governments and the issues before them. 3) The Club will not endorse candidates in the Democratic Primary unless there is only one candidate for the position.

Meetings: The Club will hold monthly gatherings as determined by the Steering Committee.

Membership: Payment of dues provides membership in good standing. The membership dues are due in January for the current year.

Expenditures: Steering Committee Coordinators are authorized to spend approved amounts in support of activities in their area of responsibility. Itemized receipts must be presented to the Treasurer for payment. Any other expenditures must be authorized by the Steering Committee.

Organization: Club activities are coordinated by the Steering Committee that meets at the pleasure of the Chair(s). Steering Committee Coordinators are elected annually for the following year. The Chair(s) may add, eliminate, or combine positions as needed. Coordinators may set up subcommittees to help with activities. Coordinator responsibilities are as follows:

- **Chair(s):** Acts as overall group leader. Coordinates and facilitates the work of the group. Prepares agendas. Conducts monthly meetings. Calls meetings of the Steering Committee as needed. Appoints Acting Chair as necessary.
- **Secretary:** Takes minutes of Steering Committee meetings and provides copies to Steering Committee members. Performs other duties as requested by the Steering Committee or Chair(s).

- **Treasurer:** Collects dues and other monies. Maintains a Club checking account and PO Box with key, which is checked regularly for dues and other mail. Pays expenses and keeps records of receipts and expenditures. Updates current list of paid members and forwards to Membership.
- **Membership:** Arrives to meetings early to meet and greet members. Welcomes newcomers to meetings, gets contact information, invites them to join the Club and provides new member applications. Gives new member information to the Treasurer. Sends welcome cards to new members and cards for illness and/or bereavement to members when indicated.
- **Publicity:** Publishes notice of meetings in *Lake Currents* and other outlets. Publishes articles about Club activities, including events and fundraisers. Maintains a Club website, social media platform, and email distribution site. Access to the Club email distribution list is limited to the Publicity Coordinator and Chair(s).
- **Special Events:** Plans and organizes all political and special events, such as the Annual Picnic, Holiday Luncheon, Democratic Social Hour, and other events as directed by the Steering Committee.
- **Nominating:** Secures nominations in October and November for Steering Committee Coordinators and presents slate to Steering Committee for approval. Conducts the annual election in December for the coming year.

Changes to Bylaws: A proposal must be submitted to the Chair(s) for discussion at the next Steering Committee meeting. If approved, the proposed change will be presented to the Club. A simple majority of votes cast determines the outcome.