

# **BYLAWS OF THE CIRCLE "C" AREA DEMOCRATS**

**Adopted July 14, 2008  
Amended June 7, 2010**

## **Article I. NAME:**

The name of this organization shall be **Circle C Area Democrats** (C-CAD).

## **Article II. PURPOSE**

The primary purpose of the Circle C Area Democrats is to foster an active, informed, and growing community of Democrats in Southwest Austin.

We believe in the ideals and values of the Democratic Party. We believe that democracy works best when more people participate. We believe that we should support our Democratic candidates financially and through volunteerism. We believe that, through our participation, we can make a difference in our community, our state, and our country.

## **Article III. ORGANIZATIONAL STRUCTURE**

Circle C Area Democrats shall be organized as a general purpose political committee (a "PAC") as defined by the Texas Ethics Commission, and shall adhere to the regulations set out in title 15 of the Texas Election Code (chs. 251 – 258) and in the rules adopted by the Texas Ethics Commission applicable to political committees.

## **Article IV. MEMBERSHIP, DUES & MEETINGS**

Membership is open to all Democrats who reside in Travis County and who support the purpose of this organization.

- A.** Membership dues shall be paid annually and are due at the September monthly meeting. The dues amount shall be set by majority vote of the executive board.
- B.** General meetings shall be held monthly on a regular date and time to be set by the executive board and published to all members. Should it become necessary for a regular monthly meeting to be rescheduled, the executive board must give written notice to the membership at least fourteen days prior to the alternate meeting day. Notice may be sent electronically.
- C.** Special meetings of the membership may be called by a majority vote of the executive board. Written notice must be given to the membership at least fourteen days prior to the special meeting. Notice may be sent electronically.

## Article V. EXECUTIVE BOARD

The executive board of C-CAD shall be comprised of the following officers: one president, one vice-president, one secretary, one treasurer, and three at-large representatives.

- A.** Meetings of the executive board of C-CAD shall be held as needed and shall be called by the president.
- B.** Elections – the executive board members of C-CAD shall be elected each year at the regular meeting in May by simple majority vote of the members present and voting. In case of a plurality vote among three or more nominees, a runoff shall be held between the two candidates receiving the greatest number of votes. Ballots shall be written and confidential.
- C.** Voting Eligibility – Members must be in good standing and must have joined and paid dues no less than thirty days prior to the election of officers in order to be eligible to vote.
- D.** Proxy Votes – Any member in good standing who is eligible to vote but is unable to attend a meeting at which a vote is held may delegate his/her power to vote to another member in good standing by valid written proxy. A valid written proxy must be signed by the absent member and must clearly identify the vote or election in which the proxy holder is authorized to vote. The proxy holder may cast a ballot on the absent member's behalf and the absent member shall be bound by the proxy voter's act.

A general proxy allows a proxy holder to vote however he or she sees fit on any matter that may be undertaken at the meeting for which the proxy is granted. A limited proxy lists certain candidates that a proxy holder may cast a vote for on behalf of the absent member, and also may instruct the proxy holder on how to vote on certain issues. A valid written proxy may grant a proxy holder both general and limited powers.

- E.** Nomination – The nominating committee shall present a slate of officers for consideration by the membership at the regular meeting in April. In addition, any member in good standing of C-CAD may nominate himself or herself or another member in good standing from the floor at the election meeting.
- F.** Removal – Any member of the executive board may be removed from office upon the affirmative vote of three-fourths (75%) of the members in good standing who are present at a duly called general or special meeting of the membership. Written notice of the intent to vote on an executive board member's removal must be provided to the membership at least fourteen days prior to the meeting at which the vote will be taken.

- G.** Resignation - Resignation shall be submitted in writing to the secretary or another officer of the club, and shall be deemed effective upon receipt. Any member of the executive board who files as a candidate for a public elected office must resign his/her position on the C-CAD board.
  
- H.** Succession & Vacancies – Officers shall continue to serve in their respective offices until their successors are chosen or until their resignation is in effect. Vacancies shall be filled at any time by a simple majority vote of the executive board subject to approval by the affirmative vote of a simple majority of the members in good standing present at the next general meeting.

*Article VI. DUTIES OF THE OFFICERS:*

- A.** President – The president shall preside at meetings of the organization and of the executive committee, and shall be an ex-officio member of all committees. The president shall be authorized to co-sign all checks drawn on the account of the organization.
  
- B.** Vice-President – The vice-president shall fulfill the duties of the president in his or her absence, and shall be an ex-officio member of all committees. The vice president shall be authorized to co-sign all checks drawn on the account of the organization.
  
- C.** Secretary – The secretary shall keep an accurate record of the business, decisions, and actions of the organization and the executive committee, including voting results, and shall report such meeting minutes at each regular meeting. The secretary shall accumulate and maintain the central permanent archive of such records. The secretary shall also be responsible for meeting notices and for maintaining the current roster of organizational membership.
  
- D.** Treasurer – The treasurer shall be responsible for the collection and disbursement of the organization’s funds, shall maintain an accurate record of all receipts and expenditures, and shall be authorized to co-sign all checks drawn on the organization’s account. The treasurer shall present a written report on the status of the organization’s finances at all regular meetings, or at other times when such reports shall be requested by a majority vote of the organization or the executive committee. The treasurer shall provide copies of the written report, along with club bank statements to executive committee members on a monthly basis for review. The treasurer shall timely file all financial reports required by the Texas Ethics Commission, and shall ensure that C-CAD is in compliance with the rules of the Texas Ethics Commission.

*Article VII. COMMITTEES*

- A.** The executive board shall appoint a webmaster, who shall serve as the chair person of the web committee.

- B.** In January of each year, the executive board shall appoint a nominating committee responsible for preparing a slate of officer candidates for consideration by the membership.
- C.** The executive board shall, as needed, appoint special committees for either a determinate period of time or for the period of time necessary for the specific task or project.
- D.** The executive board may appoint an audit committee to conduct an annual audit of all club transactions. If requested by two-thirds of members at any meeting, the executive board must appoint an audit committee to conduct an annual audit of all club transactions

### *Article VIII. FUNDING AND EXPENDITURES*

- A.** Political Expenditures. Any political expenditure over \$250, including those for candidate support following an endorsement, shall require a majority vote of the members in good standing who are present and voting at a duly called meeting of the membership and shall comply with relevant requirements of the Texas Ethics Commission.
- B.** Non-political Expenditures. The president may approve non-political expenditures of up to \$100.00. Non-political operating expenditures over \$100 shall require prior approval of either a majority of the members in good standing who are present and voting at a duly called meeting of the membership, or a majority of the executive board members. The president or the treasurer shall report such expenditures to the membership at the next duly called meeting.
- C.** Check Signing. All checks drawn on the organization's account shall require the signature of two executive board members who are so authorized.
- D.** Debit Card Use. The club's debit card may be used by an authorized card holder with written approval of another club account signer. An email would provide acceptable written approval.

### *Article IX. ENDORSEMENT PROCEDURES:*

- A.** In order to vote on endorsements, members must:
  - 1. Be current on dues,
  - 2. Have joined C-CAD no less than thirty (30) days before the endorsement meeting, and
  - 3. Have attended at least one general meeting of C-CAD during the six (6) months prior to the endorsement meeting.

4. Members whose membership has been lapsed for less than sixty (60) days because of non-payment of dues shall become eligible to vote at the endorsement meeting upon full payment of their dues.
- B.** The club Secretary shall prepare a role of club members eligible to vote each time the club votes on endorsements. Upon accepting a vote either in person or by e-mail, the club Secretary (or other designated member of the executive board) shall annotate the prepared role to mark that a vote has been made by the member.
- C.** Eligible club members may cast endorsement ballots by email. Club officers shall announce email voting procedures prior to any endorsement election. Casting an endorsement ballot by email will not be completely confidential, but club officers shall ensure that votes of club members by email are not shared beyond the club officers certifying the voters for the endorsement election.
- D.** Endorsement ballots cast in person shall be written and confidential.
- E.** A candidate must receive at least 55% of the vote of the members present and voting in order to receive C-CAD's endorsement.
- F.** There will be no runoffs. There will be no endorsement in any race in which no candidate gets 55% of the vote.

#### Article X. RULES:

Except as otherwise provided in these bylaws, Roberts Rules of Order (latest edition) shall govern procedures at all C-CAD meetings and other business that might affect C-CAD. The President of C-CAD shall serve as Parliamentarian or shall appoint a parliamentarian to serve on his/her behalf.

#### Article XI. AMENDMENTS:

Any member of C-CAD may propose amendments to these bylaws. All proposed bylaw amendments must be submitted in writing. Proposed amendments must be published at least twenty-one (21) days prior to their presentment for discussion at a regular monthly meeting, and may not be voted on until the next general meeting following their presentment. Amendments shall be adopted by a two-thirds majority vote of the members in good standing who are present & voting. Changes regarding the form of proposed amendments may be offered from the floor at the voting meeting and may be adopted without prior publication.