

CONSTITUTION OF THE WEST WINDSOR DEMOCRATIC CLUB

ARTICLE I Name and Purpose

- Section 1: The name of this club shall be the West Windsor Democratic Club (“the Club”).
- Section 2: The purposes for which the Club is formed are to unite all registered Democrats of West Windsor Township into an effective force for progressive political action; to encourage political involvement and community service; to serve as a forum for the discussion of public questions on all levels of government; and to advance the interests, causes and ideals of the Democratic Party by the promotion and endorsement of qualified candidates at all levels of government. The Club shall also encourage the serious consideration of qualified West Windsor Township residents for government jobs and appointments on the Federal, State, County and local levels.

ARTICLE II Membership

Section 1: Regular Membership - Any resident of West Windsor Township who is at least eighteen (18) years old, a registered Democrat, and is willing to foster, maintain, and promote the activities, interests and purposes of the Club may apply for regular membership.

Section 2. Affiliated Membership - Conditions for an affiliated Membership are as follows:

- a) Any resident of West Windsor Township, including those under the age of eighteen (18), not registered under any party label, and is willing to foster, maintain, and promote the activities, interests, and purposes of the Club may apply for affiliated membership. Or;
- b) Any non-West Windsor Township resident who otherwise meets the criteria for regular membership may apply for affiliated membership.

An affiliated member shall not have any voting rights within the Club.

Section 3: All Applications shall be received and reviewed by the Membership Committee. The Membership Committee shall report to the Executive Committee and to the Club members in writing (email) on the status of new membership applications on a monthly basis. The Membership Committee shall include advice with justification as to accept or reject each application. Club members may also advise on justification as to accept or reject each application by writing (email) to the Executive Committee. The Executive Committee shall choose by majority vote to reject an application for membership within 30 days of receiving such advice from the Membership Committee or 30 days from the presentation date of new members to current Club members, whichever is later.

Section 4: The current list of Club members shall be made easily available to all current Club members. The complete list of membership shall be communicated in writing (email) to current members at least once a year prior to April 1st. Club members may submit a request in writing (email) to the Membership Chair for the current membership list, with a response time of no greater than 30 days.

Section 5: Members in Good Standing – Members in good standing shall include all members meeting the requirements of Section I of this Article who have paid their membership dues, as established in accordance with the requirements of this Constitution and Chapter Three of the By-Laws.

Section 6: Responsibilities of Club Membership – While membership in this Club is voluntary, membership entails duties and obligations. All Club officers,

chairpersons and members owe a duty of respect to each other whether in a meeting or not. All Club officers, chairpersons and members must abide by the rules of parliamentary procedure (see Article Eight) and conduct themselves with decorum while a meeting is in progress. Membership in the Club entails a commitment to support the Democratic Party and its candidates and the taking of actions to meet that commitment.

ARTICLE III Officers, Powers and Duties

Section 1: The officers of this Club shall be the following:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Membership Chair
- f. Nominations & Elections Chair
- g. Parliamentarian

Section 2: Only regular members of the Club who have voted in the Democratic Primary at least once within the last two (2) prior calendar years shall be eligible for election to an office listed in Article III, Section 1.

Section 3: The President shall be the chief executive officer of the Club. The President shall be, with the Treasurer, a primary signatory authority on all checks. The President shall preside at all general and special meetings of the Executive Committee and General membership. The President shall enforce this Constitution and By-Laws and preserve order. The President shall, from time to time, advise the Executive Committee and the membership on the state of the Club. The President shall have general supervision of the affairs of the Club. The President shall be empowered to call special meetings of the Club for emergency reasons at any time while providing for the general welfare of the Club, and at the same time being responsible to the membership for the results of their actions. The President shall be an ex-officio member of all committees. The President or his or her designee shall be the only official spokesperson for the Club.

Section 4: The Vice President shall have and exercise all the powers and duties of the President in the case of the President's inability to act and shall perform such other duties as may be assigned by the President. In the absence of the President or the Treasurer, the First Vice President shall have signatory authority on all checks.

Section 5: The Secretary shall attend all meetings of the general membership as well as those of the Executive Committee. They shall take the minutes of all such meetings and shall have custody of said minutes, resolutions, reports, and official records of the

Club. They shall be responsible for sending out proper notices of all special meetings and conducting the correspondence of the Club under the direction of the President. They shall be responsible for reporting on all correspondence and bills received by the Club.

Section 6: The Parliamentarian shall advise the President as to the proper procedures for conducting meetings of the Club and committee meetings. At general meetings of the Club, the Parliamentarian shall be the final authority on all questions of order and parliamentary procedure, subject only to override by a motion to appeal the ruling carried by a two-thirds (2/3) vote of the members present. The Parliamentarian shall maintain the official Constitution and By-Laws of the Club, and from time to time, initiate proposals for amendments as the need arises. The Parliamentarian shall also review and either recommend a vote for or against or take no position on proposals for amendments to the Constitution and By-Laws originating from the general membership.

Section 7: The Treasurer shall have the care and custody of all the funds and financial records of the Club. They shall be, with the President, a primary signatory authority on all checks. They shall deposit promptly all monies received in a suitable bank and keep an accurate record thereof. They shall report to the Executive Committee the Club's financial statement no less than on a quarterly basis and respond to financial statement inquiries within 30 days. The books of account of the Treasurer shall be open to the inspection of the individual members and the Audit and Finance Committee of the Club. Following a change in Treasurer, a complete audit shall be conducted, and the Treasurer shall turn over all records to their successor immediately upon the successor's assuming office.

Disbursements shall be made and authorized based on the following conditions:

- a. Disbursements up to and including \$250 shall be authorized by either the Treasurer or the President, or by the Vice President as per their duties as stated in Article III Section 4
- b. Disbursements over \$250 and up to and including \$500 shall be authorized by a majority vote of the Executive Committee, as per Article IV
- c. Disbursements over \$500 shall be authorized by a majority vote of the members, as per Article VI

Section 8: The Membership Chair shall be responsible for maintaining a current and accurate record of the members of the Club. They shall be responsible for receiving and reviewing all membership applications and ensure that the membership process is followed as per Article II: Membership. The Membership Chair shall be pro-active in seeking to maintain and grow the Club membership, including but not limited to activities such as initiatives and communications regarding member benefits, renewals, and recruitment. The Membership Chair shall serve these functions while collaborating with the Club Executive Committee, relevant standing committees, and the general membership.

Section 9: The Nominations & Elections Chair shall be pro-active in seeking/ identifying qualified and willing Club members to seek election as officers. They shall conduct a fair, open and orderly process of selecting candidates for all elected Club positions. They shall conduct the election of officers whose terms are expiring at the next January meeting in accordance with the provisions of this Constitution and Bylaws. They shall also work in collaboration with the West Windsor Municipal Democratic Committee in support of the West Windsor Municipal Democratic Committee Local Candidate Endorsement Process bylaws. The Nominations & Elections Chair shall serve these functions while collaborating with the Club Executive Committee, relevant standing committees, and the general membership.

Section 10: Officers shall serve for two (2) year terms. President, Vice President, Treasurer, Secretary, Parliamentarian, Membership Chair and Nominations & Elections Chair shall be elected in December of an even year. Vacancies shall be filled by the Executive Committee.

ARTICLE IV Executive Committee and Standing Committees

Section 1: There shall be an Executive Committee composed of the following members:

- a. Officers of the Club
- b. West Windsor Township Democratic Committee Chairperson
- c. Mercer County Democratic Chairperson

All members of the Executive Committee shall have a single vote, with the exception of the Mercer County Democratic Chairperson, who shall be a non-voting member.

Section 2: The President of the Club shall serve as the chairperson of the Executive Committee, and the Secretary of the Club shall serve as the Secretary of the Executive Committee.

Section 3: A minimum of four (4) meetings of the Executive Committee shall be held annually. Special meetings of the Executive Committee may be called by the chairperson, or by four (4) members of the Executive Committee, who must notify the Parliamentarian at least 48 hours prior to the date and time at which they wish a special meeting to be convened. The Parliamentarian shall be responsible for notifying all other members of the Executive Committee of the special meeting not less than 24 hours prior to the state meeting time.

Section 4: A majority of the Officers of the Club shall constitute a quorum at Executive Committee meetings.

- Section 5: In addition to the powers and duties elsewhere specified in this Constitution and By-Laws, the Executive Committee shall have the supervision of the administrative affairs of the Club. The committee shall have the power to initiate and receive reports from any committee and advise thereof; to call special meetings of the Club; to take final action on all administrative matters not specifically provided for herein; and to take final action on any matter the urgency of which makes it impractical to call a regular or special meeting of the Club. (For purposes of this section, an emergency or “urgency” shall be defined as any matter which could conceivably cause substantial economic harm or otherwise threaten the welfare of the Club.)
- Section 6: All Executive Committee members are required to attend no less than the number of Executive Committee meetings equal to or greater than fifty percent (50%) of the number of meetings held in one calendar year, unless otherwise excused by the sitting President. In addition, no Executive Committee member shall miss three (3) unexcused consecutive Executive Committee meetings.
- Section 7: In the case where an Executive Committee member fails to meet the requirements set forth in Section 6 of this Article the President shall remove said member from the Executive Committee and appoint, by majority vote of the Executive Committee members present at the meeting at which the vote is taken, the new officer or chairperson in accordance with the procedures established in Article V, Section 3.
- Section 8: In addition to the Executive Committee, the President may establish Standing Committees to further the purpose of the Club. All members of Standing Committees serve at the pleasure of the President. Standing Committees members are not members of the Executive Committee and cannot vote on Executive Committee matters. The President may call members of a Standing Committee to report to the Executive Committee or to the general membership of the Club as needed. Standing Committees may include, but are not limited to, Audit & Finance, Publicity, Newsletter, Fundraising, and Voter Registration.

ARTICLE V
Terms of Office and Vacancies

Section 1: The term of office for all officers shall begin on a regular meeting in January following their election and shall expire on the regular meeting held in January, two years later.

Section 2: No member shall be eligible to hold the office of President beyond two (2) full consecutive terms. After the lapse of a minimum of one full term, a member shall again be eligible to run for the office of President.

Section 3: Should any seat on the Executive Committee become vacant during the year, the Executive Committee shall appoint, by a majority vote of the Executive Committee members present at the meeting at which the vote is taken, a new officer or chairperson. The Executive Committee shall make such appointment only after the vacancy has been advertised to the membership for at least two weeks before the date that the Executive Committee has established for any interested, qualified member to submit his or her name to the Nominating Committee to be considered for filling such vacancy. The person appointed to fill such vacancy shall continue in such position, subject to Section 5 of this Article, until the next Club election at which said position would be subject to term expiration in accordance with Section 1 of this Article and in accordance with Article Four, Sections 1 and 8.

Section 4: Election of all officers pursuant to Article III, Section 2, and Article IV, Section 1(b) shall be by a majority vote. If no candidate for an office receives a majority of the votes cast, then a runoff election shall take place immediately after the first round of voting, between the two candidates who received the most votes in the first round. Elections will be held at the regular meeting in December.

Section 5: In the event that any officer or Standing Committee Chairperson of the Club fails to enforce the provisions of this Constitution, to carry out the express wishes and policies as set forth by the membership, or fails to carry out his or her duties in accordance with the applicable provisions of this Constitution or the By-Laws, it shall be proper for any member having cognizance of such failure to comply or to act, to move at any regular meeting of the Club at which a quorum is present, for such officer's or chairperson's removal from office upon the following having been complied with:

- a. The member who wishes to make the motion for removal shall first notify the President, in writing, with specificity at least thirty (30) days prior to the general membership meeting at which the member wishes to make such a motion.
- b. Any member whose removal is being sought is then notified by the President, by certified mail, at least twenty-one (21) days prior to appearing before the Executive Committee. The individual who is the subject of such a charge may waive the aforesaid twenty-one (21) day period, in which case, the President shall have the right to call a special

meeting of the Executive Committee to address and vote upon the charge(s).

- c. The Executive Committee, upon a finding that there is sufficient evidence that there has been dereliction of duty as described in Article V, Section 5, and with a majority vote, shall submit the question of removal to the general membership. Such a motion must be approved by two-thirds (2/3) vote of the members present at the meeting wherein the charges are brought. Voting shall be by secret ballot. In the event any question arises that is not covered by the Constitution, concerning removal of officers and chairpersons, Robert's Rules of Order, Newly Revised, shall be the guide in resolving such question.
- d. Only those holding Club membership for 90 days shall be eligible to vote on removal from office.
- e. The actions on removal by the Executive Committee and the general membership are final.

ARTICLE VI
Voting Eligibility

- Section 1: All regular members shall be entitled to vote on all matters and all elections except as stated in this Article.
- Section 2: The right to vote in the election of officers and Standing Committee Chairpersons shall be limited to those who are regular members in good standing and who have paid their membership dues at or before the September general meeting of the current year and have attended as a member no fewer than three (3) regular meetings within the 12 months immediately preceding the Club officer election.
- a. Dues are payable on January 1 of each calendar year and must be paid by the first general membership meeting in March to be considered continuous membership. Members shall not be eligible to vote for officers or expulsion until dues are paid. (Note: Membership cards shall not be mailed.) A person who has not paid his/her dues within the first 3 months of the calendar year shall no longer be a member. Such person's membership may be reinstated upon payment of dues for the calendar year.
- Section 3: A Club member, in order to vote for all other Club matters, must be a member in good standing for at least sixty (60) days.
- Section 4: Voting on any question except election of officers may be made by voice, show of hands, or secret ballot. However, when a vote has been taken on a measure, any member, with a second, may demand and obtain a vote by secret ballot.
- Section 5: Youth committee members shall not have the power to vote but shall have the power of voice.
- Section 6: Except as otherwise provided for in this Constitution and the By-Laws, voting in all matters shall be by plurality vote.

ARTICLE VII
Expulsion of Members

Section 1: A member who is convicted of a crime (as defined in N.J.S.A. 2C:1-4) during his or her membership shall be expelled. A member may be expelled by a two-thirds (2/3) majority vote by the general membership in any meeting at which a quorum exists, if the member: (i) is convicted of a misdemeanor or disorderly persons offense during the term of his or her membership; (ii) has engaged in behavior contrary to the purposes of this Club; or (ii) has purposefully harmed any Club member by word, deed or action.

In such instance, it shall be proper for any member to move before the Club for the expulsion of another member provided the following has been complied with:

- a. The member who wishes to make the motion for removal shall first notify the President, in writing, with specificity at least thirty (30) days prior to the general membership meeting at which the member wishes to make such a motion.
- b. The member whose removal is being sought is then notified by the President, by certified mail, at least twenty-one (21) days prior to appearing before the Executive Committee. The individual who is the subject of such a charge may waive the aforesaid twenty-one (21) day period, in which case, the President shall have the right to call a special meeting of the Executive Committee to address and vote upon the charge(s).
- c. The Executive Committee, upon a finding that there is sufficient evidence that there has been a violation, and with a majority vote, may submit the question of removal to the general membership. Voting shall be by secret ballot. In the event any question arises that is not covered by the Constitution and By-Laws, Robert's Rules of Order, Newly Revised, shall be the guide in resolving such question.
- d. Only one member may be expelled on any one motion.
- e. Only those holding Club membership for 90 days shall be eligible to vote on expulsion.
- f. The actions on removal by the Executive Committee and the general membership are final.
- g. Application for membership may occur one year later, and shall be subject to the membership application process as detailed in ARTICLE II.

Section 2: A member who registers to vote under any party affiliation other than that of the Democratic Party, without good cause as determined by a vote of the Executive Committee, voluntarily relinquishes his or her Club membership and shall immediately be removed from the Club's membership list without notice, or refund of dues paid.

ARTICLE VIII Parliamentary Authority

Section 1: The Rules contained in Robert's Rules of Order, Newly Revised, shall govern the Club in all cases to which they are applicable and to the extent they do not conflict with the Constitution and By-Laws of the Club.

ARTICLE IX Amendments

Section 1: Amendments to this Constitution and By-Laws shall be read and passed upon the first reading by a simple majority of the members present and shall be referred to the Constitution and By-Laws Committee, which shall consider such proposed amendment, and recommend either a vote for or against or take no position on the proposed amendment(s). All members shall be provided with a copy of the proposed amendments(s) along with the report of the Constitution and By-Laws Committee. The proposed amendment(s) shall be read and voted upon at the next regular meeting. A simple majority of the members present shall be required to pass such proposal on second reading if the proposed amendment(s) was (were) recommended for a vote for passage by the Constitution and By-Laws Committee. A two-thirds (2/3) majority vote of the members present shall be required to pass such proposed amendment(s) if the Constitution and By-Laws Committee recommended non-passage of the proposed amendment(s) or took no position.

Section 2: The Club President may, with the advice and consent of the general membership, waive the second reading required under Section 1, above and call for a final vote on any proposed amendment when:

- a. The amendment for which the vote is being called originated from the Constitution and By-Laws Committee, and,
- b. No objections to the proposed amendment(s) were heard from the members present at the meeting.

BY-LAWS
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Chapter One Nominations and Elections

- Section 1: The Nominations & Elections Chair shall receive nominations for officers prior to the election of officers at the December Club meeting. They shall verify the eligibility of all nominees to serve. The Nominations & Elections Chair shall work with the Secretary and Membership Chair to determine the eligibility of Club members to vote in the election of officers.
- Section 2: The Nominations & Elections Chair shall announce which officer positions will be voted upon by the membership by the general Club meeting in November. They shall present as its report a list of candidates by position sought to the membership, by the general Club meeting in December.
- Section 3: The names of each candidate for each office shall be prominently displayed during the election so that members can accurately write the name of their candidate of choice on the ballot.
- Section 4: The Nominations & Elections Chair shall announce any vacancy of an office at the next regular Club meeting and shall ask for nominations to be referred to the Executive Committee for consideration.
- Section 5: No proxy or absentee ballots shall be allowed at any election, provided however, that at a regular meeting where a quorum is present, the members may vote to allow the use of proxy ballots, absentee ballots, or both for a specified vote to be taken at the next meeting.
- Section 6: Voting for the election of officers and standing committee chairpersons shall be by secret ballot, except in those cases where there is no contest.
- Section 7: Elections shall be conducted at the December or January general meeting, depending on scheduling availability.

Chapter Two Meetings and Quorum

- Section 1: Twelve (12) members in good standing present at any regular or special meeting shall constitute a quorum for the transaction of business by the Club.
- Section 2: The Club shall meet on the fourth Tuesday of each month, at a place to be designated by the President of the Club. In the event that a meeting place or date is changed, notice of such change shall be provided by email at least two (2) weeks prior to the next meeting.
- Section 3. A meeting may be declared a closed meeting. On motion of any member in good standing, or presiding officer, properly seconded and approved by a majority vote of the members present, a meeting shall be declared closed at which time any nonmember shall be required to leave.

Chapter Three Dues

- Section 1: Individual Membership dues is suggested at twenty (\$20.00) dollars per calendar year.
- Section 2: Family Membership dues is suggested at thirty (\$30.00) dollars per calendar year, which entitles immediate members of a family to enjoy full benefits of the Club.
- Section 3: New members approved (and dues paid) in October, November or December shall be considered as having paid their dues through the following calendar year.
- Section 4: Membership dues amounts can be changed on an annual basis via a majority vote of the Executive Committee.

Chapter Four Committees

Section 1: The Club President may appoint such ad hoc committees as they may deem advisable and necessary.

Chapter Five Endorsements of Candidates for Public Office

Section 1: The Club shall encourage, recommend, endorse and support qualified candidates for elected and appointed public offices. To qualify for endorsement, such candidates must express views supportive of issues consistent with the purposes and positions of the Club.

Section 2: The Club will follow the schedule for the endorsement process that is set by the West Windsor Democratic Committee and participate in a joint endorsement process wherein the Club will have three (3) votes that will be added to the Committee's maximum total votes of thirty-two (32).

Section 3: Committee Members will not be allowed to participate in the Club endorsement vote, as they already have a vote on the Committee. Only Club members meeting all voting eligibility requirements stated above will be able to vote for the endorsement to determine how the three (3) votes will be cast. The candidate or slate that wins a simple majority of Club votes will win all three (3) Club votes. If the majority of votes are cast to not endorse any candidate or slate, then the three (3) Club votes will be cast in favor of not endorsing anyone.

Section 4: No funds of the Club may be expended on behalf of any endorsed candidate except in a special or general election for public office.

Section 5: The Club will not provide to candidates, or anyone else, or any other organization, the membership contact lists whether in email or hard copy form.

Chapter Six Amendments

Amendments to this Constitution and By-Laws shall be undertaken in accordance with Article IX of the Constitution.

Revision History

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