



BYLAWS
of the
UPPER LEHIGH DEMOCRATIC CLUB

Adopted March 8, 2020

Revised March 10, 2026

Bylaws of Upper Lehigh Democratic Club

Article I Title and Scope

This organization shall be known as the Upper Lehigh Democratic Club (herein after referred to as “Club”) and organized under the following bylaws.

This organization shall execute the necessary actions to support the mission statement.

This organization shall focus its activities on all governmental institutions and elective positions that have a direct association with Lehigh County.

The Club and its members shall not discriminate against or harass anyone for any reason including, but not limited, to: race, religion, nationality, disability, gender, gender identity, sexual orientation, age, ancestry, economic status, social status, marital status, or citizenship status.

Article II Membership

Section 1 Membership

The Club shall maintain an open membership for all registered Democrats who are residents primarily from the townships and boroughs as listed in the mission statement. All members shall provide contact information including, but not limited to name, email address, phone number and mailing address.

Membership in the organization shall constitute permission to be contacted with periodic information pertaining to the club.

Section 2 Membership Voting

Members who are registered to vote as Democrats, have paid the current dues and have attended a minimum of one of the previous three general meetings, shall have voting rights on all matters.

Members that do not meet all these requirements are not eligible to vote until the requirements are met.

New members are permitted to vote at the first meeting attended.

Article III Officers

Section 1 Club Officers

The club officers shall be: President, Vice-president, Secretary, and Treasurer. All officers must be members in good standing.

Section 2 Election of Officers.

Election of all officers shall take place as the first order of business at the first general club meeting in January in odd-numbered years.

The president shall appoint a nominating committee at the October meeting of even-numbered years, consisting of 3 voting members who shall discuss, accept and submit a list of candidates for club offices to the secretary by November 15.

The secretary shall publish the list of candidates to all voting members by December 1 and shall indicate that additional nominations will be accepted from the floor at the reorganization meeting in January.

Officers are elected by a majority of the voting members present at the reorganization meeting.

Officers are elected for a two-year term with a maximum of 3 consecutive terms for the same office.

Section 3 Officer Vacancies

A vacancy in an officer position is created by the death, incapacitating illness, resignation or clear failure to discharge the duties of the office as determined by a 2/3 vote of all of the executive committee

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members. The date of death; resignation; or vote regarding incapacity, illness or failure to discharge the duties of office shall be deemed an “occurrence” of an officer vacancy for purposes of the timelines for filling of the vacancy, as more fully described below.

All vacancies shall be filled for the remainder of the term.

A vacancy in the position of president shall be filled by the vice president. The position of the vice president shall then be considered vacant.

The procedure for filling all officer positions, with the exception of the president, is as follows:

1. Within 14 days of the occurrence of the vacancy, the executive committee shall discuss, accept, and submit the name(s) of the candidate (s) to the secretary
2. The Secretary shall publish the name(s) of the candidate(s) to all voting Club members within 7 days of receipt of the name(s) of the candidate (s).
3. A vote to elect the candidate(s) will occur at the next general meeting which occurs at least seven days after the publication of the name(s) of the candidate(s)

Article IV Duties of Officers

Section 1 President

The president:

Shall preside over club meetings.

Shall organize speakers and events either directly or by task delegation to members.

Shall carry out directly or delegate to members any special directives as voted on by a majority vote of the executive committee members

Shall, jointly with the treasurer, sign checks and authorize electronic funds transfer and credit card purchases over \$250. However, expenditures over \$1000 shall be approved by a majority of the members at a general membership meeting.

If for any reason the office becomes vacant, the outgoing president shall deliver all materials related to Club to the Vice President within 14 days.

Section 2 Vice President

The vice president shall act to assist the president and club officers and, in the absence of the president, shall perform the duties of the president.

If for any reason the office becomes vacant, the vice president shall deliver all materials related to the Club to the President within 14 days.

Section 3 Secretary

The secretary:

Shall take minutes at all meetings. In the case of an absence of the secretary at a meeting, the vice-president shall take minutes.

Shall publish electronically previous general meeting's minutes to all members no later than 7 days prior to the next general meeting.

Shall publish electronically the previous executive committee meeting's minutes to all executive committee members no later than 7 days prior to the next executive committee meeting.

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Shall keep an updated membership list and keep records of attendance at each general meeting.

Shall publish the general meeting agenda electronically to all members no later than 48 hours before a general meeting.

Shall keep all documents, records, and correspondence of the Club.

Shall produce the Club's materials for inspection upon request of any voting member within an 14 days. If for any reason the office becomes vacant, the secretary shall deliver all materials related to the Club to the President within 14 days.

Section 4 Treasurer

The treasurer:

Shall establish and maintain an account in a financial institution approved by the officers.

Shall collect and record membership dues.

Shall record and deposit any funds collected from any source into the financial institution within a reasonable time frame.

Shall only disperse funds in excess of \$250 once an expenditure has been directed by a majority vote of the executive committee. However, expenditures over \$1000 shall be approved by a majority of the members at a general membership meeting.

May sign checks and authorize electronic funds transfers and credit card payments up to and including \$250. The president and the treasurer shall jointly sign checks and authorize electronic funds transfers and credit card purchases over \$250.

Shall report up to date information on the Club's finances at every general meeting.

Shall submit all financial reporting required by all levels of government within the designated time given to do so.

Shall produce materials for inspection by request of any voting member within 14 days.

If for any reason the office becomes vacant, the treasurer shall deliver all materials related to Club to the President within 14 days.

Section 5 Transition of Officers

After the reorganization meeting, the outgoing officers shall deliver all records and materials related to Club to their successors within 14 days.

Article V Organization

Section 1 Standing Committees

The initial standing committees shall be as follows:

Executive Committee

Communication

Fundraising

Outreach

Events

Each standing committee shall have a chairperson(s) appointed by the president after consultation with the committee members and shall have as many members as necessary to accomplish assigned tasks. Membership in the standing committees shall be recommended by the chairperson and approved by the President.

From time to time the executive committee may remove existing standing committees or create additional standing committees at will without modifications to the bylaws.

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Section 2 Executive Committee

The executive committee shall consist of the officers of the club and the committee chairs of each of the

4 remaining standing committees, a club member representing organized labor, and one at-large member from the general voting membership appointed by the executive committee.

The executive committee shall take actions to ensure that the club activities are in concert with the mission statement of the club and direct the actions of the standing committees and any other ad hoc committees.

The executive committee shall meet a minimum of approximately one week prior to the next general meeting to establish the general meeting agenda and establish club priorities.

A quorum for executive committee meetings is defined as 1/2 of the members. To fulfill quorum requirements for a meeting, a member is considered present if he or she is participating by conference call.

For purposes of emergency votes that take place electronically, a quorum is defined as 1/2 of the entire executive committee.

A special meeting of the executive committee may be called by the President or 2/3 majority of the executive committee members with at least three days notification to each executive committee member of the date, time and place of the special executive committee meeting.

Section 3 Meetings

The president shall announce dates, times, and locations of general meetings and executive committee meetings.

There shall be a minimum of 1 general meeting each calendar quarter. Dinners or other special events may constitute a general meeting if so designated by a vote of voting membership.

Attendance will be taken at such events for purposes of membership statistics.

For purposes of taking official action at all meetings, a quorum is required.

A quorum is defined as 1/4 of the voting members in attendance at the general meetings and the quorum shall be confirmed by the Secretary at the commencement of each general meeting.

Motions are made and seconded by voting members prior to voting.

Motions are passed by a majority which is defined as 50% plus 1 of the voting members in attendance.

Meetings shall be conducted under the current version of Roberts Rules of Order.

A special membership meeting may be initiated by a formal call by the President, 2/3 majority of the Executive Committee or by 1/4 of the voting members of record. The Secretary shall provide notice to the membership of the date, place and time of the special meeting within seven days of the initiation of the special meeting, and the special meeting shall be held no earlier than 7 days after notification of the membership.

Section 4 Communications

The secretary or the secretary's designee shall be responsible for maintaining up to date information on the club webpage and social media page(s) and shall maintain an accurate contact list of all members.

All notifications to the membership from the Secretary shall be provided by email.

Article VI Financial

Section 1 Dues

The fiscal year of the Club is the calendar year.

The membership shall establish the amount of membership dues by a majority vote of the voting members present at a general meeting.

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Renewal of membership shall occur by payment of dues at the start of the fiscal year.
Dues shall be collected by the Treasurer.

Section 2 Incoming Funds

The Treasurer shall deposit all incoming funds into the club account except for necessary cash on hand and report all incoming funds at general meetings.

Section 3 Funds Disbursement

The Treasurer shall disburse funds as described in Article IV , Section 4

Article VII Candidates for Public Office

Section 1 Endorsements

The club shall not endorse any Democratic candidates for public office prior to any primary elections. The club may endorse candidates post primary with a 2/3 vote of its voting members in attendance at the general meeting.

The vote shall be advertised electronically no less than 7 days before a meeting when the vote is called. The club may endorse propositions on a ballot with the majority vote of its voting members in attendance at the general meeting. The vote shall be advertised electronically no less than 7 days before a meeting when the vote is called.

Section 2 Support Activities for Candidates

The club shall not provide support to candidates in Primary elections, except that the club may provide information to inform the electorate of the identity of all registered Democratic candidates appearing on the ballot for office in the primary election.

In general elections, the club may provide resources including, but not limited to, advertising, and electoral support activities such as GOTV (get out the vote), phone banking, canvassing, and the like to Democratic candidates for public office.

A budget for financial support of general election campaign activities shall be developed and approved by a vote of the Executive Committee. This budget shall then be presented at a general meeting to the membership for approval prior to any expenditure. The membership shall be notified electronically no less than 7 days prior to the general meeting at which a vote to approve this budget is scheduled. This budget shall be passed with a majority vote of the voting members in attendance at the general meeting.

Article VIII Amendments

Proposed changes and/or amendments to the bylaws shall be reviewed and approved by a majority vote of the executive committee.

After executive committee approval, the membership shall be notified electronically at least 7 days prior to a general meeting at which any changes and/or amendments to bylaws is scheduled for a vote. Such electronic notification shall include a written copy of the proposed changes and/or amendments.

At the general meeting, all changes and/or amendments to the bylaws shall be approved by a motion, a second, and a vote of a 2/3 majority of the voting members in attendance at the general meeting. The amendment(s) become(s) effective immediately after an affirmative vote. Upon approval of any changes or amendments, a copy shall be submitted to the LCDC (Lehigh County Democratic Committee) by the

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secretary and posted on the Club website.

Adopted at a general meeting of the membership on March 8, 2020

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