

Bylaws of the Mesquite to Moapa Democrats

Article I. Purpose

The purposes of the Mesquite to Moapa Democrats are to:

Identify and take positions on issues of importance to residents of the Virgin and Moapa Valleys in Clark County, Nevada;

Educate the community on these issues and the positions of the Mesquite to Moapa Democrats;

Influence government, industry and Democratic Party positions and decisions on these issues;

Support candidates of the Democratic Party who are sympathetic to the positions of the Mesquite to Moapa Democrats.

Article II. Membership

- A. Any individual qualifies for membership in the Mesquite to Moapa Democrats if:
 - 1) The individual is
 - i. a registered Democrat; or
 - ii. is ineligible to vote (due to minority, non-residency or other legal impediment), but pledges to register as a Democrat when eligibility is attained; and
 - 2) The individual is at least fourteen years of age; and
 - 3) The individual supports the purposes of the Caucus as stated in Article I.
- B. A qualified individual shall be considered an Active Member only if:
 - 1) The individual has been a member for at least 30 days, and
 - 2) The member has paid all required dues.
- C. A member becomes inactive if the dues are not paid within 60 days of the due date. Membership terminates if an individual remains inactive for more than 12 months. Inactive members are not allowed to vote on club matters.

Article III. Dues

- A. Each member shall pay dues on an annual, calendar year basis, as follows:

Adult	\$20
Student (full time high school or college)	\$10
Sustaining	\$50
Benefactor	\$100

- B. Dues for each calendar year are due by January 31 of that year. Members are encouraged to renew their annual dues by January 31 of each year. However, members can renew their dues within 60 days of the anniversary date of joining. After that period of time, membership will be considered inactive. The dues of new members who join after September 30 will be applied for the following calendar year.
- C. The amounts of the dues may be changed no more than once annually by recommendation of the Board of Directors and approval of the membership by majority vote.

Article IV. Meetings

- A. Regular Meetings
The Chair shall schedule at least five regular Membership Meetings each year. Meetings shall be held in person in Clark County and/or online. Two of such meetings shall be held in the months of February and March to fulfill the requirements of the election process.
- B. Special Meetings
 - 1) Special Membership Meetings may be called by the Chair at any time, on notice as specified below.
 - 2) In the absence of the Chair, any two officers may call a special meeting, on notice as specified below.
- C. Notice of Meetings
 - 1) Notice of regular meetings shall be given at least ten days in advance and notice of special meetings shall be given at least three days in advance, to all active members, in any manner as follows:
 - a. Notice in writing by U.S. mail,
 - b. Notice in writing by email, or
 - c. Telephone message.
 - 2) Notice of any meeting shall be deemed sufficient by any manner specified above if such notice includes the date, time and place of the meeting.
- D. Non-Business Meetings
Meetings may be held that are not Regular or Special Membership Meetings, in which case no official business may be conducted. For example, such meetings may be held for special programs, discussions, planning, brainstorming, consideration of specific issues, or other purposes.

Article V. Rules for Meetings

- A. The Mesquite to Moapa Democrats shall use the most recent edition of Roberts Rules of Order to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these bylaws.
- B. A quorum for any official meeting of the Mesquite to Moapa Democrats shall be fifteen percent of the total membership, or ten members, whichever is smaller, as of 24 hours before the meeting, as reported by the Recording Secretary or Membership Chair.
- C. Meetings may be held entirely or in part by means of electronic communications. The methodology must be approved by the Board. Active members attending a meeting electronically shall be deemed to attend, shall count towards a quorum, and shall be entitled to vote.
- D. Unless otherwise specified in these Bylaws, the Mesquite to Moapa Democrats may adopt events, conduct regular business, and pass resolutions not related to endorsements with a majority vote of the members present at any meeting for which there is a quorum.
- D. Only Active members as defined in Section III are allowed to vote.
- E. No proxy votes are allowed.
- F. A process to consider the endorsement of candidates or ballot measures must be approved prior to any consideration of such endorsements. Endorsements may only be considered when the membership is notified at least ten days in advance of the meeting at which they will be considered and must be made at least 60 days prior to the election. Under no circumstances may the Caucus consider the endorsement of a candidate for public office who is not a registered Democrat. No endorsement may be made in a race with multiple Democratic candidates.
- G. The Caucus may suspend specific portions of these bylaws and/or Roberts Rules of Order for purpose of emergency business by a two-thirds vote of the membership present at a meeting unless the item to be suspended calls for a higher qualification. In such case, the percent specified in that portion of the bylaws shall be required. The motion to suspend shall call out the particular section of the bylaws proposed to be suspended.
- H. Changes to these bylaws must be approved by a vote of sixty percent of members present and voting at a Regular or Special Membership Meeting, and the proposed changes must be noticed to the membership at least ten days before the meeting.

Article VI. Officers and Duties

Elected officers shall consist of Chair, First Vice Chair, Second Vice Chair, Third Vice Chair, Recording Secretary, Correspondence Secretary, and Treasurer.

- A. If the Chair vacates office, the First Vice Chair shall ascend to the position of Chair until an election is held to fill the Chair's remaining term of office.

The Chair shall represent the club, act as its primary spokesperson, set and conduct club meetings and develop meeting content. The Chair will preside over meetings of the Board of Directors and Executive Board if one is formed by the Chair.

- B. The First Vice Chair shall assist the Chair, and, in the temporary absence of the Chair, the First Vice Chair shall serve as Chair. If the position of the First Vice Chair is vacant, the Second Vice Chair shall serve as First Vice Chair.

The First Vice Chair shall set strategy for the club, in consultation with the board, oversee programming and events, develop communications and marketing.

- C. The Second Vice Chair shall assist the Chair and the First Vice Chair. If the Chair and First Vice Chair both vacate office, the Second Vice Chair shall ascend to the position of Chair until an election is held to fill the remaining terms of office of the Chair and/or the First Vice Chair.

The Second Vice Chair shall monitor local and state political issues, develop political strategy, messaging and outreach to the community.

- D. The Third Vice Chair shall assist the Chair and the First Vice Chair and Second Vice Chair. If the Chair and First and Second Vice Chairs vacate office, the Third Vice Chair shall ascend to the position of Chair until an election is held to fill the remaining terms of office of the Chair and/or the First or Second Vice Chairs.

The Third Vice Chair shall be responsible for membership recruitment, engagement and retention as well as data management and effective communication with members.

- E. Additionally, the Recording Secretary shall maintain all written records of the Mesquite to Moapa Democrats, including minutes of all meetings and a record of attendance at all meetings. In addition, the Secretary will ensure that all members are notified of meetings.
- F. The Correspondence Secretary shall develop and send all meeting notifications to members and be responsible for all correspondence on behalf of the club.
- G. The Treasurer shall maintain all financial records of the Mesquite to Moapa Democrats and receive and disburse funds as authorized by the Board. The Treasurer shall submit financial reports at all regular meetings and submit an annual statement in writing at the

close of the fiscal year. The Treasurer shall comply with all legal and reporting requirements of the IRS, the Clark County Democratic Party, and any other appropriate government or Democratic Party agencies.

- H. The Chair may appoint members to temporarily fill un-expired terms of elected officers, subject to election by the membership at the next Regular or Special meeting.
- I. The Mesquite to Moapa Democrats may elect additional officers as may be deemed necessary to conduct organization business.
- J. Officers are allowed flexibility in determining their respective responsibilities and roles in agreement with one another for the upcoming year in which they have been elected.
- K. The Chair may appoint one or more of the Vice-Chairs to act as Co-Chairs and to act with full authority to conduct Regular or Special Meetings and perform all other duties of the Chair.
- L. The Mesquite to Moapa Democrats shall be represented at meetings of the Clark County Democratic Party Central Committee, and it is recommended that board members attain membership of the Clark County Democratic Party Central Committee and the Nevada State Democratic Party Central Committee.

Article VII. Executive Board

The forming of an Executive Board shall be at the discretion of the Chair. If an Executive Board is formed, the following provisions shall govern it.

- A. The Mesquite to Moapa Democrats shall have an Executive Board comprised of:
 - 1. The elected officers,
 - 2. Any other officers appointed by the Chair and approved by majority vote of those present and voting at an Executive Board Meeting, and
 - 3. Any number of additional Members appointed to the Board by the Chair and approved by majority vote of those present and voting at an Executive Board Meeting.
- B. The Executive Board shall have general supervision of the affairs of the Mesquite to Moapa Democrats between its business meetings, set the time and place of meetings, and make recommendations to the membership. The Executive Board shall be subject to the orders of the membership, and none of its acts shall conflict with actions taken by the membership at member meetings. In the event that a Membership Meeting does not achieve a quorum, the Executive Board shall have authority to conduct all business of the

Mesquite to Moapa Democrats without membership approval until a Meeting is held that achieves a quorum.

- C. The quorum for meetings of the Executive Board shall be 50 percent of its membership.
- D. The Executive Board shall meet at least four times per year at the discretion of the Chair or one-third of its membership. Notice of all meetings of the Executive Board shall be given to each member of the Executive Board by mail, email or telephone at least seven days prior to the meeting date, except that emergency meetings may be called at the discretion of the Chair or any two Executive Board Members. Meetings may be conducted by telephone or electronic means.
- E. Each Officer and each appointed member of the Executive Board shall be entitled to one vote on each matter submitted to a vote. In order to vote, a member must be present either in person, or electronically or telephonically for meetings so conducted. No proxy voting is permitted.
- F. Any vacancy occurring of appointed members of the Board may be filled by appointment of the Chair and approval of the majority of the remaining Board.
- G. Appointed members of the Executive Board may be removed by the Chair-
- H. The Executive Board or the Treasurer shall submit a budget to the membership for approval by May of each year. This budget may include an item for expenditures at the discretion of the Board. The budget may be changed at any membership meeting, provided that such change is recommended by the Board. The Board has authority to make expenditures that are within the approved budget.
- I. The Executive Board may make **non** budgeted expenditures when time is of the essence. The Chair and Treasurer are authorized to make expenditures up to \$150 on behalf of the club without consent of the Board. Amounts of \$150 - \$500 must have written approval by two members of the Board. Amounts above that must be approved by a majority of the entire Board.

Article VIII. Election of Officers

- A. Officers shall be elected to serve one-year terms of office.
- B. Election of officers shall be held at the March meeting. The election shall be by secret ballot for all positions for which there is more than one candidate.

- C. The Chair shall appoint a nominating committee by the 15th day of January of each year. The nominating committee shall consist of up to three members of the Caucus, not more than one of whom are members of the Executive Board.
- D. The nominating committee shall nominate exactly one qualified person for each of Chair, First Vice Chair, Second Vice Chair, Third Vice Chair, Recording Secretary, Correspondence Secretary and Treasurer, and shall report the nominations in writing to the Chair and the Recording Secretary no later than fifteen days prior to the February meeting.
- E. The members of the Caucus shall be notified of the nominations of the nominating committee at least ten days prior to the March meeting; such notification may be concurrent with notification of the time and place of the March meeting.
- F. Nominations may be made by Caucus members at the February meeting, and at no other time and in no other manner. No second is required. To be valid, nominations so made must be accepted by the nominee in person at said meeting, or by a signed letter of acceptance received by the Recording Secretary prior to or concurrent with the nomination.
- G. The members shall be notified at least ten days in advance of the March meeting of any and all nominations made at the February meeting.
- H. Officers take office at the conclusion of scheduled business at the election meeting in a manner established by Chair. The new Chair may choose to hold an additional agenda item of new business.

Article IX. By-Laws Committee

The Chair shall appoint a standing By-Laws Committee of no fewer than three members to review the by-laws annually and submit recommendations to membership for approval as revisions are deemed necessary.

Article X. Dissolution

The Mesquite to Moapa Democrats may be dissolved by a two-thirds vote of members present and voting at a membership meeting. Upon dissolution, any assets of the Caucus will be given to the Clark County Democratic Party.

Adopted by the Membership
January 8, 2025