

Bylaws Summary

Bylaws Summary – These bylaws provide a clear framework for how our Club operates. They ensure that everyone's voice is heard in shaping our activities and direction. By adopting these bylaws, **we can be more effective in achieving our goals and creating a positive impact together.**

Here's a summary of the key differences between the current and new bylaws and a list of the problems the new bylaws resolve.

Key Differences

#1: The proposed bylaws are based on member input instead of standard bylaws development.

A survey was sent to all members asking their input regarding the purpose of Club and their thoughts on bylaws. The input resulted in a clear identification of the following five (5) Club purposes, thus defining our mission.

- Elections & Voting – Focus on voter registration, voting rights, candidates and campaigns
- Issues & Advocacy – Focus on educating members on legislative issues and working with like-minded organizations/issues (such as immigration rights, No Kings, minority rights, etc.)
- Community Support – Focus on working with local DeKalb County community service organizations (like food banks, domestic violence shelters, mental health support) in keeping with Democratic principles.
- Member Engagement – Focus on maximizing members' engagements in the Democratic experience through Club events and providing safe interaction with like-minded people.
- Social Activities – Having fun!

#2: The proposed bylaws provide a governing body that focuses on accomplishing the mission.

The current governing board is a standard, hierarchical structure focused on administrative tasks. The proposed bylaws' governing body includes one leader for each of the five purposes identified above and four leaders to address administrative issues. All leaders have equal voice, but leadership meetings focus primarily on providing members with opportunities to participate in the purposes/mission of the Club.

Problems Addressed in New Bylaws

#1: More volunteer support and basic process training is needed for leadership positions.

In the new bylaws, the month of January of each year is dedicated to recruiting volunteers and doing broad-scope planning for the coming year. Although there are more leadership positions in the new organizational structure, the volunteer recruitment process will result in providing more support for any newly elected leadership. This should make both leaders' jobs and leader recruitment easier.

#2: More general clarity is needed throughout the bylaws, especially regarding amendment procedures.

The new bylaws are more comprehensive and detailed. Also, some issues are moved out of the bylaws and into the purview of the governing body, giving that body more flexibility. Also, the new bylaws can be amended, through a well-defined process, throughout the year.

#3: Means for conflict resolution and general problem solving are needed.

The new bylaws establish a small Advisory Council to address conflict resolution, removal for cause and other problems. The council is strictly advisory, making recommendations to the governing body for final decisions.

How to Pose Questions

We encourage you to read the bylaws and pose any questions regarding details and/or process by sending an email to info@dekalbdemocrats.org. Please include your name and formulate your question in a clear and concise manner. All questions and answers will be sent out to the membership in a timely manner.

We believe the new bylaws will make it possible for the Club to accomplish its mission, minimize conflict and encourage greater participation and interaction among members.

The Bylaws Committee



BYLAWS OF THE DEKALB COUNTY DEMOCRAT CLUB

January 2026

ARTICLE I – NAME AND MISSION

Section 1: Name of Organization – The name of the organization shall be the DeKalb County Democrat Club. It shall be a nonprofit, unincorporated, political organization, hereafter known as the Club.

Section 2: Mission – The mission of the Club is to promote the ideals and beliefs of the Democratic Party through political activism, education, and outreach while fostering a welcoming environment for our community and members.

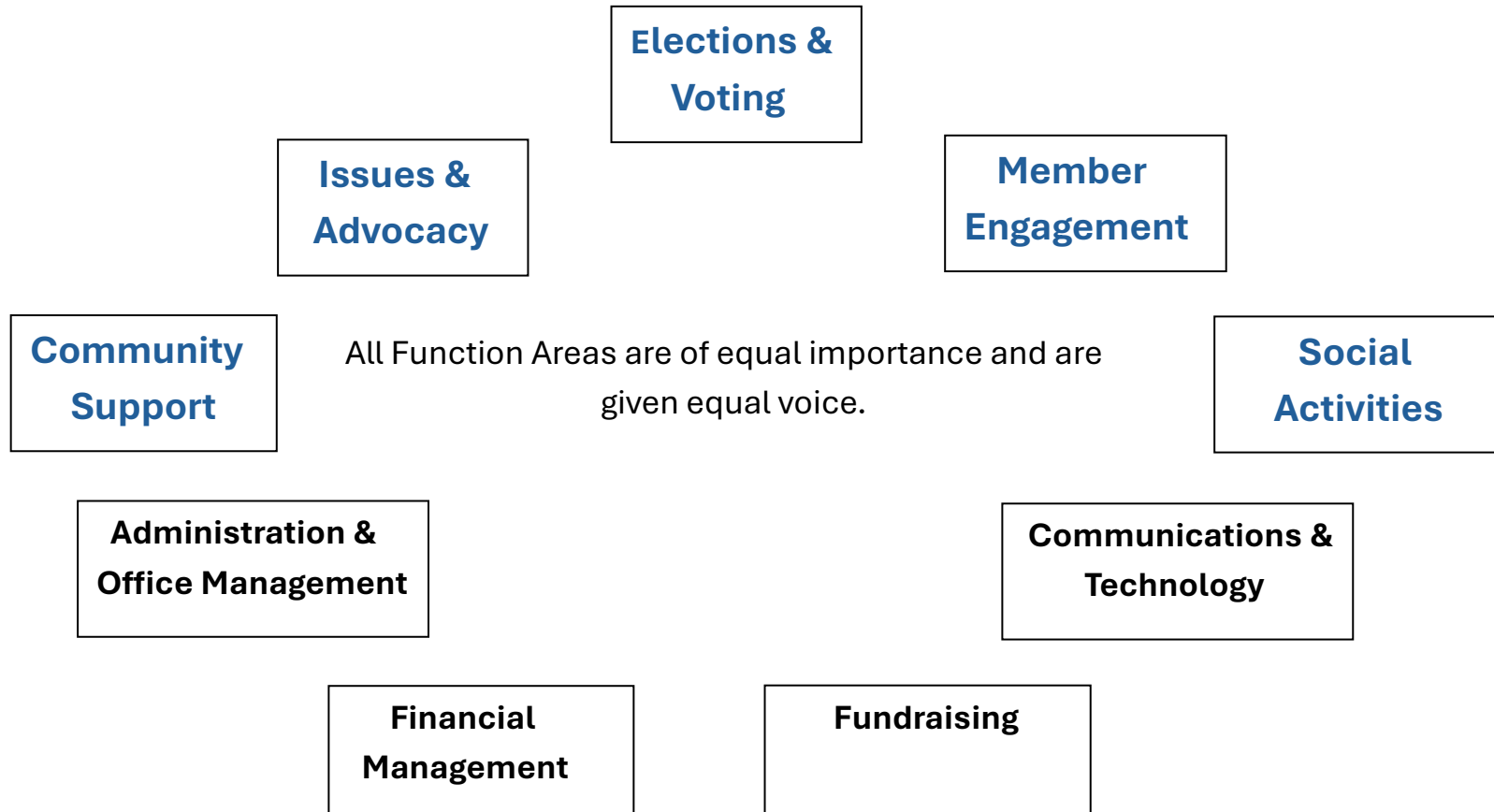
To accomplish this mission, the Club will address the following purpose areas:

- **Issues & Advocacy**
 - Coordinate with like-minded organizations.
 - Educate and organize the community regarding political and legislative issues.
- **Elections & Voting**
 - Educate and organize the community regarding elections, get out the vote efforts, voter registration, and voting rights.
 - Support the DeKalb County Democrat Executive Committee* to further the election of Democratic candidates and their campaigns.
- **Community Support**
 - Provide a supportive network that addresses the needs of our community through outreach and volunteerism.
 - Collaborate with community leaders and organizations to identify priority areas needing support.
- **Member Engagement**
 - Welcome members and encourage engagement in the Club.
 - Provide support through a shared sense of purpose, belonging, and connection.
- **Social Activities**
 - Design inclusive events that celebrate diversity and serve as safe spaces for members to seek joy and connection.
 - Having fun!

* The Executive Committee is the arm of the Democratic Party in DeKalb County and, as such, has sole authority regarding Democratic candidates, their campaigns and other county-level election services such as poll workers.

ARTICLE II – ORGANIZATIONAL STRUCTURE

The Club is organized into nine (9) Function Areas. The first five (5), shown in **blue**, are mission-driven, based on the five (5) purposes defined in the mission statement. The other four (4), shown in **black**, are administrative, providing support for the mission-driven functions and for the general running of the Club.



Section 1: Function Areas – Each Function Area addresses specific activities necessary to complete the Club’s mission and/or the running of the Club. A detailed list of those activities is included in Appendix A.

Section 2: Function Teams – Every January the Leadership Council will focus on building volunteer teams for the new year. Members will be encouraged to volunteer in the various activities of the Function Areas.

- Each Function Area is supported by a team of people who volunteer for an activity in that Function Area.
- Members can volunteer to participate in multiple activities and, thus, serve on multiple Function Teams.
- Function Teams are responsible for carrying out the activities of their Function Area.
- Each team may organize themselves as they see fit, dividing up tasks as deemed appropriate.
- There is no requirement for teams to meet in person.
- Each Function Area is led by a Team Leader, elected as described in Article III below.
- For banking purposes, the Financial Management Team Leader will be known as the Treasurer. (in that the bank requires documents authorizing a Treasurer).

ARTICLE III – LEADERSHIP COUNCIL

Section 1: Composition – The nine (9) Function Team Leaders form the Leadership Council, the governing body of the Club.

Section 2: Duties of Function Team Leaders – Function Team Leaders will

- Organize their team of volunteers to accomplish the activities of their Function Area.
- Coordinate with and assist all other Function Team Leaders in the completion of their duties.
- If a Function Team Leader is unable to attend the Leadership Council meeting, a proxy should be designated to attend.
- For mission-driven Function Areas:
 - Plan and schedule events and programs to accomplish the purpose defined in their Function Area.
 - Provide at least one event/program in their Function Area per quarter.
 - Present to the Leadership Council the planned activities for the next two months.
- For administrative Function Areas, provide for the general running of the office and provide the support requested by the mission-driven Function Team Leaders.

SPECIAL NOTE: All Function Team Leaders will comply with the Code of Civility (Appendix B) in all dealings with fellow Leadership Council members and with all members of the Club. Any failure to do so must be reported to the Advisory Council for resolution.

Section 3: Duties of the Leadership Council

- Meet monthly to plan and coordinate events and programs for the next two months.
- Serve as the decision-making body for all Club business.
- Organize and administer the volunteer team building efforts in January of each year.
- Organize and administer the election of the new Leadership Council in January of each year.
- Review and approve/deny Team Leaders' proposals for Club events and programs.

Section 4: Protection of Member Privacy – Membership data stored by the Club will be used and shared only under strict privacy policies established by the Leadership Council.

Section 5: Leadership Council Meetings

- The Leadership Council will meet monthly on a schedule of their choosing.
- The Administration & Office Management Leader will facilitate all Leadership Council Meetings, providing an agenda, recording minutes, and compiling all Function Team reports after the meeting. The Leadership Council can designate another Leadership Council member to do this task, if deemed appropriate.
- All members of the Leadership Council hold equal status and equal voice.
- All meetings will be held in compliance with the Code of Civility (Appendix B). Violations of the Code of Civility must be reported to the Advisory Council (see Article IV) for resolution.
- Council meetings will be open to members, but members may only observe. The council may, based on majority approval, go into private session, excluding observers.
- All decisions will be made by majority vote.
- Any member in good standing (see Article V) can petition to be heard by the Leadership Council. Such petitions should be submitted to the Administration & Office Management Leader and approved by the Leadership Council.
- Ideally, a quorum will always be met because absences will be covered by a proxy. In the event a Function Area is vacant, a quorum for the Leadership Council shall be six (6) members.
- The Leadership Council can call for a discussion and roll call vote on issues that require resolution between meetings. The voting rules of normal meetings apply, but the discussion and vote can be carried out in-person, by email, by Zoom or by text. Minutes of

such meetings should be recorded and filed with Club records. Should such decisions require 24-hour turnaround, two members of the Leadership Council can declare the decision an emergency and the decision can be determined by the majority who vote within the 24-hour period. The Administration & Office Management Leader will break any tie votes.

Section 6: Elections

- After volunteer Function Teams are built in January, each volunteer Function Team will nominate candidate(s) for leadership.
- The current Leadership Council will schedule election of the new Leadership Council no later than the end of February.
- The slate of candidates nominated by the volunteers will be presented. Club members may also make nominations from the floor.
- All members in good (see Article 5) standing can vote in Leadership Council elections.

Section 7: Resignations – Function Team Leaders may resign from the council at any time. Resignations should be submitted in writing (email is acceptable).

Section 8: Removal for Cause – Any Function Team Leader may be removed from the council for violations of the Code of Civility (Appendix B) as outlined in Article IV.

Section 9: Vacancies

- Vacancies in Leadership Council positions will be filled using the same election process as the original procedure.
- Should there be a vacancy on the Leadership Council, duties will be temporarily shared among other Leadership Council members to the extent possible.

ARTICLE IV – ADVISORY COUNCIL

The Advisory Council is a 3-person problem-solving unit. It serves in a solely advisory capacity, addressing issues not defined in these bylaws as well as any difficult issues such as conflict resolution, removal of a Leadership Council member or Club member for cause.

Section 1: Appointment and Construction

- Appointed by the new Leadership Council in their first meeting of the year.
- Consists of three (3) members with the following attributes:
 - Must have been a member of the Club for a minimum of two (2) years
 - Cannot be on the Leadership Council and the Advisory Council at the same time

Section 2: Responsibilities

- Reviews and makes recommendations to the Leadership Council regarding conflict resolution
- Reviews and makes recommendations to the Leadership Council regarding removal for cause of Leadership Council member or a member of the Club
- Addresses and makes recommendations regarding problems as requested by the Leadership Council
- Advises any Function Team or Team Leader as requested
- Conflict is reported, in writing, to the Advisory Council.
- Advisory Council investigates, interviews parties involved (if necessary)
- Advisory Council resolves the conflict themselves, if possible.
- If Advisory Council cannot resolve the conflict, they recommend resolution to the Leadership Council.
- Leadership Council responds to recommendation, as they deem appropriate.

Section 4: Process for Advising Leadership Council on Removal for Cause

- Offense is reported, in writing, to the Advisory Council.
- Advisory Council investigates and makes recommendations to the Leadership Council.
- Leadership Council votes to approve or disapprove the recommendation of the Advisory Council.
- This procedure is performed with extreme discretion.

ARTICLE V – MEMBERSHIP

Section 1: Eligibility

- Membership is open to all individuals who support the principles of the Democratic Party and subscribe to the mission and purpose of this organization.
- Annual membership dues are \$20. Dues are payable in January or, for new members, upon joining the Club.
- Dues may be waived by submitting a hardship request form.
- A member in good standing is one who has
 - Completed a Member Data and Volunteer form within the last 12 months (see Section 4: Member Data below)
 - Paid annual membership dues for the current year.

Section 2: Rights of Members

- Members in good standing (as defined above) shall have the right to vote in any general membership elections.
- Members in good standing have the right to serve in any council, team or committee position as long as they meet all other eligibility requirements for that position.
- Every member shall have the right to expect that club meetings and functions will be safe environments.
- Members have the right to expect a right to privacy regarding any personal data the Club maintains (see Section 4: Member Data below)

SPECIAL NOTE: All members will comply with the Code of Civility (Appendix B) in all dealings with all members of the Club. Any failure to do so must be reported to the Advisory Council for resolution.

Section 3: Member Data

- Capture of Member Data
 - The Member Engagement Leader will be responsible for designing and implementing the process wherein member data is captured.
 - The Communications & Technology Leader will be responsible for maintaining the membership database.
 - In January of each year the Leadership Council, with particular focus of the Member Engagement and Communications & Technology Function Areas, will do a major membership survey.
 - Each member will be asked to confirm/correct their member data.
 - Members will be asked to volunteer for service activities in the nine (9) Function Areas defined in the Organizational Structure.
 - Member data and volunteer information will be captured as each new member joins the Club.
- Access to member data will be closely protected and will be released only with approval of the Member Engagement Team Leader. The database in its entirety cannot be shared with anyone without written Leadership Council approval.

Section 4: Removal for Cause – Any member may be removed from the Club for violations of the Code of Civility (Appendix B) or other misconduct. See Article IV – Advisory Council for procedures.

ARTICLE VI – GENERAL MEMBERSHIP MEETINGS

Section 1: Regular Meetings

- The default schedule for general membership meetings is monthly. The Leadership Council can change this schedule based on a majority vote.
- Meeting dates will default to the 3rd Tuesday of each month, but can be changed by a majority vote of the Leadership Council.
- Meetings will take place at the Democratic Office on 205 Gault St, unless otherwise specified.
- Meetings should be planned to last no longer than 90 minutes.
- When an in-person is not appropriate, online meetings are acceptable.
- A quorum for voting at general meetings shall consist of at least 10% of members in good standing.
- During election years, candidate presentations will be given preference for general membership meeting topics.

Section 2: Special Meetings

- Special meetings may be called upon by the request of a majority of the Leadership Council.
- Members shall be notified of a special meeting at least 48 hours in advance via phone, text, or email.

ARTICLE VII – FINANCIAL REGULATIONS

Section 1: Accounting & Accounts

- The fiscal year of the Club will be the calendar year.
- The Financial Management Leader and the Fundraising Team Leader will be authorized to access the Club bank account and to sign checks.

Section 2: Income and Expenditures

- All expenditures for the Club require Leadership Council approval. Expenditures of \$100 or more must be pre-approved.
- Unanticipated expenses under \$100 may be paid out in an emergency but must be then justified and approved by the Leadership Council at the next Leadership Council meeting.
- All donations, including in-kind, must be recorded and reported in financial reports.
- Receipts for all expenditures must be maintained.

Section 3: Documents and Reports

- A rental agreement regarding rent, maintenance and utility payments between the Club and the building owner must be maintained.
- The Financial Management Leader shall provide an Income Statement and a Balance Sheet at each monthly meeting.
- In early December, a Financial Review Team consisting of the Financial Management Leader, and two (2) other members, as determined by the Leadership Council, will be formed to audit the Club's financial record. The audit results will be submitted to the Leadership Council by January 30th of the next year.

ARTICLE VIII – BYLAWS

Section 1: Bylaws Team – The Bylaws Team is a standing committee which provides ongoing support to the Leadership Council, Function Teams, and general membership to answer any questions about bylaws or processes. The term of office is October 1 through September 30 of each year.

Section 2: Appointment of the Bylaws Committee

- The Leadership Council will appoint the Bylaws Team each October 1. NOTE: This appointment schedule is based on the likely need for bylaws to be reviewed and amended, if necessary, by the end of the year, in preparation for election of the new Leadership Council in the new year.
- The number and composition of the Bylaws Team will be determined by the Leadership Council.

Section 3: Responsibilities

- To review and prepare bylaws amendments as directed by the Leadership Council
- To write new bylaws when directed by the Leadership Council
- To educate the Leadership Council, Function Teams and general membership on the bylaws
- To assist, as needed, in addressing any bylaws questions that arise in the Club
- To provide the Communications and Technology Team a digital copy of the current bylaws so that all members will have access to the bylaws through at least one computer in the office and through the Club website.

Section 3: Amending Bylaws

- Throughout the year, members may submit amendment suggestions to the Bylaws Team for review.
- If deemed necessary, the Bylaws Team may recommend that the Leadership Council consider placing an amendment up for membership approval on an expedited basis. The Leadership Council can also make this determination without recommendation of the Bylaws Team.
- Before any amendment is presented to the membership for approval, the Bylaws Team will be charged with wording the amendments in a manner consistent with the bylaws.
- The Bylaws Team can recommend to the Leadership Council that a particular amendment is inappropriate. In that case, the Leadership Council can decide to remove the amendment for consideration or to proceed with membership vote.

- The Leadership Council will send the membership the following:
 1. the full text of the amendments up for consideration,
 2. the schedule of when the amendments will be voted on, and
 3. the process of how the members will vote, giving at least 15 days notice before the vote.

Section 4: Writing New Bylaws – The Leadership Council can, at any time, ask the Bylaws Team to write new bylaws. In that event, the following process is recommended.

Step 1: Petition the membership to define the purpose each member wishes the Club to serve.

Step 2: Translate that input into a purpose statement.

Step 3: Design an organizational structure to accomplish those purposes.

Step 4: Complete the details of the organizational structure and Club governance.

The Leadership Council should set up all timing requirements for building, voting on and implementing new bylaws.

Section 5: Transition from Old Bylaws to New Bylaws – Because these bylaws are significantly different from the old bylaws, there will necessarily be a transition period between the time the new bylaws are approved and the new Leadership Council can be nominated and elected. In order allow maximum flexibility and, thereby, increase the likelihood of success of the new bylaws, the following transition process will be allowed:

- The current board will appoint the Advisory Council as described in Article IV of these bylaws.
- The Advisory Council will work with the current board and the bylaws committee to resolve issues arising during the transition.
- The Advisory Council and current board will be given some leeway in temporarily suspending some of the new bylaws rules in order to facilitate the implementation of the new bylaws. It is recommended that this transition period not exceed 60 days from the time the new bylaws are approved.
- The current board will see that the volunteer recruitment defined in Article V Membership, Section 3: Member Data, is completed in a timely manner. Since completion of this task will shorten the transition period, it is recommended that they begin that process while the bylaws vote is still open.
- The current board will appoint a nominating committee that will use the volunteer recruitment data to nominate the first Leadership Council.
- Once the new Leadership Council is elected, any transition period exceptions to these bylaws will be eliminated.

APPENDIX A

FUNCTION AREA ACTIVITIES

APPENDIX A

FUNCTION AREA ACTIVITIES

Elections & Voting – This function includes educating members and organizing activities associated with elections and voting. Actions include, but are not limited to:

- Voter registration
- Voting rights
- GOTV (get out the vote) efforts
- Coordinating with the Dekalb County Executive Committee regarding Democratic candidate invitation, involvement in their campaigns and supporting them when requesting poll workers

Issues & Advocacy – This function includes educating members and organizing activities associated with political issues and like-minded advocacy organizations.

- Examples of issues include, but are not limited to: Immigration, women’s rights, human rights, LGBTQ, climate change, etc.
- Examples of advocacy organizations include, but are not limited to: Moms Demand Action, Alabama Coalition for Immigration Justice (ACIJ), Alabama Arise, etc.

Actions include, but are not limited to:

- Providing educational materials on issues and advocacy organizations
- Arranging for speakers from advocacy organizations
- Planning joint participation in advocacy organization events
- Organizing and informing members of protests, rallies and other issue-related events

Community Support – This function includes educating members and organizing activities associated with service to the local Dekalb County community. Activities include, but are not limited to:

- Identifying community needs and organizing Club involvement
- Providing needed services such as tutoring, Spanish translation, food drives, etc.
- Collecting supplies and materials for the community as needed
- Partnering with community service organizations
- Hands-on service projects

Member Engagement – This function includes providing a safe, welcoming environment for Democrats to commune with like-minded people. Activities include:

- Educating members on opportunities for participation in any of the purposes of the Club (includes asking new members to perform at least one activity within their first three months in support of one of the Club’s Function Areas)
- Educating members on the various Democratic organizations in Dekalb County
- Capturing member information in order communicate Club activities to the members
- Providing opportunities for members to dialog among themselves regarding political topics of interest to them in a safe and welcoming environment
- Working with other functional areas to maximize member engagement in all Club activities
- Designing and maintaining the Member Data and Volunteer form
- Following up with new and interested members
- Providing a new member packet
- Outreach to diverse communities
- Sharing information with Team Leaders regarding new member interests

Social Activities – This function includes activities that are simply designed to have fun with other members. Activities include, but are not limited to:

- Holding events designed for fun and interaction between members (such as movie night, ice cream socials, game night, etc.)
- Organizing food prep for social events and meetings.
- Working with other functional areas to add “fun” to regular meetings and events where appropriate.

Administration and Office Management – This function includes the administrative support activities necessary to keep the office and the Club running. Activities include, but are not limited to:

- Maintaining an office usage schedule
- Scheduling and managing office workers
- Supervising office layout and usage
- Facilitating Leadership Council meetings and providing agenda
- Recording Leadership Council meetings, providing Leadership Council minutes (use of AI is permissible)
- Compiling reports from Leadership Council meetings (i.e., combining minutes and reports from all functional areas into a single report for each meeting)

NOTE: Unless otherwise designated by the Leadership Council, activities such as opening and closing meetings, calling on speakers during discussions, putting questions up for vote, speaking on behalf of the whole Club and settling procedural issues shall be the responsibility of the Administration & Office Management Leader

Financial Management – This function includes budgeting and basic accounting. Activities include, but are not limited to:

- maintaining the Club bank account
- tracking all income and expenditures
- preparing a budget
- providing an annual audit of Club accounts
- maintaining the Club bank account and signing checks
- collecting and depositing all donations in a timely manner
- paying all bills promptly
- making other payments as authorized by the Leadership Council
- keeping complete and accurate records of all receipts and disbursements
- providing a monthly financial report at each Leadership Council and general membership meeting that lists the Club account balance, all income and expenses for that month, and projected expenses for the next month
- preparing an annual financial report and upcoming operating expense report as defined in Article VII of the Bylaws.
- making all financial records available to the Leadership Council upon request
- informing the Leadership Council of any significant financial matters that require immediate attention
- turning over all financial records to their successor in good order

Fundraising – This function includes planning and implementing fundraising events. Activities include, but not limited to:

- Organizing activities like the August garage sale
- Planning and organizing other fundraising events
- Working with other functional areas to hold fundraising events
- Maintaining a donor database in partnership with Communications & Technology
- Reporting all funds to the Financial Management Team leader
- Communicating specific funding requests to the Leadership Council, as needed

Communications and Technology – This function includes sending out communications to Club membership and providing technical support for Club meetings and events. Activities include, but are not limited to:

- Maintaining the membership database
- Sending communications to membership as requested by other functional areas
- Providing training for technology as needed
- Setting up equipment (video, audio, music, etc.) for meetings and events
- Ensuring privacy of member data
- Maintaining account numbers and passwords for all Club digital accounts in coordination with the Administration & Office Management
- Managing official social media pages
- Contacting media as needed

APPENDIX B

CODE OF CIVILITY

Appendix B

Code of Civility

Purpose

The purpose of this Code of Civility is to ensure that all members of the Club uphold the values of integrity, respect, collaboration, and inclusivity. As an all-volunteer political club, we depend on mutual trust, accountability, and goodwill to advance our shared mission.

1. Commitment to the Mission

Members shall:

- Represent the club and its activities honestly, avoiding conduct that could harm the reputation of the organization.
- Act in good faith to further the interests of the Club and the community it serves.

2. Respect and Professionalism

Members shall:

- Treat all individuals with courtesy, dignity, and respect — including during disagreements.
- Avoid personal attacks, insults, or disruptive behavior at meetings or online forums.
- Foster an inclusive, welcoming environment for all regardless of background, beliefs, or viewpoints.

3. Integrity and Accountability

Members shall:

- Avoid conflicts of interest or disclose them immediately when they arise.
- Uphold the confidentiality of internal discussions, decisions, and personal member information.

4. Collaboration and Teamwork

Members shall:

- Work cooperatively with others, recognizing that collective success outweighs individual agendas.
- Respect democratic processes and majority decisions, even when in disagreement.
- Support fellow volunteers and contribute positively to the Club's activities and goals.

5. Communication and Social Media

Members shall:

- Communicate thoughtfully and constructively, both in person and online.
- Refrain from using the club's name or logo in any public or online forum for personal political agendas without authorization.
- Avoid spreading misinformation, confidential details, or unverified claims.

6. Conflict Resolution

Members shall:

- Seek to resolve disputes privately and respectfully whenever possible.
- Refrain from public criticism or personal attacks against other members.
- Follow the Club's established procedures for addressing complaints or grievances (see Article IV)

7. Compliance

Members shall:

- Abide by this Code of Civility, the Club's bylaws, and any applicable laws or regulations.
- Cooperate with Advisory Council in addressing violations or concerns.
- Understand that repeated or serious violations of this Code of Civility may result in disciplinary action, including suspension or removal, as defined in the bylaws.

8. Volunteer Spirit

Members shall:

- Contribute their time, talents, and energy willingly, without expectation of personal gain.
- Respect the time and contributions of others.
- Celebrate diversity of thought and the collective effort that makes the Club thrive.

Acknowledgment

By joining the Club, each member affirms their understanding and acceptance of this Code of Civility and agrees to act in accordance with its principles.