

**Bylaws of the  
LAKE HIGHLANDS/WHITE ROCK DEMOCRATS PAC**

**ARTICLE I  
NAME, ORGANIZATION AND PURPOSE**

**Section 1.** The name of the organization is the Lake Highlands/White Rock Democrats PAC (aka Lake Highlands/White Rock Democrats) referred to as the Organization.

**Section 2.** The Organization is a General Purpose Political Action Committee as defined by the Texas Ethics Commission.

**Section 3.** The target geographic area of the Organization is the area of the city of Dallas bounded on the north by LBJ Freeway, on the east by LBJ on the west by Central Expressway and I-30 on the South.

**Section 4.** The fiscal year of Organization begins January 1.

**Section 5.** The purpose of the Organization is to:

- a. Identify and recommend qualified Democratic candidates for local and state public offices.
- b. Support the Dallas County and Texas Democratic Parties and their candidates.
- c. Provide a forum for discussion of issues important to citizens and informed voters.

**ARTICLE II  
BASIC POLICIES**

**Section 1.** The name of the Organization or the names, addresses or phone numbers of any members are not to be used to endorse or promote any commercial concern(s) or for personal gain. These records shall be made available only to the members of the Organization and to the Dallas County Democratic Party.

**Section 2.** Organization funds are to be used to promote the state and local candidates of the Democratic Party, to raise political awareness, to disseminate information and to educate citizens on Democratic issues. Should the Organization dissolve, after the payments of all indebtedness, all remaining assets are to be transferred to the Dallas County Democratic Party.

**Section 3.** Literature offered at Organization functions must include the name and address of its source.

**ARTICLE III**  
**MEMBERSHIP**

**Section 1.** A person who supports the purposes of the Organization, applies for membership and pays dues to the Organization is a member. Dues may be reduced or waived for an individual due to financial hardship by a majority vote of the officers.

**Section 2.** A person must be a member in order to be nominated, appointed or hold a position as an officer or committee member.

**Section 3.** New members shall be eligible to vote 21 days after submission of an application and payment or waiver of dues. An application and dues received by mail will be considered paid as of the date of the postmark. Continuing members shall be eligible to vote until March 31 of the following calendar year.

**Section 4.** Members who pay dues during October, November or December have membership for the following calendar year.

**Section 5.** Membership automatically expires for non-payment of dues after March 31 of the next calendar year.

**Section 6.** Revocation of membership may be considered for conduct that is detrimental to the Organization. Membership may be revoked by a two-thirds vote of members present at a meeting of the general membership.

**ARTICLE IV**  
**GENERAL MEMBERSHIP MEETINGS**

**Section 1.** The general membership meetings of the Organization membership shall be held on the third Saturday of each month unless rescheduled by the Executive Board.

**Section 2.** A quorum for the transaction of business at general membership meetings is 25% of the current membership as determined by the Membership Secretary. For Executive Board meetings a quorum is at least half of the officers.

**Section 3.** Special meetings may be called by the President, by a majority of the Executive Board or by written request of ten members of the Organization. The purpose of the meeting should be stated in the request. At least ten days' notice must be provided to the membership.

**Section 4.** Voting:

- a. A two-thirds vote of the members present at a general membership meeting is necessary for endorsements, removal of officers or revocation of membership.

Thirty days' notice must be provided to the membership for such actions.

- b. A simple majority of members present shall be required to pass items submitted for a vote which are not listed in Article IV, Sec 4a. The Executive Board may make provisions for alternative voting (e.g. by mail or email) for any vote.

**ARTICLE V**  
**OFFICERS AND THEIR ELECTION**

**Section 1.** The officers of the Organization, elected by and from the membership shall be:

- a. President
- b. Vice-President
- c. Secretary
- d. Membership secretary
- e. Treasurer
- f. PAC Treasurer.

**Section 2.** The nominating committee:

- a. A nominating committee composed of at least three members should be appointed by the officers at least three months prior to the election of new officers.
- b. The committee should nominate a member for each office after obtaining his/her consent and report its nominees at the general membership meeting in November at which time additional nominations may be made from the floor.

**Section 3.** Election of officers:

- a. The election of officers shall be held at the December general membership meeting.
- b. The one-year term of office shall begin after the close of the December general membership meeting.

**Section 4.** Duties of the officers:

- a. President:  
Preside at meetings of the general membership and of the Executive Board [Article VI, Section 1], act as spokesperson for the Organization, appoint an audit committee [Article VI].
- b. Vice-President:  
Preside at all meetings in the absence of the President and arrange for programs.
- c. Secretary:  
Record and distribute minutes of all meetings and correspond on the behalf of the Organization.
- d. Membership Secretary:  
Prepare a roster of the name, address, email address, phone number, occupation, employer, date

of membership and preference for receiving the newsletter (email or print) of each member.

e. Treasurer:

Collect dues and donations paid to the Organization, deposit them in the Organization's bank account and pay all authorized expenditures.

Furnish the Membership Secretary, the PAC Treasurer and other members when appropriate with an analysis of each deposit and any other information needed for their duties.

Provide the Executive Board and the membership a Statement of Revenue and Expenditures and a Statement of Financial Position monthly.

Prepare an annual budget and submit it to the Executive Board [Article VI Section 1] for review. The reviewed budget shall then be presented to the general membership for approval.

f. PAC Treasurer:

File the Texas Campaign Finance Reports required by the Texas Ethics Commission and provide the officers a copy of all reports.

**Section 5.** In the event of vacancy for any office, an election should be held at the first regularly scheduled meeting of the membership. The person filling that office shall serve until the next regularly scheduled election.

## **ARTICLE VI** **EXECUTIVE BOARD**

**Section 1.** The Executive Board consists of the officers and the volunteers holding permanent positions. [Article VII]

**Section 2.** The duties of the Executive Board are to:

- a. Transact necessary business in the intervals between general membership meetings.
- b. Create committees as needed.
- c. Present reports at general membership meetings.
- d. Submit a budget for the year to the general membership for adoption.
- e. Approve payment of unbudgeted expenses up to \$500.
- f. Recommend the annual dues. Any change from the prior year shall be presented to the membership with 30 days notice then voted on at a general membership meeting.

**Section 3.** Meetings of the Executive Board:

- a. The Executive Board shall meet once a month following the general membership meeting.
- b. Each officer shall have one vote. Volunteers have no vote. In the event of a tie vote, the motion shall be tabled and voted on at the next Executive Board meeting.
- c. Members may attend any Executive Board meeting.
- d. Provided the President is contacted beforehand, a non-member may meet with the Executive Board for purposes of presenting a report or proposal. They may remain for the business meeting at the discretion of the Executive Board.

**ARTICLE VII**  
**PERMANENT VOLUNTEER POSITIONS**

**Section 1.** The officers should request volunteers for the following positions.

- a. Newsletter and Publicity:  
Publish a monthly newsletter to inform members of events and issues of interest. Provide articles on the Organization's events and meetings to local press. Publicize the Organization's events to the community.
- b. Social Media:  
Facilitate the Organization's presence on social media outlets (i.e. Facebook, Twitter, etc.).
- c. Phone Committee:  
Telephone members about meetings and events.
- d. Sunshine:  
Express condolences on behalf of the Organization's membership in the event of a member's illness or family stress.
- e. For the Love of the Lake:  
Coordinate volunteers and activities associated with the Organization's commitment to participate in the White Rock Lake *For the Love of the Lake* program.
- f. Webmaster  
Post information about upcoming events and other pertinent information on the Organization's website.

**Section 2.** Volunteer positions may be created or eliminated by majority vote of the general membership. Volunteers may be appointed or replaced by a majority vote of the Executive Board.

**Section 3.** Volunteers should provide monthly reports to the general membership.

**ARTICLE VIII**  
**AUDIT COMMITTEE**

By the close of the last Executive Board meeting of the year the President shall appoint an Audit Committee composed of no less than three members with at least one member having financial experience. The Treasurer does not serve on the Audit Committee but provides information needed or requested by the Committee.

The Audit Committee shall examine the Organization's financial records for the preceding year and report to the Executive Committee and the general membership by March 31.

**ARTICLE IX**  
**PARLIAMETARY AUTHORITY**

When not in conflict with these by-laws, Robert's Rules of Order Newly Revised shall serve as the parliamentary authority.

**ARTICLE X**  
**AMENDMENTS TO BYLAWS**

Any member may propose amendments to these bylaws in writing, endorsed by signatures of three additional members at any general membership meeting. Thirty days notice shall be given to the general membership before a vote on any bylaws amendment. A two-thirds vote of the members present is necessary for amendments to, ratification of or repeal of bylaws.