

**HELL'S KITCHEN DEMOCRATS  
CONSTITUTION  
Adopted May 24, 2018**

Consider running for our Club Office!

Want to learn more? The following excerpts are provided for convenience.  
Please refer to our full [Club Constitution](#) for complete context.

Questions, or ready to run? Contact our Elections Committee at [hkdemsny@gmail.com](mailto:hkdemsny@gmail.com)!

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## **Article IV. Membership**

### **Section B. Eligibility**

1. General Membership: Any person who subscribes to and desires to further the goals and purposes of the Club, as set forth in Article II, shall become a Member in good standing immediately upon the payment of dues.
2. Voting Membership: Any Member who is a registered voter enrolled in the Democratic Party, or who identifies with the Democratic Party but is not eligible to be an enrolled Democratic voter, and who resides, works or does business in the Club Area as defined in Article III, may become a Voting Member. Any Voting Member in good standing who subsequently moves outside of the Club Area and remains within the borough of Manhattan may maintain Club Membership.
3. The provisions of this section shall not act to revoke the voting status of Members in good standing as of the date of the adoption of this Constitution. Any Member who is not otherwise qualified to be a Voting Member but wishes to become a Voting Member of the Club may seek a waiver by majority vote of the Executive Committee.

### **Section C. Classes and Privileges**

1. Voting Members shall be eligible to vote on any business before the Club. In addition to the eligibility requirements in Section B of this Article, to be a Voting Member, the Member must:
  - a. not claim the right to vote or hold a position in any other district-based Democratic Club;
  - b. have applied for Membership and first paid dues at least ninety (90) days prior to voting;
  - c. have attended any of the following:
    - i. the most recently completed Annual Meeting;
    - ii. at least one Meeting of the Club held in the preceding 366 days; or
    - iii. any other Club event, defined in the Club's Bylaws, held in the preceding 366 days;
  - d. be a Member in good standing.
2. Any person not eligible to be a Voting Member may become a Supporting Member upon payment of annual dues as set forth in Section D of this Article. Supporting Members shall not be eligible to vote on any matter before the Club or to serve as a Club Officer or Club Executive Committee Member. However, they are eligible to serve as members of Club committees and participate in Club meetings.
3. Membership term shall run February 1<sup>st</sup> to January 31<sup>st</sup> beginning in 2019.

## **Article VI. Executive Committee**

### **Section A. Powers and Duties**

The Executive Committee shall propose such policies and motions as it deems appropriate for consideration by the Membership; supervise the operations of the

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Organization in a manner consistent with this Constitution, the Bylaws, and the resolutions of the Membership; exercise the power of the Membership between meetings of the Membership, except for the election of Organization Officers and the endorsement of candidates for public or party office. However, the Executive Committee may endorse candidates for the Democratic Party offices of judicial convention delegate and county committee member if authorized by the Membership,

### **Section C. Composition**

1. The Executive Committee shall consist of all the Officers of the Club as specified in Article VII; Members at Large; and the District Leaders and Members of the Democratic State Committee of the Club Area who are Voting Members of the Club and were endorsed by the Club, as ex officio Members. The Club's delegates to those organizations of which the Club is a member or an affiliate and the chairperson of each Standing Committee of the Club, if not already a voting Executive Committee Member, shall be ex-officio non-voting Members of the Executive Committee.
2. All Officers, Members at Large and delegates elected or endorsed by the Club must be Voting Members of the Club as defined in Article IV.
3. Any Member of the Executive Committee or Officer who ceases to be a Member in good standing shall also cease to be a Member of the Executive Committee or Officer.
4. Members At Large:
  - a. There shall be one Member at Large for every twenty-five Club Members, but no less than six;
  - b. The Executive Committee may adopt a resolution changing the number of Members at Large who may serve on the Executive Committee. Such resolution shall be effective at the next election of Members at Large;
  - c. Members at Large shall serve as Organization leadership in a nonspecific role, working on behalf of the Organization's mission and agenda as necessary and as requested by the President and Vice-President.
5. Past Presidents:
  - a. A past President of the Club may serve as a non-voting Member of the Executive Committee for two years after vacating the office of President if they are currently a Voting Member of the Club.
  - b. The founding President of the Club, upon vacating the office of Club President, may continue to serve as a Voting Member of the Executive Committee as long as he is a Voting Member of the Club.

### **Section F. Attendance**

Any Member of the Executive Committee who fails to attend four meetings of the Executive Committee over the course of one year without just cause for their absence or who fails to meet the other requirements set forth herein shall be removed from the Executive Committee subject to recommendation of this action by the Committee and a subsequent vote by the Club's Voting Membership. A Member of the Executive Committee who has phoned in to an Executive Committee meeting shall be considered present.

## **Article VII. Officers**

### **Section A. Titles**

The Officers of the Club shall be the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Director of Membership and Outreach, Director of Communications, Director of Programming and Events, and Director of Political Affairs.

### **Section B. Term of Office**

1. All Officers shall be elected at the Annual Meeting pursuant to the procedure described in Article VIII of this Constitution and shall serve for one year or until their successors have been elected.
2. Terms shall run February 1<sup>st</sup> to January 31<sup>st</sup>, except in year 2018 when elections will be held in June.

### **Section C. Duties**

1. The President shall be the head Officer of the Organization. The President shall:
  - a. preside at the Annual Meeting and all Membership and Executive Committee meetings;
  - b. be responsible for executing the decisions, policies and programs of the Organization as provided by the Membership and the Executive Committee; and
  - c. create committees with the consent of the Executive Committee.
2. The Vice-President shall act in the absence of the President and shall supervise the activities of the Standing Committees and Special Committees of the Club and shall perform such other duties as the President or the Executive Committee shall, from time to time, direct.
3. The Directors shall assist the President and the Vice President in carrying out their duties and shall perform such other functions as specified herein:
  - a. The Director of Membership and Public Outreach shall chair the Membership and Public Outreach Committee as described in Article IX, Section A.
  - b. The Director of Communications shall chair the Communications Committee as described in Article IX, Section A.
  - c. The Director of Programming and Events shall chair the Programming and Events Committee as described in Article IX Section A.
  - d. The Director of Political Affairs shall chair the Committee on Political Affairs as described in Article IX, Section A.
4. The Recording Secretary shall record the minutes of the meetings of the Executive Committee and Membership Meetings; maintain minutes and attendance records of all Membership, Executive Committee and other meetings and results of all Club elections, endorsements and other voted decisions subject to the control and direction of the Executive Committee and the Membership. These records shall be available for inspection by any Member upon 72 hours' notice. In the event the Recording Secretary is absent from a meeting, an interim

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Recording Secretary shall be nominated from the Executive Committee by the Executive Committee to fulfill the role during the absence.

5. The Corresponding Secretary shall be responsible for correspondence including such notices and the conveying of Club policies as the President, Director of Communications, Executive Committee, or Membership shall direct; production of the Club's newsletter and other communications, subject to the control and direction of the Executive Committee and of the Membership; and shall ensure the response to correspondence, such as email, and shall serve as a Member of the Communications Committee.
6. The Treasurer shall manage and be responsible for all Club funds, which shall be deposited in a bank or banks for the Club designated by the Executive Committee; be responsible for the financial and monetary transactions of the Club; maintain records of account, including all receipts, all expenditures, and all disbursements; prepare financial reports to be presented at meetings of the Executive Committee and at Membership Meetings; prepare and submit all Organization reports and filings required by law; and manage and be responsible for the Club Membership list. With regard to Club finances:
  - a. all disbursements and expenditures of Club funds shall be made in accordance with the policies established by the Membership and the Executive Committee and pursuant to procedures set forth in the Club Bylaws; and
  - b. all Club financial records shall be open to the inspection of any Voting Member of the Club upon reasonable notice.
7. The duties and responsibilities of Officers may be further provided for in the Bylaws.

### **Article VIII. Elections of Officers and Members at Large of the Executive Committee**

#### **Section B. Nominations**

1. Candidates may be nominated either by a report of the Elections Committee or by nominations at the meeting prior to the Annual Meeting or by nominations taken from the floor at the Annual Meeting.
2. All nominees must be eligible in accordance with Article IV, Section B and must consent to their nomination.
3. The nomination period shall open at the Membership Meeting prior to the Annual Meeting and shall close prior to voting at the Annual Meeting. Those nominated at the prior Membership Meeting will be included as a nominee in the notice of the Club's Annual Meeting. In addition, those nominated prior to or at the Annual Meeting, but after notice was emailed, shall be deemed nominated.
4. For contested or uncontested positions, each nominee shall have the opportunity to address the Club. Any Member may speak for an allotted time for or against any candidate.
5. Any candidate may withdraw their name at any time prior to the election.

#### **Section C. Voting Procedure**

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1. Voting shall be by secret written ballot. For each position, the candidate with the most votes shall be elected.
2. For the position of Officers, each Member entitled to vote shall have one vote for each position.
3. For the positions of Members at Large of the Executive Committee, there shall be a single ballot. Each Voting Member shall have one vote for each available seat for Members at Large of the Executive Committee. The number of nominees that correspond to the number of available seats who receive the highest number of votes cast shall be elected. If there is a tie for the last position(s), a runoff shall be held at the same meeting.

### **Article IX. Committees**

#### **Section A. Standing Committees**

There shall be the following Standing Committees chaired by their respective Director as defined in Article VII, Section C or by Executive Committee appointment. Duties and responsibilities shall be determined below, by the Bylaws, and direction from the Executive Committee:

1. Membership and Public Outreach shall recruit new Club Members, work to retain existing Members and re-engage lapsed Members, establish relationships with other community organizations, and coordinate other public service activities.
2. Communications shall publish and disseminate Club information. This shall include minutes; publicizing Club events, meetings and functions through the Club newsletter, website, email; all other communications with the Membership in accordance with the policies established by the Membership and the Executive Committee.
3. Programming and Events shall plan the programs for membership meetings and special events, securing meeting venues, arranging guest speakers, and public forums and special events in accordance with the policies established by the Membership and the Executive Committee.
4. Political Affairs shall organize and execute activities on behalf of the Club's endorsement process and other political activities with the approval of the Executive Committee.
5. Fundraising shall produce the Club's fundraising events and supplementary fundraising efforts in accordance with the policies established by the Executive Committee and the Membership.
6. Elections is responsible for notifying Membership about candidates for Club elections, recruiting candidates and carrying out elections as further described in the Club Bylaws.