

BYLAWS OF
THE DEMOCRATIC CLUB OF THE SANTA CLARITA VALLEY

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**BYLAWS OF
THE DEMOCRATIC CLUB OF THE SANTA CLARITA VALLEY**

Preamble

In order to stimulate an active interest in governmental affairs, to increase the efficiency of popular government, and to foster and perpetuate the ideals and principles of the Democratic Party, we hereby associate ourselves and establish the Democratic Club of the Santa Clarita Valley.

ARTICLE I. NAME

The name of this association shall be the Democratic Club of the Santa Clarita Valley, which may hereinafter be referred to as the “Club.”

ARTICLE II. PURPOSES

The purposes of this Club shall be:

- a. To support and elect candidates at the local, state, and federal levels of government who will advocate the values of the Democratic Party.
- b. To contribute to the growth and influence of the Democratic Party by educating and registering voters, developing leadership, contributing to the development of the Party Platform and in other ways as supported by the Club membership.
- c. To enhance the visibility and promote a positive image of Democrats in the Santa Clarita Valley through community involvement and sponsorship of events.
- d. To fundraise for organizational activities and for support of candidates and issues as approved by the Club membership.
- e. To create opportunities for discussion and advocacy on issues of importance, including, but not limited to: business, civil liberties, economy, education, environment, foreign policy, health care, the justice system, and social security.

ARTICLE III. BASIC POLICIES

The following are basic policies of the Democratic Club of the Santa Clarita Valley:

- a. While retaining the right to independent action in support of Party ideals and goals, the Club will strive to maintain and promote harmony within Party ranks.
- b. The Club may be a member of any Democratic umbrella group with which it chooses to affiliate.
- c. The Club or members in their official capacities shall not engage in activities that are destructive to the purposes of the Club and the Democratic Party.
- d. The Club shall participate in the making of endorsements through delegates to Councils or Conventions in the districts in which the Club is authorized to act in such

a manner. The Club shall support the candidate endorsed by these Councils or Conventions. Following the Primary Election, the Club shall support the nominees of the Democratic Party, unless a motion of non-support is approved by a minimum of two-thirds of members present at a regular meeting.

- e. The Club shall not endorse a candidate other than a Democrat for partisan office. The Club may recommend a Democrat or a non-Democrat for non-partisan office.
- f. No part of the net earnings of the Club shall inure to the benefit of, or be distributable to its members, officers or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof;
- g. Upon dissolution of this Club, after paying for the debts and obligations of the club, the remaining assets shall revert to the Los Angeles County Democratic Central Committee.

ARTICLE IV. MEMBERSHIP AND DUES

SECTION 1. QUALIFICATIONS

Membership shall be open to any person regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation or economic station, provided they are at least fourteen years of age, meet dues requirements and are:

- a. Registered as a Democrat in Los Angeles County; or,
- b. A person devoted to the principles of the Democratic Party, or a person ineligible to register as a voter because of inability to meet registration requirements whereas the person certifies his or her intention to register as a Democrat upon becoming eligible.
- c. Only registered Democrats may hold elective office in the Club.

SECTION 2. DUES

Each member shall pay annual dues.

- a. Annual dues become payable each January.
- b. Payment of dues shall be prorated on a quarterly schedule for new members.
- c. A special dues amount may be established for Students.
- d. Membership dues shall be determined annually by recommendation of the Executive Board and ratified by the membership.
- d. The Executive Board, upon demonstration of financial hardship, may waive dues.

SECTION 3. CENSURE AND EXPULSION

a. CAUSES

Members may be censured or expelled from the Club for cause including, but not limited to:

1. Fraudulent application for membership;
2. Registering or re-registering as a member of another party;
3. Failure to meet dues requirements within 60 days of renewal date.
4. Publicly avowing preference for another party, or publicly and actively supporting the candidate of another party in a partisan election;
5. Participation in activities that are expressly forbidden by Club bylaws, policies, or standing rules;
6. Taking action that is contrary to that approved by the majority of the Club membership and duly recorded as such in the Club's records;
7. Misuse or embezzlement of Club monies or resources.

b. PROCESS

1. At least two (2) members of the Executive Board must sign and submit to the Recording Secretary a written statement of charges containing the grounds for removal.
2. The Recording Secretary, upon receipt of the statement of charges, must send to an accused member by timely registered mail, a copy of the charges and a letter stating: that the accused member may either resign or have a hearing before the officers of this Club and that at such hearing, the accused member shall be afforded an opportunity to respond to the statement of charges and to confront the witnesses against such member; and that such member may be represented by counsel at such hearing.
3. If the accused member does not elect to resign, the Recording Secretary shall send a copy of the statement of charges to all officers of this Club along with a notice of the hearing date.
4. At the hearing, the officers shall examine the statement of charges brought against the accused member. The accused member shall be afforded an opportunity to respond to the charges, to confront any witnesses against such members, and may be represented by counsel if desired. Such hearing shall be conducted in such fashion as to afford the accused member due process of law.
5. After such hearing upon motion for removal, the accused member may be removed by a vote of not less than two-thirds (2/3) of the officers present and voting.

ARTICLE V. ELECTION OF OFFICERS

SECTION 1. OFFICERS

The Club shall elect the following officers, which is collectively called the Executive Board, every even numbered year:

- a. President
- b. Vice President
- c. Recording Secretary
- d. Corresponding Secretary
- e. Treasurer
- f. Chair of a Standing Committee

SECTION 2. NOMINATIONS

- a. The Club shall form a nominating committee in October of even numbered years. Members may not serve on the nominating committee for two (2) consecutive terms.
- b. Members will qualify for nomination to elected office when they have held membership in the Club for at least thirty (30) consecutive days prior to nomination and remain in good standing with the Club.
- c. The Nominating Committee will accept the nomination of candidates and present a roster for each position at the November meeting.
- d. Candidates must accept nominations at the November election to be eligible to stand for office.

SECTION 3. ELECTIONS

- a. Elections will be chaired by the highest-ranking officer who is not running for re-election or by the Parliamentarian.
- b. Elections will be held at the December meeting in even numbered years.
- c. The Treasurer will provide the election officer or Parliamentarian with a list of members who are eligible to participate as candidates and voting members.
- d. Candidates must be a Club member in good standing at least thirty (30) days prior to the regularly scheduled meeting where nominations are accepted.
- e. Officers will serve a term of two (2) years.
- f. Officers may not hold the same office for two (2) consecutive terms.
- g. Elections, to be determined by the majority present, will be held the biennial December election meetings.
- h. Members may run for more than one office, but shall not hold more than one position on the Executive Board.
- i. In the event of a contested election, the board shall be elected by secret ballot.
- j. In the event of a tie, the election chair may permit the tied contestants additional time to speak to the membership or he/she may call for an immediate runoff election.

- k. Following the election, an audit of accounts shall be conducted and a report prepared for the January meeting.
- l. Following election, all records, accounts and other Club property shall be passed from outgoing officers to officers-elect prior to or at the January installation of officers.

SECTION 4. INSTALLATION

Officers shall be installed at the January meeting following the biennial December election meetings.

SECTION 5. VACANCY

If a vacancy occurs in any Executive Board office, the President may appoint another member to fill the vacancy for the remainder of the term, unless the appointment is not accepted by any member of the Executive Board, whereas the Executive Board must then override the objection to fill the vacancy by a majority vote.

ARTICLE VI. DUTIES OF OFFICERS

SECTION 1: DUTIES AND RESPONSIBILITIES

- a. The President shall:
 1. Preside over meetings of the general membership and the Executive Board;
 2. Represent the Club with other groups and organizations;
 3. Be responsible for carrying out the official activities and purposes of the Club;
 4. Appoint a Parliamentarian and chairs to standing and special committees with ratification by the Executive Board.
- b. The Vice-President shall:
 1. Assist the President;
 2. Preside in the President's absence;
 3. Be responsible for precinct organization and activities.
- c. The Recording Secretary shall:
 1. Keep the minutes and records of the Club and Executive Board;
 2. Be responsible, with the President, for all records of the organization;
 3. Keep and maintain membership records and member contact information;
 4. Maintain records of committee and officer's reports;
 5. Maintain historical records for the Club;
 6. Announce meetings upcoming and events.

- d. The Treasurer shall:
 - 1. Receive and disburse all Club monies in accordance with established standards;
 - 2. Keep full and accurate records of all Club funds;
 - 3. Provide monthly financial reports to the Executive Board and the Club membership, including beginning balances, income, expenditures, and ending balances.

- e. The Corresponding Secretary shall:
 - 1. Prepare and disseminate Press Releases;
 - 2. Post public meetings and events through the media;
 - 3. Be responsible, with the President, for all information and materials publicizing the organization.

- f. The Chair of a Standing Committee shall:
 - 1. Call, agendize, hold, and report on Standing Committee meetings;
 - 2. Post meeting findings and Committee Member information with the Recording Secretary;
 - 3. Be responsible for the conduct and activities pertaining to the Standing Committee;
 - 4. Report to the President regarding the progress and actions taken by the Standing Committee.

SECTION 2. REMOVAL FROM OFFICE

Absence of an officer from two (2) consecutive membership meetings, two (2) consecutive Executive Board meetings, or three (3) regularly scheduled membership meetings during a calendar year without valid reason, shall be grounds for removal from office.

ARTICLE VII. ELECTION OF DELEGATES

- a. The Club membership shall elect, at a regular meeting, all delegates and alternates from the Club to any council, convention, or other assemblage to which the Club is entitled representation.
- b. All elections for delegates and alternates, and for endorsements shall be conducted by secret ballot.
- c. If a vacancy occurs in any delegate or alternate position, the President and the executive board shall meet to appoint a replacement.

- d. The delegate to the Democratic Party of the San Fernando Valley shall be elected at the regular election meeting in the even numbered year. This delegate shall serve a two (2) year term so long as he or she remains a member in good standing. Said delegate shall take office at the regularly scheduled DPSFV organizational meeting.

ARTICLE VIII. MEMBERSHIP MEETINGS

SECTION 1. SCHEDULING

- a. Regular meetings of the membership shall be held on a designated day every month, whereas this day may be altered from time to time as is suitable for members, unless otherwise ordered by the President or the Executive Board.
 - 1. Notice of any change in time or date of regularly scheduled meetings must be given to the entire membership in writing or by e-mail at least ten (10) days in advance, if possible. Notice shall contain the place, date and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members, but any proper matter may be presented at the meeting for action.
 - 2. Whenever a membership meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place thereof are announced at the meeting at which the adjournment is taken. No meeting may be adjourned for more than sixty five (65) days. At the adjourned meeting, the association may transact only business which might have been transacted at the original meeting.
- b. Organizational meetings, wherein new officers are elected, will be held in December of even numbered years. At least thirty (30) days prior written notice of the annual election meeting must be given to all members in good standing.
- c. The first annual meeting shall be conducted in January of each year.
 - 1. The Club's annual budget requires approval by the membership. The year's proposed budget shall be presented to the membership for approval no later than the third membership meeting of the year.
 - 2. All approved programs, projects and expenditures must be recorded in the minutes of the membership meetings, the legal record of the Club.

SECTION 2. QUORUM

- a. A quorum for a Club meeting shall consist of a three (3) Executive Board Members, plus three (3) other members.
- b. No action may be taken in the absence of a quorum.

SECTION 3. SPECIAL MEETINGS

- a. The president may call special meetings. The president must call a special meeting upon the written request of three (3) members of the executive board or by five (5) or more members of the Club.
- b. Special meetings requested by the president or the executive board must be held within fourteen (14) days of receipt of the request. All Club members must be notified at least ten (10) days prior to the meeting.
- c. Special meetings requested by five (5) or more Club members must be held within 20 days of receipt of such request. The president and executive board will determine the place, time and date of the meeting. All Club members must be notified at least ten (10) days prior to the meeting.
- d. Only business mentioned in the notice of a special meeting can be transacted at that meeting.

SECTION 4. VOTING

- a. Only members in good standing for at least sixty (60) days preceding an election shall be eligible to vote in any Club election.
- b. A renewing member shall be deemed to be in good standing and authorized to participate in all voting and other Club activities, for a period up to and including the first day of March following the year in which the member last paid dues in full.
- c. Neither absentee, nor proxy voting shall be permitted.

ARTICLE IX. EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of the following:

- a. Elected officers
- b. Appointed chairs of standing committees
- c. Club members holding elective office
- d. Club members elected by the Club as delegates to an area or district council of the California Democratic Council (CDC) or the Democratic Party of the San Fernando Valley (DPSFV)
- e. The immediate past president
- f. The regional director of the California Democratic Party (CDP)

SECTION 2. MEETINGS

- a. The Executive Board shall meet on a schedule agreed upon by the President and the majority of the board, but no less than four (4) times each year.
- b. A quorum for an Executive Board meeting shall consist of a majority of officers.
- c. A special meeting of the Executive Board may be called by the President or by three (3) or more members of the Executive Board.

- d. Members of the Executive Board shall be notified in writing or by e-mail, time and place of regular and special meetings at least one (1) week prior to the meetings.
- e. All regular meetings of the Executive Board, excepted as outlined in Article 4, Section 3, shall be open to any member in good standing.
- f. Neither absentee, nor proxy voting shall be permitted.

ARTICLE X. COMMITTEES

SECTION 1. STANDING COMMITTEES

- a. The following will be standing committees of the Club:
 - 1. Legislation
 - 2. Membership
 - 3. Fundraising
 - 4. Political Action
 - 5. Candidate Recruiting and Development
- b. The chairs of standing committees shall be appointed by the President and approved by a majority of members present at the first meeting in January following the December organizational meeting in even numbered years.
- c. Any two (2) members of the Club may petition the Executive Board to form a Standing Committee. Approval by the Executive Board shall be based upon a demonstration by the applicants that the purpose of the proposed committee is consistent with the Purposes and Policies of this Club.
- d. Approval of committee formation shall require a majority vote of the Executive Board and shall not be final until ratification by majority vote of the membership present at the next regularly scheduled meeting.
- e. Committee reports shall be presented regularly to the membership. No action or expenditures will be permitted unless approved by a majority present at the meeting in which the motion was introduced.
- f. The President, with approval of the Executive Board, may fill a vacancy for chair of any committee.
- g. A member in good standing may chair or participate in any standing committee or ad hoc committee.

SECTION 2: AD HOC COMMITTEES

The President may appoint a chair to any committee that is created by the Executive Board or the membership to fulfill a single goal or short-term project.

ARTICLE XI. FINANCIAL POLICIES

SECTION 1. INCOME

- a. Any monies collected on behalf of the Club shall be given to the Treasurer immediately and deposited within three (3) business days.
- b. Money collected for the Club should be submitted to the Treasurer with explanation or report regarding the source, date, and other pertinent information.

SECTION 2. EXPENDITURES

- a. All expenditures shall be made by check requiring the signatures of the President or Vice-President and the Treasurer.
- b. Routine or recurring expenditures of \$200 or less may be authorized in advance by the Executive Board, paid by the Treasurer upon presentation, and ratified by the membership at the next regular meeting.
- c. Non-routine or non-recurring expenditures and those exceeding \$200 dollars, including donations to organizations or candidates, must be approved by the membership at a regular meeting.

SECTION 3. AUDITS

- a. Annual audits shall be conducted by a committee consisting of three (3) members who are not members of the Executive Board, appointed by the President at the regular membership meeting each November.
- b. The audit committee shall present a written audit report at the January membership meeting.
- c. Special audits shall be called upon the resignation of the Treasurer or any officer responsible for signing checks, or at any other time deemed necessary.
- d. No member of the audit committee may be related by blood or marriage or reside in the same household as the financial officers and/or authorized signers of checks.

ARTICLE XII. BYLAWS AMENDMENTS

SECTION 1. REVIEW

- a. Bylaws for the Club shall be reviewed and updated biennially.
- b. A motion to amend these Bylaws may be made by any member in good standing.
- c. The president shall appoint a committee, chaired by the parliamentarian, to conduct scheduled reviews and to prepare requested amendments.
- d. The committee shall prepare a detailed list of proposed amendments to present at a subsequent meeting of the full membership.
- e. Members must be notified of the meeting at least ten (10) days in advance and a list of the proposed amendments must be included with the notice.

SECTION 2. ADOPTION

- a. A two-thirds (2/3) vote of the membership present at the noticed meeting, or who respond to electronic voting within seventy-two (72) hours of an Election Notice via e-mail, shall be required to adopt any bylaw amendments.
- b. After the membership adopts the amendments, the secretary will sign and date a master copy of the bylaws, which is kept by the secretary. Other copies are signed by the secretary and kept by the president and parliamentarian.
- c. Additional copies of the bylaws and standing rules shall be made for the each member of the executive board. A copy of these bylaws shall be made available to any member of the Club upon request.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

Roberts Rules of Order, most recent edition, shall govern this Club in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws.

BYLAWS OF: _____

APPROVED BY: _____ **Date:** _____

ADOPTED BY THE MEMBERSHIP:

_____ **Date:** _____
Club Recording Secretary

STANDING RULES

THE DEMOCRATIC CLUB OF THE SANTA CLARITA VALLEY

1. At the beginning of his or her term of office, each member of the executive board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of the association upon request.
2. At least twenty-four (24) hours notice must be given to the president in order to have an item of business or an announcement placed on the executive board agenda.
3. At least fourteen (10) days notice must be given to the president in order to have an item of business or an announcement placed on the association agenda. (This allows the president time to prepare the agenda and provide written notice to the members at least ten (10) days prior to the meeting, in accordance with Article VIII, Section 1.)
4. When a recommendation for an item of business or an announcement that has not had prior consideration by the executive board is brought to a membership meeting, it shall be referred to a committee and/or the executive board for study.
5. The executive board must approve any non-Club material intended for distribution to the membership prior to any meeting.
6. Each officer and chairman shall be responsible for keeping an up-to-date procedure books and for turning it over to the incoming officer or chairman at the end of his/her term of office.
7. The president, subject to ratification of the executive board, may appoint an assistant to any of the chairmen. Such assistant shall have full voting rights as an executive board member.
8. The membership list/directory of the Club shall be for the exclusive use of the Club and shall not be available for distribution or purchase by any other organization or commercial entity.
9. The standing committees of this Club may be added by the president as needed.
10. Standing rules should be procedural rather than parliamentary and may not conflict with or supersede the bylaws.

NOTE: New standing rules may be adopted by a majority vote at any Club meeting. **Amendments** to standing rules require a majority vote of the membership present at the noticed meeting, or who respond to electronic voting within seventy-two (72) hours of an Election Notice via e-mail.