

East County Democratic Club

Constitution and By-Laws

CONSTITUTION

I. Name

The name of this organization shall be the East County Democratic Club (hereinafter called the Club).

II. Purpose

The purpose of this Club is to:

1. To promote progressive causes in local, state, and national politics.
2. To inform the electorate regarding candidates and issues through regular meetings.
3. To build and maintain a permanent club membership of volunteers looking for ways to support these causes.
4. To provide a meeting place for local Democrats to network and discuss issues of concern.
5. To endorse candidates that meet the positions valued by the membership and meet the ethical and experience levels required for effective governing.

III.

The Club shall focus its efforts within the area served of Alpine, Campo, El Cajon, Lakeside, Rancho San Diego, Jamul, Dehesa, Santee, and outlying San Diego County areas, and shall seek to publicize activities and to build its membership from registered Democrats within the area served.

The Club may become involved with activities outside of the area.

IV. Affiliation

- A. The Club is affiliated with the San Diego County Democratic Party Central Committee (hereinafter called the Central Committee) and was originally chartered by the Committee in 1965.
- B. As a chartered and affiliated club of the Central Committee, the Club shall comply with Bylaws of the Central Committee and the California Democratic Party, as they apply to fully chartered local affiliates.
- C. The Club may apply for membership in the California Democratic Council. Membership above the minimum affiliation level shall be permitted, if approved by a majority vote of the Club or three of its officers.

V. Board of Directors

The business of the Club shall be conducted by a Board of Directors (hereinafter called the Board), which shall consist of at least five and not more than nine* members (excluding special committee chairpersons appointed by the President). The Board shall be elected in the manner provided in Bylaws of the Club.

VI. Funds of the Club

The funds of the Club shall be raised by an annual membership campaign. Funds raised after a deduction for local campaign and operating expenses shall be used exclusively in the furtherance of the purposes stated in Article II.

VII. Compensation

The directors and officers of the Club shall serve without pay. Except for legal contributions to political candidates as approved by the membership, no part of the funds of the Club shall inure to the benefit of any private party, organization, other association or agency.

VIII. Amendments

This Constitution may be amended only by a vote of a quorum of the Board of Directors. Two-thirds of a quorum is required for an affirmative vote. Any amendments shall have previously been submitted to all members of the Board at least fifteen (15) days prior to the Board meeting at which a first reading is to be held. A final vote shall be taken at another Board meeting held at least thirty (30) days after the first reading. Thereafter, the Board shall present the amendment(s) approved according to the previous means, to the general membership at the next general membership meeting. It must be approved by two-thirds of the members, present and voting.

IX. Abbreviations

For reasons of brevity, clarity and consistency, the terminology of this document shall be as follows:

1. The East County Democratic Club: Club
2. The Board of Directors: Board

BYLAWS

1. Membership; Dues

Section 1. Qualifications: Any individual qualifies for Club membership if:

- (1) The individual is a registered Democrat; or
- (2) The individual 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
- (3) Supports the purpose of the Club as stated in the Constitution.

Section 2. Active Membership: A qualified individual shall be considered an active member only if the member has paid all club dues. An active member may not vote on endorsement issues unless they have been a member for at least 30 days.

Good Standing: Every person who is eligible to be a member of this club and who has paid (or had waived) his or her annual dues shall be a member in good standing.

Section 3. Dues: Each member shall pay dues on an annual basis, as follows:

Membership	Full Year		Half Year	
	Single	Dual/Couple	Single	Dual/Couple
General	\$25	\$40	\$13	\$20
Student / <i>Senior</i>	\$20	\$30	\$10	\$15
Sustaining	\$60	\$100	\$30	\$50
Sponsor	\$125	\$200	\$63	\$100
Patron	\$250	\$400	\$125	\$200

Dues are due on January 1 and payable by January 31 of each calendar year. Annual dues for new active Club members shall be halved on a *semi-annual basis* July 1.

II. Officers

Section 1: Officers: The elected officers of the Club shall be President or Co-presidents, First Second, and Third Vice Presidents, Secretary, and Treasurer. A Parliamentarian, appointed by the President, shall also serve as an officer.

Section 2: Election: The Nominating Committee shall present its slate of candidates for office to be voted on at a general meeting held in November. The Nominating Committee shall be appointed in August or at the latest, by September 30. At the November general meeting, the floor shall be open for further nominations. After nominations are closed, a vote shall be held to select the elected officers. Voting may be by one (1) ballot for the entire slate nominated by the Nominating Committee, unless, by majority action of the members present and voting, it is ruled that all candidates shall be voted upon individually. If more than one candidates exist for a given office, instant runoff voting shall be used.

The elected officers and new Board members are notified of their approval prior to the December holiday party, at which time they are formally inducted into their new positions for the new year.

Section 3: Terms of Office: All officers shall serve a one-year term. The President or Co-presidents and Vice Presidents may serve a maximum of two (2) consecutive year terms. The Secretary and Treasurer may serve a maximum of (3) three consecutive years. Said officers shall be eligible for reelection after an intervening period of (2) two years. Two (2) members of a family of a common household may hold executive offices in the Club simultaneously. Officers shall take office and assume their respective duties on January 1, following their election.

Section 4: Parliamentarian: The President or Co-presidents shall appoint a Parliamentarian whose term of office and eligibility for reappointment shall be the same as that of the President.

Section 5: Duties of Officers

1. President or Co-Presidents The President or Co-Presidents shall:

- A. Preside at all meetings and act as ex-officio member(s) of all committees except the Nominating Committee. The President or Co-presidents, however, shall not be a voting member, except in those cases where a tie vote occurs. In such instances, the President or Co-presidents may elect to cast the deciding vote, or postpone it, deferring action until a consensus can be reached by regular voting members.
- B. Appoint, with the approval of the Executive Committee, all chairpersons,
- C. Be responsible for the Club's public relations, for the composition and printing of letters to members, brochures and membership rosters, with the assistance of the Executive Committee.

- D. Set meeting dates.
- E. Provide a list of procedures formulated by each officer and chairperson for the edification and use of incoming officers and chairpersons.
- F. Appoint special committees, as needed.
- G. Generally supervise the activities of the Club.
- H. Appoint members to temporarily fill unexpired terms of office, subject to election by the membership at the next Club meeting after the office is vacated.
- I. Appoint the members of the Nominating Committee.

2. First Vice President The First Vice President shall:

- A. Preside in the absence of the President or Co-presidents.
- B. Perform special duties that may be assigned by the President.

3. Second Vice President The Second Vice President shall:

- A. Manage special projects as determined by the Board

4. Third Vice President The Third Vice President shall:

- A. Maintain membership records and a list of visitors and prospective members
- B. Conduct solicitation mailings to invite new members to meetings and to participate in Club activities
- C. Send reminders of annual dues payments
- D. Greet visitors at meetings and provide name tags at general meetings
- E. File an Excel spreadsheet list of members as required by the party for charter renewal

5. Secretary The Secretary shall:

- A. Keep minutes of all meetings
- B. Prepare a list of all Board members (including officers and chairpersons) and their contact information. A copy shall be distributed to the Board members present at the first meeting and mailed to absent Board members prior to the second meeting.
- C. *Serve as correspondent and receive and file all letters and contracts.*
- D. Prepare and distribute copies of all meeting minutes to Board members within 10 days following each meeting.

6. Assistant Secretary: The Assistant Secretary shall:

- A. Serve as secretary in the absence of the secretary
- B. Act as historian for Club records and archival information
- C. Serve as correspondent and receive and file all letters and contracts
- D. Keep an attendance record of all meetings of the Executive Committee and the Board
- E. Prepare a list of Board members who have missed three consecutive meetings to submit to the President or Co-presidents, for their action.

7. Treasurer The Treasurer shall:

- A. Supervise the deposit of all monies in the name of the Club in depositories designated by the Board.
- B. Pay all bills directly related to the routine operation of the Club, having a value of \$100 or less. Payment of other bills must be authorized by the Board.
- C. Submit interim financial reports to the Finance Committee as requested and a summary and final report submitted to the Board following the close of the year (December 31).
- D. File forms annually as required by the national, state, and local party, State of California Secretary of State and Attorney General -- for nonprofit organization status, at the end of the fiscal year, following annual auditing of the books, as well as a current list of officers and *new* Constitution and Bylaws.
- E. File, at the Club's bank or credit union, signatures of the President or Co-presidents, First Vice President, and Treasurer, if not previously filed. In the absence of the Treasurer, the President or a Co-president may sign for the Treasurer and purchase adequate liability insurance for Club meetings and events, when so directed by the Board.
- F. Submit books for annual audit, at the Board's option, to either a Certified Public Accountant not connected with the Club, or permit the President or Co-presidents to direct the Finance Committee to review the books of the Club.

5. Parliamentarian The Parliamentarian shall:

- A. Serve as advisor and final arbitrator in all matters of parliamentary procedure, using Robert's Rules of Order, revised, as a guideline.
- B. Collect and count ballots for elections using written ballots.
- C. Interpret this Constitution and Bylaws as required in the course of Club business.
- D. Serve as ex-officio member of the Bylaws committee

6. Other Officers

- A. The Board may elect such other officers as deemed necessary from time to time to conduct Club business.

III. Board of Directors

Section 1. Membership: The Board shall consist of at least five (5) and not more than nine (9) Club members. This number shall include the Executive Committee members. Committee chairpersons appointed by the President for special skills may be in addition to the member limit.

Section 2. Elections: The Nominating Committee shall present its slate of candidates for office to be voted on at a general membership meeting held in November. The floor shall be open for further nominations. After nominations are closed, a vote shall be held to select the elected officers. Voting may be by one (1) ballot for the entire slate nominated by the Nominating Committee, unless, by majority action of the membership present and voting, it is ruled that all candidates shall be voted upon individually. If more than *two* one candidate exists for a given office, instant runoff voting shall be used.

Section 3. Quorum: A quorum shall be a majority of the membership of the Board. A chairperson shall be counted as part of the quorum.

Section 4. Removal and Resignations: Any elected Board member may be removed by the Board when in its judgment the best interest of the Club would be served. Nonattendance of a Board member at three (3) consecutive regularly scheduled meetings may be cause for removal. Removal shall be by an affirmative vote of not less than two-thirds (2/3) of a quorum of the Board. Notification of such nonattendance shall be made by the Assistant Secretary who will present it to the Board for action. The resignation of a Board member should be given in writing to the President or Co-presidents. Any resignation shall take effect upon acceptance of the Board at its next meeting.

Section 5. Duties: The Board shall:

1. Meet approximately monthly.
2. Meet at any time additional meetings are deemed necessary by the President or Co-presidents or the Executive Committee.
3. Conduct business of the Club.
4. To develop a work plan (including action items with evaluation criteria), which shall be evaluated by the membership at least once every year. This work plan shall include a report on the number of registered Democrats within the area served, a report on Democratic voter turnout in area served, and a comparison of local Democratic statistics to other political affiliations.

IV. Club Fiscal Year

The fiscal year of the Club shall be the calendar year.

VI. Committees

Section 1: General Description - Committees are established by the Club to perform tasks to support the overall objectives of the Club. The scope of duties in each committee shall be limited so that a single individual or small group may accomplish these tasks with occasional meetings throughout the year. There shall be a committee Chair, Co-Chair, and Immediate-Past Chair associated with each committee, when possible. Members of the same household may not hold both the Chair and Co-chair positions to reduce the likelihood that all members of the Committee will be absent in the event of travel. Committee Chairs are generally selected from members of the Board.

Section 2: Executive Committee - Composed of Officers and Chairs of the Committees, the Executive Committee may conduct business between any regularly scheduled meetings of the Board.

Section 3: Nominating Committee -

- (1) **Members.** A Nominating Committee of three (3) to five (5) members shall be appointed by the President at the *October* August or September meeting; at the latest, this shall be done on or before September 30. The members of the Nominating Committee are not approved by a vote of the Board.
- (2) **Nominating Committee Duties.** The Nominating Committee shall:
 - A Select at least one candidate for each elective office, and a list of prospective Board members to meet the requirements of the Club. Nominations shall be made in a manner resulting in (1/3) of the board being replaced annually.
 - B Present a slate of officers and Board candidates and make recommendations to the Board at the Board meeting in November.
 - C Continue to serve until a new Nominating Committee is appointed for the following year. *and shall be responsible for choosing nominees to fill any Board vacancies occurring during the year;(totally remove)*
 - D Nominate for office only those persons who, after being contacted, have consented to serve and to attend Board meetings:

Section 4. Finance Committee: The Finance Committee meets at least quarterly to review treasurer's reports and bank records. The committee must be composed of at least a Chair and Co-Chair. The Treasurer shall be an ex-officio member of the committee and will make information available upon request. The Committee reviews all transactions and compares bank statements with internal books, approving financial records. They produce a written report that can be submitted to the plenary meeting of the membership for approval.

Section 5. Membership Committee: Maintains membership records and a list of visitors and prospective members. With the leadership of the Third Vice President, the committee conducts solicitation mailings to invite new members to meetings and to participate in Club activities. Also, it joins the Third Vice President in greeting visitors at meetings and provides name tags at General Meetings.

Section 6. Publicity Committee: Promotes the Club and its activities through the use of press releases, brochures, buttons, bumper stickers, and any other means, including social media and the website. This committee is responsible to develop and to implement a plan to increase the visibility of the Club among Democrats within the service area. Also, it maintains the list of events on the Interactive website.

Section 7. Outreach Committee: Organizes candidate forums, events at festivals, sales of fundraiser items. Also, it schedules special protest events and general community outreach and voter registration. Its performance is measured by the number of registered Democrats in the area compared with other competing parties, as well as the number of raw contacts made.

Section 8. GO Team Committee: The GO Team Committee organizes the effort to Get-Out-The-Vote at all local, national, and state elections. Also, it coordinates with candidate staff and Democratic Party officials to effectively conduct the effort. All members are invited to participate in precinct-walking and telephone bank teams.

Section 9. Endorsement Committee: The Endorsement Committee shall propose the mechanism for evaluating election candidates, arranging for candidate visits and making recommendations based on objective means established by that committee. The objective means shall include making endorsements contingent on candidates' willingness to support Franklin Delano Roosevelt's Four Freedoms: "the freedom of speech and expression, the freedom to worship God in his own way, freedom from want and freedom from fear." In addition, endorsement contingencies shall include support for the International Declaration of Human Rights. All members will have 2 weeks' notice of endorsement meetings by email and those without email shall be mailed notice.

Adherence to Club Positions: Club representatives described in VI. Committees, when participating in voting and discussion in that capacity, shall adhere to and represent the Club's official positions on endorsements and other matters wherever applicable, and shall agree to do so prior to their election.

Section 10. Past President's Committee: The Past Presidents' Committee shall consist of each living Past President resident in the area. The Immediate Past President shall be the chair. The Past Presidents' Committee shall:

- (1) Consider those matters referred to the Committee by the President, Co-presidents, or Board and submit committee recommendations to the Board.
- (2) Initiate studies with the committee on matters believed to be of concern to the Club and submit the committee's recommendations to the Board.

Section 11. Club Representatives to the California Democratic Party: Club representatives to the California Democratic Party's Pre-Endorsement Conferences shall be allocated as follows: one representative, resident in the Assembly District, for each full (not fraction thereof) 20 registered Democratic members in good standing in the Assembly District who are listed on a roster submitted, by July 1 of each odd-numbered year, to both the San Diego County Democratic Party and the appropriate CDP Regional Director(s). The roster shall be certified by the Club's President (or Co-presidents) Secretary, or Treasurer. Representatives should be equally apportioned between men and women to the extent possible.

Section 12. Club Representatives to the San Diego County Democratic Party: Under the Club's charter with the San Diego County Democratic Party, its President (or Co-presidents) is a representative to the SDCDP Central Committee as an Associate Member. If the President (or Co-presidents) is already a Central Committee member or chooses not to serve, a different representative may be selected to serve his or her term, according to the provisions of Sections of 3 and 4 of the SDCDP charter topic appropriate Article. An Associate Member application, for the President (or Co-presidents) or any other representative, must be submitted to the SDCDP within 30 days of his or her selection by the club.

Section 13. Selections of CDP and SDCDP Representatives: Club representatives to the CDP and SDCDP – and any other official representatives, delegates, and alternates from the club to conferences, caucuses, councils, conventions, and other meetings – shall be selected by a vote of members in good standing at duly noticed Club meeting or, if that cannot occur at a regular or special meeting, by designation of the Presidents (or Co-presidents).

VI. Meetings

Section 1. General Meetings

1. The Club shall hold regular monthly meetings on such day as the membership may determine from time to time.
2. Regular meetings shall not be canceled more than 3 times within any calendar year and in no event shall more than 2 regular meetings be canceled in succession.
3. All general meetings are open to the public. General meetings may include some business items but are mainly presentations by candidates, initiatives, and focus groups.
4. General meetings shall include a social networking period specifically for meeting other Democrats and discussing issues in an unstructured format.

Section 2. Board Meetings

1. The Board shall hold regular monthly meetings on such day as the Board may determine from time to time.
2. Board meetings are open to any Club member in good standing.
3. The agenda of Board meetings will include reports of committee chairs, officers, and will be the primary venue to complete the work of the Club.

Section 3. Special Meetings

1. Special meetings may be called by the President or Co-presidents, at any time, on notice as specified below.
2. In the absence of the President or Co-presidents, any two officers may call a special meeting, on notice as specified below.

Section 4. Notice of Meeting

- (1) Notice of regular or special meetings shall be given at least 24 hours in advance to all active

members, in any manner as follows:

- a. Notice in writing by US mail
- b. Notice in writing by e-mail
- c. Telephone message

- (2) Notice of the meeting shall be deemed sufficient by any manner specified above, if such notice includes the date, time, and place of the meeting and is calculated to be received at least 24 hours prior to the meeting.

Section 5. Rules for Meetings

- (1) The Club shall use the newly revised *Robert's Rules of Order* to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these bylaws.
- (2) A quorum for any general meeting of the Club shall be 15 percent of the total organizational membership, or ten members, whichever is smaller, as of 24 hours before the meeting, as reported by the Third Vice President.
- (3) Unless otherwise specified in these Bylaws, the Club may adopt events and conduct regular business with a vote of 50 percent plus one of the members present at any meeting.
- (4) The Club may suspend specific portions of these bylaws and/or Robert's Rules of Order for purpose of emergency business by a vote of two-thirds of the membership present and voting 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 to suspend that text. The motion to suspend shall call out the particular section of the bylaws proposed to be suspended.
- (5) Changes to the Constitution and Bylaws not specifically referenced elsewhere must be noticed to the membership at least 72 hours before the vote in question, and must be approved by a majority vote of the Club, or 2/3 of its officers.

X. BYLAWS

Section I. Bylaws: These Bylaws shall supersede all preceding legislation of the East County Democratic Club. The Secretary shall provide a copy of the Bylaws for each officer and Board member. Changes to these Bylaws may be recommended to the Board by an ad-hoc Bylaws committee appointed by the President or Co-presidents. Two-thirds (2/3) of the quorum is required for an affirmative vote. Any amendments shall have previously been submitted to all members of the Board at least fifteen (15) days prior to the Board meeting at which a first reading is to be held. A final vote shall be taken at another Board meeting held at least thirty (30) days after the first reading.

Section 2. The Constitution and Bylaws shall be posted to the Club website and Facebook site.

XI. RECORDS AND REPORTS

Section I. Inspection Rights: Club members in good standing and not reprimanded or discharged from the Club shall have the right to inspect official records of the Club. Other citizens may obtain this privilege with Board approval.

ADOPTED THIS 17th Day of November 2015.

Certified by:

Mary Jo Walsh

Secretary

Diana Picone

Co-President

Bonnie Burns Price

Co-President