

**Democratic Club of Carlsbad/Oceanside**  
DEMCCO Chartered 1974  
**Bylaws**

***Preamble***

We join together as the Democratic Club of Carlsbad-Oceanside to foster and perpetuate the ideals and principles of the Democratic Party, stimulate active interest in governmental affairs, and promote the highest degree of justice and social well-being.

**Article I**

**Name, Purposes, and Policies**

**Section 1**

The name of this club is the Democratic Club of Carlsbad/Oceanside, also known as DEMCCO.

**Section 2**

DEMCCO shall be chartered by the San Diego County Democratic Party Central Committee.

**Section 3**

These Bylaws shall, to the extent not inconsistent with the provisions of the San Diego Democratic Central Committee Bylaws, govern the organization, operation and function of DEMCCO. The rules contained in the current edition of Robert's Rules of Order shall govern DEMCCO in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

**Section 4**

It shall be the purpose of this organization in all of its endeavors to contribute to the growth and influence of the Democratic Party, to develop leadership, to increase Party responsibility, and to maintain and promote harmony within Party ranks.

**Section 5**

DEMCCO shall function in harmony with the principles of the State and National Platforms of the Democratic Party.

**Section 6**

DEMCCO shall be actively engaged in the election and support of Democratic candidates and office holders who are pledged to, and working for, the fulfillment of the Democratic Party Platforms.

**Article II Membership**

**Section 1**

All voting members shall be registered Democrats. Decline to State or No Preference registered voters may be members but may not vote

## **Section 2**

Membership in DEMCCO shall be for a term of one year, beginning each January 1. A new member who pays dues during the year becomes a member for the remainder of that year, with dues payable again in January subsequent to that year. A new member who pays dues in the final quarter of one year shall be a member in good standing for the subsequent year.

## **Section 3**

A member in good standing shall be a person who has paid the required dues. A voting member shall be a registered Democrat member who has been in good standing for at least thirty (30) days. Only voting members may cast votes on questions before DEMCCO. Membership records shall be available at all meetings. A member may appeal his or her officially designated status to the Executive Board. Documents proving timely payment of membership must be presented, when payment is in dispute.

## **Section 4**

A member may be removed from membership for nonpayment of dues, as provided in Article II, Section 2, or by a two-thirds vote of the Executive Board if, during his/her term of membership, said member violates these Bylaws, causes harm to the reputation and/or financial standing of DEMCCO, affiliates with or registers as a member of another party, publicly avows preference for another party, publicly advocates that the voters should not vote for the endorsed candidate of the Democratic Party for any office, or publicly gives support to or avows a preference for a candidate nominated by another party.

## **Article III Executive Board**

### **Section 1**

#### **Number and Manner of Selection of Board Members.**

The Executive Board shall consist of the immediate past-president and of the officers/chairs who shall be elected. They shall take office immediately following such election meeting. A president shall, on the election of a successor, become the immediate past-president and serve as a voting member of the Executive Board for two years unless s/he has resigned or been removed from office. The term board member as used herein includes all Officers and Chairs.

### **Section 2**

#### **Terms**

The terms of elected Officers and Chairs shall be two years or until their successors have been elected.

### **Section 3**

#### **Qualifications**

All Executive Board members must be voting members of DEMCCO.

### **Section 4**

#### **Vacancies**

A vacancy on the Executive Board shall exist in the case of death, resignation, leave or removal of any member. In the event of a vacancy in the office of president, the first vice-president shall assume the position until a general membership meeting is held in a timely fashion to elect a replacement to fill the unexpired term. Vacancies in other Board positions caused by death or resignation shall be filled until the next regular membership election meeting on recommendation by the president, with majority approval

of the Board. Any Board member may resign effective upon giving written notice to the president, secretary or the Board. Three consecutive absences from Board meetings of any member, without valid reason, shall be deemed a resignation. Any Board member who becomes a candidate for public office may be deemed to be on leave from office upon filing the official documents of candidacy, subject a vote of the Board and determined by the facts and circumstances. By contrast to resignation, a Board member on leave shall have the right to request reinstatement by presenting a written request to the Executive Board. By majority vote of the Executive Board, reinstatement of the board member will be placed before the members for a vote. A Board member may be removed from office by a two-thirds vote of the voting members attending a membership meeting. DEMCCO members must be notified in writing of the intent to vote on removal at least ten (10) days prior to the meeting.

## **Section 5**

### **Powers and Duties**

The Executive Board shall be responsible for preparing the agenda and calling business meetings of the general membership and for planning and implementing the policies of DEMCCO.

The Treasurer, with the Board's majority vote, shall prepare and present a yearly financial statement and a budget for final approval by a majority vote of DEMCCO members attending a regular business meeting during the first quarter of the calendar year.

The Executive Board hereby sets an amount for regular and recurrent expenses (RRE) which the treasurer may pay. Such amount shall not exceed \$250.00 without a board vote and shall only be for regular and recurring expenses.

**Spending by E-Board:** The Executive Board may authorize, by majority vote, expenditures not exceeding \$250. However, other ordinary and usual purchases such as the fundraiser catering bill may also be authorized by a majority vote of the board. All other amounts are subject to a vote of the membership at the next regular board meeting. Any purchases of property belong to DEMCCO and should be noted by the Treasurer in his/her records.

## **Section 6**

### **Meetings**

At least one Executive Board meeting shall be held each quarter. Meetings shall be called by the president or by any three members of the Executive Board. Board members shall be notified of the time and location of the meeting at least three days prior to the time of the meeting, which shall be open to any voting member of DEMCCO. Visitors may address the Board only at the discretion of the acting chair.

## **Section 7**

### **Quorum**

Five members shall constitute a quorum for transaction of business, except to adjourn as provided in Section 8 below. A meeting at which a quorum is initially present may continue to transact business even if members withdraw, provided any action taken is approved by at least a majority of the quorum required for the meeting.

## **Section 8**

### **Adjournment**

An Executive Board meeting may be adjourned by a majority vote of the members present at the time the vote is taken.

## **Article IV Elected Officers and Chairs**

### **Section 1**

Candidates for elective office must be voting members. *(See Article II, Section 3)*

### **Section 2**

The elected officers of DEMCCO shall be the president, first vice-president, second vice-president, secretary, treasurer, and Chairperson(s) of membership, political action, fundraising, communications, and special events. The officers and Chairs shall be elected for terms of two years by DEMCCO members at an annual election meeting. The president, treasurer, and directors of membership, political action, and special events shall be elected in odd-numbered years. The vice presidents, secretary, and directors of fundraising and communications shall be elected in even-numbered years. Even if the group consents to and elects co-chairs, she/he shall have only one vote between the two co-chairs.

### **Section 3**

The President shall, on the election of his/her successor, become the immediate past-president. S/he shall serve as a voting member of the Executive Board for two years, unless s/he had resigned or been removed from the presidency before the end of the term.

### **Section 4**

Officers' and Chairs', also known as the E-Board, duties are as follows:

#### **a. President**

The President shall be responsible for the overall direction of the Club's activities and shall coordinate such activities with the County, State, and National leadership of the Democratic Party. S/he shall set agenda and preside over board and general meetings and be the official spokesperson for the Club. The president may not serve on the Nominating Committee, but shall be a member *ex-officio* of all other committees. The president may appoint a parliamentarian.

**b. Vice Presidents** shall serve under the direction of the President.

#### **c. First Vice-President**

Shall be responsible for program and meeting arrangements. The Vice-President may carry out the duties of the President when the President is unable to do so, or requests the Vice-President to perform such duties. Should the position of President become vacant, the First Vice-President shall act as President until the vacancy is filled.

#### **d. Second Vice-President**

Shall provide liaison with any/all North County Democratic organizations, San Diego Democratic Party, and others as identified. Should the President and the First Vice-President be unavailable, the Second Vice-President shall act as President until either is available.

**e. Secretary**

The Secretary shall record minutes of meetings of DEMCCO and the Executive Board. The Secretary shall handle correspondence at the direction of the President. The Secretary shall prepare and disburse official ballots when necessary, keep the bylaws and minutes of DEMCCO, and upon termination of office, give all records to the succeeding Secretary.

**f. Treasurer**

The Treasurer shall be responsible for collection, deposit, and disbursement of all funds belonging to DEMCCO. The treasurer shall maintain a suitable record according to general accounting principles and record therein all receipts and disbursements. A written report of this account shall be presented to the Executive Board at their regular meetings. The Treasurer shall provide reports to government agencies as required by law, including campaign spending reports. The Treasurer shall prepare a preliminary annual budget for consideration by the Executive Board in the final quarter of the year to be voted on by the general membership in the first quarter of the year. (*See Article 11, Section 5*). The treasurer may pay regular and recurrent expenses (RRE) of less than \$250.00 when such bills are presented, prepare monthly financial statements for presentation at each meeting, coordinate the filing of required campaign finance reports. At the end of the Treasurer's term, s/he shall turn over all records to the successor.

**g. Membership Chair**

The Chair shall be responsible for identifying and recruiting new members, and for maintaining up-to-date membership records and/or database, create Excel membership file or delegate this task to a suitable Member, forward all funds to the Treasurer in a timely manner with an accurate accounting and information for each member.

**h. Political Action Chair**

The Chair shall be responsible for organizing political action, conducting voter registration, providing technical assistance to North County candidates, and assist with voter registration. The Chair shall maintain phone trees, develop campaign tools to enable candidates to run effective campaigns and establish procedures and provide training on how to effectively promote selected candidates and issues.

**i. Fundraising Chair**

The Chair shall be responsible for planning and implementing fundraising projects; prepare an annual fundraising plan, including one major event per year; carry out the fundraising plan; organize fundraising event(s) and chair the Fundraising Committee.

**j. Communications Chair**

The Chair or designee(s) shall be responsible for press releases, ensure preparation and distribution of the Club newsletter, inform and educate the membership about upcoming events and meetings, coordinate the maintenance of the Club website with the E-board and other such duties as may be assigned by the E-board.

**k. Special Events Chair**

The Chair shall be responsible for coordinating DEMCCO participation at fair booths, parades, rallies, and other projects such as North County Democratic Unity, San Diego County Democratic Central Committee, Council of Clubs as directed by the E-board.

## **Section 5**

### **Election of Officers**

The regular election meeting of DEMCCO shall be held in the first quarter of the calendar year. Nominees shall be selected by a Nominating Committee. (*See Article VI, Section 1*) The officers shall be elected by a majority of the voting members who are present and voting at the election meeting. The membership must be informed as to the time, place, and agenda of the meeting, including the slate presented by the Nominating Committee, at least ten (10) days before the meeting. Members shall be informed in this notice that they may place names in nomination for various offices other than those names proposed by the Nominating Committee. Candidates may be nominated from the floor at the election meeting with the prior permission of the nominee.

## **Article V Meetings And Membership Rights**

### **Section 1**

#### **Regular Meetings**

Regular meetings of the general membership shall be held at least quarterly as determined by the Executive Board. One of these meetings shall be held between January 1 and March 31. At this meeting DEMCCO members shall elect officers and chairs to the Executive Board as specified above and shall adopt a budget for the year. At any regular scheduled meeting, business may be conducted as items in the set agenda or as items added to the agenda by a majority vote of the membership at the meeting.

### **Section 2**

#### **Special Meetings**

A special meeting may be called to remove member/s of the Executive Board or to conduct other business as indicate. The President or a majority of the Executive Board, or twenty per cent (20%) of the members in a signed petition may call a special meeting. A special meeting shall be limited to the agenda set forth in the call.

### **Section 3**

#### **Quorum**

A quorum, required for a binding vote at a general meeting, shall be ten percent (10%) of the voting members of DEMCCO.

### **Section 4**

#### **Notice**

Written notice to voting members of regular and special meetings shall be postmarked at least ten (10) days prior to the date of the meeting. The written notice shall state the date, place and time of the meeting and the general nature of the business to be transacted.

### **Section 5**

#### **Voting**

Each voting member shall be entitled to only one vote at any membership meeting. Absentee or proxy voting shall not be permitted. When there is only one nominee for an office, the Chair of the Nominating Committee may declare the nominee the winner by acclamation or hold a voice vote at his/her discretion. When there is more than one nominee for a position, an election shall be held by secret ballot. A majority vote of those qualified to vote and voting shall constitute an election.

## **Section 6**

### **Candidate Endorsement Policies and Procedures**

#### **POLICIES**

##### **a. Goal**

The principal goal of DEMCCO in endorsements is to increase the number of qualified Democrats in elected offices in San Diego County and in California. DEMCCO endorses candidates who are registered Democrats and have demonstrated a commitment to Democratic values and involvement with, support of and responsiveness to, Democratic policies and policy aspirations.

##### **b. Criteria for Endorsement**

1. **Qualifications.** In deciding whether to issue an endorsement, DEMCCO will consider, among other things, the following factors:
  - a) the extent to which a candidate has demonstrated involvement with, support of and responsiveness to Democratic values;
  - b) integrity, character and common sense; and
  - c) membership in and demonstrated support of community organizations, including but not limited to, those related to the advancement of Democratic values.
2. **Statutory Criteria.** DEMCCO will only endorse candidates who meet or exceed the minimum requirements for the position sought
3. **Non-Democrats may only be rated as acceptable or unacceptable**
4. **DEMCCO will not take a position regarding a candidate if it chooses not to endorse that candidate; however, DEMCCO may oppose a candidate whom it believes should not be elected or appointed**

##### **c. Number of Endorsements per Position.**

DEMCCO may endorse as many candidates as there are open positions

#### **PROCEDURES**

##### **a. Procedure for Application.**

Candidates seeking an endorsement must comply with the following procedures:

1. **Inform a member of DEMCCO in writing of his/her intent to request DEMCCO's endorsement.** This notification is forwarded by the contacted member to the Secretary who will notify the Executive Board or an Endorsement Committee member (if an Endorsement Committee is appointed by the Executive Board) and forward these POLICIES and PROCEDURES along with a Candidate Endorsement Questionnaire (see Exhibit A) to the candidate.
2. **The candidate will forward the following information to DEMCCO**
  - a) title of the position being sought,
  - b) any external deadlines(s) relevant to the candidate's application,
  - c) name, title and address of the person to whom the endorsement letter should be sent, and
  - d) statutory requirements of the office being sought by the candidate.
  - e) resumé and other materials the candidate considers relevant to her/his qualifications;
  - f) completed Candidate Endorsement Questionnaire

##### **b. Procedure for Assessment**

1. **Upon receipt of the above information, the Executive Board or the Endorsement Committee will assess the candidate's qualifications based on the criteria set forth in POLICIES-b.1.**
2. **Upon completion of the assessment, the Executive Board or the Endorsement Committee may, at its discretion, interview the candidate.**

3. Upon completion of the assessment, the Executive Board or the Endorsement Committee shall place the endorsement consideration on the agenda of a regularly scheduled meeting and invite all prospective Democratic candidates running for the given position. Candidates shall be invited at least 2 weeks prior to the meeting and be provided details of DEMCCO's endorsement process.
4. DEMCCO shall notify all voting members by email or USPS letter of an endorsement consideration at least 2 weeks prior to the meeting in which the endorsement will be considered.

**c. Procedure for Voting**

1. Each candidate will be allowed up to 4 minutes to discuss her/his qualifications for the position sought to the membership at the meeting in which the endorsement is being considered. Questions from members will be allowed.
2. DEMCCO may issue an endorsement by conducting a vote of the voting members in attendance. Candidates shall not be present during discussion or voting on the endorsement. Candidates receiving at least a 60% vote in favor of endorsement shall receive the endorsement. Voting shall include the option of "no endorsement."
3. DEMCCO endorsements are not to be construed as San Diego County Democratic Party (SDCDP) or California Democratic Party (CDP) endorsements; words to that effect must be included whenever the club's endorsement is referred to.
4. Any publication of endorsements shall delineate between endorsed and rated acceptable candidates.

**EARLY ENDORSEMENTS**

Upon recommendation from the Executive Board or the Endorsement Committee, DEMCCO membership may endorse incumbents early and without a questionnaire by at least a 60% vote in favor of endorsement.

**CONFIDENTIALITY**

DEMCCO will hold and treat in strict confidence all documents submitted by the candidate and will limit distribution to the Endorsement Committee and DEMCCO officers.

**Section 7**

**Resolution Endorsement Policies and Procedures**

**POLICIES**

**a. Goals**

DEMCCO members may consider and take public positions on any matter of general public concern as resolutions. The principal goal of endorsement(s) of resolutions is to protect the environment, preserve animal species, sustain or improve the quality of life and take a stand on local, state and national issues important to members.

**b. Criteria for Endorsement**

Qualifications. In deciding whether to issue an endorsement, DEMCCO will consider, among other things, the following factors:

1. the extent to which an issue impacts our community, the state or national government;
2. Democratic values and equal justice under the law;
3. wording of the resolution must be unambiguous and use common language and common sense; and
4. resolutions must comply with CDP and SDCCDP rules and bylaws.



### **c. Number of Endorsements**

DEMCCO may endorse only one resolution per specific issue.

## **PROCEDURES**

### **a. Procedure for Application**

1. The author or representative presenting the request to consider a resolution for endorsement shall notify a member of DEMCCO of his /her intent (including the resolution in its entirety) in writing. This notification is forwarded by the contacted member to the Secretary who will notify the Executive Board or an Endorsement Committee member (if an Endorsement Committee is appointed by the Executive Board) and the author or representative will be forwarded these POLICIES and PROCEDURES.
2. All resolutions shall follow the format set forth in the SDCDP/Central Committee Policies and Procedures.
3. Emergency resolutions may be considered by being submitted to the Executive Board or Endorsement Committee. If the Executive Board or Endorsement Committee considers it is warranted by the urgent nature of the resolution, the resolution may be submitted to the membership for immediate consideration without review and regard for the notification time requirements.

### **b. Procedure for Assessment**

1. Upon receipt of the written request for consideration of a resolution, the Executive Board or Endorsement Committee will assess and conduct due diligence in establishing the resolution's qualification for endorsement based on the criteria specified under POLICIES-b.
2. Upon completion of the assessment, the Executive Board or Endorsement Committee may, at its discretion, interview the resolution author or representative and/or other witnesses (pro and/or con).
3. If the Executive Board or Endorsement Committee recommends the resolution for endorsement, all voting DEMCCO members shall be notified by email or USPS letter of an endorsement consideration at least 2 weeks prior to the meeting in which the endorsement will be considered.
4. Should the Executive Board or Endorsement Committee decline to recommend a resolution, the membership may vote to consider the resolution by a 2/3 majority of voting members present.

### **c. Procedure for Voting**

*Note: only the vote of a 60% majority of the members present at a scheduled and properly notified endorsement meeting can endorse a resolution.*

1. During the meeting to consider endorsement of the resolution, a brief presentation will be given by the Executive Board or Endorsement Committee, the resolution's author or representative, and any witnesses. A brief question and answer session will be conducted following the presentation.
2. DEMCCO may issue an endorsement by conducting a vote of the voting members in attendance. The resolution's author or representative and witnesses shall not be present during discussion and voting on the endorsement of the resolution. A resolution receiving at least a 60% vote in favor of endorsement shall receive the endorsement. Voting shall include the option of "no endorsement."
3. DEMCCO endorsements are not to be construed as SDCDP or CDP endorsements; words to that effect must be included whenever the club's endorsement is referred to.

## **CONFIDENTIALITY**

DEMCCO will hold and treat in strict confidence all documents submitted to the Executive Board and/or Endorsement Committee that is not in the public domain.

### **Section 8**

#### **Written Positions**

Letters to the editor, written statements to the press, or letters to elected or appointed officials that purport to represent DEMCCO's position on an issue, must be approved by a unanimous vote of the Executive Board or by a majority vote of the DEMCCO membership that is present and voting at a DEMCCO meeting that is convened in accordance with these Bylaws. A letter writing committee may be established that, in consultation with the President, may write letters that are consistent with these Club bylaws.

### **Section 9**

#### **Inspection of DEMCCO Records**

A member in good standing, upon request to the Executive Board, may inspect the records and/or minutes of DEMCCO, including treasurer's records, policies, standing rules, and minutes of the Executive Board and committee meetings. Original records may not be removed from the responsible officer, but copies may be made for the requesting member at his/her own expense.

## **Article VI Committees**

### **Section 1**

#### **Nominating Committee**

The Nominating Committee shall consist of five members: two Executive Board members and three non-Board members. The non-Board members shall be nominated by the current Nominating Committee and elected at the annual election meeting. Further nominations may be made from the floor of the meeting with the consent of the nominee. Nominating Committee members shall hold offices for a term of one year or until their successors are elected. The Executive Board members of this Committee shall be appointed by the Board following the election meeting. The Committee shall select a chair at its first meeting. Members of the Nominating Committee shall serve until the next regular election meeting. Any mid-term vacancy on the Committee shall be filled by the Executive Board.

### **Section 2**

#### **Campaign Headquarters Committee**

The Executive Board will appoint a Campaign Headquarters Chair to administer the Campaign headquarters. The Chair will determine the operating plan including budget, hours, location, etc. and present to the E-board for approval.

### **Section 3**

#### **Other Committees**

Other committees shall be appointed by the president, subject to ratification by the Executive Board. The powers and duties of other committees shall be assigned by the Executive Board. Chairmanship of these committees does not confer membership on the Executive Board. Financial and/or policy recommendations by a special committee shall be submitted to the Executive Board for approval.

## **Article VII Dues And Dissolution**

### **Section 1**

#### **Annual Dues**

Annual dues for DEMCCO membership shall be determined by the Executive Board.

### **Section 2**

#### **Dissolution**

In the event of dissolution of DEMCCO, any monies remaining after settlement of debts shall be disbursed to the San Diego County Democratic Central Committee.

## **Article VIII**

### **Amendments**

#### **Section 1**

##### **Bylaws Amendments**

These Bylaws may be amended at any regular membership meeting by a two-thirds majority of the voting members present and voting, using the following procedure:

Proposal of Bylaws amendments shall be submitted by any voting member to the Board no later than sixty (60) days prior to the regular membership meeting at which a vote may be taken.

Proposed amendments together with the recommendations of the Board shall be sent to the voting members at least ten days before the meeting at which a vote may be taken. The failure of any voting member to receive such notice shall not invalidate the vote.