

Democratic Club of Carlsbad Oceanside

DEMCCO Chartered 1974

Bylaws

ARTICLE I: NAME, CHARTER, RULES AND PURPOSE

Section 1: Name

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

Section 2: Charter

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

Section 3: Rules

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: Purpose

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

ARTICLE II: MEMBERSHIP AND VOTING

Section 1: Eligibility

Anyone who is a registered Democrat, or who is ineligible to vote due to age, non-residency or other legal impediment but pledges to register as a Democrat when eligible (pledged Democrat), or anyone who supports the purpose of DEMCCO as stated in Article I, shall be eligible for membership in this club. DEMCCO has two types of members: voting and non-voting. To be eligible to become a voting member, one must be a registered Democrat or a pledged Democrat. Anyone not registered as a Democrat and not registered as a member of another political party can be a non-voting member of this Club. However, this Club must have at least two-thirds of its members be registered Democrats.

Section 2: Membership Fees

Membership in DEMCCO shall be for a term of one year, beginning each January 1. Membership fees are set by the Executive Board annually and are due and payable upon joining the Club and annually at the beginning of every calendar year thereafter. However, a new member who pays membership fees in the final quarter of their first year of membership shall be considered a member in good standing for the subsequent year.

Section 3: Good Standing

A member in good standing shall be a person who has paid the required membership fees and otherwise meets the eligibility requirements. Membership records shall be available at all meetings. A member may be removed from membership for nonpayment of fees or by a two-thirds vote of the Executive Board if, during his/her term of membership, said member's actions are judged to be prejudicial or detrimental to

the Club.

ARTICLE III: EXECUTIVE BOARD

Section 1: Powers and Composition of the Executive Board

The Executive Board shall approve expenditures and carry out DEMCCO business between general membership meetings in a manner consistent with actions taken at the general meetings and perform any other duties required by these Bylaws. The Executive Board shall consist of the current elected officers, elected committee chairs and the Immediate Past-President of DEMCCO. A President shall, on the election of a successor, become the Immediate Past-President and serve as a voting member of the Executive Board in the role of Immediate Past-President for two years unless s/he has resigned or been removed from office. All Executive Board Members must be voting members in good standing of DEMCCO and the terms of Executive Board members shall be two years or until their successors have been elected.

Section 2: Elected Officers

The elected officers of DEMCCO shall be the President, First Vice-President, Second Vice-President, Secretary and Treasurer. Elections of officers shall be held at a general membership meeting during the first quarter of each calendar year. The President and Treasurer shall be elected in odd-numbered years. The First Vice-President, Second Vice-President and Secretary shall be elected in even-numbered years.

Section 3: Duties of Elected Officers

a. President

The President shall be responsible for the overall direction of the Club's activities and shall coordinate such activities with the local, 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. First Vice-President

The First Vice-President shall be responsible for program and meeting arrangements. The First Vice-President may carry out the duties of the President when the President is unable to do so, or requests the First 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.

c. Second Vice-President

Should the President and the First Vice-President be unavailable, the Second Vice-President shall act as President until either is available. The Second Vice-President shall be responsible for assisting the President in activities with local, state and national leaders of the Democratic Party and the Political Action Chair with legislative matters.

d. 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.

e. 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 its 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. 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, and 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.

Section 4: Elected Committee Chairs

The elected committee chairs of DEMCCO shall be the Communications Chair, Community Events Chair, Fundraising Chair, Hospitality Chair, Membership Chair and Political Action Chair. Elections of committee chairs shall be held at a general membership meeting during the first quarter of each calendar year. The Community Events Chair, Membership Chair and Political Action Chair shall be elected in odd-numbered years. The Communications Chair, Fundraising Chair and Hospitality Chair shall be elected in even-numbered years.

Section 5: Duties of Elected Committee Chairs

a. Communications Chair

The Chair shall be responsible for maintaining Club presence on social media, ensuring preparation and distribution of the Club newsletter, informing and educating the membership about upcoming events and meetings, coordinating the maintenance of the Club website with the Executive Board and other such duties as may be assigned by the Executive Board.

b. Community Events Chair

The Chair shall be responsible for coordinating DEMCCO participation at fair booths, parades, rallies, and other projects as directed by the Executive Board.

c. Fundraising Chair

The Chair shall be responsible for planning and implementing fundraising projects, preparing and implementing an annual fundraising plan, organizing fundraising event(s) and chairing the Fundraising Committee.

d. Hospitality Chair

The Chair shall store and maintain DEMCCO equipment and supplies, host general membership meetings and special events and ensure meetings and events hosted by DEMCCO are in keeping with good stewardship of the environment. The Hospitality Chair must be at least 21 years of age.

e. Membership Chair

The Chair shall be responsible for identifying and recruiting new members, and for maintaining up-to-date membership records and/or database 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.

f. Political Action Chair

The Chair shall be responsible for planning and implementing activities that seek out and promote the highest quality Democratic candidates for local, county and state elected offices; and organizing members and others to identify and solve community issues; and chairing the Political Action Committee.

Section 6: Standing and Other Committees

Standing committees of DEMCCO include Communications, Community Events, Fundraising, Hospitality and Membership. Other committees may 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.

Section 7: 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 8: Quorum

Six (6) members of the Executive Board shall constitute a quorum for transaction of business.

Section 9: Elections

The regular election meeting of DEMCCO shall be held in the first quarter of the calendar year. The Executive Board may appoint a Nominating Committee—however, no person currently seeking an elected position in DEMCCO may serve on the Nominating Committee. The officers and committee chairs shall be elected by a majority of the voting members who are present and voting at the election meeting. The election may be held by a show of hands or voice vote for uncontested offices. For contested offices, a written ballot will be used and those nominees who receive a majority of the votes cast (50% plus 1) shall be declared elected. If no person receives a majority of votes cast, a run-off election shall immediately be held between those two persons receiving the greatest number of votes. The person receiving the majority of the votes cast in the run-off shall be declared elected.

The membership must be informed as to the time, place, and agenda of the election meeting, including a list of candidates offered by the Nominating Committee at least fourteen (14) 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.

Section 10: 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 cause approved by the Board, shall be deemed a resignation. 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 fourteen (14) days prior to the meeting.

ARTICLE IV: 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 required. 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 in good standing of DEMCCO.

Section 4: Notice

Written notice to voting members of regular and special meetings shall be communicated, in writing, at least fourteen (14) 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

Individuals who have become voting members no later than the previous general membership meeting or thirty (30) days, whichever is less, may cast votes on questions before DEMCCO. Each voting member shall be entitled to only one vote at any membership meeting. Absentee or proxy voting shall not be permitted.

Section 6: 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. Original records may not be removed from the responsible officer, but copies may be

made for the requesting member at his/her own expense. The records should be made available for inspection as soon as practicable but no later than thirty (30) days from the date of the request.

ARTICLE V: CANDIDATE AND RESOLUTION ENDORSEMENTS

Section 1: Eligibility

Only candidates who are registered Democrats are eligible for DEMCCO's endorsement.

Section 2: Accordance with Party Standards

All endorsements of candidates or resolutions concerning ballot measures or public issues must be in accordance with the standards established by the California State Democratic Party and the San Diego County Democratic Party. It is also the tradition and stated goal of DEMCCO not to make endorsements or to pass resolutions which will adversely affect the unity of the Democratic Party or DEMCCO.

Section 3: DEMCCO Endorsement Procedures

During the first quarter of odd numbered years, the Executive Board shall establish specific written policies to govern DEMCCO candidate and resolution endorsement procedures. If these policies differ from prior editions, the written policies shall be published to the members, in writing, no later than fourteen (14) days before a regularly scheduled general membership meeting during the first quarter of odd numbered years. The revised endorsement policies shall be ratified by a majority of eligible voting members present at the regularly scheduled meeting for which adequate notice was provided.

ARTICLE VI: CLUB REPRESENTATIVES

Section 1: California Democratic Party (CDP)

DEMCCO representatives to the CDP's Pre-Endorsement Conferences shall be allocated as follows: one representative, resident of the Assembly District, for each full (not fraction thereof) 20 registered Democratic members in good standing in the Assembly District, who are listed on the membership roster current as of July 1 and submitted by July 15 of each odd-numbered year to both the San Diego County Democratic Party and the appropriate CDP Regional Director(s). The DEMCCO President, Secretary, or Treasurer shall certify the roster. Representatives should be equally apportioned between men and women to the extent possible.

Section 2: San Diego County Democratic Party (SDCDP)

Under DEMCCO'S charter with the SDCCDP, its President is a representative to the SDCCDP Central Committee as an Associate Member. If the President 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 3 and 4 of this Article. An Associate Member application, for the President or any other representative, must be submitted to the SDCCDP within 30 days of his or her selection by DEMCCO.

Section 3: Selection

DEMCCO representatives to the CDP and SDCCDP, 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 a duly noticed meeting or, if that cannot occur at a regular or special meeting, by designation of the President.

Section 4: Adherence to Club Positions

DEMCCO representatives described in this Article, when participating in voting and discussion in that capacity shall adhere to and represent DEMCCO's official positions on endorsements and other matters wherever applicable, and shall agree to do so prior to their selection.

ARTICLE VII: DISSOLUTION

In the event of the dissolution of DEMCCO, any monies remaining after settlement of debts shall be disbursed to the San Diego County Democratic Central Committee. DEMCCO shall dissolve if at any time the number of members falls below twenty (20) persons.

ARTICLE VIII: AMENDMENTS

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

Proposed amendments of these Bylaws shall be submitted by any voting member to the Board by at least two regular membership meetings prior to the regular membership meeting at which a vote may be taken. However, the Board may waive this requirement by a majority vote of the Board.

Proposed amendments, along with the recommendations of the Board, shall be sent to the voting members at least fourteen (14) 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.