



Democratic Club of Carlsbad Oceanside Chartered 1974 Bylaws

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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, 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 of its endeavors to contribute to the growth and influence of the Democratic Party, to develop leadership, to defend and promote civil liberties, to increase Party responsibility, and to maintain and promote harmony within Party ranks. DEMCCO shall function in harmony with the principles of the County, State and National Platforms of the Democratic Party. 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

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 Associate. To become a voting member, one must be a registered Democrat or a pledged Democrat and in good standing as a DEMCCO member for at least thirty (30) days. Only voting members may cast votes on questions before DEMCCO. Anyone not registered as a Democrat and not registered as a member of another political party can be an Associate member of this Club. However, this Club must have at least two-thirds of all of its members registered Democrats.

Section 2

Membership Dues

Membership in DEMCCO shall be for a term of one year, beginning each January 1. Membership dues 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 dues on or after October 1 of one year shall be a member in good standing for the subsequent year.

Membership categories for payment of dues shall be (1) individual, (2) family (self + 2 others), (3) student (currently enrolled in a school), (4) lifetime (members who have made exceptional contributions to DEMCCO and are approved by a majority vote of the E-Board) and (5) patron (an individual who has paid lifetime dues). Individuals who have a hardship may petition the E-Board to have all or part of the dues excused.

Section 3

Good Standing

A member in good standing shall be a person who has paid the required membership dues and otherwise meets the eligibility requirements.

Annual membership is delinquent if dues are not paid by February 1. If a member's dues are delinquent for one year or more, they will be reinstated as a NEW member when their membership dues payment is submitted. They will need to wait the thirty (30) days before being able to cast votes on questions before DEMCCO.

Membership records shall be available at all meetings. A member may appeal their officially designated status to the Executive Board. Documents proving timely payment of membership must be presented when payment is in dispute.

Section 4

Termination of Membership

A member may be removed from membership for nonpayment of dues, as provided in Article II, Section 3, or by a two-thirds vote of the membership if, during their term of membership, said member's actions are judged to be prejudicial or detrimental to the Club.

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. 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

Board Members Who Become Candidates on the Public Ballot

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. A Board member who became a candidate may return to their position, provided they continue to meet all requirements for holding office, at the end of their candidacy by notifying their intent to return to their previously held position within 30 days of the election day in which they ran or before the next Executive Board meeting, whichever first occurs.

Section 6

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 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 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 9

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

Officers and Terms

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, special events, and hospitality. 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, communications and hospitality shall be elected in even-numbered years

Section 2

Past President

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

Section 3

Duties of Officers and Chairs

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 E-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.

Vice President Under the direction of the president,

1. **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.

2. **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.

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.

DEMCCO Bylaws

Amended January 23, 2021

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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.

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.

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.

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.

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.

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.

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.

Section 4

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. A regular meeting may be held in-person or electronically as a teleconference.

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. A special meeting may be held in-person or electronically as a teleconference.

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 or meetings where members will consider candidate endorsements, bylaws amendments, club elections, and election of club representatives required by the CDP and SDCDP shall be by email unless the member has requested to receive notifications by U.S. mail at least fourteen (14) days prior to the meeting. Failure of any member to receive the notification shall not invalidate the vote. 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.

In the absence of holding in-person meetings, voting may be done by alternative means including electronic/online and written ballot by U.S. mail.

Article VI Candidate Endorsement Policies and Procedures

Section 1

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

Section 2

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.

Article VII Endorsement of Resolutions, Measures and Propositions

Section 1

Goals

DEMCCO members may consider and take public positions on any matter of general public concern as resolutions, ballot measures and ballot propositions. The principal goal of these endorsements is to promote the platforms of the County, State and National Democratic Parties and take a stand issues important to members.

Section 2

Criteria for Endorsement

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

1. the impact on our community, the state or national government;
2. conforms to Democratic Party platforms;
3. wording of resolutions must be unambiguous, use common language and explicitly describe the action DEMCCO will take; and
4. resolutions must comply with SDCDP format.

Section 3

Number of Endorsements

DEMCCO may endorse only one resolution per specific issue.

Section 4

Requests for Endorsement

Requests for endorsement of a resolution, ballot measure or ballot proposition is done by a DEMCCO member making the request of the E-Board. Resolutions must be submitted in the required SDCDP format.

Section 5

Recommendation of the E-Board

Upon receipt of the written request for consideration of a resolution, ballot measure or ballot proposition, the E-Board will assess and conduct due diligence in establishing the ~~resolution's~~ qualification for endorsement based on the criteria specified under Section 2. The E-Board will determine if it “recommends,” “does not recommend,” or “takes no position.”

Section 6

Consideration by the Membership

The resolution, ballot measure or ballot proposition will be scheduled for an upcoming general membership meeting by the E-Board. The E-Board will ensure that the membership is notified at least seven (7) days before the meeting in which it will be considered.

Section 7

Procedure for Voting

During the membership meeting in which endorsement of a resolution, ballot measure or ballot proposition is considered, time will be allotted for the author or other person knowledgeable about the issue to speak about the purpose of the resolution, ballot measure or ballot proposition. Time will also be allotted to address members' questions and hear arguments in favor and against. The recommendation of the E-Board will be disclosed.

Voting will be done by show of hands, written ballot or suitable electronic means. Voting will be in favor of endorsement or not in favor of endorsement (no endorsement) of the resolution, ballot measure or ballot proposition. Endorsement of the resolution, ballot measure or ballot proposition requires 60% of the votes cast by members voting during the meeting in favor of the resolution, ballot measure or ballot proposition.

Section 8

Other

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.

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

Article VIII 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.

Article IX 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 X 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

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 XI Dissolution

Dissolution of DEMCCO will be declared when membership falls below 20 unique members. In the event of dissolution, any monies remaining after settlement of debts shall be disbursed to the San Diego County Democratic Party Central Committee.

Article XII Bylaws Amendments

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

Proposed Bylaws amendments shall be submitted by any voting member to the E-Board

Proposed amendments together with the recommendations of the E-Board shall be sent to the voting members at least fourteen (14) days before the meeting at which a vote may be taken.

Article XIII 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 SDCDP, its President is a representative to the SDCDP 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 SDCDP 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.