

DEMOCRATS IN SUN CITY SHADOW HILLS BYLAWS

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DEMOCRATS IN SUN CITY SHADOW HILLS

BYLAWS

ARTICLE I – NAME

SECTION 1. The name of this resident group is Democrats in Sun City Shadow Hills, hereinafter referred to as Democrats in SCSH. Democrats in SCSH is a chartered Democrat Club recognized by the Riverside County Democratic Central Committee and the California Democratic Party.

ARTICLE II - PURPOSE

SECTION 1. As a political community-based resident group, Democrats in SCSH study local, state and national issues and make recommendations to members and/or other individuals in the community. On the basis of knowledge, verifiable information and consensus the organization seeks to influence decision-making and the electoral process by educating the electorate and supporting qualified Democrat candidates seeking public office.

SECTION 2. Democrats in SCSH will strive to sustain a strong and viable membership whose collective influence will create a political presence in SCSH and in the eastern Coachella Valley.

SECTION 3. The membership shall:

- A.** Elect officers who, with standing committee chairs, will constitute the Executive Board;
- B.** Hold fundraising activities to support voter registration, to educate the electorate and to support qualified Democrat candidates running for office;
- C.** Play an influential role in electing qualified Democratic candidates;
- D.** Make recommendations to the Riverside County Democratic Central Committee and/or the California Democratic Party regarding endorsement of Democrat candidates seeking office;
- E.** Recommend and support legislative issues;
- F.** Exercise influence in the appointment of members to commissions, advisory boards and other groups whose programs affect the lives of persons in the Coachella Valley;
- G.** Exercise influence on socio-political decisions made outside the Coachella Valley which affect the affairs of SCSH residents, agencies and institutions in the Coachella Valley;
- H.** Assist with voter registration and get-out-the-vote;
- I.** Serve on committees within the organization of Democrats in SCSH.

ARTICLE III – MEMBERSHIP

SECTION 1. Any full-time resident of Sun City Shadow Hills who is registered as a Democrat and who pays full dues shall be an active member and shall have one vote which may not be by proxy. A member shall be considered in good standing if his/her dues are current and if he/she is in compliance with the other provisions of these bylaws.

SECTION 2. A person who is not a full-time resident in Sun City Shadow Hills but who is registered as a Democrat anywhere in the United States of America and who pays full dues shall also be member of the group in all matters except voting in the pre-endorsement process.

SECTION 3. A majority of votes shall govern matters presented to the membership for a vote. A majority of votes shall be based on the number of votes cast by members in good standing present at a meeting.

SECTION 4. Any member of Democrats in SCSH may be removed from membership by a majority vote of the members for improper activity involving administrative practices, e.g., mismanagement or improper distribution of funds or any other improper activity, as determined by the full Executive Board.

SECTION 5. A membership may be rescinded for violating the Bylaws of Democrats in SCSH or the rules of the California Democratic Party.

ARTICLE IV – DUES

SECTION 1. The annual dues shall be set annually by the Executive Board and approved by the membership. All dues shall become due and payable on January 1 for the calendar year January 1 through December 31.

ARTICLE V – OFFICERS, NOMINATIONS AND ELECTION

SECTION 1. The officers shall be President, 1st Vice President, 2nd Vice President, Recording Secretary, and Treasurer.

SECTION 2. The officers shall be elected either by acclamation or by ballot in November of each year and shall hold office for one year from January 1 through December 31. Each ballot must be signed by the voting member. Upon election the new officers shall be installed.

SECTION 3. The Nominating Committee shall consist of five (5) members. The President shall appoint two (2) members and three (3) members will be volunteers from the membership. The Nominating Committee will formulate its own rules regarding the nominating process.

The Nominating Committee shall nominate one member for each of the offices of President, 1st Vice President, 2nd Vice President, Recording Secretary, and Treasurer. Any member in good standing shall be eligible for any office. Potential nominees shall be presented with the duties and responsibilities of the offices. No member serving on the current Nominating Committee shall be nominated for an office. Each nominee must accept the nomination in order to be on the slate of officers for election.

SECTION 4. At the regular meeting in October, the Nominating Committee shall announce the person nominated for each office. Additional nominations with the consent of the person nominated may be made from the floor. Any qualified member may nominate himself/herself. Nominations will then be closed.

SECTION 5. The election of all officers will be held at the regular meeting in November. Each member shall have one vote. Proxy voting will not be permitted. If only one person is nominated for an office, voting will be by acclamation for that office. If more than one person is nominated for an office, voting will be by ballot for that office. Election will be by a majority of votes cast by those members present at the meeting. A tie vote will require re-voting until a majority vote is obtained.

SECTION 6. Vacancies occurring during the term of any officer other than the President shall be filled by appointment of a member by the President with the advice and consent of the Executive Board. If a vacancy occurs in the office of the President, the 1st Vice President shall succeed to that office and shall serve as the President for the remainder of that term.

ARTICLE VI – SELECTION OF REPRESENTATIVES TO THE CALIFORNIA DEMOCRATIC PARTY (CDP) PRE-ENDORSING CONFERENCE

SECTION 1. Club representatives shall be allocated as follows: one representative, resident in the Assembly District and duly registered as a member of the Democratic Party of California, for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who were listed on the roster submitted to Riverside County Democratic Party and to the appropriate Regional Director of the CDP no later than July 1 of the year immediately prior to the endorsing process.

SECTION 2. For purposes of this Section:

- A.** Only members in good standing as of the July 1 deadline shall be included on the roster;
- B.** “Members in Good Standing” shall mean a member whose dues are current or have been waived due to economic hardship;

- C. The status of such members shall be certified by the Club's President, Secretary or Treasurer; and
- D. The Club's representatives to any particular pre-endorsing conference to be from the roster described above and that the overall list of representatives to all conferences be equally apportioned between men and women, to the extent possible.

SECTION 3. Said representatives shall be selected by majority vote of a Selection Committee comprised of the President, Vice-President(s), Secretary and Treasurer, a quorum being present. The Selection Committee shall not select one of its own members unless it first determines that no other viable option is available. If such determination is made, they shall inform the membership of their decision, and the reasons therefor, at the next General Membership meeting.

SECTION 4. No later than October 1 of each odd number year, this Club shall inform its membership of the process for selection as a Representative to the CDP Pre-Endorsing Conferences, by email to those members who have provided email addresses and by US mail to those members who have not provided email addresses.

SECTION 5. In order for a member's name to be submitted as one of this Club's representatives to the CDP Pre-Endorsing Conferences, the member must submit a signed written declaration of intent to the Selection Committee declaring his/her intent to support this Club's endorsed candidates at the Pre-Endorsing Conferences by voting for them at the Pre-Endorsing Conferences.

ARTICLE VII – DUTIES OF OFFICERS AND EXECUTIVE BOARD

SECTION 1. The Officers and the Chairs of Standing Committees constitute the Executive Board and shall manage the affairs of Democrats in SCSH subject to and in accordance with the Bylaws.

SECTION 2. In addition to presiding over Executive Board and membership meetings, the duties of **the President** shall be:

- A. To provide leadership and direction for Democrats in SCSH;
- B. To be the official representative of Democrats in SCSH;
- C. To prepare the agendas for the Executive Board meetings and the membership meetings;
- D. To communicate with Democrats in SCSH regarding legislation, events and activities of elected Democrat officials;

- E. To communicate with Democrats in SCSH regarding the monthly meetings and programs;
- F. To prepare and submit an article for the VIEW on or before the 5th day of each month;
- G. To interact with other Democrat Clubs to share ideas and goals and expand the Democrat presence in the eastern Coachella Valley.

SECTION 3. The duties of the **1st Vice President** shall be:

- A. To preside at all meetings and exercise all duties of the President in the absence of the President;
- B. To serve as chair of the Political Action Committee
- C. To recruit voter registration volunteers and assist in the countywide registration drive;
- D. To recruit volunteers to get-out-the-mail voters prior to election day;
- E. To recruit volunteers to get-out-the-poll voters on election day.

SECTION 4. The duties of the **2nd Vice President** shall be:

- A. To plan with the Executive Board a year in advance the programs and speakers for the monthly meetings;
- B. To secure speakers for the monthly meetings as planned with the Executive Board;
- C. To serve as chair of the Publicity and Communications Committee

SECTION 5. The duties of **the Recording Secretary** shall be:

- A. To take the minutes of the Executive Board meetings and monthly membership meetings;
- B. To email the Executive Board minutes to the members of the Executive Board;
- C. To email the minutes of each regular meeting to the membership
- D. To keep copies of all correspondence sent by members of the Executive Board and Chairs of the standing committees.

SECTION 6. The duties of **the Treasurer** shall be:

- A. To collect and deposit all funds in a bank and keep a running account of the money;

- B. To report monthly to the Executive Board and the membership regarding the activity in the bank account;
- C. To sign all checks with another member on the Executive Board;
- D. To follow the regulations and restrictions pertaining to donations to candidates;
- E. To make reports as required by the California Democratic Party.

SECTION 7. Officers shall not receive remuneration for performance of their duties other than expense reimbursements with approval of the Executive Board.

ARTICLE VIII – FINANCES

SECTION 1. In September, the Executive Board and the Treasurer shall prepare and adopt a proposed budget of anticipated receipts and expenditures for the calendar year January 1 through December 31. The proposed budget shall be submitted to the membership for adoption at the membership meeting in October.

SECTION 2. Any planned expenditure from the treasury in an amount of \$250 or more shall be approved by the Executive Board and presented to the membership for approval.

SECTION 3. No member shall incur expenses or obligate the membership in any way without prior approval of the Executive Board.

ARTICLE IX– MEETINGS

SECTION 1. The Executive Board shall meet monthly to transact the business of Democrats in SCSH. A quorum of the Executive Board shall consist of at least 50% of the elected officers.

SECTION 2. Membership meetings shall be held monthly. The Executive Board may suspend up to four (4) membership meetings per fiscal year.

SECTION 3. The Executive Board may call special meetings at any time. Notice of special meetings shall be given to all members at least seven (7) days prior thereto and no business shall be transacted at a special membership meeting except that specified in the notice.

SECTION 4. Ten percent (10%) of the members in good standing or ten (10) members in good standing that include two (2) officers shall constitute a quorum at any membership meeting. A smaller number of members may adjourn such a meeting without transacting any business. In the absence of a quorum at a membership meeting a quorum of the Executive Board may enact any necessary action.

SECTION 5. “Roberts Rules of Order” will govern any procedure not specifically addressed by these Bylaws.

SECTION 6. Reasonable accommodations will be provided for persons with disabilities. Accommodations include but are not limited to parking, restroom facilities, American Sign Language requirements, or alternate format materials. Requests should be made to the President 48 hours before a membership meeting.

ARTICLE X – COMMITTEES

SECTION 1. The Standing Committees are as follows:

- A. POLITICAL ACTION COMMITTEE** shall keep abreast of all current issues at the local, state and national level and shall bring this information to the attention of the members. This Committee shall be chaired by the First VP.
- B. PUBLICITY AND PUBLIC RELATIONS COMMITTEE** shall compose, distribute and publish all official press releases of Democrats in SCSH and promote the organization in the public eye. This committee shall also be responsible for establishing and maintaining social media accounts to deliver messages to our members. The committee will be chaired by the Second VP.
- C. MEMBERSHIP PROMOTION COMMITTEE** shall be responsible for collecting pertinent information from new members and guests, maintaining records of member names, addresses, phone numbers and date of membership and assist in recruiting new members. The chair of this committee shall be appointed by the President with the advice and consent of the Executive Board.
- D. HOSPITALITY COMMITTEE** shall provide refreshments at all regular membership meetings and coordinate plans for special events and activities with other committees. The chair of this committee shall be appointed by the President with advice and consent of the Executive Board.

SECTION 2. Each year the Executive Board may establish additional committees, as necessary. The President shall appoint the Chair of each committee with the advice and consent of the Executive Board. Each committee will devise its own operating procedures and will continue to exist until disbanded or discontinued by the Executive Board.

ARTICLE XI – CONFLICTS

SECTION 1. In the event of any conflict between these Bylaws and those of the Riverside County Democratic Central Committee (RCDCC), or the California Democratic Party (CDP) or the Democratic National Committee (DNC) , those of the higher governing body shall prevail provided, however, that any such conflicts shall be brought to the attention of the President of the Democrats of SCSH by the Chair of the RCDCC or its appointee at the time of the annual re-chartering of the Democrats of SCSH and provided that sufficient time is given to the Democrats in SCSH to resolve the Bylaw conflict in order to complete the re-chartering process in a timely manner.

SECTION 2. BYLAW OMISSIONS - If a matter arises that is not covered by these Bylaws but is covered by an applicable bylaw of the RCDCC, CDP or DNC, the bylaw of the higher governing body shall prevail. In the absence of any specific applicable bylaw by any governing body, Robert’s Rules of Order, Newly Revised, shall prevail.

ARTICLE XII – AMENDMENTS

SECTION 1. These Bylaws may be amended at a monthly membership meeting or at a special meeting by a majority vote of members in good standing present at the meeting. Written notice of the date of the Bylaws to be amended and the nature of the intended amendment(s) shall be given by email to the members at least ten (10) days in advance of the meeting. At the meeting preceding the amendment of any bylaw, notice will be given to the members present and copies of the proposed amendment(s) will be presented for review.

Includes Bylaw changes ratified by membership on October 19, 2017