

ARTICLE IX – Officer Duties

Section 1: The President is the official representative of the Club. The President will have all of the following duties and responsibilities:

- A. Serve as the Chief Executive Officer of the organization.
- B. The President will preside over all Club meetings.
- C. The President will serve as the official representative of the club to all organizations.
- D. The President may appoint a representative to external organization(s) if he/she cannot attend or represent the Club.
- E. The President will notify the Executive Board.
- F. Attend all meetings of the Club and the San Diego County Democratic Central Committee. When the attendance of the President is not possible, he/she will appoint a suitable replacement and give said person his/her voting proxy.
- G. Establish the agenda for each meeting of the Club (General and Executive) within a timely manner.
- H. Establish Community Guidelines at the first general body meeting of the year.
- I. Develop Bi-Monthly Assessment reports
- J. Keep Officers accountable to their positions' responsibilities and overall progress of IBDC.
- K. Serve as delegation chair to the California State Convention and relevant conventions.
- L. Advise the Executive Board and General body members with anything deemed necessary.
- M. Create and maintain a transition binder with all the necessary tools the President-elect will need.
- N. Assure the participation of the general body members in the planning process in order to have an eligible pool of members for the following year.
- O. Develop professional training seminars designed to educate Club Members.
- P. Remove anyone from an appointed position, with approval of the Executive Board.

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- Q. Have the ability to appoint officers to the Executive Board if a vacancy arises, with the approval of the Board.
- R. Perform any and all other tasks deemed necessary by the Executive Board or organization's membership.
- S. The President must be at least eighteen (18) years old.

Section 2: The Vice President will serve as the second in command of the Club and also oversee the internal operations of the Club. The Vice President shall have all the following duties and powers:

- A. In the absence of the President, the Vice President will fulfill all the duties and responsibilities of the President.
- B. In the event the President is removed from office, the Vice President will assume the responsibilities of Club President.
- C. A special election will be held to fill the vacancy of Vice President at the next General Meeting.
- D. The Vice President will chair the Internal Affairs Committee.
- E. The Vice President shall encourage and document Club member attendance at all meetings and events.
- F. The Vice President shall assemble all reports of the committees and submit them to the Secretary, for distribution to the Club Board and members.
- G. Shall create and maintain a transition binder with all the necessary tools the President-elect will need.
- H. The Vice President shall be a signatory on the Club bank account.

Section 3: The Treasurer shall have all the following duties and powers:

- A. Collect all membership dues to the Club.
- B. Maintain an accurate accounting of the Club bank account, financial transactions, assets and liabilities, and present a monthly report to the Executive Board and General Membership meetings, including an annual report to the General Body of the Club.
- C. Sign all Club checks or financial obligations.
- D. Be a member of the Internal Affairs Committee.
- E. Create and maintain a transition binder with all the necessary tools the President-elect will need.
- F. Must be at least eighteen (18) years of age.

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Section 4: The Communications Director will have all the following duties and powers:

- A. Responsible for all club-to-member communications (Email, Newsletter, Social Media, etc.)
- B. Serve as Webmaster.
- C. Maintain Club membership lists.

- D. Create and distribute any and all Club advertisement.
 - E. May appoint Media Coordinator, with approval of Executive Board.
- The Media Coordinator will be tasked with managing all multi-media related activities for the Club.

Section 5: Membership Director shall have all the following duties and powers:

- A. Chair Recruitment Committee and develop a recruitment strategy.
- B. Work within the Club to retain members. This may include, but is not limited to, offering membership scholarships to those unable to pay Club dues.
- C. Keep attendance records.
- D. Notify Executives if they have missed meetings and are close to removal.

Section 6: Outreach Director shall have all the following duties and responsibilities:

- A. Chair the Events Committee.
- B. Be member of Fundraising Committee.
- C. Plan and execute events pertaining to Club activities.
- D. Work with the Communications Director to advertise and invite people to Club events.
- E. Oversee and advance overall community engagement activities with the greater San Diego area.
- F. Build working relationships with other community outreach organizations that align with the purpose of Club and Party.
- g. Attend local planning and town hall meetings.

Section 7: Secretary shall have all the following duties and responsibilities:

- A. The Secretary shall keep the minutes of the General Membership and Executive Committee meetings.
- B. Conduct correspondence.

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ARTICLE X – Financial Regulations

Section 1: The Treasurer must sign the Club's bank account.

Any financial documents valued at more than \$50 must be signed by both the Treasurer and Vice President of the Club.

Section 2: The Treasurer must present a financial report to the General Body at least annually, and give monthly updates on status of budget.

Section 3: All expenditures must be in line with the Club's mission and approved by Executive Board or Club Membership.

ARTICLE XI – Elections, Endorsements and Voting

Section 1: Elections of officers will be held at the first General Meeting of each year. All terms are for one (1) year.

Section 2: The order of elections will be as follows: President, Vice President, Treasurer, Communication Director, Membership Director, and Outreach Director, Secretary and two (2) members-at-large.

Section 3: All contested officer elections must be held by secret ballot.

Section 4: Officers are elected by a majority of votes.

Section 5: An endorsement requires two-thirds (2/3) of the general body (in attendance) voting in favor of the endorsement. Any voting member may request a secret ballot election.

Section 6: The Communications Director and one assistant designated by the President will count the votes.