

IMPERIAL BEACH DEMOCRATIC CLUB BYLAWS

(Updated August 11, 2019 and Comport with 2019 Party Amendments; Amended June 4, 2020)

ARTICLE I – Name

The name of this organization shall be Imperial Beach Democratic Club (IBDC) (hereinafter called the Club). The Club is chartered as a Geographic Club.

ARTICLE II – Purpose

The purpose of this club is To SEE - Support, Engage and Educate:
Support our local Democratic elected officials and candidates.
Grassroots Organizing (GO) Teams.
Voter Registration.
Democratic Party involvement.
Engage the community to take action to improve our neighborhoods
Educate the community about relevant issues and legislation.

ARTICLE III – Affiliations

Section 1: The Club is officially chartered with the San Diego County Democratic Central Committee (hereinafter called the Party) and is duly chartered annually as the Imperial Beach Democratic Club.

Section 2: As a chartered and affiliated Club of the Party, the Club shall comply with the Bylaws of the Party and the California Democratic Party, as they apply to fully chartered local affiliates.

Section 3: Consistency with Statutory Law. These Bylaws shall, to the extent consistent with applicable law, govern the organization, operation, and function of the Club.

ARTICLE IV – Membership

Section 1: Membership requirements for the Club will be the same as those of the San Diego County Democratic Central Committee. The Club will accept eligible members from any geographic area.

Section 2: This organization does not require or use any test of membership or oath of loyalty which has the effect of requiring prospective or current member to acquiesce in, condone, or support discrimination on the grounds of race, color, creed, national origin, physical ability, sex age, religion, ethnic identity, sexual orientation or economic status.

Section 3: Members are considered Active Members in good standing only if:

- A. The member has paid all Club dues.
- B. The member has previously attended at least two (2) General Meetings in the current rolling twelve (12) month period.

Section 4: Active Members who have chosen the Club as their home club, also known as Unique Members, have the right to:

- A. Vote on all matters before the Club.
- B. Participate in all General Meetings.
- C. Hold executive officer positions.
- D. Receive information about the activities of the Club.
- E. Any other privileges or responsibilities deemed appropriate by the club membership.

Section 5: Affiliate members are considered Active Members with the right to:

- A. Participate in all General Meetings
- B. Receive information about the activities of the Club.
- C. An Affiliate member will be considered an Active Member once the Membership Director confirms registration with the San Diego County Registrar of Voters.

ARTICLE V – Dues

Section 1: Dues shall be recommended by the Executive Board and reviewed at the first meeting of each calendar year and presented to the General Membership for approval.

Section 2: Dues shall be collected by January 31st of each calendar year for existing members.

- A. Active members who have not paid their dues by January 31st shall be placed on 30-day probation, during which time they are not allowed to vote on Club matters or serve as an officer of the Club. Members who still have not paid their dues after the probationary period will no longer be considered active members in good standing.
- B. Payment of dues shall not be obligatory to anyone for whom it constitutes an economic hardship, after due consideration and approval of the Executive Board.

ARTICLE VI - Meetings

Section 1: General Membership Meetings

*The Club shall meet individually at least once quarterly. All endorsement votes, meeting dates, and locations shall be provided to the Party at least Fourteen (14) days prior to the Club meeting for publication

on the Party website. A copy of the notice, agenda, and minutes for business meetings or endorsement meetings shall also be supplied via email to the Director of Clubs (Email: clubs@sddemocrats.org).

Section 2: Notice of Meeting

- A. Notice of regular Club meetings shall be given at least two weeks (14 days) in advance to all active members via email. A regular Club meeting will include published minutes from the previous Club meeting, a published agenda, and opportunities for discussion and votes on Club business.
- B. Notice of the meeting shall be deemed sufficient by any manner if such notice includes the date, time, and place of the meeting, and is received by Club members at least fourteen (14) days prior to the meeting.
- C. Club sponsored special events, including fundraisers, holiday parties, and Club celebration, or emergency meetings, may be called with only twenty-four (24) hour notice to all members of the Club. Attendance at these meetings is not included in the two-meeting requirement for Active member voting privileges.

ARTICLE VII – Rules for Meetings

Section 1: The Club shall use the newly revised Robert’s Rules of Order to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these Bylaws.

Section 2: A quorum for any official meeting of the Club shall be 25 percent of the total organizational membership, or ten (10) members, whichever is smaller, as of 24 hours before the meeting, as reported by the Membership Director.

Section 3: The Club may pass resolutions not related to endorsements with a majority vote of those present and qualified to vote, at any meeting, as long as it is properly noticed according to Club Bylaws.

Section 4: A process to consider the endorsement of candidates must be approved prior to any suggestion of endorsements.

- A. If the discussion of an endorsement process is noticed in the meeting agenda, such process must be approved by at least 2/3rds of those present and voting at any meeting.
- B. If the discussion of an endorsement process is brought up from the floor as New Business, such process must be approved by at least two-thirds (2/3) of those present and voting at any meeting.
- C. Under no circumstances may the Club consider the endorsement of a candidate for public office who is not registered with the Democratic Party.

- D. The minimum threshold for endorsement in a race with multiple Democratic candidates is sixty percent (60%) of the members present and voting.

Section 5: Changes to the Constitution and Bylaws not specifically referenced elsewhere must be notified to the membership in at least one (1) general meeting before the vote in question and must be approved by a vote of two-thirds (2/3) of the qualified Active Members present and voting.

ARTICLE VIII - Officers/Executive Board

Section 1: Club officers shall consist of seven (7) elected officers, and up to two (2) members-at-large.

Section 2: The nine (9) voting officers will be: President, Vice President, Treasurer, Communication Director, Membership Director, Outreach Director, Secretary and two (2) members-at-large.

Section 3: The officers, members-at-large, and past president will make up the Executive Board of the Club.

Section 4: The Club officers shall be elected in December and will serve in office for a two-year term, from January through December, of the following calendar year.

Section 5: The Executive Board will be the chief policy making body for the chapter. The Executive Board will have all the powers necessary for the proper and legal execution of all duties of the Club.

Section 6: All executive officers are expected to attend all Club meetings, unless otherwise excused. No officer can miss more than two (2) General meetings and two (2) Executive Meetings, during their calendar year, unless previously excused.

- A. Membership Director is responsible to notify the executive when he/she is close to the limit of missed meetings.
- B. In the event of an officer reaching the maximum number of missed meetings, the Internal Affairs Committee will meet and make a recommendation to the Executive Board about whether to dismiss the officer from the Board. President must notice Club members and proposed election of a replacement officer at least fourteen (14) days before the next General Meeting, for Active qualified member to vote.
- C. The officer being removed may appeal the removal and be elected back to the position from the General Membership by two-thirds (2/3) vote.

Section 7: The Executive Board shall meet at least monthly. The meetings may be held via conference call, webinar, etc. but must be noticed forty-eight (48) hours in advance with an agenda.

Section 8: If an Executive member will be late or absent, they must give the Membership Director at least twenty-four (24) hour notice.

- A. If Membership Director will be late or absent, they must notify the President and Vice President.
- B. In an emergency situation, please advise the President as soon as possible if another Executive will be late or absent.
- C. If the President finds him/herself in an emergency situation, he/she must notify Membership Director and the Vice President.

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. Establish the agenda for each meeting of the Club (General and Executive) within a timely manner.
- D. Establish Community Guidelines at the first general body meeting of the year.
- E. Develop Bi-Monthly Assessment reports
- F. Keep Officers accountable to their positions' responsibilities and overall progress of IBDC.
- G. Serve as delegation chair to the California State Convention and relevant conventions.
- H. Advise the Executive Board and General body members with anything deemed necessary.
- I. Create and maintain a transition binder with all the necessary tools the President-elect will need.
- J. 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. Develop professional training seminars designed to educate Club Members.
- K. Have the ability to appoint officers to the Executive Board if a vacancy arises, with the approval of the Board.
- L. Perform any and all other tasks deemed necessary by the Executive Board or organization's membership.
- M. The President must be at least eighteen (18) years old.
- N. Remove anyone from an appointed position, with approval of the Executive Board.
- O. The President will serve as the official representative of the club to all organizations. *The President of a chartered Democratic Club or Coalition with Twenty (20) unique voting members, and the GO Team Regional and Countywide Coordinators, are Associate Members of the San Diego County Democratic Party Central Committee.

- P. The President may appoint a representative to external organization(s) if he/she cannot attend or represent the Club.
- Q. The President will notify the Executive Board.
- R. 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.
- S. The President shall be a signatory on the Club bank account.
- T. When addressing the Central Committee, Executive Board, Area Caucus meeting, or any other official meetings in whole or in part of the Central Committee, the club President must disclose any actual or potential material financial interest in the issues being discussed. This disclosure must include, that said member, their spouse, or domestic partner has an actual or potential material financial interest in advocating for or against a candidate or any initiative.

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.

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.

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.

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 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 during the final General Meeting of each year in December. All terms are for two (2) calendar years.

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 sixty percent (60%) of Active Members (in attendance) voting in favor of the endorsement. Any voting member may request a secret ballot election.

Section 6: In the event of a government-declared state of emergency that would prohibit our ability to meet in person, the Club may meet and vote via teleconference.

Section 7: The Communications Director and one assistant designated by the President will count the votes.

Section 8: The Club President or acting Associate members may vote in an Area endorsement recommendation meeting after their club has held a valid endorsement vote in that race, provides documentation with *two of their Officers' signatures verifying their Club's endorsement vote. In a run-off, the Associate member shall be bound to the clubs endorsed candidate, or the Club's endorsed runners-up, if these candidates are in contention. If a club fails to comply with the rules concerning endorsements, the Executive Board of the Party may suspend all of the Club's endorsement voting rights, until the matter has been resolved.

ARTICLE XII – Committees

Section 1: There will be three (3) standing committees. These committees will be the Internal Affairs Committee, Fundraising Committee, and Chartering Committee.

Section 2: The Internal Affairs Committee will be tasked with:

- A. Reviewing the Bylaws and all other Club governing documents.
In order for any changes to be made to the Bylaws or other governing documents, it must be reviewed by this committee.
- B. Assist the Treasurer in putting together an annual budget for the Club.

- C. Create and distribute any questionnaires for endorsements, and present answered questionnaires to General Membership.
- D. If necessary, oversee and facilitate impeachment hearings, in compliance with Party bylaws (Sections 6 and 7 of San Diego County Democratic Party Bylaws, published January 17, 2017).
- E. Oversee any and all other matters considered Internal Affairs.

Section 3: The Fundraising Committee will be tasked with:

- A. Researching and recommending ways to increase the Club's revenue other than by dues.
- B. Plan, prepare and execute events throughout the year.

Section 4: The Chartering Committee will be tasked to:

- A. Outreach to potential new Club members and integrate them into the Club.
- B. Design and implement new outreach strategies.
- C. Provide support to facilitate chartering clubs on high school and college campuses.

Section 5: An adjunct committee can be formed by The Chair of a standing committee, the Executive Board or a member of good standing with the approval of a Chair of a standing committee or the Executive Board.

ARTICLE XIII – Impeachment and Expulsion for Cause

Only the elected officers may be subject to impeachment. The Chair of the Internal Affairs Committee reserves the right to remove anyone from an appointed position, pending approval of the Executive Board. Procedures for impeachment will be as follows, in compliance with Party bylaws:

Section 1: Any person holding an elected office within the Club may be impeached if found guilty of failure to adequately perform his/her duties, or other allegations of wrongdoing, as directed by Party bylaws.

Section 2: The person shall be notified of the charges against them no fewer than thirty days (30) prior to the meeting during which the impeachment will be discussed.

Section 3: The Internal Affairs Committee will hear the testimony of the person or persons charged. The findings of the committee shall be presented to the General Membership for an impeachment vote.

Section 4: Ninety percent (90%) of the Executive Board, and ninety percent (90%) of the General Body in attendance must vote for the expulsion.

ARTICLE XIV – By Law Amendments

Section 1: Amendments to these Bylaws must be submitted in writing to the Chair of the Internal Affairs Committee at least two weeks (14 days) prior to the meeting at which time the amendment will be considered. The Chair is obligated to place the amendment on the agenda for committee consideration and vote. The Committee shall forward its recommendation to the general membership for a vote.

Section 2: The amendment will be considered approved if a regular majority of the Executive Board and two-thirds (2/3) of the Active Members in attendance vote in favor of the amendment.

*** 2019 Amendments to San Diego County Democratic Party Central Committee By-Law are included in these Imperial Beach Democratic Club By-Laws, and indicated with an asterisk (*)