

## **Imperial Beach Democratic Club By-Laws**

(Adopted January 6, 2022. Comport with San Diego Democratic Party Geographic Club Bylaw guidelines.)

### **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 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.
- C. \*A qualified member may be a member of more than one club.

Section 4: Active 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 such privileges or responsibilities as deemed appropriate by the club membership.

Section 5: A member who declares an intent to register to vote as a Democrat once eligible because they are: not a United States Citizen shall be considered as "registered to vote" for the purposes of this club and their status should be equal to that of a registered democrat. The declaration of their intent to register as a Democrat when eligible shall be recorded on their membership form which constitutes an equivalent in any provision of these Bylaws where voter registration is required.

## **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 31<sup>st</sup> of each calendar year for existing members.

- A. Active members who have not paid their dues by January 31<sup>st</sup> 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 by 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 SDCDP at least Fourteen (14) days prior to the meeting for publication on

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

Section 2: Notice of Meeting

- A. Notice of regular meetings shall be given at least two weeks (14 days) in advance to all active members via email.
- B. Notice of the meeting shall be deemed sufficient by any manner specified above if such notice includes the date, time, and place of the meeting and is prepared to be received at least Fourteen (14) days prior to the meeting.
- C. Club sponsored special events, including fundraisers, holiday parties, Club celebrations 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 voting at any meeting.

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. \*In elections where the number of Democratic candidates does not exceed the number of open seats, the Club may endorse Democratic candidate(s) by a 60% vote cast at a general 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 two-thirds (2/3) of the members present and voting.
- E. Only Active members who have attended at least two (2) prior General Membership club meetings in the current rolling twelve (12) month period,

are allowed to vote on any matter, including resolutions and endorsements.

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 those 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 to serve two-year terms of office.

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 meetings. No officer may miss more than two (2) consecutive meetings, including General and Executive Meetings, or miss more than three (4) General and/or Executive Meetings throughout the year, unless excused prior to the absences.

- 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 President must remove said officer from the Executive Board and notice elections of a new officer before the next General Meeting.
- C. The officer removed by the President or Vice-President 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 monthly unless a meeting is deemed unnecessary by the majority of the Executive Board. The meetings can 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) hours notice in non-emergency situations.

- A. If the 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 the Membership Director and the Vice President.

\*Section 9: The conduct of the Executive Board shall be as follows:

- A. Members of the Executive Board shall conduct oneself with civility and respect towards all other members and Democratic candidates.
- B. No member of the Executive Board shall share club members' personal information from the Membership Roster with any outside parties with the exception of the SDCDP or CDP for re-chartering or special endorsement purposes.
- C. The Executive Board will not allow visitors, unless specifically requested by the Executive Board, to the Executive Board meetings to speak privately to the board. All speakers will address the club at the club's general meetings.

## **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.
- K. Develop professional training seminars designed to educate Club Members.
  - L. Have the ability to appoint officers to the Executive Board if a vacancy arises, with the approval of the Board.
  - M. Perform any and all other tasks deemed necessary by the Executive Board or organization's membership.
  - N. The President must be at least eighteen (18) years old.
  - O. Remove anyone from an appointed position, with approval of the Executive Board.
  - P. 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.
  - Q. The President may appoint a representative to external organization(s) if he/she cannot attend or represent the Club.
  - R. The President will notify the Executive Board.
  - S. 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.
  - 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.

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.

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 advertisements.
- E. May appoint a 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 a member of the 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 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 the status of the budget.

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

## **ARTICLE XI – Elections, Endorsements, and Voting**

Section 1: Elections of officers will be held at the final General Meeting of each year. All terms are for one (2) 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 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.

\*Section 7: \*The Club President or acting Associate members may vote in an Area endorsement recommendation meeting when their club has held a valid endorsement vote in that race, and 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 Club's endorsed candidate as long as that candidate is in contention. If a club fails to comply with the rules concerning endorsements, the Executive Board of the Party may suspend all of their 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 – Club Representatives To California Party Endorsements**

Section 1: California Democratic Party

Club representatives to the California Democratic Party's (CDP) Pre Endorsement Conferences shall be allocated as follows: one

(1) representative, residing in the Assembly District, for each full (not fraction thereof) twenty (20) registered Democratic Club members in good standing in the Assembly District, who are listed on a roster submitted to both the SDCDP and the appropriate CDP Regional Director(s), each odd-numbered year by the deadline provided by the CDP. The roster shall be certified by the Club's President, Secretary, or Treasurer. Representatives should be equally apportioned between men and women to the extent possible.

#### Section 2: San Diego County Democratic Party

Under the Club'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 thirty (30) calendar days of his or her selection by the Club.

#### Section 3: Selection

Club representatives to the CDP and SDCDP (and any other official representatives, delegates, and/or alternates from the Club to conferences, caucuses, councils, conventions, and other such meetings) shall be selected by a majority vote cast at a duly noticed Club meeting or, if that cannot occur, at a regular or special meeting, designated by the President.

#### Section 4: Adherence to Club Positions

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

### **ARTICLE XIV - 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 XV – 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 general membership in attendance vote in favor of the amendment.

NOTE: January 2022 Amendments to San Diego County Democratic Party Central Committee By-Laws are included in these Imperial Beach Democratic Club By-Laws.