

## **IMPERIAL BEACH DEMOCRATIC CLUB BYLAWS**

**Adopted: August 1, 2024 ; Amendments Adopted January 9, 2025**

**ARTICLE I - NAME** The name of this organization shall be the Imperial Beach Democratic Club, hereafter referred to as the Club

**ARTICLE II - PURPOSE** The purpose of this chartered geographic club shall be to foster democratic ideals by uniting Democrats in Imperial Beach to support elected officials, contribute to party leadership and responsibility, provide a constructive role for the volunteer in Democratic politics, and to promote an activist base.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION 1 - ELIGIBILITY**

Anyone registered as a Democrat or who is ineligible to register to vote (due to age, nonresidency or other legal impediment) but pledges to register as a Democrat when eligible, and supports the purpose of the Club as stated in Article II, above shall be eligible for membership in this club.

#### **SECTION 2 - GOOD STANDING**

Democrats and pledged Democrats whose annual dues are currently paid or waived shall be considered a member in good standing. Any member whose actions are determined to be prejudicial or detrimental to the club by the Executive Board may be expelled from membership by a two thirds majority vote at any general meeting, at which a quorum exists, concurs.

#### **SECTION 3 - DUES**

Dues shall be reviewed mid-year and set by the Executive Board, to go into effect for the next membership year. Dues are payable upon joining the club, and annually at the beginning of every club calendar year thereafter. 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.

#### **SECTION 4 - VOTING**

A member in good standing for at least 30 days shall be eligible to vote. No proxy voting or absentee voting shall be permitted.

### **ARTICLE IV - OFFICERS**

#### **SECTION 1 - ELECTED OFFICERS**

Elected officers of this club shall be the President, Vice-President, Secretary, Treasurer, and Communications Director. All elected officers must be registered Democrats and members in good standing. .

The President and Vice President must reside within the boundaries of Imperial Beach. No more than two (2) of the other elected officers may live outside of Imperial Beach, provided they reside in the following zip codes: 92173, and 92154 (west of Interstate 805).

Elected officers shall be elected at the general meeting in January and hold office for two years. An elected officer may be removed from office by resolution of a two-thirds vote of the members at a General Meeting for such causes as missing three unexcused consecutive meetings or non-performance of duties, provided that the membership and the officer have been notified ten days in advance of the meeting of the proposed action against the officer.

The immediate past president may also serve as a non-voting member on the Executive Board, but is not an elected officer.

## SECTION 2 - DUTIES

A. President The President shall be the Chief Executive Officer of the club. He/she shall establish the agenda for and preside over all meetings of the club and the executive board and act as official spokesperson of the club. In addition, the President should stimulate active interest in the political process, provide a constructive role for the active volunteer; contribute to effective leadership and individual responsibility; promote harmony among the club membership, between other clubs and within the San Diego County Democratic Party.

B. Vice-President The Vice President shall preside at meetings if the President is unable to do so, or is requested by the President to do so. The Vice-President shall take over the duties of President in the absence of that officer. The Vice President shall become President if the President vacates the office.

C. Secretary The Secretary shall take the minutes of the general meetings, executive committee meetings and distribute them as appropriate, prepare correspondence as necessary, maintain the club's records,; shall keep a permanent file of the minutes; and shall perform other duties as requested.

D. Treasurer The Treasurer shall be responsible for the collection of dues, receive and deposit all club funds received; maintain an accurate record of club receipts and expenditures; sign all checks as authorized by the Executive Board; provide a report of the club financial status at club meetings as requested; prepare an annual budget for approval by the Executive Committee

E. Communications Director -The Communications Director shall be responsible for preparation and issuance of communications to members; newsletters, meeting notices; press releases; email calls to action, website content; and to foster community involvement and conversation through social media. May appoint media coordinator

I. Past President The immediate past President, unless removed from office, may serve as a non voting member of the Executive Board to provide background information and guidance as necessary; and can be designated to represent the organization upon the direction of the President.

### SECTION 3 - ELECTIONS

Elections for officers shall be held bi annually, or when a vacancy occurs. At least two weeks prior to an election, members in good standing will be asked to self nominate or nominate a candidate in writing. At the election meeting, the floor will be open for additional nominations. Only members in good standing who have been a member for at least 30 days prior to the election may vote or be eligible for office. The election may be held by show of hands, or voice vote for uncontested offices. A secret ballot will be used for any contested offices. Those nominees who receive a majority vote shall be declared elected. If no person receives a majority of votes cast, a run-off shall be held between those two persons receiving the greatest number of votes. The person receiving the majority of the votes shall be declared elected.

### SECTION 4 - VACANCIES

Should any officer resign or fail to attend three general meetings or Executive Board meetings in a row without cause approved by the Executive Board, the Executive Board shall declare that office vacant and appoint a successor to that office to complete the unexpired term. If the President vacates the office, the Vice President shall become President and the office of Vice President shall be declared vacant. Any appointments to vacated offices shall be approved by the membership at the next general meeting. At that meeting, nominations to fill the vacancy shall also be accepted from the floor. Voting shall be by secret ballot with a majority of those members in good standing present required to elect.

### SECTION 5 - APPOINTED OFFICERS

The President may appoint , with Board approval, a parliamentarian and any other positions not otherwise specified by these bylaws as required for the general well-being of the club.

## **ARTICLE V- MEETINGS**

### SECTION 1 - GENERAL MEETINGS

There shall be a minimum of six general meetings each year, at least one of which shall be in January. Other general meetings shall be held at such times and places as specified by a majority of the Executive Board.

### SECTION 2 - QUORUM

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,

### SECTION 3 - PARLIAMENTARY AUTHORITY

The parliamentary authority is the most recent edition of Robert's Rules of Order, Newly Revised.

### SECTION 4 - NOTICES

A meeting notice will be sent to each member of the Club at least two (2) weeks prior to a general meeting and to an endorsement meeting. Such notice shall specify the time, place and date of the general meeting and describe the event.

## **ARTICLE VI - EXECUTIVE BOARD**

### **SECTION 1 - FUNCTION**

The Executive Board shall approve all expenditures and carry out the club business between general meetings in a manner consistent with actions taken at the general meetings, and perform any other duties provided for in these bylaws.

### **SECTION 2 - MEMBERSHIP**

Membership of the Executive Board shall include all of the currently elected club officers identified in Article IV and may include the immediate Past President.

### **SECTION 3 - MEETINGS**

The President shall call a meeting, with advance notice, of the Executive Board as needed. Special meetings may be called by a majority of the currently elected members of the Executive Board at any time. A majority of the then currently elected members of the Executive Board shall constitute a quorum.

## **ARTICLE VII - COMMITTEES**

The Executive Board may establish and appoint members to two standing committees; Internal Affairs and External Affairs. In addition, the Executive Board may establish and appoint members to ad hoc committees as necessary. Membership is open to all members in good standing.

The Internal Affairs Committee oversees and makes recommendations on issues related to the operation and governance of the Club; including budget, by laws, procedures, nominations, ethics.

The External Affairs Committee oversees and makes recommendations on activities and issues pertaining to the Club's relations with the community, government agencies and officials, public policy and legislation.

## **ARTICLE VIII - CANDIDATE ENDORSEMENTS**

The Club may call for candidate endorsement votes or take positions on ballot measures provided that:

A. Only candidates who are registered Democrats are eligible for Club endorsement.

B. All endorsements of candidates or resolutions concerning ballot measures or public issues must be in accordance with the standards established by the California State Democratic Party and the San Diego County Democratic Party. It is also the tradition and stated goal of the Club not to make endorsements or to pass resolutions which will adversely affect the unity of the Democratic Party.

C. A meeting notice will be sent to each member of the Club at least two (2) weeks prior to an endorsement meeting. Such notice shall specify the time, place and date of the meeting and information on the candidates or ballot initiatives being considered for endorsement.

D. A 60% majority of the Club members in good standing who are present and voting is required for an endorsement to pass.

## **ARTICLE IX – CLUB REPRESENTATIVES**

**SECTION 1.** California Democratic Party (CDP) In order to be eligible to participate in CDP pre-endorsing conferences, the Club's President, Secretary, or Treasurer will ratify the roster of Democratic members in good standing by July 1 of each odd-numbered year identifying the legislative districts and representatives for each district and submit it to the CDP and SDCDP. Representatives should be equally apportioned between men and women to the extent possible.

**SECTION 2.** San Diego County Democratic Party (SDCDP) Associate Member 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 30 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 alternates from the club to conferences, caucuses, councils, conventions, and other meetings – must be a member in good standing and shall be selected by a vote of members in good standing at a duly noticed club meeting or, if that cannot occur at a regular or special meeting, by designation of 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.

### **SECTION 5. Other SDCDP Representatives**

A. The Executive Board will designate a GO Team Liaison.

B. The Executive Board will designate a SDCDP Voter Registration Liaison.

**ARTICLE X - AFFILIATION** The club shall affiliate as an associate member of the County Democratic Central Committee and pay the current annual chartering fee.

**ARTICLE XI - AMENDMENTS** These bylaws may be amended by 50% + 1 of members present at any regularly scheduled general meeting when quorum is met. These bylaws will always conform to the rules of the Party or will be modified administratively to ensure conformance.

**ARTICLE XII - ADOPTION** These bylaws shall become effective immediately upon their adoption.