

The South Orange County Democratic Club Bylaws

Original 3/82, Revised 1/96, 3/97, 3/00, 10/02, 1/06, 6/15, 5/17, 10/17, 3/19

ARTICLE I, IDENTITY AND PURPOSE

The South Orange County Democratic Club (SOCDC), hereinafter referred to as the Club is hereby organized to operate within the geographic area of South Orange County and to direct its effort to the promotion of the Democratic Party. The Club shall support and coordinate with the objectives of other recognized groups or organizations with the sample purpose of supporting and promoting the Democratic Party at all levels and shall not take a position of support of a candidate for partisan office other than a Democratic.

Among its specific objectives, the Club shall:

1. Elect Democratic candidates
2. Promote and support legislation and non-partisan candidates that will have a positive effect on the Democratic Party in Orange County, State of California, and the United States.
3. Concentrate its efforts on the registration of Democrats within South Orange County.
4. Cause a significant turnout of Democrats on election day.
5. Educate the general public about the Democratic Party.

The rules contained in the current edition of Robert's Rule of Order shall govern the officers and members at all official meetings.

ARTICLE II, AFFILIATION

1. The Club is officially chartered with the Democratic Party of Orange County (hereinafter called the DPOC) and was duly chartered by the DPOC as of March, 1982.
2. As a chartered and affiliated Club of the DPOC, the Club shall comply with bylaws of the DPOC and the CDP, as they apply to fully chartered local affiliates.
3. The Club shall not take a position in support of a candidate other than a Democrat, and contrary to official candidate endorsements by the DNC, the CDP, and the DPOC.
Nothing herein shall prevent any member of the Club from personally supporting any candidate of their choosing, provided they are not acting on the Club's behalf or during Club meetings or activities.

ARTICLE III , MEMBERSHIP

1. Any individual qualifies for Club membership if:
The individual is a registered Democrat residing in Orange County
2. Member in good standing - A qualified individual shall be considered a member in good standing if:
 - a. The member has attended at least one prior meeting, and;
 - b. The member has paid all Club dues (or has had them waived) no less than 30 days prior to a Club vote, except the first meeting of the year when voting privileges shall commence immediately upon payment of dues for those who have been members in good standing of the Club for at least sixty days prior;
 - c. The member has not had their membership revoked.
3. All members in good standing are eligible to be a candidate for officer of the Club.
4. Non-Discrimination: This organization does not require or use any test of membership or oath of loyalty which has the effect of requiring prospective or current members 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, gender identity or economic status.

5. A member may be removed from the Club roster for any of the following:
 - a. Non-payment of dues by the date required in these Bylaws, or;
 - b. Any prejudicial conduct contrary to the welfare and interests and of the Club or any of its membership, as determined by the Executive Board or as outlined in Article I of these bylaws.
6. Associate Membership: Any individual qualifies for a non-voting Associate Membership if they are:
 - b. The individual is ineligible to vote (due to minority, non-residency, or other legal impediment), but pledges to register as a Democrat when eligibility is attained; or
 - c. Registered No Party Preference; and
 - d. Supports the purpose of the Club as stated in Article II above.

ARTICLE IV, DUES

1. Dues shall be recommended by the Executive Board and reviewed at the meeting immediately prior to the start of each fiscal year and, if changed, presented to the General Membership for approval.
2. Dues are due at the beginning of the fiscal year and payable by the end of the first month of the fiscal year, or, for new members, upon joining.
3. The fiscal year shall start on January 1 of each calendar year.
4. Membership is effective starting the first of the month after the month in which dues are received or waived by the Executive Board.
5. Payment of dues shall not be obligatory to anyone for whom it constitutes an economic hardship, and after due consideration with approval of the Executive Board.

ARTICLE V , ELECTION OF OFFICERS

1. *The Election of the Chair, Vice-Chair, Secretary and Treasurer shall be by a vote of the majority of membership at the Club's December meeting. Candidates must be qualified to be a voting member of the Club and current year dues must be paid in order to be eligible.*
2. *Nominations will be opened at the November Board meeting and nominees will be presented to the membership at the November General meeting to be voted on at the December general membership meeting. Additional nominations from the floor at the November general membership meeting will be accepted.*
3. *The term of their office shall be one year.*
4. *Newly elected officers shall assume their duties at the January meeting.*
5. **Death or incapacity of the Chair.** In the event that the Chair passes away or is unable to perform the duties required of that position for an inordinate period due to illness, incapacity, or other reason, the position will be considered vacant and the Vice-Chair shall assume the role of Chair, he or she will immediately notify all members of the Executive Board. In situations other than the resignation or death of the Chair, the Executive Board will, by majority vote at its next meeting, determine whether sufficient circumstances existed to warrant the Vice-Chair assuming the position of Chair, and such a vote will be final on the matter.
6. **Vacancy of the Office Position Other Than Chair.** If, under Section "5" above, the Executive Board determines the assumption of the position of Chair was validly undertaken, then the position of Vice-Chair shall be deemed vacant. In the event that an officer other than Chair passes away or becomes involuntarily unable to perform the duties required of that position for an inordinate period of time due of illness, incapacity , or other reason, then that office position will be also considered vacant. Upon an officer position other than Chair becoming vacant, the Chair shall promptly appoint a member of the Club, on an interim basis, to temporarily perform the duties of the vacant, officer position ("Interim Officer"). The Executive Board will, by majority vote at its next meeting, determine whether sufficient circumstances existed to warrant the Chair appointing such an Interim Officer, and such vote will be final on the matter. If the Executive Board makes a favorable determination, Than (a) the Interim Officer shall perform the duties of the vacant position until the general membership elects a replacement for the vacant position, (b) notice to

the membership shall be posted in the next edition of the Club's Newsletter that an election will take place at the next scheduled meeting of the general membership to elect a member of the Club to replace and fill the vacant officer position for the remaining term of that position, (c) such election will fill the vacated position, and (d) the elected member will immediately assume the duties of the officer position.

ARTICLE VI, VOTING AND ENDORSEMENTS

1. Voting may only be exercised by Members in Good Standing.
2. Quorum shall consist of (10) members in good standing, and no votes may be taken in the absence of a quorum.
3. No proxy voting shall be permitted.
4. Voting may be by voice votes, by show of hands, or by ballots, as determined by the Executive Board.
5. Voting will be by secret ballot upon the request of any present member in good standing.
6. All candidate endorsements wherein more than two Democrats seek the same office will be conducted via ranked choice ballot.
7. Endorsement threshold for candidates, legislation, and ballot initiatives shall be $\frac{2}{3}$ of the present voting body, and failure to meet a $\frac{2}{3}$ threshold will result in an official stance of "No Endorsement."

ARTICLE VII , COMMITTEES

1. Standing Committees

Membership
Voter Registration
Fundraising/Activity
Events Coordinator
Campaign

Political Strategy
Volunteer Coordinator
Political Liaison
Community Outreach Coordinator.
Communications Committee (4/19/17)

Ad Hoc committees will be appointed by the Chair.

All Committee chairs are appointed by the Executive Board Chair as outlined in Article V of the bylaws. Duties, goals, objectives, shall be determined by each Committee Chairperson in concert with his/her committee members. The Committee Chair shall report committee activities to the Executive Board at all meetings of the Executive Board. Should the Committee chair be unavailable to attend a meeting of the Executive Board a substitute committee member may act on said persons behalf.

ARTICLE VIII , DUTIES OF THE OFFICERS AND APPOINTED POSITIONS

1. **Chair.** The Chair shall preside at all meetings of the Club and Executive Board. The Chair shall appoint the chairperson of all Standing Committees, and the Parliamentarian, and two At large members of the Executive Board subject to the approval of the other elected officers. The Chair may also designate and approve chairpersons to Ad Hoc Committees, subject to the approval of the Executive Board. The Chair shall report all significant actions taken in the name of the Club at every Executive Board Meeting. The Chair shall present for approval to the Executive Board by the March meeting, a program outlining the year's objectives and goals of the Club, including a preliminary budget developed in conjunction with the Treasurer. The preliminary budget will outline the principal activities and projects designed to accomplish those goals.
2. **Vice-Chair.** The Vice-Chair shall perform the duties of the Chair during the Chair's absence and shall be an ex-officio member of every standing committee. The duties of the Vice-Chair will include the selection of programs and shall assist the Chair to perform his/her duties as they both

agree. In the absence of the Secretary, the Vice-Chair will be responsible to record minutes of the meeting.

3. **Secretary.** The Secretary shall keep true and accurate minutes of all meetings, be responsible for correspondence and record keeping of the affairs of the Club, including keeping attendance records of the Executive Board. The Secretary shall be an ex-officio member of the Membership Committee. The Secretary shall notify an officer or Committee Chair who has been absent from three (3) consecutive Executive Board meetings that his/her office has been deemed vacated. The Secretary shall also receive all notices of resignation and maintain the official record of the elected officers and Committee Chairs.
4. **Treasurer.** The Treasurer shall receive, deposit in an institution approved by the Club and safeguard all Club funds. The Treasurer shall disburse such funds in accordance with the budget and resolutions of the Executive Board and shall keep a true and accurate accounting of all funds of the Club and shall be prepared to report to the state of the finances to the membership. The Treasurer, in conjunction with the Chair, shall develop a preliminary budget reflecting the year's program proposed by the Chair. The Treasurer shall be an ex-officio member of the Fundraising Committee.
5. **Parliamentarian.** The Parliamentarian shall advise the Chair of the proper procedure for the conduct of the meeting. The Parliamentarian shall rely on the bylaws, the State Election Code, the County Central Committee and the Democratic State Party bylaws and Robert's Rule of Order. The Parliamentarian shall be available to the Chair during general and executive board meetings. Following Robert's Rules, the Parliamentarian is a neutral position and does not vote at the Executive Board meetings.
6. **Membership Chair.** The Membership Chair shall be responsible to maintain the roll of members, collect yearly dues, and give notice of all club meetings and functions.
7. **Voter Registration Chair.** The Voter Registration Chair shall be responsible for voter registration activities of the Club.
8. **Fundraising Chair.** The Fundraising chair shall be in charge of raising funds for the Club to support the Chair's yearly goals.
9. **Campaign Chair.** The Campaign Chair shall be responsible to coordinate the campaign goals of the Club. Duties may include the recruitment of candidates for non-partisan elective offices, organization of coordinated activists and available Club support for Democratic candidates and the management of the campaign office.

10. **Communications** The Communications Committee shall be responsible for notifying the general public of the Clubs functions, events, and news through media.
11. **Political Liaison Chair.** The Political Liaison Chair shall be responsible for communicating with, and coordinating, the Club activities with other Democratic Organizations on behalf of the Club.

12. **Political Strategy.**
13. **Volunteer Coordinator.**
14. **Events Coordinator.**
15. **Community Outreach Coordinator.**
16. **At Large Members, Executive Board.** At Large Members of the Executive Board shall assist the officer and Committee Chairs in the performance of their duties, as needed.

Vacancies. The Vacancy Of a Standing Committee Chair will be appointed by the Club Chair except during the last three months of the year when it may remain vacant.

Upon the expiration of, resignation or removal from office, each officer and committee chair shall turn over to the successor without delay all books, records, funds and other material pertaining to their office.

ARTICLE IX EXPENDITURES

1. Expenditures shall be made from the Club funds as provided by the authorized budget or by specific authorizations of the Executive Board.

2. No member of the Club may make any financial commitment involving the expenditure of funds unless such person has been so authorized by the Executive Board. Violation of this provision may constitute grounds for termination of membership. Any expenditures made in violation of this provision shall be the personal financial responsibility of the member.

ARTICLE X , REMOVAL OF OFFICERS

An officer may be removed from office by the Club in the following instances:

1. If such member affiliates with or registers as a member of another party.
2. If such member fails to satisfactorily perform the duties of the office.
3. If such member has excessive absences.
4. Procedure for non-resignation removal:
 - o Any member of the Executive Board may be removed by the resolution of the Club when at least five members of the Executive Board give notice to the general membership, of their intention to propose removal of the member, at least ten (10) days in advance of a regularly scheduled meeting.
 - o At the next regularly scheduled meeting following a vote to remove the officer by $\frac{2}{3}$ of the members present and voting, the office shall be declared vacant.

ARTICLE XI , EXECUTIVE BOARD

1. The Executive Board of the Club consists of the elected officers (Chair, Vice-Chair, Secretary, Treasurer) and the appointed Chairperson of each of the Standing Committees and the appointed Members at Large.
2. The Executive Board shall conduct the Club business between regular meetings and meets a minimum of six times a year. A special meeting of the Executive Board can be called by the Chair or a quorum of the Executive Board. The agenda shall be stated in the request for the special meeting.
3. A quorum of the Executive Board shall consist of six (6) members and no business shall be transacted in the absence of a quorum.
4. A member of the Executive Board shall be deemed to have ____ his/her office if three consecutive Executive Board or three (3) consecutive general meetings are missed.
5. Executive Board meetings are open to all members of the Club. Guests must be pre-approved by a majority of the members prior to the meeting and all members must be notified of their presence and purpose in writing prior to the meeting.

ARTICLE XII , GENERAL MEETINGS

1. At minimum, the Club shall meet six (6) times per year.
2. A quorum shall consist of ten (10) paid-up members and no business shall be transacted in absence of quorum.
3. Special meetings can be called by the Chair with the approval of the Executive Board or by a quorum of the Executive Board. When a special meeting is called, the agenda shall be available prior the meeting.

ARTICLE XIII, AMENDMENT OF BYLAWS

1. Any member of the Club may propose an amendment of these bylaws to the Executive Board. If approved by the Executive Board, a notice of the proposed change shall be sent or passed out to the membership, prior to the next scheduled meeting.
2. The bylaws maybe amended at the first scheduled general membership meeting by a vote of majority of the members present.

ARTICLE XIV , GENERAL POLICIES

1. All general membership meetings of the Club shall be open to all members of the Democratic Party regardless of race, age, color, creed, national origin, ethnic identity, ability or economic status.
2. The time and place of Club meetings will be publicized and in such a manner as to assure timely notice to all interested persons.
3. Such meetings will be held in a handicapped accessible place, large enough to accommodate all interested persons.
4. The Club shall support the broadest registration without discrimination on grounds of race, age, color, creed, national origin, ethnic identity, ability or economic status.

ARTICLE XV , CLUB REPRESENTATION AT STATE PARTY PRE-ENDORSEMENT CONFERENCES

1. Club representatives shall be allocated as follows: one (1) 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); twenty (20) members in good standing registered to vote in the Assembly District who were listed on the roster submitted no later than the deadline set by the California Democratic Party the year immediately prior to the endorsing process.
2. Club members who hold dual club memberships may only be counted for representation once. Such representatives must be registered Democrats. In the event a name is listed on two or more rosters, only one shall be counted and the Regional Director shall first count the name on the roster of the organization which does not deprive another organization of representation
3. The Club's representatives to any particular pre-endorsing conference shall serve as volunteers without pay and may include the Club's officers and directors, who are not already eligible through other associations (State Central Committee membership, etc.).
4. AD Club representatives shall be selected by a vote of the Club's members in good standing as approved on the roster prepared pursuant to Section B of this Article. The vote shall be held at the general meeting prior to the submission of potential representatives to the DPOC and the appropriate Regional Director. The names of potential AD Club representatives shall be submitted in their order of priority as determined by the number of votes each potential representative received. The Chair shall appoint a Pre-Endorsing Selection Committee of not less than three Club members to manage this process, conduct the election, and report the results. The members of the Pre-Endorsing Selection Committee shall be ineligible to serve as AD Club representatives.
5. In order for a member's name to be submitted as one of the Club's AD representatives to the California Democratic Party (CDP) Pre-Endorsing Conferences, the member must submit a signed written declaration of intent to the Executive Board declaring their intent to vote pursuant to the instructions of the Club as determined under Article VI Section 7.