

Bylaws of the Simi Valley Democratic Club

Adopted June 17, 2015

Bylaws of the  
Simi Valley Democratic Club

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# Bylaws of the Simi Valley Democratic Club

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## Bylaws of the Simi Valley Democratic Club

### ARTICLE I - Name

The organization is identified as the **Simi Valley Democratic Club**, hereafter referred to as the CLUB.

### ARTICLE II - Mission

As the voice of the Democratic Party in the City of Simi Valley, California, the CLUB is organized to support and elect Democratic candidates and to promote Democratic principles.

### ARTICLE III - Purpose

- A. Carry out all official duties of the CLUB as outlined in these Bylaws in accordance with the laws of the State of California, and the Bylaws and Rules of the California Democratic Party (CDP) and the Ventura County Democratic Central Committee (VCDCC).
- B. Recruit, develop, and elect Democratic candidates.
- C. Network with other Democratic organizations and related organizations.
- D. Register Democratic voters.
- E. Find and encourage Democratic activists.
- F. Study and act on legislation, issues, and propositions.
- G. Disseminate the Democratic message, acting as a Democratic Information Center.
- H. Raise funds to achieve the mission and purpose of the CLUB.

### ARTICLE IV - Governance

The CLUB is governed, in order of precedence, by:

- A. The Constitution and laws of the United States and the State of California.
- B. The Bylaws and Rules of the CDP.
- C. The Bylaws and Standing Rules of the VCDCC.
- D. The CLUB Bylaws and Standing Rules.
- E. *Robert's Rules of Order Newly Revised*, current edition.

### ARTICLE V – Membership

#### A. CLUB MEMBERS' DUTIES

Members support the Mission (ARTICLE II) and Purpose (ARTICLE III) of the CLUB and

- 1. Attend all meetings of the CLUB and all other CLUB functions and Democratic Party events in Ventura County, to the best of their ability.
- 2. Support the election of the Democratic Party nominees.
- 3. Support candidates endorsed by the VCDCC or by this CLUB.

#### B. CONFLICT OF INTEREST

Candidates for public office, paid campaign staff, and CLUB members shall recuse themselves from voting on any item in which they have a financial interest. All CLUB members shall adhere to the conflict of interest guidelines and requirements for related-party transactions in the Standing Rules SR1-2.

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### **C. MEMBERSHIP AND ELIGIBILITY**

1. Membership of the CLUB consists of registered Democrats and those who intend to register as Democrats when eligible.
2. A member in good standing is a member who has paid the membership for the current calendar year.
3. A member is eligible to vote only when the member is in good-standing and has attended at least two (2) prior general membership meetings as a paid member in the previous twelve (12) months.
4. Attendance requirements for voting will be waived for the calendar year (2017) for SVDC members who renewed membership before March 31, 2017 and were previously members in 2016.

### **D. DUES AND MEMBERSHIP STATUS**

1. Each member is required to pay dues or request a hardship waiver in advance of any meeting in which that member can vote. A waiver can be requested by contacting the Administrative Vice President in writing.
2. The amount of the dues is defined in the CLUB Standing Rules SR1-3-1.
3. Membership is valid for one (1) calendar year.

### **E. TERMINATION OF MEMBERSHIP**

The membership of a member is terminated by:

1. Written resignation of the person delivered to the President or the Secretary and effective upon receipt.
2. Working against the mission and purpose of the CLUB.
3. Registration without declaring a political party or with a political party other than the Democratic Party.

### **F. DISCIPLINE OR TERMINATION OF MEMBERS FOR CAUSE**

1. Members are entitled to due process before being disciplined or terminated.
2. Signed, written allegations are brought to the attention of the President or other elected CLUB officer.
3. The Executive Board appoints a special committee of five to Seven current CLUB members in good standing, without prejudice, to investigate the allegations. Board members involved in the allegations must recuse themselves. If at least five Board members are not recused, each selects one member of the committee; otherwise, the Board selects the committee by majority vote. If all Board members are recused, the CLUB will appoint the committee.
4. Within three days after the special committee determines whether sufficient cause exists, the special committee notifies the CLUB member under investigation of the right to appear before the special committee to present a defense.
5. The special committee meets within thirty days at which time the committee member under investigation may present a defense. Following determination of a recommended action, the special committee notifies the CLUB member under investigation of their findings within five business days.
6. The special committee reports in closed Executive Session at the next regular or special CLUB meeting. The member facing allegations is allowed up to ten minutes to speak.
7. A two-thirds vote of CLUB members present and voting is required to terminate a member for cause or to determine a method of discipline deemed fair and just under the circumstances. Methods of discipline include, but are not limited to:
  - a. Sanctions
  - b. Public and private reprimand
  - c. Ejection and prohibition from attending meetings and events
  - d. Suspension of privileges
  - e. Suspension and removal from CLUB office
  - f. Removal as a member of the CLUB
8. All related documentation is retained by the CLUB Recording Secretary in a confidential file for a period of 3 years.

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## ARTICLE VI – Officers

The member agrees to take on the responsibilities of the office prior to nomination for the position.

### A. ELECTED OFFICERS

All officers are members of the CLUB, and the elected officers of the CLUB are:

1. President
2. Executive Vice President
3. Administrative Vice President
4. Recording Secretary
5. Corresponding Secretary
6. Controller
7. Past President

### B. TERM OF OFFICE

1. Each officer holds office until a successor is elected or until resignation or termination of membership. All officers will be elected at the regular November meeting of each odd year and assume office at the January regular meeting of the next year. Terms of office for all officers are two calendar years.
2. Within ten business days of the completion of a term of office, officers must transfer all written materials, electronic records, reports, keys, equipment or other property belonging to the CLUB to the officer's successor or to the CLUB.

### C. ELIGIBILITY REQUIREMENTS

1. In order to be eligible to be an officer, a member must attend 6 meetings or more as a member in the twelve months preceding the election. This eligibility required may be waived by a proper notice 72 hours prior to the meeting with 75 percent of membership present at the meeting.
2. In order to be eligible to vote for an officer, a member must have attended three consecutive meetings during the year preceding the vote.
3. In order to be eligible to be an officer, the member must be a resident of Simi Valley. These eligibility requirements may be waived by a proper notice 72 hours prior to the meeting with 75 percent of membership present at the meeting.
4. In order to run for President, the member must currently occupy a position on the Executive Board.

### D. VACANCY

1. A vacancy exists upon receipt by the President or Recording Secretary of notice of resignation.
2. A vacancy occurs upon recall of an officer by the CLUB at any regular meeting by affirmative vote of two-thirds of the members present and voting.
3. When an officer terminates membership in the CLUB, that office is vacated.
4. The President appoints a member to the vacant officer position with confirmation by a two-thirds (2/3) vote of the Executive Board
5. When the office of President is vacated, selection of the Acting President is outlined in the Standing Rules SR 2-2.
6. Termination not requested by the officer is confirmed by written notification sent by the President and/or Recording Secretary.

### E. GENERAL DUTIES FOR ALL OFFICERS

1. All Officers must work to support the Mission (ARTICLE II) and Purpose (ARTICLE III) of these Bylaws.
2. All Officers shall use, as necessary, current methods of electronic communication.

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3. When not defined in these Bylaws, the duties of each officer are set forth in *Robert's Rules of Order Newly Revised*, current edition.

### F. SPECIFIC DUTIES FOR ELECTED AND APPOINTED OFFICERS

Serve as an administrator of the Simi Valley Democratic Club closed Facebook group.

1. The PRESIDENT is the executive officer of the CLUB:
  - a. Presides at meetings of the CLUB.
  - b. Acts as the spokesperson for the CLUB.
  - c. In cooperation with the Secretary, prepares CLUB and Executive Board meeting agendas.
  - d. Serves as an ex-officio member on all standing and ad hoc committees, except a nominating or recall ballot committee regarding the President.
  - e. If an Associate Member of the VCDCC, attends all VCDCC meetings or appoints a club representative.
  - f. Attends or sends a representative to meetings, conferences and partner functions that the President is entitled to attend, at their own expense unless approved by a majority of the CLUB members present and voting as defined in CLUB Standing Rule SR 2-4.
  - g. Appoints a representative to the Democratic Party of the San Fernando Valley (DPSFV).
  - h. Has the authority to manage internal electronic communication groups.
  - i. Exercises all duties incident to the Office of President.
2. The EXECUTIVE VICE PRESIDENT is the ranking officer of the CLUB in the absence or inability of the President to act:
  - a. In the event of the President's absence or incapacity, he/she shall assume the duties of the President.
  - b. Serve as an administrator of the Simi Valley Democratic Club closed Facebook group.
  - c. Manage the annual re-chartering process with the VCDCC.
  - d. Manage the annual re-chartering process with DPSFV.
  - e. Works with the President and Administrative Vice President on meeting agendas.
  - f. Works with the Administrative Vice President on electronic communications.
  - g. Coordinates Executive Board meeting reminders and logistics.
  - h. Performs other duties requested by the President.
3. The ADMINISTRATIVE VICE PRESIDENT is the ranking officer of the CLUB in the absence or inability of the President and Executive Vice President to act:
  - a. In the event of the President's and Executive Vice President's absence or incapacity, he/she shall assume the duties of the President.
  - b. Serve as an administrator of the Simi Valley Democratic Club closed Facebook group.
  - c. Serves as the Membership Chair of the CLUB.
  - d. Works with the President and Executive Vice President on meeting agendas.
  - e. Works with the Executive Vice President on electronic communications.
  - f. Works with the Recording Secretary to ensure meeting minutes are posted online in a timely manner and sent to the membership.
  - g. Performs other duties requested by the President.
4. The RECORDING SECRETARY is the ranking officer of the CLUB in the absence of the President, Executive Vice President and of the Administrative Vice President:
  - a. Records and keeps minutes of the regular and special meetings of the club and makes them available to the members.

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- b. Records and keeps minutes of all Executive Board meetings and posts them in the Google Folder for club members to access.
  - c. Furnishes copies of the approved minutes to the financial agency managing the funds, if applicable.
  - d. Maintains records of the organization in permanent files.
  - e. Supervises the count of all votes and can appoint additional vote counters as necessary.
  - f. Exercises all duties incident to the office of Recording Secretary.
  - g. Performs other duties requested by the President.
5. The CORRESPONDING SECRETARY is the ranking officer of the CLUB in the absence of the President, Executive Vice President, Administrative Vice President and of the Recording Secretary:
- a. Provide written communication with other Democratic clubs and this CLUB and other organizations and individuals
  - b. Presents to the Executive Board or CLUB members, all communication addressed to the CLUB and maintains record of responses
  - c. Manages external communications for CLUB meetings and CLUB activities.
  - d. Exercises all duties incident to the office of Corresponding Secretary.
  - e. Performs other duties requested by the President.
6. The CONTROLLER takes care of all monies belonging to the organization, retains records of all monetary transactions, and, if applicable, is the liaison between the financial agency managing the funds and the CLUB:
- a. Maintains detailed records and copies of supporting documentation of all receipts and expenses.
  - b. Deposits funds in bank account(s) or with the financial agency managing the funds in a timely manner.
  - c. Gives a report of the finances of the organization at each regular meeting, which is attached to the minutes of the meeting and retained by the Recording Secretary as outlined in SR3-5.
  - d. Handles correspondence relating to financial matters.
  - e. Be the keeper of the Federal Election Commission (FEC) identification number and Fair Political Practices Commission (FPPC) number from the Secretary of State of the State of California.
  - f. Exercises all duties incident to the office of Controller.
  - g. Performs other duties requested by the President.

### ARTICLE VII - Executive Board and Committees

#### A. EXECUTIVE BOARD

The voting members of the Executive Board of the CLUB are its elected officers and most immediate past president.

1. The Executive Board meets monthly in regular session or as defined in the Standing Rules SR3-1.
2. Actions taken by the Executive Board are reported to the membership at the next regularly-scheduled CLUB meeting.
3. Minutes of the Executive Board's activities are kept by the Recording Secretary, distributed to Executive Board members prior to each Executive Board meeting, and provided to any Executive Board member upon request.
4. Printed copies of the approved minutes of Executive Board meetings are retained in a binder kept by the Recording Secretary.
5. A majority of the positions filled on the Executive Board must be present for a quorum, and a majority of those present and voting must approve all actions.

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6. Any additional officers of the CLUB attend Executive Board meetings with or without vote as defined by the CLUB.
7. The Executive Board has the following responsibilities:
  - a. The Executive Board administers the affairs of the CLUB between regularly scheduled CLUB meetings in accordance with the policies established by the CLUB and these Bylaws.
  - b. Propose and plan CLUB activities and programs and submit for CLUB action at appropriate regular or special meetings.
  - c. Meet at least monthly, at the call of the President or a majority of the Executive Board members, Location to be printed on agenda, announced at prior general meeting and posted on [www.simivalleydems.com](http://www.simivalleydems.com) Ensure that the minutes of its meetings are posted at the next regular meeting.
  - d. Set the meeting time and place for regular or special meetings of the club and adopt as SR7-2.
  - e. Waive, defer, reduce membership dues on an individual basis as circumstances dictate.
  - f. Confirm officers appointed by the President to fill vacancies between regularly scheduled club elections.
  - g. Create ad hoc committees as needed to carry out club business.
  - h. Approve expenditures up to the limits as defined in SR3-4.
  - i. Remove any member from a committee for just cause, such as failure to perform assignments or obstruction of the committee's business.
  - j. Approve at the request of the President or Committee for a non-member to address the club.
  - k. Provide a roster of Members in Good standing to the California Democratic Party (CDP) by July 1 of each odd year or at any other time specified by the party.
  - l. Appoint delegates to the state party pre-endorsement conference and any similar delegations to bodies extern to the CLUB.
8. The President may appoint a Parliamentarian for the body with the approval of the Executive Board.
  - a. The Parliamentarian shall be considered a non-voting (ex-officio) member of the Executive Board.
  - b. The Parliamentarian is not required to meet the membership requirements in Article VI, Section B.
  - c. In the case of the absence of the Parliamentarian and the need arises, the President may appoint a temporary Parliamentarian for the duration of the meeting.
9. The President may appoint a Web producer for the body with the approval of the Executive Board.
  - a. The Web Producer shall be considered a non-voting (ex-officio) member of the Executive Board.
  - b. The Web Producer is not required to meet the membership requirements in Article VI, Section B.
  - c. In the case of the absence of the Web Producer and the need arises, the President may appoint a temporary Web Producer for the duration of the need with the approval of the executive Board. The temporary Web Producer shall meet the job requirements listed in standing rules.

### **B. STANDING COMMITTEES**

CLUBs may opt to have Standing Committees as defined in the Standing Rules SR4-1. The duties, membership, and meeting frequency of Standing Committees are defined in the Standing Rules SR5. The members of Standing Committees are appointed by their chairs. The Standing Committees may include:

1. Advocacy
2. Endorsements
3. Events
4. Field Action

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5. Head Quarters
6. Letters to Editor (LTE)
7. Rules
8. Social Media

### **C. ENDORSEMENT COMMITTEE**

Endorsement committees are defined in **ARTICLE IX - Endorsements**.

### **D. AD HOC COMMITTEES**

Ad hoc committees are temporary committees formed for a specific purpose and dissolved upon failure to report or upon completion of their work.

1. The President appoints the chairpersons of committees deemed necessary to accomplish the purpose and program of the CLUB.
2. A majority of the CLUB members present and voting at a regular meeting may direct the President to establish ad hoc committees.
3. The members of ad hoc committees are appointed by their chairs.
4. Any registered Democrat may serve as a member of an ad hoc committee with full rights of any committee member, including voting on committee business, except as otherwise stated in these Bylaws.
5. If a committee chair fails to call a meeting on a timely basis, a majority of its members may do so.

## **ARTICLE VIII - Meetings, Agendas and Business**

### **A. REGULAR MEETINGS**

1. The CLUB meets in regular session at least ten times per year.
2. Notice of CLUB meetings, including the agenda, shall be sent to CLUB members with at least seven (7) days written notice by first class mail or five (5) days electronic notice prior to the meetings. Agenda shall include the time at which credentials close. Notice is defined as communication by whatever means practical.
3. If the President fails to call a regular meeting, the Vice-President or a majority of voting members may call the meeting with at least seven (7) days written notice by first class mail or five (5) days electronic notice prior to the meetings.
4. The President may combine a regular meeting with a CLUB event.
5. All meetings are open to the public except during a closed Executive Session.
6. A closed Executive Session may be called during any meeting by a majority of the Executive Board members present and voting.

### **B. ADJOURNMENT**

Any meeting may be adjourned to a future time determined by a vote of a majority of the CLUB members present and voting.

### **C. QUORUM**

One-fifth (1/5) of members in good standing and a voting member shall constitute a quorum at any CLUB meeting.

### **D. PARTICIPATION AT MEETINGS**



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1. Members in good standing of a CLUB, as defined in ARTICLE V – Membership, C. Membership and Eligibility, may vote.
2. Any registered Democrat may attend a meeting of the CLUB, except when the President deems the matters to be discussed to require a closed Executive Session.
3. Non-member Democrats may participate with voice, not vote, in regular meetings as deemed appropriate by the President.

### E. MOTIONS

1. The maker of a motion has the privilege of being the first and last speaker on the motion.
2. Each participant in the debate may speak only twice for two minutes each, unless extended by majority vote of the CLUB members present and voting.

### ARTICLE IX – Endorsements

- The CLUB may choose to endorse candidates, measures or propositions as defined in the CLUB Standing Rules SR9.
- The President appoints, with the confirmation of the Executive Board, an Endorsement Committee (EC) of at least three members for a two-year term upon installation of the new officers in January of each even year. Members shall have no affiliation with candidates or their campaigns.
- The CLUB endorses only Democratic candidates for partisan or nonpartisan offices. The CLUB can only endorse up to the number of open seats for each office. Both candidates and ballot issues (propositions, local measures, initiatives, referenda, or recalls) are endorsed in accordance with the rules outlined in Article IX, Section A. The CLUB endorsement is void if any endorsed candidate withdraws.
- Endorsements take place at a general meeting and members must be given fourteen (14) days' notice in order for the CLUB to consider an endorsement. An endorsement may be requested before the close of filing by a Democratic candidate for office. If no candidate requests endorsements, endorsements may be considered at the general meeting immediately following the close of filing.
- Current Endorsement Committee Bylaws and Standing Rules must be submitted as an Exhibit to SVDC Bylaws and Standing Rules

### A. ENDORSEMENT PROCEDURES

1. If no candidate request endorsement prior of the filing deadline, the EC shall contact by email or mail all candidates who are registered Democrats to ask if they are interested in applying for endorsement. Contact information is the candidate list on the Ventura County Recorder's website under Elections. Contact shall occur within seven (7) calendar days of the filing deadline.
2. Candidates requesting endorsement make their requests in writing.
3. The EC may contact proponents and opponents of issues, including ballot measures, for possible endorsement, per the EC's endorsement process.
4. Candidates are endorsed in accordance with the rules of the CDP and no vote shall be by secret ballot.
5. The EC notifies the President fourteen (14) days prior to the appropriate meeting and then reports the recommendations to the CLUB. The recommendations may be:
  - i. Endorsement
  - ii. No endorsement
  - iii. No consensus (open)
  - IV No Recommendation
6. A sixty percent vote of CLUB members present and voting is required for endorsement or no endorsement.

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### **ARTICLE X - Non-Discrimination Policy**

- A.** All public meetings at all levels of the Democratic Party are open to all members of the Democratic Party regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, gender identity, gender expression, economic status, or disability, as defined by the Americans with Disabilities Act of 1990.
- B.** No test for membership in, nor any oaths of loyalty to, the Democratic Party are required or used, which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, gender identity, gender expression, economic status, or disability, as defined by the Americans with Disabilities Act of 1990.
- C.** All public meetings of the CLUB are publicly announced in a manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all CLUB members and large enough to accommodate additional interested persons.
- D.** The Democratic Party, on all levels, should support the broadest possible registration without discrimination on grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, gender identity, gender expression, economic status, or disability, as defined by the Americans with Disabilities Act of 1990.
- E.** Votes taken by the CLUB for any purpose are to be by secret ballot if requested by any member.
- F.** Video and audio records and photographs of public CLUB meets are defined in Standing Rules SR10.

### **ARTICLE XI - Amendments**

These Bylaws may be amended or revised at any regular or special meeting of the CLUB by two-thirds of the members present and voting, provided that:

- A.** The current Bylaws and Standing Rules are posted on the CLUB's website, or VCDCC website if necessary.
- B.** Copies of the proposed amendment(s) or revision are sent to CLUB members at least seven (7) days written notice by first class mail or five (5) days electronic notice prior to the meeting.