

## **ENCINITAS AND NORTH COAST DEMOCRATIC CLUB**

### **ARTICLE I: NAME**

The name of this organization shall be the Encinitas and North Coast Democratic Club (ENCDC) referred to as Club hereafter.

### **ARTICLE II: PURPOSE**

The purpose of this Club shall be to educate and encourage members about intelligent participation on vital issues and current and proposed legislation so that members can be informed and be actively involved in their own governance. The activities of the Club shall be of a non-profit nature. The Club shall also foster democratic ideals by stimulating active interest in the Democratic Party, support the party platform, contribute to party leadership and responsibility, provide a constructive role for the volunteer in Democratic politics and promote an activist base.

### **ARTICLE III: MEMBERSHIP**

#### **SECTION 1: ELIGIBILITY**

Anyone registered as a Democrat can be a member of this Club. Anyone who is not registered as a Democrat and is not a registered member of another political party can be an Associate member of this Club, if he/she supports the purpose of this Club as stated in Article II, above. At least two-thirds (2/3) of members (both members and associates) should be registered Democrats or intend to register as Democrats.

#### **SECTION 2: GOOD STANDING**

Democrats whose annual dues are paid by May 1 of the current year, or have been waived, shall be considered members in good standing. Any member whose actions are judged to be prejudicial or detrimental to the Club by the Executive Board may be expelled from membership by a two-thirds vote at any general meeting at which a quorum exists.

#### **SECTION 3: MEMBERSHIP FEES**

The Club calendar year shall be from January 1 to December 31. Membership fees are due and payable upon joining the Club, and annually at the beginning of every Club calendar year, thereafter. Membership 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**

Only members in good standing may vote on Club business. Club business includes voting on endorsements, changes to bylaws, constitutions or rules. A member in good standing is a registered Democrat who has attended at least one prior meeting. No proxy or absentee voting shall be permitted.

**ARTICLE IV: EXECUTIVE BOARD**

Only members in good standing may serve as officers of the Executive Board. 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. Membership of the Executive Board shall include all the current elected Club and appointed officers.

The President shall pre-approve any written correspondence on behalf of the Club. The President shall be the sole spokesperson of the Club. The President shall call a meeting 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.

**SECTION 1: ELECTED OFFICERS**

Elected officers of this Club shall be the President, Vice-President, Secretary, Treasurer, and Chairs of Membership, Fundraising and Political Action. All officers must be registered Democrats. Election of officers shall be held at the general meeting in May and hold office for 2 years or until a successor is appointed. The President, Treasurer, Membership and Fundraising Chairs shall be elected in even-numbered years. The Vice President, Secretary and Political-Action Chairs shall be elected in odd-numbered years.

The President may appoint other officers not otherwise specified by these bylaws as required for the general well-being of the Club.

The President shall, on the election of his/her successor, be the immediate past-president and shall serve as voting member of the Executive Board for 2 years unless he/she resigned before the end of term.

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 3 unexcused consecutive meetings or non-performance of duties, providing the membership and

the officer have been notified 10 days in advance of the meeting of the proposed action against the officer.

## **SECTION 2: DUTIES OF ELECTED OFFICERS**

### **A. President**

The President shall be the Chief Executive Officer of the Club. He/she shall preside over most meetings of the Club and the Executive Board, make appointments to other positions as required and act as official spokesperson of the Club. In addition, the President shall stimulate active interest in the political process, provide a constructive role for the active volunteer, contribute to effective leadership and individual responsibility and promote harmony among the Club membership, between other Clubs and within the San Diego County Democratic Party. The President can authorize the expenditure of operating funds.

### **B. Vice-President**

The Vice President shall serve at the direction of the President. He/she shall preside at meetings if the President is unable to or is requested by the President to do so. The Vice President shall assist the President in planning programs and arranging Guest Speakers and meeting venues for Club meetings and other Board-approved Club functions, and other duties as the President may direct.

### **C. Secretary**

The Secretary shall keep the minutes of the General and Executive Board meetings, conduct correspondence, maintain the Club's records, be responsible for time keeping at meetings and for internal communications as requested by the President.

### **D. Treasurer**

The Treasurer shall be responsible for the dues or funds collected and deposited by either Membership Chair or the President, receive and deposit Club funds, maintain an accurate record of Club receipts and expenditures, sign all checks as authorized by the Executive Board, make the record of Club receipts and expenditures available to any member when requested, provide a report of the Club financial status at Club meetings as requested and provide an annual written report of Club financial status. In addition, the Treasurer shall be responsible for filing Fair Political Practices Commission/Federal Election Commission (FPPC/FEC) financial report on time as required.

**E. . Membership Chair**

The Membership Chair shall be responsible for identifying and recruiting new members, maintaining membership records using an excel spreadsheet with all pertinent information of members, check the Club mailbox, deposit membership checks and communicate with the President and Treasurer regarding any new funds received and deposited in the Club account.

**F. Political-Action Chairs (PAC)**

The PAC shall be responsible for organizing political action and conducting voter registration and informing the membership of political events.

**G. Fundraising Chairs**

The Fundraising Chairs shall assist the Executive Board in organizing fundraising events and be responsible to plan and organize at least one major fundraising event per year.

**SECTION 4: ELECTIONS**

Elections shall be held annually. A nominating committee shall be appointed of 3 to 5 volunteers from the membership to present a slate of candidates to the Board. The nominating committee shall select at least 1 candidate for each elective office and report their selections at the general meeting 1 month prior to the election meeting. At the election meeting, the floor will be open for additional nominations. 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, a run-off shall be held between those 2 persons receiving the greatest number of votes. The person receiving the majority of the votes shall be declared elected.

**SECTION 5: VACANCIES**

Should any officer resign or fail to attend 3 Executive Board meetings in a row without cause and without approval by the Executive Board, the Executive Board shall declare that office vacant and appoint a successor to that office to complete the unexpired term. Any such appointment shall, however, 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 the members in good standing present at the meeting.

**ARTICLE V: MEETINGS**

**SECTION 1: GENERAL MEETINGS**

General meetings shall be held at least quarterly and meeting dates, time and locations shall be provided to SDCDP at least fourteen (14) days before the meeting. 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 at any general meeting shall be 10% of those whose membership is in good standing. A quorum at an endorsing/electing meeting shall be 20% of those whose membership is in good standing. A quorum of the Executive Board shall be a majority of its members.

**SECTION 3: PARLIAMENTARY AUTHORITY**

This Club shall be governed by Robert's Rules of Order Newly Revised in all instances not covered by these bylaws.

**SECTION 4: NOTICES**

Meeting notices shall be emailed to each member of the Club in good standing at least 14 days prior to a general meeting at which the following items will be discussed and voted upon:

- Club elections and filling of vacancies
- Proposed amendments to bylaws
- Proposed resolutions
- Endorsements of candidates and/or ballot measures
- Political Contributions

Such notice shall specify the time, place and date of the general meeting and description of the event.

## **ARTICLE VI: STANDING COMMITTEES**

The standing committees for the Club may include Political Action, Membership, Fund Raising, Communications, and others as identified by the President and ratified by the Executive Board.

## **ARTICLE VII: CANDIDATE ENDORSEMENTS**

A. Only candidates who are registered Democrats are eligible for Club endorsement. Candidates who are not Democrats may only be rated acceptable or unacceptable. Full membership shall be given notice of endorsements in a particular race or races at least 14 days prior to the meeting by email or by an alternative method for those without email.

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. Endorsements by the Club shall not be construed as the CDP or SDCDP endorsement.

C. A motion to endorse a candidate or take a position on a Proposition or public issue must receive a majority vote from the Club members in good standing. Any publication of endorsements by the Club shall clearly delineate between endorsed candidates and those rated acceptable.

## **ARTICLE VIII: POLITICAL CONTRIBUTIONS**

Any political contributions exceeding \$250 must receive a majority vote from the Club members in good standing at a duly noticed meeting.

## **ARTICLE IX: CLUB REPRESENTATIVES**

### **SECTION 1: CALIFORNIA DEMOCRATIC PARTY (CDP)**

Club representatives to the CDP Pre-Endorsement Conferences shall be allocated as follows:

One representative, resident in the Assembly District, for each full (not fraction thereof) 20 registered democratic members in good standing in the Assembly District who are listed on a roster submitted, by May 1 of each odd-numbered year, to both the SDCDP and the appropriate CDP Regional Director(s). 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 (SDCDP)**

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, an alternate 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 OF REPRESENTATIVES**

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 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. A GO Team Liaison to the Executive Board may be appointed by the SDCDP.
- B. A Voter Registration Liaison to the Executive Board may be appointed by the SDCDP.

**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 a majority vote at a general meeting after such amendment has been presented at the preceding general meeting and notice has been provided as specified in Article V, Section 4 of these bylaws.

**ARTICLE XII: ADOPTION**

These bylaws shall become effective immediately upon their adoption and shall be the governing rules of the Club.

Narima Lopes

President

*Adopted on May 14, 2019*