

# **San Leandro Democratic Club Bylaws**

## **Mission Statement:**

The mission of the San Leandro Democratic Club (SLDC) is to promote Democratic Party participation, support Democrats for elected office, work towards the platform and ideals of the Democratic Party, and increase the number of Democrats in San Leandro and surrounding cities through voter registration.

## **Article I-Membership**

### **Section 1-Eligibility**

Membership in the San Leandro Democratic Club shall be open to any registered Democrat.

### **Section 2-Good Standing**

A member shall meet the criteria to be designated as "A Member in Good Standing" by being current in their annual dues paid and a registered Democrat.

### **Section 3-Dues**

- A. Annual Dues shall be paid at the time of joining the SLDC and renewal dues are payable each calendar year (January) in the amount determined by the Executive Board.
- B. Only those members in good standing shall be eligible to vote, to hold office or to be named as a delegate to other bodies.
- C. Anyone joining in one meeting may not be eligible to vote until the next regular membership meeting.

## **Article II-Affiliations**

### **Section 1-Alameda County Democratic Central Committee (ACDCC)**

- A. The SLDC must retain and renew its charter with the ACDCC on a bi-annual basis.
- B. One SLDC member in good standing may be appointed by the Executive Board as a representative to the Alameda County Democratic Central Committee (ACDCC).

- C. The SLDC may elect delegates to be voting members in the Pre-Endorsement Conference of the California Democratic Party (CDP), subject to the rules of the CDP, and the SLDC Executive Board must notify its membership of said meeting at least 30 days in advance or at the prior club meeting.
- D. The San Leandro Democratic Club will support the Eden Area United Democratic Campaign Headquarters during November general elections by donating funds and/or providing SLDC members as volunteers.

### **Article III-Club Officers**

#### **Section 1-Titles and terms of office**

- A. Officers of the San Leandro Democratic Club shall be President, Vice-President, Treasurer, Assistant Treasurer, Recording Secretary, Assistant Recording Secretary and Membership Director. All officers serve as Executive Board members.
- B. All officers shall be elected and installed at the January general meeting. The terms of all officers shall be two (2) years.
- C. Membership of the SLDC may elect or appoint two members at-large to serve on the Executive Board. At-Large Members shall be elected and installed at the January general meeting and serve a term of one (1) year.
- D. A nominating committee of at least three (3) members, one (1) of whom must be an officer, shall be convened in October to seek out potential officers to bring forward as a slate in January. Any member in good standing may be nominated from the floor to run for an officer position at the January meeting.
- E. An officer's term may cease immediately if they lose A Member in Good Standing status.

#### **Section 2 - Duties of Officers**

##### **The President shall:**

- Preside over all meetings of the SLDC and Executive Board.
- Prepare a written agenda for all meetings
- Appoint committee chairs
- Carry out policies and procedures and pursue the SLDC interests to the best of their abilities.
- Provide overall direction and supervision of all activities.
- Regularly report to the membership body regarding all activities.
- Stimulate active interest in the political process.
- Provide constructive roles for members to become active participants and volunteers.
- Demonstrate effective leadership and individual responsibility.

**The Vice President shall:**

- Serve at the direction of the President.
- Preside at meetings in the absence of the President or if so requested by the President.
- Fulfill the duties of the President in the absence of the President.

**The Recording Secretary shall:**

- Record minutes of the General Membership, Executive Board and Special meetings.
- Assist the President in preparing meeting agendas.
- Keep an accurate record of attendance.
- Maintain all records of the club's activities.
- Maintain and up-date the membership roster.
- Provide up-dated documentation for the club's charter to the Alameda County Democratic Central Committee on a bi-annual basis.
- Submit a copy of the SLDC's updated Bylaws to the Alameda County Democratic Central Committee within 30 days to ensure continued eligibility for chartering.
- Prepare internal and external correspondence as required by bylaws.

**The Assistant Recording Secretary shall:**

- Serve at the direction of the Recording Secretary.
- Fulfill the duties of the Recording Secretary in the absence of the Recording Secretary.

**The Treasurer shall:**

- Be responsible for handling all club dues collected from members.
- Receive and deposit money in the SLDC's bank account.
- Sign all checks as authorized by the Executive Board.
- Maintain an accurate record of SLDC receipts and disbursements.
- Provide a report of all dues received including member names and the date of receipt.
- Present a written financial report at each general membership meeting.
- File appropriate federal, state, and local campaign disclosure reports as required.
- Ensure that the club follows recommended financial practices.
- Have an independent audit of the clubs financial books conducted annually.

**The Assistant Treasurer shall:**

- Serve at the direction of the Treasurer.
- Fulfill the duties of the Treasurer in the absence of the Treasurer.

**The Membership Director shall:**

- Keep a current, updated membership list.
- The membership list will only be shared with the Executive Board, CDP, and ACDCC for chartering purposes.
- Recruit new members to the SLDC.

**The At-Large Members shall:**

- Attend all executive board meetings.
- Serve on committees or undertake special projects.

**Section 3-Removal of Officers**

- A. If an Officer fails to attend Executive Board meetings and/or does not fulfil the duties required of their office without reasonable explanation (illness, family crises, etc.), the officer will be subject to removal.
- B. Officers may be removed for misconduct, party disloyalty or fraud by a majority vote of the general membership present and voting at a regular meeting of the SLDC.
- C. The motion for removal must be made in writing at least seven (7) days before the meeting and the officer facing removal must be given an opportunity to defend themselves to the membership.
- D. To fill the position for the remainder of term, the Executive Board Members will bring forward their recommendation for a vote at the next general meeting and notify said member of their pending removal from office.

**Article IV-Executive Board**

**Section 1 – Executive Board Members**

- A. All unbudgeted expenses in excess of \$200 shall be reviewed by the Executive Board before presentation to the membership.
- B. Make appointments to non-elected positions as required.

**Section 2-Meetings**

- A. The Executive Board will convene as needed to plan and execute all SLDC general meetings, events, policies, finances and activities, and make necessary decisions for the SLDC's overall benefit. In emergencies or pending timely issues, the Executive Board may vote electronically. A quorum of the Executive Board is necessary to conduct business.
- B. A quorum to conduct business shall consist of the President or Vice-President and at least one (1) other elected officer and one (1) at-large member.
- C. Meeting notifications shall be sent out to all Executive Board members no less than seven (7) days prior to the meeting.

## **Article V-General and Special Club Meetings**

### **Section 1-Governance**

- A. Meetings shall be conducted in accordance with *Robert's Rules of Order*.

### **Section 2-Quorums**

- A. General membership meetings shall require the presence of a minimum of six (6) members in good standing to conduct club business.

### **Section 3-Proxies**

- A. No proxy or absentee voting shall be permitted at any meeting of the club.

### **Section 4-Notice of Meeting**

- A. General Meeting notifications shall be provided to all members no less than seven (7) days prior to the meeting.
- B. Notice of all meetings shall be provided to all members of the club regarding endorsement meetings and special meeting. All members should be notified two (2) weeks in advance.

## **Article VI-Standing Committees**

### **Section 1 – Rules Committee**

- A. Keep the bylaws and rules of the SLDC consistent with the policies of the Alameda County Democratic Central Committee and propose changes in the rules and bylaws when necessary.

### **Section 2 – Resolution Committee**

- A. Review and prepare all proposed resolutions to the club.
- B. The SLDC shall have authority to recommend, reject or make recommendation in amending a resolution.
- C. Establish and publish the procedures of resolutions (see California Democratic Party bylaws Article IV Section 8).

### **Section 3 – Nominating Committee**

- A. The Nominating Committee will consist of three (3) members, one (1) of whom must be an officer.
- B. Nominating Committee shall began preparing a list of nominees for office in October prior to election in January.
- C. The President shall not serve on the nomination committee but shall provide information and recommendations to the committee.

#### **Section 4 – Endorsement Committee**

- A. Only candidates who are registered Democrats are eligible for SLDC endorsement.
- B. All SLDC members shall be notified of an endorsement meeting.
- C. Review all candidates, measurers and/or initiatives, etc. prior to their presentation to the club.

#### **Section 5 – Fund-Raising Committee**

- A. Sponsor one or more fundraising event per year.
- B. Organize club participation for (booths, rallies, parades etc.).

#### **Section 6 – Publicity Committee**

- A. Prepare Press Releases
- B. Develop Website
- C. Prepare Newsletter

#### **Section 7 – Political Action Committee**

- A. Organize public event participation (rallies, demonstration etc.).
- B. Identify local issues that require SLDC action.
- C. Develop lobbying on legislative issues.
- D. Promote the SLDC's activities in campaign activities.
- E. Provide practical assistance to civic and political leaders advancing democratic values and practices.
- F. Promote citizen participation.
- G. Work to strengthen and expand democratic values.

### **Article VII-Bylaw Amendments**

#### **Section 1- Proposals**

- A. A SLDC member in good standing may propose a bylaw change which must be supported by two seconds. The proposal must be in writing and contain the exact text proposed. It shall be read and discussed at two consecutive SLDC meetings before being voted on.

#### **Section 2-Adoption**

- A. Adoption of a proposed bylaw change must be approved by 60% of the voting members in attendance.