

# San Leandro Democratic Club Bylaws

## Article I - Name & Purpose

### Section 1 - Name

The name of this organization shall be the San Leandro Democratic Club (SLDC).

### Section 2 - Purpose

The purpose of SLDC is to:

- Promote the values and principles of the Alameda County Democratic Central Committee and the Democratic Party of the State of California
- Support club-endorsed Democratic candidates and causes that reflect the above values
- Provide a forum for civic engagement and community discussion
- Encourage participation in local, state, and national politics

## Article II - Membership & Dues

### Section 1 - Membership Eligibility

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

### Section 2 - Good Standing

A member will be considered in good standing if they are a registered Democrat and current on their SLDC dues payments.

### Section 3 - Dues

- A. Annual dues shall be paid at the time of joining SLDC.
- B. Annual dues are payable each January for all members.
- C. The amount of dues shall be determined by the Executive Board.
- D. Payment plans may be arranged at the discretion of the Treasurer.

### Section 4 - Club Voting

- A. Only members in good standing may vote.

- B. New members gain voting privileges on club business 31 calendar days after joining SLDC and paying annual dues. The 31-day period begins the day after dues are paid and membership is activated.
- C. This waiting period applies only to new members. Renewing members in good standing do not lose their voting privileges.

## Section 5 - Revoking Membership

- A. A club member may be subject to removal from their position if:
  - a. They engage in disruptive behavior
  - b. There is evidence of misconduct
  - c. There is evidence of disloyalty to the Democratic party
  - d. There is evidence of actions that harm SLDC
- B. The Executive Board may recommend revocation by majority vote
- C. The recommendation will be presented to the membership at the next regular meeting, with notice included in the agenda
- D. Membership will be revoked if at least 66.7% of the voting members present at the meeting approve the revocation.

## Section 6 - Membership List

The membership list will only be shared with the Executive Board, CDP, and ACDCC for chartering purposes.

# Article III - Meetings

## Section 1 - Meeting Types

- A. The types of SLDC meetings are:
  - a. **Executive Board Meetings** – Open to Executive Board members. Other members may attend only by invitation or with prior approval from the Executive Board.
  - b. **Regular Meetings** – Open to all; include discussion and voting.
  - c. **Events** – Open to all; no discussion or voting (e.g., town halls, speakers, parties).
  - d. **Special Meetings** – Open to all; discussion and voting on a specific issue (e.g., election endorsements).

## Section 2 - Meeting Schedule

- A. Executive Board meetings will be held at the discretion of the President.
- B. Regular meetings will be held the fourth Thursday of each month, except for August, November, and December. There will be no regular meeting these months.

- C. Events and special meetings will be scheduled as needed.

## Section 3 - Governance

All meetings except events shall be conducted in accordance with Robert's Rules of Order.

## Section 4 - Quorums

- A. Quorum for Executive Board meetings is described in Article IV Section 3 A.
- B. Quorum for Regular meetings and special meetings shall be 6 members in good standing with voting privileges.
- C. There is no quorum for events.

## Section 5 - Voting

- A. Voting at all meetings except events may occur via voice vote, hand raise, paper ballot, or electronic ballot. The type of voting to be used shall be determined by the President.
- B. There shall be no voting at Events.
- C. Voting for Endorsements is located in Article VI, Section 4.
- D. No proxy or absentee voting shall be permitted at any meeting of the club.

## Section 6 - Notice of Meeting

- A. Notification of meetings shall be provided to members eligible to attend that meeting no less than 7 days prior to the meeting.
- B. Notifications shall be sent to the email addresses of club members.

# Article IV - Executive Board

## Section 1 - Executive Board Titles & Duties

- A. The Executive Board titles of the SLDC shall be President, Vice President, Treasurer, Secretary, Membership Director, and no more than two Member(s) At Large.
- B. The President shall:**
  - Preside over all meetings of the SLDC and Executive Board.
  - Prepare a written agenda for all meetings, subject to majority approval by the Executive Board.
  - Appoint committee chairs
  - Carry out policies and procedures and pursue the interest of the SLDC
  - 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
- Oversee the Nominating Committee

**C. 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
- Oversee the Endorsements Committee

**D. The 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 of any changes
- Prepare internal and external correspondence as required by bylaws
- Oversee the Bylaws Committee

**E. 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
- Oversee the Fundraising Committee

**F. The Membership Director shall:**

- Keep a current, updated membership list
- Recruit new members to the SLDC
- Oversee the Publicity Committee

**G. The Member(s) At Large shall:**

- Attend all executive board meetings.
- Serve on committees or undertake special projects.
- Oversee the Political Action Committee

## Section 2 - Executive Board Terms

- A. The President, Vice President, Secretary, Treasurer, and Membership Director shall serve terms of 2 years.
- B. Member(s) At Large shall serve terms of 1 year.

## Section 3 - Executive Board Meetings

- A. A quorum for Executive Board business requires at least four members, including:
  - a. The President or Vice President
  - b. The Treasurer, Secretary, or Membership Director
  - c. At least one Member At Large
- B. The Executive Board may vote electronically.

## Section 4 - Eligibility & Election

- A. Election for all Executive Board positions will occur in even-numbered years, and election for Member(s) At Large will occur in odd-numbered years.
- B. Only members in good standing with voting privileges are eligible to serve on the Executive Board.
- C. The President shall appoint a Nominating Committee at the January regular meeting.
- D. The nominating committee shall consist of at least 3 members, including one current or past Executive Board member. The President cannot serve on the nominating committee.
- E. The nominating committee shall present a list of eligible candidates for each position at the March regular meeting.
- F. After the list is presented, additional nominations from the floor may be made by any member in good standing with voting privileges. The Treasurer shall confirm eligibility for all nominees.
- G. When nominations are complete, a Q&A period may be held with the candidates.
- H. The nominating committee will prepare and distribute ballots via email within 2 days of the nominations. The voting period shall close 3 days after ballots are distributed.
- I. Ballots shall contain the voting member's name to ensure each member only votes once.
- J. Voting results, including vote count and aggregate percentages, shall be published and shared with all members no later than 5 days after the ballot closes. The names, contact information, and individual votes of members shall not be published.
- K. The new Executive Board shall take office immediately upon announcement of the results.

## Section 5 - Removal of Officers

- A. An Executive Board Member may be subject to removal from their position if:

- They fail to attend Executive Board or SLDC meetings without a reasonable explanation such as illness, family crisis, etc.
  - There is evidence of misconduct
  - There is evidence of disloyalty to the Democratic party
  - There is evidence of fraud
- B. A motion for removal must be made in writing at least 7 days before the next SLDC meeting to the President and Secretary.
  - C. At the next SLDC meeting, the motion for removal will be presented and the Executive Board Member facing removal will be given an opportunity to defend themselves.
  - D. After discussion, the SLDC membership will vote for possible removal. Voting shall be by secret paper ballot or electronic ballot to ensure that everyone only votes once.
  - E. The President will oversee and count the ballots, unless they are the officer potentially being removed. In that case, the Vice President will oversee the ballots. Another Executive Board member may be designated to review and count ballots.
  - E. A 66.7% vote of the SLDC members in good standing with voting privileges at the meeting is required to remove an Executive Board member from their office.
  - F. The Executive Board member will be immediately removed from their office if the motion passes.
  - G. An officer's term may cease immediately if they lose their member in good standing status.

## Section 6 - Filling Vacancies

- A. If an Executive Board vacancy occurs between regular elections, the remaining Executive Board members shall nominate a replacement. Before presenting the nomination, the Board shall confirm that the nominee is eligible and willing to serve. The nomination will then be presented for approval at the next regular SLDC meeting.
- B. If the recommendation is for an existing Executive Board Member to be moved to the vacant office, the Executive Board recommendation shall also include a recommendation to fill the vacancy that would be left if their recommendation is voted on to the Executive Board.
- C. After the recommendation is presented, any eligible member may be nominated from the floor to be elected to the vacant Executive Board position(s). Once nominated, the Treasurer will confirm their eligibility to serve on the Executive Board.
- D. When nominations are complete, a Q&A period may be held with the candidates.
- E. A member of the Executive Board will prepare and distribute ballots via email within 2 days of the nominations. The voting period shall close 3 days after ballots are distributed.
- F. Ballots will contain the voter's name to ensure everyone only votes once.
- G. Voting results, including vote count and aggregate percentages, shall be published and shared with all members no later than 5 days after the ballot closes. The names, contact information, and individual votes of members shall not be published.

- H. If there is a vacancy on the Executive Board after the election, the process will be repeated starting with nominations from the floor.

## Section 7 - Miscellaneous

- A. Any communications to the public on behalf of the SLDC must be approved by the Executive Board before release. This includes any press release, media statement, publicity material, or social media that uses the SLDC logo, club name, or in any other way implies that it is aligned with, affiliated with, or on behalf of the SLDC.
- B. All expenses in excess of \$200 shall be reviewed by the Executive Board before purchase.
- C. The Executive Board may make appointments to non-elected positions as required.

# Article V - Standing Committees

## Section 1 – Committee Management

- A. The President shall appoint members in good standing to lead and/or serve on committees.
- B. Committee appointments shall be continuous until the member steps down from the appointment, is no longer a member in good standing, or is no longer a member of SLDC.
- C. All committees have a member of the Executive Board who oversee them and are ex-officio members of the committee.

## Section 2 – Bylaws and Standing Rules Committee

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

## Section 3 – Nominating Committee

- A. Overseen by the President.
- B. A nominating committee shall be appointed by the President in January of each year.
- C. The nominating committee will consist of at least 3 members, one of whom must be a current or past Executive Board member. The President cannot serve as a member of the nominating committee.
- D. Only members in good standing will be eligible to serve on the nominating committee.
- E. Members of the Nominating Committee are ineligible for Executive Board positions during the same election cycle in which they serve on the committee.

- F. The role of the nominating committee is to seek out potential Executive Board Members, determine the eligibility of those members, and to bring forward a list of candidates to be voted on by the entire membership.

## Section 4 – Endorsement Committee

- A. Overseen by the Vice President.
- B. Collect information on candidates and issues eligible for endorsement.
- C. Prepare and distribute informational materials to SLDC members.
- D. Organize and manage the Special Endorsement Meeting, including candidate and campaign presentations.
- E. Administer endorsement voting, confirm eligibility of voters, and report results.
- F. Coordinates with the Publicity committee to announce endorsements.
- G. Members affiliated with a campaign under consideration may not serve on the Endorsement Committee. Affiliation includes being paid staff, a volunteer advisor, or having greater involvement than the average voter. Ordinary support, such as donating or displaying a yard sign, does not count as affiliation.
- H. Any affiliated member must take a leave of absence from the endorsement committee immediately and may return after the endorsements have been made. The Executive Board may remove a member from the endorsement committee if it determines they are affiliated with a campaign.

## Section 5 – Fundraising Committee

- A. Overseen by the Treasurer
- B. Coordinates fundraising events as needed.

## Section 6 – Publicity Committee

- A. Overseen by the Membership Director
- B. Prepares press releases, media statements, and other publicity materials with approval from the Executive Board.
- C. Manages website and social media for SLDC
- D. Manages SLDC presence at non-political events
- E. Partners with the Political Action Committee to promote SLDC's activities in campaigns

## Section 7 – Political Action Committee

- A. Overseen by a Member At Large
- B. Identifies local issues that require SLDC action
- C. Develop lobbying on legislative issues
- D. Manages SLDC presence at political events (rallies, demonstrations, etc)
- E. Provide practical assistance to civic and political leaders

# Article VI - Endorsement Process

## Section 1 – Purpose

The San Leandro Democratic Club (SLDC) may endorse candidates, ballot measures, and issues in upcoming elections to inform the public and advance the values of the Democratic Party. The Endorsement Committee shall oversee this process to ensure it is fair, transparent, and accessible to members.

## Section 2 – Endorsement Meeting

- A. A Special Endorsement Meeting shall be held no later than fifty (50) days prior to each election cycle, with notice provided to all members at least fifteen (15) days in advance.
- B. The meeting shall be open to the public, but only eligible members may vote.
- C. The meeting shall be streamed live and a recording made available immediately after the meeting.

## Section 3 – Voting Eligibility

- A. Only members in good standing with voting rights who reside in Alameda County may vote.
- B. Eligible members may vote on all items for endorsement consideration, by selecting “Yes”, No”, or “Abstain.”

## Section 4 – Voting Procedures

- A. Electronic ballots shall be distributed via email by the Endorsement Committee on the day of the Endorsement Meeting.
- B. The voting period shall close 3 days after ballots are distributed.
- C. Voters must provide their name and contact information to confirm eligibility and prevent duplicate voting. This information shall be accessible only to the Endorsement Committee.
- D. A quorum is reached when at least 12 eligible voters submit a ballot.

## Section 5 – Results

- A. Endorsement requires at least 50% plus one of votes cast, excluding abstentions.
- B. If no candidate or issue reaches this threshold, the result shall be “No Endorsement.”

- C. Endorsement results, including vote counts and aggregate percentages, shall be published and shared with all members no later than 5 days after the ballot closes. The names, contact information, and individual votes of members shall not be published.

## Section 6 – Rescinding Endorsements

- A. If a candidate or issue withdraws from the race, the endorsement shall be rescinded automatically.
- B. If concerns arise regarding an endorsed candidate or issue, the Endorsement Committee may, by majority vote, issue an electronic special ballot to all endorsement eligible voting members.
- C. Voting on the special ballot will close 3 days after the ballot was distributed.
- D. A quorum is reached when at least 12 eligible voters submit a ballot
- E. A 66.7% vote is required to rescind an endorsement. If this threshold is not reached, the endorsement remains in effect.
- F. Voting shall remain confidential, and individual ballots shall not be shared or disclosed.
- G. Rescission results, including vote counts and aggregate percentages, shall be published and shared with all members. The names, contact information, and individual votes of members shall not be published.
- H. Results shall be announced no later than 5 days after the voting closes.

## Section 7 – Publicity

- A. Following endorsements, the Political Action Committee and Publicity Committee shall collaborate with the Endorsement Committee to prepare and distribute endorsement materials for endorsed candidates and issues.

# Article VII - Bylaw Amendments

## Section 1 – Proposals

- A. Any SLDC member in good standing may propose a bylaw change.
- B. The proposal should be submitted in writing to the Bylaws committee for review at least 14 days prior to the next Regular Meeting.
- C. This proposal should include the exact text proposed along with an explanation for the change
- D. The Bylaws committee will review the proposal to determine if it is consistent with our existing bylaws and the bylaws of ACDCC and any other applicable bylaws or rules. The committee does not review based on whether they think the change is good or not.
- E. If the proposal needs to be modified, they will return the proposal to the member who wrote it within 7 days

- F. If the proposal does not need to be modified, the proposal will be read at the next regular meeting.

## Section 2 – Adoption

- A. The proposal shall be read and discussed at two consecutive SLDC meetings.
- B. At the second meeting, the proposal must be supported by two seconds to move to discussion.
- C. If there are not at least two seconds, the proposal is not adopted.
- D. After discussion at the second meeting, the proposed change must be approved by 60% of the voting members in attendance.
- E. The vote can be conducted in any manner selected by the President.

# Article VIII - Affiliations

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

- A. The SLDC must retain and renew its charter with the ACDCC every two years.
- B. One SLDC member in good standing may be appointed 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. 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.