



## **BYLAWS**

Updated 11/13/10

### **ARTICLE I - NAME**

The name of this organization shall be the Lake San Marcos Democratic Club.

### **ARTICLE II - PURPOSE**

The purpose of this club shall be to foster democratic ideals by stimulating active interest in the Democratic Party, to support the party platform, contribute to party leadership, to provide a constructive role for the volunteer in Democratic Party politics, and to promote an activist base.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION 1 - ELIGIBILITY**

There will be 2 types of membership: Regular membership shall be Registered Democrats over 18 years of age; Associate Membership shall be anyone registered as Decline to State, minors or non-citizens, and shall not be eligible to vote in the Lake San Marcos club elections.

#### **SECTION 2 - GOOD STANDING**

Everyone eligible to be a Regular member of this club and whose annual dues are currently paid shall be a member in good standing.

#### **SECTION 3 - DUES**

Dues in an amount set by the Executive Board with approval of the membership shall be due and payable upon joining the club, and annually at the beginning of every calendar year thereafter.

### **ARTICLE IV - OFFICERS**

#### **SECTION 1 - ELECTED OFFICERS**

Elected officers of this club shall be the President, Vice-President, Secretary and Treasurer. Each shall be elected at the general meeting in January. Their term of office shall begin immediately upon being elected. They will hold office for one year.

## SECTION 2 - DUTIES

### A. President

The President shall be the Chief Executive Officer of the club. He/she shall preside over all meetings of the club and the executive board; make appointments to other positions as required; and act as sole spokesperson of the club. In addition, the President should stimulate active interest in the political process, provide a constructive role for the active volunteer; contribute to effective leadership and individual responsibility; promote harmony among the club membership, between other clubs and within the San Diego County Democratic Party.

The President shall pre-approve any written correspondence on behalf of the club.

### 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 do so, or as requested by the President to do so. The Vice-President shall take over the duties of President in the absence of that officer, and is responsible for the annual audit. In addition, the Vice-President shall be responsible, in collaboration with the President, to arrange speakers at the monthly meetings and notifying the news media about the speakers. The Vice-President will send a copy of the media notification to the President, the Newsletter Chair, and the Web Master. This duty may be delegated to any club member at the discretion of the Vice President with the agreement of the majority of the Executive Board.

### C. Secretary

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

### D. Treasurer

The Treasurer shall be responsible for the collection of dues, receive and deposit all club funds received into a Lake San Marcos Democratic Club checking account; 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's financial status at club meetings as requested; provide an annual written report of club financial status; make the books and all other financial records of the club available to the audit committee each year in May. The Treasurer shall be responsible for ensuring that the applicable Federal and State campaign disclosure reports are filed on time and such action shall be made a part of the Executive Board minutes. The Treasurer will not be held personally liable for monetary mistakes, with the approval of the majority of the Executive Board. The club's fiscal year will be from January 01 to December 31.

## SECTION 3 - ELECTIONS

Election of officers shall be held annually at the general meeting in January. In September or October, the Executive Board shall appoint three to five Regular Members in good standing to serve on the Nominating Committee, which shall select at least one qualified candidate for each elective office. The

nominating committee shall report their selections to the Executive Board not later than the December Executive Board meeting and present the list of candidates to the membership at the January General Meeting. Nominations may then be taken from the floor. If, after all nominations are taken and there remains only one qualified candidate for each elective office, the candidate may be elected on a voice vote. If any elective office has more than one candidate, the election shall be held by show of hands, or standing vote. The candidate receiving the majority of votes shall be declared elected. If no majority is received on the first ballot, the two candidates receiving the most votes shall compete in a runoff with the candidate receiving the most votes declared elected. A secret ballot will be conducted upon the request of 2/3 of the members present and eligible to vote.

#### SECTION 4 – VOTING

Only eligible members may vote in person, according to procedures established by the Executive Board. Associate Members shall not be eligible to vote.

#### SECTION 5 - VACANCIES

Should any officer resign or fail to attend three general meetings or Executive Board meetings in a row without cause approved 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. If, after all nominations are taken and there remains only one qualified candidate for each elective office, the candidate may be elected on a voice vote. If any elective office has more than one candidate, the election shall be held by show of hands, or standing vote. The candidate receiving the majority of votes shall be declared elected. If no majority is received on the first ballot, the two candidates receiving the most votes shall compete in a runoff with the candidate receiving the most votes declared elected. A secret ballot will be conducted upon the request of 2/3 of the members present and voting.

#### SECTION 6 - APPOINTED OFFICERS

The President may appoint a Parliamentarian and any other Officers not otherwise specified by these bylaws as required for the general well-being of the club.

### ARTICLE V- MEETINGS

#### SECTION 1 - GENERAL MEETINGS

There shall be a minimum of six general meetings each year, at least one of which shall be in January. Other general meetings shall be held at such times and places as specified by a majority of the Executive Board. The goal of this club shall be to have monthly meetings. If a majority of the Executive Board feels action by the membership is needed prior to the next General Meeting, a Special Meeting Notice shall be sent by any means practicable at least 24 hours in advance. Such a meeting notice shall specify the topic, time, place, and date of the meeting.

#### SECTION 2 - QUORUM

A quorum at any general meeting shall be ten percent of the membership eligible to vote. A quorum of the Executive Board shall be a majority of the then currently serving 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 or those of the San Diego County Democratic Party or the California State Democratic Party. The parliamentarian is not considered an "officer" of the organization and can be a non-member.

### SECTION 4 - NOTICES

At least five days prior to a general meeting at which the following items will be discussed and voted upon, the Newsletter Chair will send by any means practicable 5 days before a general meeting, a Newsletter that will include a notice of an upcoming meeting. This notice will include any topics to be discussed including:

- Proposed resolutions
- Endorsements of candidates and/or money to candidates
- Endorsements of ballot measures and/or donating money to ballot measures
- Filling of any vacancies to the Board
- Proposed amendments to these bylaws
- Election of Officers or Appointment of Committee Chairs

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

## ARTICLE VI - EXECUTIVE BOARD

### SECTION 1 - FUNCTION

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, fix the hour and place of the General and Board Meetings, make recommendations to the club at the general meetings, and perform any other duties provided for in these bylaws.

### SECTION 2 - MEMBERSHIP

Membership of the Executive Board shall include all of the currently elected club officers, the then current Committee Chairs, and the Immediate Past President.

### SECTION 3 - MEETINGS

The Board shall meet to carry out the business of the club at least 6 times per year or monthly at the discretion of the President. The President, or a majority of the Executive Board acting in the absence of the President, may call a Special Meeting with 24 hours notice using any means practicable to notify the remaining members of the Executive Board. A report of actions taken at any Special Executive Board Meeting will be made at the next General Meeting

## ARTICLE VII - STANDING COMMITTEES

The standing committees for the club are as follows: Political Action, Membership, Events, Historian, Hospitality, Technology Support/Data Management, Raffle, Phone Tree, Scholarship, Website, Newsletter, and Registration. The President shall appoint any other Chairs, or eliminate any Chairs specified by these bylaws as required for the general well-being of the club with the agreement of the majority of the Executive Board.

### **ARTICLE VIII - CANDIDATE ENDORSEMENTS**

A. 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 or our Club.

B. Only candidates who are registered Democrats are eligible for Club endorsement.

C. A motion to endorse a candidate or take a position on a Proposition or public issue must receive the vote of a majority of the Club members present. The quorum necessary to adopt a motion shall be 10% of the Regular Members eligible to vote.

### **ARTICLE IX - AFFILIATION**

The club shall affiliate as an associate member of the County Democratic Central Committee and pay the current annual fee.

### **ARTICLE X - AMENDMENTS**

These bylaws may be amended by a 2/3 vote of the eligible voting members in good standing present 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.

Adoption of an amendment or revision to these Bylaws shall become effective immediately, unless otherwise stipulated by the amendment or revision.

Board reviewed 3/23/2010

Board reviewed 7/27/2010

Board approved 8/24/2010

General meeting reviewed 10/9/10

General meeting approved 11/13/10