

# SAN PEDRO DEMOCRATIC CLUB

## CONSTITUTION AND BY-LAWS

### PREAMBLE

In order to manifest our interests in government affairs, to interpret and apply the ideals and principles of the Democratic Party and to be able to serve local, State and Federal branches of our government, we do hereby associate ourselves together to establish this Democratic Club of San Pedro.

### Article 1 - Policy

#### Section A

It shall be the aim of this organization in all its efforts to contribute to the advancement of the Democratic Party, to encourage its members in the development of leadership among themselves, to support the principles of the State and National platforms of the Democratic Party.

#### Section B

This organization shall participate in the making of endorsements through delegates to councils and/or conventions of the districts in which the club is located: for example, Assembly, Congressional, County, Board of Equalization, and California State. The organization shall endorse and support with an aggressive campaign the candidates endorsed by the councils and/or conventions. Following a partisan primary, the organization shall support the nominees of the Democratic Party.

- A. This organization shall not endorse more candidates for an office than the number to be elected for that office.
- B. This organization shall make no form of endorsement and shall not support in any way a candidate who is not a Democrat.
- C. Endorsement procedures shall only take place when requested in writing by a candidate who has taken out papers for an office, or by a member of this organization. In all races, irrespective of any other consideration, where an endorsement procedure is instituted all candidates who are registered Democrats shall be notified of the date, time and place of all relevant meetings and of their right to consideration.
- D. No endorsement shall take place until the deadline for filing has passed.
- E. Any voting member may request a secret ballot at any stage in the proceedings.
- F. "No endorsement" shall be an option on each ballot and shall be counted toward the total. A 60% majority is required for endorsement. If no

endorsement is made succeeding ballots shall drop the name or names of candidates receiving less than 20% of the vote. Where there is no candidate who has less than 20% of the vote, or three ballots have been taken, it shall be deemed that this organization has made no endorsement.

- G. Person's eligible to vote in the endorsement procedures are members of the organization in good standing who have attended at least one meeting prior to the endorsement meeting within the previous 12 months. Exceptions to the above are elected officials and individuals who have been members in good standing for at least 3 years.

## **Article 2 - Membership**

### Section A

All members shall be registered Democrats with the following exceptions:

- A. A citizen who has not yet met residency or age qualifications but has stated intention to register as a Democrat upon fulfilling the requirements.
- B. A person in the process of naturalization who has stated his intention to register as a Democrat upon becoming a citizen.
- C. A member in good standing is defined as a member whose dues are paid.

### Section B

Members may be expelled for cause by a two-thirds vote of the membership present and voting. Notice of intent to expel must be given at the meeting next preceding such action. Notice must also be given in writing to the membership at least two weeks prior to that meeting in which the action is sought.

## **Article 3 – Officers and Committees**

The officers of this club shall be:

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- Secretary
- Treasurer

## **Article 4 – Duties of Officers**

### The President:

- A. The President shall reside over all meetings and be responsible for the overall direction of the clubs activities.
- B. The President shall upon approval of a majority of the elected officers, shall be empowered to appoint chairmen for such special committees as the President and the other officers may determine to be necessary. :
  - Outreach

- Fundraising
- Publicity/Newsletter/Communications
- Parliamentarian
- Campaigns (Precincts, Issues, Govt, etc)

C. The President shall, when able, shall automatically be a delegate or representative to any Council and/or Convention in which the club participates.

1<sup>st</sup> Vice President:

- A. The Vice President shall assume the role of President in the case that the President can no longer serve.
- B. 1<sup>st</sup> Vice President shall assume the position of chair when the President is absent.
- C. The 1<sup>st</sup> Vice President shall be in charge of programs.

2<sup>nd</sup> Vice President:

- A. The 2nd Vice President shall assume the role and duties of the 1st Vice President in the absence of the 1st Vice President.
- B. The 2nd Vice President shall be in charge of Membership duties.

Secretary

- A. The Secretary shall keep a record of all the minutes of meetings of the club, a copy of the formal reports of all the officers and handle all correspondence of the organization, including notices of the general and special meetings.
- B. The Secretary shall produce the general membership meeting minutes at each general meeting, for the previous meeting to be approved by the membership.

Treasurer

The Treasurer shall receive and disburse all funds of the club under the direction of the Executive Board

**Article 5 – Executive Board**

Section A

- A. The elected officers shall constitute the Executive Board.
- B. The Executive Board shall meet once a month for the purpose of formulating plans, policies and overall direction of the club.
- C. These meetings are open to all members in good standing.

**Article 6 – Elections**

Section A

- A. The Nominating committee shall consist of 5 members all chosen by the general membership. This committee shall be responsible for identifying candidates for each office and overseeing the election process and procedures.
- B. Election of officers shall take place in January and the Nominating Committee shall be formed in October of the previous year.

- C. The nominating/election committee shall submit the names of the nominees to the secretary and the secretary shall notify the membership in writing, one month prior to the election of the nominees. The assumption of officers will be immediately following the election in January.

### Section B

- A. No person may be nominated as President of the organization who has not been a member for at least 6 months; or for any other office if the member has not been a member for at least 3 months.
  
- B. Voters' Qualifications: No person shall be eligible to vote in any election unless he or she is a member in good standing by the end of the month prior to club elections.

### Section C

1. The nominating committee will conduct the election.
  
2. The head of the nominating committee will announce the rules for eligibility to run and to vote.
  
3. A count will be taken and recorded by the head of the nominating committee of the number of eligible voters.
  
4. The head of the nominating committee will announce the positions to be filled and list them for all to see and review.
  
5. The committee will distribute paper ballots and pens to those deemed eligible to vote. The ballots will list the offices and a blank field for the voter to write the name of their choice for that office.
  
6. The nominating committee will announce their recommendations for the candidates and how they came to their recommendations.
  
7. At this meeting, the head of the nominating committee will make a call to the floor for nominations for write in candidates, starting with Treasurer, then Secretary, 2nd VP, 1st VP, and finally President. After being nominated the nominees can accept or decline their nomination.
  
8. The head of the nominating committee will give an opportunity for each candidate to speak starting with Treasurer and ending with President. For a given office if there are 2 candidates a coin toss will be made. If the result of the toss is heads then the candidates will be heard in alphabetical order. If the result is tails then it will be in reverse alphabetical order. If there are more than 2 candidates then names will be drawn from a hat.
  
9. The head of the nominating committee will then initiate the voting process and ask the voters to mark their ballots.

10. Ballots will then be collected and counted by the nominating committee with at least 2 witnesses present.

11. The nominating committee will then announce to the membership the winners and the counts for each office.

### **Article 7 - Amendments**

Amendments to this constitution shall be made by a two-thirds vote of the membership present, providing the membership be informed in writing of the proposed constitutional amendment at least 3 weeks prior to voting on the amendments to the bylaws.

### **Article 8 - By-Laws**

A. Quorums:

Executive Board Quorum:  
50% + 1 of the membership present.

General Membership Quorum:  
15 members present.

B. Bank Account: There shall be 3 signatories of the executive board required to set up a bank account. The executive committee decides which bank to use.

C. Membership Dues: Membership dues shall cover December to November.

D. Proxies: No proxies are recognized in any membership or executive board meeting.

E. Filling Vacancies: In the event of a vacancy on the executive board, the remaining executive committee members shall fill the vacancy by appointment.