

# **Bylaws**

## **Amended suggestions: April 2017 by the membership of the Coast Democratic Club**

### Article I

#### Name, Location and Purposes

Section 1. Name and Location. The name of this organization shall be Coast Democratic Club Of Mendocino County with its principal location in the communities of the North Coast of Mendocino County, Westport to Elk and Comptche in Mendocino County, CA.

Section 2. Purpose. The purpose of this club shall be:

A. To promote the active participation of individuals in the political process in order to improve the quality of life in our communities, our county, our state and our country.

B. To provide a forum for the creating and sharing of ideas and information.

C. To actively educate the general public concerning the values, platform and activities of the CA Democratic Party, the Democratic Party of Mendocino County and the Democratic National Committee.

D. To actively work for the election of Democrats to political office and to encourage those who may seek political office in the future.

E. To assist bonified Democratic officeholders and candidates to get their message out to the general public

F. To offer hope and leadership to our community for a better world.

G. Promote social activities to engage community participation in open dialogue that fosters democratic principles.

### Article II

#### Membership

Section 1. Eligibility. Any registered Democrat who supports the purposes of this organization is eligible for membership upon payment of the prescribed annual dues. No person shall be denied membership on the grounds of race, creed, national origin, age, sex or sexual orientation. Youth under the age of 18 are eligible for membership as Associate Members and need not pay the annual dues.

Section 2. Rights of Members. Members in good standing shall have the right to attend meetings, hold elective or appointive office and vote, when present, on all matters before the membership.

Section 3. Suggested Dues shall be \$ 20 per person and \$35 per couple or household?. Annually dues will be recommended by the-Leadership Team (LT), subject to ratification by the membership and shall be due and payable on January 1 of each year. Provision may be made by the LT for persons who find the dues a hardship. Any Member who has not made payment by April 1 and who has not made other provisions as stated in this section shall no longer be a member in good standing. New members are welcome at all times, with dues payment expected within 30 days.

### ARTICLE III

#### Team Leadership

Section1. Leaders. The Leaders of this organization shall include a Team Leader, Recording Secretary, and Financial Liaison, with some leadership responsibilities to be selected and rotated among members of the Leadership Team. The Leadership Team will consist of not less than 3 and not more than 9 members; the number of members will be determined by the membership at the April meeting or by request from a majority of LT members.

#### Section 2. Duties

A. The Team Leader shall be the designated leader of the organization for a period of time set by the LT and shall preside at meetings of the membership. The Team Leader shall carry out other leadership functions as so assigned by the LT.

B. Leadership Team. It shall be the duty of the LT to select the Team Leader from among the LT for a set period of time; to appoint chairs of each committee established by the LT or the Membership; to appoint members to the committees in consultation with the respective chairs; to call membership and LT meetings; and to perform such

other duties as usually pertain to the Team Leader and as are specified in these bylaws or as may be prescribed by the LT. The LT will also select a Recording Secretary and Financial Liaison from among the LT.

C. Recording Secretary. The Recording Secretary shall ensure that an accurate record of all meetings of the membership and the LT is kept; that copies of such records are made available to the members of the LT and the members; conduct and maintain the correspondence of the organization and its LT and to perform such other duties as pertain to this office or as may be prescribed by the LT and the general membership. The Recording Secretary may simultaneously serve as Team Leader if designated by the LT. The Recording Secretary position can rotate as at every LT meeting or as appointed by the LT.

D. Financial Liaison. The FL will correspond with the paid accountant, send all membership dues to paid accountant and provide necessary information to the LT and the members of the club. The FL shall pick up the mail and report bank balances to the LT and members at each LT or Membership meetings. The FL may simultaneously serve as Team Leader if designated by the LT.

## ARTICLE IV

### Election and Terms of Office

Section 1. Candidates Presented. A list of candidates for the LT shall be presented to the general membership by email or US Postal General Delivery, at or before the regular April monthly meeting of each election year.

Section 2. Voting. The Leadership Team shall be elected by a vote of members present and voting at the May membership meeting. The persons receiving the most votes will be elected. If in the election of the LT there shall be more than the designated number of candidates for the LT, and on the first ballot there is a tie, there shall be a run-off election between the candidates receiving the next lowest number of votes on the first ballot; the candidate (s) receiving a majority of the votes cast on the second ballot shall be elected.

Section 3. Term of Office. Members of the Leadership Team shall be elected for terms of two years. Leadership Team Members shall take office immediately upon their election.

Section 4. Eligibility. Only members and Associate Members in good standing shall be eligible to vote and/or hold office.

Section 5. Election of Delegates. Delegates representing this organization at conventions, clubs or similar formal groups or other informal groups or to the media shall be elected at a membership meeting.

Section 6. Nominations. Any member may run for the Leadership Team by written notice to the LT before or at the April membership meeting. Members may speak for or against candidates at the April meeting from the floor. No speeches on behalf of or opposed to a candidate shall exceed five minutes.

Section 7. Vacancies. Vacancies shall be filled by special elections at the next regularly scheduled membership meeting following announcement of such vacancies to the membership.

## ARTICLE V

### Leadership Team (LT)

Section 1. Duties. The LT shall supervise the affairs of this organization between membership meetings; make recommendations to the membership; set agendas subject to the members' approval at the meetings; report transactions between meetings of the next membership meeting; and perform such other duties as specified in these bylaws. The LT shall administer the will of the membership; none of its acts shall conflict with actions or policy statements passed by the membership

Section 2. Meetings. The LT shall hold no fewer than six (6) regular meetings each year at a time and place set by the LT. Special meetings may be called by a majority of the LT. Members will be notified regarding the time and place of the regular meetings.

Section 3. Members of the LT. The members of the LT shall be the elected leaders of the organization as established in ARTICLE III.

Section 4. Member Participation. Any member may attend and observe LT meetings and, upon giving notice to the Team Leader, shall be notified in advance of the time and place of special LT meetings.

Section 5. The LT shall make decisions and establish any necessary standing rules by majority vote.

## ARTICLE VI

### Membership Meetings

Section 1. General Meetings. The LT shall establish a time and place for meetings, which shall be communicated by email, US Postal Service or verbally to all members.

Section 2. Special Meetings. Special membership meetings may be called by the Team Leader in consultation with LT members or upon written petition by 10 active members.

Section 3. The May meeting will be an annual meeting for the electing of the Leadership Team.

Section 4. Business of the Organization.

A. New Business and Resolutions.

1. Any member may introduce resolutions by presenting them in writing to the LT prior to the meeting or must be presented to the membership one meeting in advance of action being taken. This rule may be modified by a 2/3 vote of members present and voting.

2. Time will be allotted at each meeting for members to introduce new business from the floor.

3. Passage of resolutions of this organization shall require a majority vote of the members present and voting at a membership meeting.

4. Emergency items may be introduced at a regular membership meeting and voted upon following modification of the rules by a 2/3 vote. Copies of the resolutions shall be prepared and distributed to members before the business meeting is called to order. Emergency items require a 2/3 vote by the membership present and voting at a membership meeting.

B. Endorsements.

1. Endorsements of candidates in non-partisan races or local ballot measures by this organization shall be made at membership meetings and shall require a 2/3 majority vote of the members present and voting.

Endorsements may be made in primary, general and special elections; and also in elections for non-partisan or partisan offices.

The following conditions shall be observed.

A. No non-Democrat shall be endorsed for public office if there is a bona-fide Democratic candidate whose name appears on the ballot.

B. Voting shall not be conducted by secret ballot.

C. Endorsement ballots shall include the choice, "No Endorsement."

## ARTICLE VII

### Committees

Section 1. Establishment of committees. The LT shall establish standing or ad-hoc committees it deems necessary to achieve organizational objectives.

## ARTICLE VIII

### Finances

Section 1. Budget. An annual budget shall be prepared by the LT and proposed to the membership. The membership may approve or amend the budget. Amendments to the budget will require a 2/3 vote of members present and voting.

Section 2. Audit. Audits may be requested by a vote of the membership once a year. Upon such request, an audit of the organization's financial records shall be made by a disinterested, qualified person designated by the Treasurer and approved by the LT. In an emergency, the membership may demand more frequent audits by a 2/3 vote of members present and voting. Audits shall be held at least once every two years.

Section 3. Inspection of Records. Any member may inspect the financial records upon 10 days written notice to the Treasurer.

## ARTICLE IX

### Political Action Committee

Section 1. The Coast Democratic Club may establish a Political Action Committee (PAC) for the purpose of financially supporting of Democratic candidates and supporting ballot measures.

Section 2. The PAC shall have the approval by the membership before funds are sent and for any endorsements.

## ARTICLE X

### Quorum

Section 1. Membership Meeting. All actions pursuant to these bylaws shall require the presence of a quorum.  
Section 2. Leadership Team. A majority of the LT shall constitute a quorum.

#### ARTICLE XI

##### Amendments to and Adoption of Bylaws

Section 1. These bylaws shall be adopted by a majority vote, and may be amended by a 2/3 vote of the members present and voting at a membership meeting, subsequent to the following procedures:

A. Submission to or introduction by the LT.

B. Distribution of amendment to membership.

C. Introduction, discussion and vote at the following general meeting. Amendments to the amendment may be made at this time.

D. Distribution of approved amendment to the membership if amendment was changed prior to the original distribution.

Section 2. These Bylaws and any amendments thereto shall go into effect immediately upon their adoption unless otherwise specified in the amendments themselves.

#### ARTICLE XII

##### Parliamentary Procedure

Section 1. On all matters of procedure not otherwise covered by the provisions of the Bylaws, Roberts Rules of Order, latest revised edition shall be the official guide; where there is not clear consensus, the majority vote of the membership present shall prevail.