

By-Laws of the Simi Valley/Moorpark Democratic Club

Article I: Name, Objectives, and Governing Rules

Section 1: Name

The name of this organization, an endorsing club, affiliated with the California Democratic Council, shall be the **Simi Valley/Moorpark Democratic Club (SVMDC)**, hereinafter referred to as the **Club**.

Section 2: Objectives

- (a) To promote the public welfare, self-government, and the public interest.
- (b) To be a focal point for the interests of the Democratic Party within Simi Valley, including Santa Susana Knolls and Moorpark, and at the county, state, and national levels.

Section 3: Governing Rules

Robert's Rules of Order, the latest edition, shall prevail at all meetings, except where in conflict with the By-laws, public laws governing political organizations, or policies of the National or California Democratic Party. The Club President may appoint a parliamentarian to aid him/her.

Article II: Membership

Section 1. Full Membership is open to all registered Democratic voters.

Section 2. Full Membership shall be entitled to equal rights and privileges. Each member shall have one (1) vote only. This vote shall not be by proxy.

Section 3. The amount of membership dues and the period of membership shall be determined by the Executive Board and shall be subject to the approval of a majority of the general membership present at the next regular **Club** meeting.

Section 4. New members shall be entitled to vote or hold office ten(10) days following full payment of dues.

Section 5. Termination of Membership

- (a) Any member of the **Club** who has publicly supported or endorsed a non-Democratic candidate for a partisan political office may be removed from the membership rolls of the **Club** provided that the following procedures are observed:
1. The person who wishes to terminate a Member gives oral and written notice (petition) of the reasons for termination at a Regular Meeting.
 2. The text of the notice shall be included in the minutes of that Regular Meeting.
 3. The petition for termination for membership shall be discussed and voted on by the general membership at the Regular Meeting following the receipt of the request for termination.
 4. The member subject to termination procedures shall have the right to address the Regular Meeting prior to the vote.
 5. An affirmative vote of two-thirds (2/3) of the Members present shall be required to remove the member from **Club** membership.

Article III: Officers and Executive Board

Section 1.

- (a) The officers shall be: President, Executive Vice-President, Administrative Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.
- (b) The Executive Board shall be comprised of the officers listed in subsection (a) plus the chairpersons, AKA team leaders, of the appointed committees.

Section 2.

- (a) The elected officers will serve a two-year term.
- (b) Elections for officers shall be held at the February general meeting of an even-numbered year. These officers shall assume their duties at the next general meeting (usually in March.)

Section 3. Officers' Duties

- (a) When not set forth in these By-laws the duties of each officer shall be prescribed by law and Roberts' Rules of Order, latest edition.
- (b) The **Club President** shall:
- (1) Call and conduct all regular, special, and Executive Board meetings.
 - (2) Serve as the official spokesperson and representative of the **Club**.
 - (3) Be an ex-officio member of all committees, except the Nominating Committee.
 - (4) Prepare and deliver an agenda to the Recording Secretary prior to all meetings.
 - (5) Appoint any and all chairs (AKA as team leaders) of all committees.
 - (6) Invite/authorize non-members to speak at any meeting.
 - (7) Vote only to break a tie.
- (c) The **Executive Vice-President** of the **Club** shall assist the President and perform such duties as are assigned to him/her by the President and/or the Executive Board. In the event of the President's absence or incapacity he/she shall assume the duties of the President.
- (d) The **Administrative Vice-President** of the **Club** shall assist the President and perform such duties as are assigned to him/her by the President and Executive Board. In the event of the President's and Executive Vice-President's absence or incapacity, he/she shall assume the duties of the President.
- (e) The **Recording Secretary** of the **Club** shall:
1. Record and keep the minutes of all regular and special meetings of the **Club** and make them available to members.
 2. Record and keep the minutes of all Executive Board meetings and post them at the next regular

- meeting.
3. Provide information to Corresponding Secretary for notices for all meetings.
 4. Maintain the official list of members in good standing and have it available at all regular and special meetings.
 5. Provide notices for elections to fill vacancies in offices.
 6. Keep accurate records of attendance by roll call sheet at all meetings
 7. Have available a copy of current By-laws of the **Club** at all meetings.
- (f) The **Corresponding Secretary** of the **Club** shall:
1. Provide written communication with other Democratic Clubs and between this Club and other organizations and individuals.
 2. Provide meeting notices, minutes, agendas, press releases, etc. as directed by the President in consultation with the Recording Secretary.
- (g) The **Treasurer** of the **Club** shall:
1. Have charge of the collection and deposit of all monies belonging to the **Club**.
 2. Keep an accurate and current record of income and disbursements of the **Club**.
 3. Prepare a monthly report for regular meetings and other meetings requested by the Executive Board.
 4. Submit records and warrants for inspection at the time of the annual audit and whenever requested by the Executive Board.
 5. Maintain bank accounts in the name of the **Club**.
 6. Know and follow the regulations of the Internal Revenue Service (IRS) and the Fair Political Practices Commission (FPPC) of the State of California.
 7. Be the keeper of IRS identification number and FPPC number from the Secretary of State.
 8. Pay all bills properly authorized by the Executive Board.

Section 4. Recall

Any officer may be recalled at any regular meeting by a two-thirds (2/3) affirmative vote by secret ballot of the members present provided that:

- (a) A written text of the grounds for the proposed recall shall be mailed to each member of the **Club** at least seven (7) days prior to the next regular meeting.
- (b) That such officer shall have an opportunity to refute such allegations prior to the vote.
- (c) The grounds for the proposed recall shall be presented in writing at a regular meeting.
- (d) Prior to the recall vote, the proposed recall shall be discussed.

Section 5. Vacancies

Vacancies on the Executive Board shall be temporarily filled by appointment of the remaining members of the Board by a two-thirds (2/3) majority vote. A special election shall then be held to fill that vacancy at the next regular meeting of the **Club** (vote shall be by simple majority of members present).

Section 6. Executive Board Responsibilities

The responsibilities of the Executive Board shall be to:

- (a) Administer the affairs of the **Club** in accordance with the By-laws and the policies adopted by the **Club**.
- (b) Act on behalf of the **Club** between regular meetings with actions ratified at the next regular or special meeting.
- (c) Propose and plan **Club** activities and programs and submit for **Club** action at appropriate regular or special meetings.
- (d) Meet at least monthly, at the call of the President or a majority of the Executive Board members, giving at least three (3) days notice.

- (e) Ensure that the minutes of its meetings are posted at the next regular meeting.
- (f) Set the meeting time and place for regular or special meetings of the **Club**.
- (g) Waive, defer, or reduce membership dues on an individual basis as circumstances dictate.
- (h) Fill vacancies in primary offices by temporary appointment until the **Club** membership can elect replacements.
- (i) Create special committees as needed to carry out **Club** business.
- (j) Approve expenditures of to \$250.00 from **Club** treasury. Disbursements in excess of the amount shall be subject approval of the general membership.
- (k) Remove any member from a committee for just cause, such as failure to perform assignments or obstruction of the committee's business.
- (l) Approve at the request of the President or the Program Committee for a non-member to address the **Club**.
- (m) Propose and plan activities other than meeting, *e.g.* Social functions and work parties, for the **Club**.

Article IV Elections

Section 1. On or before December 1st of each odd-numbered year the Executive Board shall select at least three (3) members in good standing to serve as a Nominating Committee to nominate members in good standing for officers of the **Club**. The consent of the nominee shall be secured before that name is placed on the slate, which shall contain at least one (1) nominee for each of the applicable offices.

Section 2. Further nominations for each applicable office may be made from the floor at the election meeting in February. Such nominations shall be seconded by a full member present.

Section 3. Nominations shall be taken separately for each office. Voting will be by secret ballot except in cases where there is no contest, in which case a motion to elect by acclamation is in order. If no candidate receives a majority vote, the two (2) candidates receiving the highest number of votes shall have a run-off election.

Article V Committees

Section 1. There shall be standing committees who shall be named and appointed by the President with the approval of the Executive Board. The Executive Board shall establish, when necessary, ad-hoc committees to accomplish the purpose and program of the **Club** in accordance with these By-laws. Committee chairpersons shall be responsible for making proper activity reports at the Executive Board and general membership meetings.

Article VI Meetings

Section 1. General membership meetings shall be held at least (6) times per year. Members shall receive notification of all regular and special meetings at least seven (7) days prior to such meetings. Such notification shall include time, place, and general nature of business to be conducted.

Section 2. A quorum of the general membership shall be one-fifth (1/5) of members in good standing.

Article VII Endorsements

Section 1. The **Club** may issue an endorsement of a Democratic partisan candidate only in an uncontested Democratic primary election. The **Club** may endorse Democratic candidates running for non-partisan office. All endorsements by the **Club** shall be approved by three-fourths ($\frac{3}{4}$) of the membership attending a general membership meeting.

Article VIII Financial Matters

Section 1. The fiscal year of the **Club** shall be January 1 through December 31.

Section 2. All checks made in the **Club's** name over \$250.00 shall be signed by any two (2) of the following Executive Board members: President, Executive Vice-President, and Treasurer. Checks for up to \$250.00 need only one authorized signature.

Section 3. A Finance Committee consisting of three (3) members, including the Treasurer, shall be appointed by the President of the **Club**. This committee shall audit the books of the **Club** annually at the close of the fiscal year. A written report shall be submitted by the following January regular meeting. The books shall also be audited whenever a change of Treasurer takes place or at any other time deemed necessary by the majority of the Executive Board or a majority vote of the members present at a regular or special meeting of the **Club**.

Article IX Amendments

These By-laws may be amended by a two-thirds (2/3) vote of the membership at a general or special meeting. A written text of the proposed amendment(s) shall be made available to each member in good standing at least seven (7) days in advance of the meeting where the amendment shall be discuss and voted on.

Adoption date of these By-laws:

Juan Mendez
Secretary 6-4-08