

EAST CALAVERAS DEMOCRATIC CLUB

BY-LAWS

April 10, 2010

	Contents	Page
I	Name	1
II	Purpose	1
III	Affiliation	2
IV	Membership	2
V	Dues	4
VI	Meetings	4
VII	Planning, Scheduling and Administrative Management	6
VIII	Resolutions	7
VIX	Endorsements	7
X	Officers	8
XI	Teams and Committees	11
XII	Liaison and Representation	12
XIII	Emergency suspension of Portions of the By-Laws	13
XIV	Rules of Conduct and Decorum	12
XV	Club Handbook	16
XVI	Amending These By-Laws	16

Preamble

This version of the By-Laws for the East Calaveras Democratic Club, dated April 10, 2010, is a fully updated version incorporating amendments approved April 10th, 2010.

I. Name

The name of this organization shall be the East Calaveras Democratic Club. (Hereinafter ECDC or the Club).

II. Purpose

The purposes of the East Calaveras Democratic Club are to publicize Democratic activities, to increase Democratic Party visibility, to assist Democratic candidates, and to build the number of registered Democratic voters in the county.

The Club will engage in public events, fund-raising, cooperative activities with other Calaveras Clubs, with the Calaveras County Democratic Central Committee, and with other Democratic organizations, and in other matters endorsed by or supported by the Democratic Party.

III. Affiliation

The Calaveras County Democratic Central Committee first chartered the East Calaveras Democratic Club on 12/11/03. As a chartered and affiliated Club of the Central Committee, the Club shall comply with By-Laws of the Central Committee and the California Democratic Party as they apply to fully chartered local affiliates.

IV. Membership

A. Membership Requirements

An individual may join the Eastern Calaveras Democratic Club if the individual meets the following requirements:

1. The individual is a registered Democrat;
2. The individual has attended at least one meeting prior to being eligible to vote;
3. The individual has paid or arranges to pay Club dues (See also Section V);
4. The individual agrees to comply with these By-Laws.

B. Removal from membership

The Club may remove a person from membership "for cause" by a motion from the floor, seconded and passed by a two thirds of the

members present at a regular meeting or a special meeting called for this business.

If, at the time the motion is on the floor and seconded, the person under threat of removal is present, the person may rise to speak to defend him/her self before a vote on the motion is taken. If that person is not present, the vote may be taken, and if removal is passed the secretary shall communicate (email or mail) with that person advising him/her of the action taken and offering the opportunity at the next meeting of the Club for that person to be heard. If the member accepts and is heard, the Club chair may entertain a motion to rescind the motion to remove. Favorable passage will require a two-thirds vote of the attendees.

Removal "for cause" may include any of the following causes:

- 1) Failure to comply with the rules of conduct and decorum in this document (Section XIV), to the harm of the Club and/or its members.
- 2) Conviction of a felony.
- 3) Harm to the Club and/or its information systems.
- 4) Public rejection of the Democratic Party and/or this Club.

If removed for cause, the person may not be returned as a member for at least one year, and then may be considered for membership only with the sponsorship of two Club members. Affirmation of membership will be by majority vote at a regular meeting of the Club with quorum present.

C. Associate Membership

The Club may wish to recognize individuals who work regularly with the Club but are not registered Democrats. Such people are invited to participate "with voice but not vote." Selection for Associate Membership shall be by majority vote at a regularly scheduled meeting (with a quorum), upon motion from the floor. Associate memberships shall be reaffirmed annually by Club vote.

D. Visitors

The Club welcomes distinguished guests as visitors to its regularly scheduled meetings. Regular Club meetings are open to visitors. Club members may invite a visitor and introduce the visitor to members at a regularly scheduled meeting. Visitors may speak at meetings, after recognition by the Chair.

V. Dues

Annual membership dues are payable on January first. For new members joining and paying after September first, dues paid shall be recognized as for the year paid and for the following year. Members may join as within one of the following categories, as the member may choose:

- Household \$35
- Individual \$20
- Senior (55 or over) \$10
- Student (of any age) \$10
- Associate Members (not applicable)

No one shall be denied membership for financial reasons. Dues payments not otherwise worked out with the Treasurer shall be considered delinquent on or after March first.

VI. Meetings

A. Regular Meetings

The Club shall hold regular monthly meetings on such day as the membership may determine. Regular meetings shall not be canceled more than 3 times within any calendar year and in no event shall more than 2 regular meetings be canceled in succession.

B. Special Meetings

The Chair may call a special meeting at any time. In the absence of the Chair, any two officers may call a special meeting, on notice as specified below. Four or more members may call a special meeting, the call being submitted in writing to the Chair or the Secretary.

C. Voting by the Full Membership using E-Mail

The Club may choose to have all members vote on a motion, using email.

1. E-mail voting may be initiated by either of two actions:
 - a. E-mail voting may be initiated by a motion from the floor at a Club meeting that is seconded and passed.
 - b. E-mail voting may be initiated by the Chair, by the Chair at the request of the leader of a Team or the chair of a committee, or by a request by three or more members. The originator(s) shall include a brief (10 lines or less) definition of the issue being voted on.
3. This voting technique is to be used infrequently, and for motions that unambiguously can be answered with a "yes" (approve) or "no" (reject).
4. The voting process, (balloting and vote counting), its management and its documentation, shall be performed by the Club Secretary.
5. The Secretary shall poll by mail or by telephone club members without email capability.
6. The Secretary shall circulate the results of the balloting via e-mail to all members.

D. Notice of Meeting

Notice of regular or special meetings shall be given at least 48 hours in advance to all active members, in any manner as follows:

- a. Notice in writing by US mail
- b. Notice in writing by e-mail
- c. Telephone message

Notice of the meeting shall be deemed sufficient by any manner specified above if such notice includes the date, time and place of the meeting and is calculated to be received at least 48 hours prior to the meeting.

E. Rules for Meetings

1. Robert's Rules

The Club shall use *Roberts Rules of Order Newly Revised, 10th Edition* to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these By-Laws.

2. Quorum

A quorum for any official meeting of the Club shall be 15 percent of the total organizational membership, or six members, whichever is smaller.

3. Approval for actions and positions

Unless otherwise specified in these By-Laws, or specified explicitly in *Roberts Rules of Order*, the Club may adopt events and conduct regular business with a vote of 50 percent plus one of the members present at any regular or special meeting that has a quorum.

VII Planning, Scheduling and Administrative Management

- A. Fiscal Year. The Fiscal Year for the ECDC shall be from January first to December thirty-first.
- B. Annual Budget. An Annual Budget shall be prepared for the period from January through December of each year. During the period October first through December first, committee chairs and team leaders shall submit estimates of incomes and expenditures to an ad hoc Budget Committee consisting of the Club officers. This committee shall present its proposed budget to the Club at the regularly scheduled Club meeting for the month of January, for Club approval.
- C. Long Term Schedule. During the last two months of each

calendar year the Club Chair, with the advice and assistance of the Vice-Chair and the several committee chairs and team leaders, shall prepare a next-year's schedule of events and activities. The schedule shall be published to all officers, committee chairs and team leaders. The schedule may be updated from time to time during the year.

- D. Leaders' Names. The Treasurer and Secretary shall maintain and make available the names of the members who are event leaders, and those who chair or are leaders of teams and committees.

- E The Club shall have two members designated for access to the Club bank accounts. The Treasurer shall be one, and the Chair shall designate the other, with Club affirmation by motion from the floor (at a regularly scheduled meeting with quorum).

VIII. Resolutions

A resolution may be offered by motion by a member at any meeting. To discuss it, there must be a second.

Resolutions may be originated within the Club, or may be presented as resolutions proposed by the CCDCC, the California Democratic Party, or by any chartered organization recognized by the California Democratic Party (such as caucuses).

The Club may pass resolutions not related to endorsements with a vote of 2/3 of those present and voting at any meeting with a quorum.

VIX Endorsements

A process to consider the endorsement of candidates must be approved prior to any suggestion of endorsements. If the discussion of an endorsement process is noticed in the meeting agenda, such process must be approved by at least 2/3 of those present and voting at any meeting.

If the discussion of an endorsement process is brought up from the floor as New Business, such process must be approved by at least 2/3 of those present and voting at any meeting.

Under no circumstances may the Club consider the endorsement of a candidate for public office who is not registered with the Democratic Party.

The minimum threshold for endorsement in a race with multiple Democratic candidates is two-thirds of the members present and voting.

This Club shall not endorse candidates for non-partisan office in Calaveras County. The Club may vote to offer support to a non-partisan candidate, if the candidate requests support or accepts support offered by the Club.

X Officers

A. Club officers shall consist of Chair, Vice-chair, Secretary and Treasurer. Officers shall serve for one year or until their successors are elected if the position is vacated before the end of the elected term.

B. Election of officers shall be held in September of each year. The elected or reelected officers shall take their positions immediately upon the election results identifying winners.

If the Chair vacates office, the Vice-chair shall ascend to the position of Chair until an election is held to fill the chair's remaining term of office.

C. Vacating an officer's position

An officer's position may be vacated by the following actions.

1. The officer may resign the position.
2. The officer may be incapacitated or otherwise unable to perform the duties of the position.

2. The Club may remove the person from an officer's position. Reasons for removal may be at least the following, as well as other reasons the Club may choose to consider:

- Non-performance of the position's requirements;

- Actions taken repeatedly beyond the responsibilities of the office, to the harm of the Club or its organizations;
- Repeated violation of Section XIV, Rules of Conduct and Decorum;
- Embezzlement or other illegal activities harming the Club.

Action to remove an officer may be initiated by a written request to the Chair signed by four or more members to put a proposal to remove the officer on the agenda for the next regular meeting or by a special meeting to be called for this purpose. Alternatively, a motion from the floor at a regular meeting may initiate action.

Removal shall be in two stages: an initiating proposal to "entertain" removal at one meeting, and a motion to remove at an immediately subsequent meeting. The initiating motion shall state "The Club shall entertain a motion at the next regular meeting or at a special meeting called for the purpose, to remove (the named person) from the office of (named office)." A two-thirds majority of members present at the initiating meeting (with a quorum) is required to pass the motion to entertain.

If, at the time the motion is on the floor and seconded, the person under threat of removal is present, the person may rise to speak to defend him/herself before a vote on the motion is taken. If that person is not present, the vote may be taken, and if initiating removal is passed, the secretary shall communicate (e-mail or mail) with that person advising him/her of the action taken and offering the opportunity at the next meeting of the Club for that person to be heard.

Favorable passage to initiate requires a two-thirds vote of the attendees.

At the next following regular meeting or the special meeting called for this purpose, a motion from the floor to remove the officer may be acted upon. A two-thirds vote of the members present is required to remove the officer from the position. Upon such vote the position is immediately vacated. Removing a person from an officer's position does not remove that person from Club membership.

D. Temporary Appointment of an Officer

The Chair shall appoint a member temporarily to fill an unexpired term of office subject to election by the membership at the next regular Club meeting.

E. Duties and Responsibilities of the Officers

1. The Chair. The Chair shall:
 - a. prepare agendas for Club meetings and distribute them or have them distributed at least 48 hours before the meeting(s);
 - b. preside at Club meetings;
 - c. recruit and appoint leaders for teams and committees of the Club;
 - d. prepare or have prepared a calendar of the year's activities, and update or have updated the schedule as necessary.
2. The Vice-Chair. In the temporary absence of the chair, the Vice-chair shall serve as Chair.
3. The Secretary. The Secretary shall ensure that all members are notified of Regular and Special Club meetings, shall keep Club records and minutes, and shall be responsible for the Club correspondence.

If the position of Vice-chair becomes vacant, the Secretary shall serve as Vice-Chair until a replacement is appointed or elected.

In the absence at a meeting of both the Chair and the Vice-chair, the Secretary shall preside, with the authorities given the Chair.

4. The Treasurer

The Treasurer shall:

- a. Accomplish the financial transactions for the Club, such as paying the bills (disbursements for financial obligations), receiving monies, and making deposits and withdrawals from accounts.
- b. Manage bank accounts and reserves (such as Club

CD's if appropriate). Club approval is required to cash out a Club CD.

- c. Maintain financial records of the Club and submit financial reports at the Club regular meetings.
- d. Ensure that FPPC/FEC financial reports are submitted on time.
- e. Initiate the annual budget process, and record and maintain the approved annual budget.
- f. Maintain a current Club membership list. The Treasurer shall share the membership list with the Secretary so that the Secretary can send out notices and messages to all members.

XI Teams and Committees

Teams accomplish the functions, activities and events of the Club. Internal organization and operating details shall be maintained in the Club Handbook.

A. Teams

1. Core Teams

Core Teams accomplish the continuing functions and activities of the Club. Each Team Chair shall be selected/appointed by the Club Chair with the approval of the Club members (motion from the floor).

Events
Fundraising
Public Relations
Political Support
Membership
Social
Club Resources Management

2. Issue Teams

Issue Teams bring together ECDC Democrats to focus efforts on selected public issues, programs or needs, principally as they impact ECDC citizenry. Each Issue Team will cooperate with and in support of actions of the Calaveras County Democratic Central Committee (CCDCC) and other Calaveras Democratic Clubs. Issue Teams may interact with other outside organizations in support of their objectives, with appropriate care to cooperate with the CCDCC and other Clubs. Each Issue Team shall have a leader, selected by the Chair, who is to gather active members and active Democrats in the Corridor as team members, to establish goals and activities, and to keep the Club informed as to team accomplishments and needs.

3. Geographic Teams

Arnold/Ebbetts Pass
Murphys
Vallecito
Angels Camp
(Other)

Geographic Teams may be established to invite interested citizens from the East Calaveras Corridor region (served by the ECDC) to meet informally and socially, to discuss concerns that the ECDC and the Democratic Party might respond to, and in turn, to be apprised of Democratic activities and opportunities.

B. Committees

1. Ad Hoc Committees

From time to time the Club may need committees to take care of "one-time" internal problems or proposed actions. Such committees can be established by Club motion, by the Chair, or by Club approval of a proposal by the Chair. Each Ad Hoc committee will have a scheduled lifetime or span time limit. The Club Chair shall appoint the Ad Hoc Committee chair from among members of the Club. The committee chair may recruit volunteers and select members from among Corridor Democrats. As with the Teams, each ad hoc committee will report activity/progress regularly to the Club.

2. Standing Committees

Standing Committees may be needed to accomplish Club internal administrative activities. Standing Committees can be established by Club motion, by the Chair, or by Club approval of a proposal by the chair. The Club Chair shall appoint the Standing Committee chair. The committee chair shall be a Democrat and a member of the ECDC. Standing Committees may be established for a year and renewed from year to year as part of the Club election processes. Standing Committee examples are Nominating Committee or Audit Committee.

XII Liaison and Representation

The Club shall be represented at meetings of the Central Committee and any Assembly District Committee meetings at which it may be entitled to membership, and at meetings of the California Democratic Council. The Chair shall appoint such representatives, with consent of the Club (at any regular meeting).

A person may serve as representative to more than one outside body if the Club membership approves (by motion from the floor).

The public relations team chair, or a person chosen from the team members, should be the formal public relations (PR) representative to the media and the public for the Club. The PR person should accomplish official releases and announcements. The Club Chair may represent the Club in public functions and may release information to the public, with fullest cooperation with the PR person.

XIII Emergency Suspension Of Portions Of The By-Laws

The Club may suspend specific portions of these By-Laws and/or Robert's Rules of Order for emergency business, by a vote of two-thirds of the membership present at a meeting (with quorum), unless the item to be suspended calls for a higher qualification. The motion to suspend shall call out the section of the By-Laws to be suspended. The suspension shall be terminated by completion of action to respond to or remove the emergency.

XIV Rules of Conduct and Decorum

These rules of conduct and decorum are intended to reduce distractions from Club development, activities and programs. In accordance with our democratic principle of free speech, they are not designed to stifle or reduce members' full expressions of positions, opinions, or recommendations.

A. Conduct of and at Club meetings

1. For all meetings of the Club, the Chair shall guide adherence to the agenda and encourage attendees' discussion about its topics.
2. The Chair will recognize a first speaker (and later, subsequent speakers). There shall only one recognized speaker at a time. The recognized speaker may stand to speak or may speak from his/her seat. The Chair may, at any time, impose time limits for the recognized speakers. Members at a meeting may extend a time limit by motion passed.
3. A member when speaking must confine himself to the topic introduced unless asking for and receiving approval from the Chair to bring up other matters.
4. A member shall address comments to the Chair, not to any other member or members present or absent.
5. A member shall avoid personalities. "It is not allowable to arraign the motives of a member"¹ ...it is not the person but the nature or consequences of suggested actions that may be supported, condemned, added-to, or subject to proposed modifying. The Chair will gavel smears and insults to silence.
6. If the speaking member strays from the question before the meeting, the Chair may rule the member out of order and request that the member return to and conclude remarks about the topic. If the speaker refuses, the Chair may gavel the member to silence and rescind permission to speak.

¹ Roberts Rules of Order

7. In event the Chair rules the speaking member out of order and requires that the member take his/her seat (be silent until recognized), and if the member violates the Chair's call, the Chair may call upon the members present to affirm the call for the speaking member to be silent. In event of a refusal of the member to cooperate, the Chair may call on the members present to move and vote a censure for the record.

8. The Chair shall call members who disturb the meeting by interrupting the speaker, engaging in side conversations or other disruptive behavior, to order. If the disrupting members continue the disruption, the Chair may request the members to absent themselves from the meeting. If the disrupting members will not leave, the other members present will be invited to move them to the door.

9. The Chair may at any time declare the meeting adjourned with the matters of the agenda tabled.

B. Conduct required of Club members

Members of the Club shall not engage in personal attacks against each other, verbal or physical. This shall include intimidating, browbeating, insulting, harassing and manipulating behavior:

1. during meetings of the Committee or of its teams or subcommittees, or among members at any other time;
2. sent out by email with multiple-address distribution, or through other methods of publishing or broadcasting;
3. in public, including especially in interviews with or correspondence to publications or media;
4. by engaging in malicious personal gossip;
6. by sabotaging the effort of other members;
8. by withholding cooperation with other members in ECDC matters.

XV Club Handbook

There shall be an ECDC Handbook, which shall contain policies, procedures and selected records. Club votes and Club meetings shall affirm content categories and certain specific contents.

The Handbook may contain any of the following:

- A. Further authorized explanatory details amplifying these By-Laws
- B. Policies and Procedures to be used to accomplish Club activities
- C. The current annual/biennial Club calendar
- D. An indexed record of Club motions and resolutions

The Handbook will be maintained by the Club Secretary, with the support of the officers and team leaders as appropriate. Action items in the Handbook shall not be in conflict with these By-Laws.

XVI. Amending these By-Laws

These By-Laws may be amended using the following procedures:

(1) An amendment may be proposed by motion from the floor at a regular or special Club meeting. The motion shall be "to give notice to the membership of a proposed motion to amend the By-Laws at the next regular Club meeting." The notice shall include the precise wording of the proposed motion to amend.

(2) The Club Secretary shall publish the notice to all members via e-mail, immediately after the meeting. The notice shall include the schedule for the Club meeting designated to take up the amendment. The notice shall also be included in the Club minutes.

(3) The proposed amendment to these By-Laws shall be presented for acceptance at the designated Club meeting (with a quorum). After appropriate discussion and evaluation, acceptance of the amendment shall be by a vote of two-thirds or more of the members present.

These By-Laws adopted April 10, 2010. DW Self, By-Laws Committee
Laws Committee, ECDC