

PALOS VERDES PENINSULA DEMOCRATIC CLUB  
BY-LAWS (proposed)  
Adopted \_\_/\_\_/201\_\_

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## 1.0 NAME, OBJECTIVES & POLICIES

- 1.1 The NAME of this organization is the Palos Verdes Peninsula Democratic Club, founded in 1952 and chartered by the Los Angeles County Democratic Party.
- 1.2 The PURPOSE of the club is to provide a forum on the Palos Verdes Peninsula for fostering the ideals and principles of the Democratic Party. To that end, the club will work to elect Democratic candidates for partisan and non-partisan offices, it will stimulate and encourage active participation in governmental and political affairs, it will serve as a pipeline for developing local party leadership and it will be a resource for the community and elected officials.
- 1.3 The club's MISSION is to create an environment for learning, discussion, camaraderie and involvement for Democrats and people interested in the Democratic Party.
- 1.4 ENDORSEMENTS - The organization shall not endorse any candidates in a contested primary election. The club may participate in the making of endorsements through delegates to appropriate Democratic Party councils or conventions. In the general election the club shall support the nominees of the Democratic Party.
- 1.5 CANDIDATES for election who are registered Democrats may be invited to address a membership meeting; non-Democrat candidates shall not have that privilege.
  - 1.5.1 Since the Palos Verdes Peninsula has a large majority of registered Republicans, many Democrats who hope to be elected to local office in NON-PARTISAN RACES register as Decline-To-State. Rather than denying them a forum, the club President may suspend the above requirement.
- 1.6 The FISCAL YEAR of the club shall be from July 1st to June 30th. Elections and terms of officers shall be consonant with this.

## 2.0 MEMBERSHIP

- 2.1 Eligibility is limited to registered Democrats and those who state their intention to register as a Democrat when of age to register. Proof shall be registration as shown in the published precinct lists issued by the Registrar of Voters.
- 2.2 Members shall pay annual DUES in such amount as the Board of Directors shall determine. Such dues are payable as of July 1. New members paying dues after April 1 shall be considered members without further payment for the subsequent fiscal year.

- 2.3 No board member of another Democratic club may serve on the Board of Directors of this organization.
- 3.0 The OFFICERS of the club are: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Parliamentarian.
- 3.1 PRESIDENT: Acts as executive head of the club and assumes responsibility for the overall success of the Board in meeting its purposes as enumerated in the By-laws and Manual of Operations.
- 3.2 FIRST VICE-PRESIDENT: Assumes the President's duties in the event the President is absent.
- 3.3 SECOND VICE PRESIDENT: Develops and presents membership meeting programs and assumes the president's duties when the President and the first Vice President are absent.
- 3.4 RECORDING SECRETARY: Takes and distributes club meeting minutes and maintains club records.
- 3.5 CORRESPONDING SECRETARY: Writes and mails club correspondence.
- 3.6 TREASURER: Receives, disburses and accounts for all Club's funds.
- 3.7 PARLIAMENTARIAN: Provides information on the By-laws, Manual of Operations, and Roberts Rules of Order.
- 4.0 BOARD OF DIRECTORS
- 4.1 MEMBERSHIP of the Board of Directors shall consist of the officers designated in Article 3.0, the immediate past President of the club, and the chairpersons of standing and special committees.
- 4.2 The Board is the governing body of the organization. It shall conduct its business affairs and exercise its POWERS subject to the limitations of these By-laws and the club's Manual of Operations.
- 4.3 All members of the Board shall have VOTING privileges at Board meetings.
- 4.4 A vacancy in the office of the President shall be filled by succession of the First Vice President. The President is responsible for finding a candidate for other VACANCIES on the Board; the nomination shall be ratified by a majority vote of the Board. If the Board cannot agree, a Nominating Committee shall be appointed.

- 4.5 BOARD MEETINGS shall be held regularly, according to the schedule listed in the Manual of Operations. At least one week's notice shall be given {to the membership}. They are open to all members.
- 4.6 SPECIAL BOARD MEETINGS may be called by the President, or by written request to the President by three members of the Board. Forty-eight hours notice stating the purpose of the meeting shall be given, and the business of the meeting shall be confined to the purpose stated.
- 4.7 For purposes of voting, a QUORUM shall consist of one third of the entire Board.
- 4.8 Any Board member may be removed from office for cause; such REMOVAL requires a 60% vote of the entire Board. Any officer shall be automatically removed from the Board upon three consecutive unexcused absences from Board meetings.
- 4.9 APPROPRIATIONS OR INDEBTEDNESS in excess of \$200 shall require a majority vote of the entire Board.
- 4.10 The Board may, by a majority vote, order a MAIL, E-MAIL, OR TELEPHONE BALLOT of the full Board or the membership when a situation has reached an impasse or when a quorum has not been attained for an important vote on an issue. A telephone or e-mail ballot may also be used when a matter arises after the monthly board meeting and there is an urgency to the action. In such a case at least three of the elected board officers must agree that the situation is of sufficient urgency to merit such action. U.S. Postal mail shall be used to contact any members who cannot be reached through e-mail or by telephone.
- 4.11 The Board shall form Standing and Special Committees as necessary.
- 5.0 NOMINATING COMMITTEE: The Board shall appoint a nominating committee and its chair not later than the January Board meeting. The duty of this committee is to nominate officers for the following year. Such committee shall consist of three members of the organization, not more than one of whom shall be a member of the Board; such Board member shall not chair the committee.
- 5.1 The NAMES of the nominating committee shall be conveyed to the membership in the February newsletter in order to provide for input from the membership.
- 5.2 The committee shall prepare a SLATE OF CANDIDATES for offices which shall be submitted to the membership in the March newsletter.
- 5.3 ADDITIONAL NOMINATIONS may be submitted to the Nominating Committee by petition of five members. Such nominations shall be published in the April Newsletter.

## 6.0 STANDING AND SPECIAL COMMITTEES

6.1 The Standing and Special Committees and their duties and responsibilities are listed in the Manual of Operations.

## 7.0 MEETINGS

7.1 The ANNUAL MEETING shall be held in July.

7.2 MEMBERSHIP MEETINGS shall be held regularly as decided by the Board. Written notice in the newsletter or otherwise shall be transmitted to the membership at least ten days in advance of the meeting.

7.3 SPECIAL MEMBERSHIP MEETINGS may be called by the President or upon written request to the President by five members of the Board or not less than 10% of the membership. One week written notice stating the purpose of the meeting shall be transmitted to the membership, and the business at the meeting shall be confined to the purpose stated.

7.4 Every member in good standing (dues paid) present in person at any duly-called membership meeting may vote on any issue. Proxies shall not be valid. A QUORUM consists of ten members plus 5% of the membership.

7.5 All meetings shall be conducted according to Roberts' RULES OF ORDER, Revised.

7.5.1 The motion for the Previous Question ("Call the Question") shall be out of order and replaced by the motion to LIMIT DEBATE which shall require an affirmative vote of two-thirds of the members present. After such a motion is passed, members may speak to the question for a maximum of two minutes, no member may yield the floor for the purpose of circumventing this rule, and debate shall be limited to ten minutes.

7.6 A copy of the club By-laws and Manual of Operations shall be available for reading at every membership meeting and on the club website.

## 8.0 ELECTIONS – MAY MEMBERSHIP MEETING

8.1 The Nominating Committee shall transmit its list of nominees to the membership at least seven days before the May meeting including nominations made by petition. ELECTION of the officers from the list presented by the Nominating Committee shall be by majority vote of those present, voting, and qualified as members by February first, providing that a quorum exists. The Parliamentarian shall conduct the election.

8.2 When more than one person has been nominated for any office, election to that office shall be by secret BALLOT, and the member with the highest number of votes shall be declared the winner. In case of one or more ties, there shall be a second vote for these positions. If there is still a tie, the members at the meeting may postpone the vote to the succeeding general membership meeting or may order a mail ballot.

#### 9.0 MANUAL OF OPERATIONS

The club shall maintain a Manual of Operations relating to the administration of the organization and containing the standing rules. In case of any conflict, the By-laws shall govern. The Manual shall be reviewed and updated as necessary by the Board.

#### 10.0 AMENDMENTS AND REVISIONS

These By-laws may be amended or revised by a two-thirds majority vote of the membership present at any regular or special membership meeting, providing that an exact copy of the existing provisions and the proposed changes have been made available to the membership and posted on the club website not less than two weeks prior to the meeting. Written notice of the time and place of the meeting and information as to how copies of the proposed changes can be obtained shall be included in the newsletter or mailed to the membership not less than two weeks before the date set for consideration of such proposed changes.

Meeting time and place shall match the time and place of standard monthly membership meetings. The Parliamentarian shall conduct all such votes.

10.1 Shifts in requirements affected by a change in fiscal year such as nominating committee, election, and membership terms schedules shall be as specified in the Manual of Operations.

10.2 In the first year of the transfer from calendar to fiscal year, the fiscal year shall be from January 1, 2010 to June 30, 2011. This provision shall be deleted automatically after it has been accomplished.