

DEMOCRATS IN SUN CITY SHADOW HILLS BYLAWS

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Democrats in Sun City Shadow Hills Bylaws

ARTICLE I – NAME

The name of this resident group is Democrats in Sun City Shadow Hills, hereinafter referred to as Democrats in SCSH. Democrats in SCSH is a chartered Democrat Club recognized by the Riverside County Democratic Central Committee and the California Democratic Party.

ARTICLE II – PURPOSE

SECTION 1. As a political community-based resident group, Democrats in SCSH study local, state, and national issues and make recommendations to members and/or other individuals in the community. On the basis of knowledge, verifiable information, and consensus, the organization seeks to influence decision-making and the electoral process by educating the electorate and supporting qualified Democrat candidates seeking public office.

SECTION 2. Democrats in SCSH will strive to sustain a strong and viable membership whose collective influence will create a political presence in SCSH and in the eastern Coachella Valley.

SECTION 3. THE MEMBERSHIP SHALL

- A.** Elect officers who, with standing committee chairs, will constitute the Executive Board;
- B.** Hold fundraising activities to support voter registration, educate the electorate, and support qualified Democrat candidates running for office;
- C.** Play an influential role in electing qualified Democratic candidates;
- D.** Make recommendations to the Riverside County Democratic Central Committee and/or the California Democratic Party regarding endorsement of Democrat candidates seeking office;
- E.** Recommend and support legislative issues;
- F.** Exercise influence in the appointment of members to commissions, advisory boards, and other groups whose programs affect the lives of persons in the Coachella Valley;

- G. Exercise influence on socio-political decisions made outside the Coachella Valley which affect the affairs of SCSH residents, agencies, and institutions in the Coachella Valley;
- H. Assist with voter registration and get-out-the-vote; and
- I. Serve on committees within the organization of Democrats in SCSH.

ARTICLE III – MEMBERSHIP

SECTION 1. Member in Good Standing

To be considered a member in good standing of this Club, a person must comply with all provisions of these bylaws and the person's dues must be current or have been waived due to economic hardship. In addition, the person must be either

- A. A full-time resident of Sun City Shadow Hills who is registered as a Democrat.
- B. A part-time resident of Sun City Shadow Hills who is registered as a Democrat anywhere else in the United States of America. Such a person shall be a member of the group in all matters except voting in the pre-endorsement process.
- C. A resident, either full or part-time, of Sun City Shadow Hills who is devoted to the Democratic Party's ideals but who is prevented by some current impediment from registering as a Democrat. Immediately upon the removal of the impediment, the member shall register as a Democrat. Such a person shall be a member of the group in all matters except voting in the pre-endorsement process.

SECTION 2. REMOVAL OF A MEMBER

A. For Ceasing to Be Registered as a Democrat

A member who ceases to be registered as a Democrat shall automatically be removed from membership with no action required other than written notification to the member by the Secretary.

B. For Cause – A Member May be Removed from Membership for

1. Improper activity involving administrative practices, e.g., mismanagement or improper distribution of funds, or any other improper activity, as determined by the full Executive Board.
2. Violating the Bylaws of Democrats in SCSH or the rules of the California Democratic Party.

3. Giving active and public support to one or more candidates of an opposing political party in a partisan election;
4. Publicly advocating that the electorate should not vote for the nominee of the Democratic Party for any partisan office;
5. Publicly giving support for a candidate of another party or a candidate who is opposed to a candidate nominated by the Democratic Party;

C. Procedure for Removal of a Member of Democrats of SCSH for Cause

1. At a regular meeting, any voting member may move that a member be removed for reasons set forth in this Article III, Section 4. Such motion will include a written account of the act(s) or omission(s) that the person making the motion asserts warrant the removal of the member. The written account shall be read aloud at the time the motion is made.
2. A motion made by a voting member that has been seconded by another member shall automatically be deemed postponed until the next regular meeting and shall automatically be taken up for action as an item of old or unfinished business at that meeting.
3. Within seven (7) days after the making of such a motion for removal, the Secretary shall send a certified letter (“Notice”) to the member who is the subject of the motion for removal (the “Cited Member”) notifying the Cited Member that at the next regular meeting a motion will be taken up concerning the Cited Member’s removal. The Notice shall advise the Cited Member of the names of the members who made and seconded the motion and that at the next regular meeting the Cited Member will be given an opportunity to challenge the allegation. The Notice shall also inform the Cited Member of the date, time, and location of the next regular meeting.
4. At the next regular meeting where the removal of the Cited Member is taken up, the Cited Member, if present, shall be given an opportunity to admit, deny, and/or to explain the charges lodged against her or him. An equivalent amount of time shall be made available to the maker of the motion and/or his/her spokesperson(s) to substantiate the charges. In all removal situations, the burden of introducing evidence justifying removal shall be upon the person or persons urging the removal, who shall be required to prove the case for removal by clear and convincing evidence. Immediately thereafter, a vote shall be taken on the motion to remove the charged member. A two-thirds (2/3) majority vote of the members present and voting shall be required to pass such a motion.

SECTION 3. NON-DISCRIMINATION

This Club and its members shall in all things and in all ways uphold the democratic ideal that all persons are created equal. The Club and its members shall not discriminate based on age, ethnicity, nationality, race, color, gender, sex, sexual orientation, sexual self-identification, creed, spiritual beliefs, economic status, or physical challenges. No test or oath contrary to this policy shall be required.

ARTICLE IV – DUES

The annual dues shall be set annually by the Executive Board and approved by the membership. All dues shall become due and payable on January 1 for the calendar year January 1 through December 31.

ARTICLE V – OFFICERS, NOMINATIONS AND ELECTION

SECTION 1. The officers shall be President, 1st Vice President, 2nd Vice President, Recording Secretary, and Treasurer. At minimum, the Club requires a President, Recording Secretary, and Treasurer to operate.

SECTION 2. The officers shall be elected either by acclamation or by ballot in November of each year and shall hold office for one year from January 1 through December 31. Each ballot must be signed by the voting member. Upon election, the new officers shall be installed.

SECTION 3. The Nominating Committee shall consist of at least three (3) members. The President shall appoint one (1) member and two (2) or more members will be volunteers from the membership. The Nominating Committee will formulate its own rules regarding the nominating process.

The Nominating Committee shall nominate one member for each of the offices of President, 1st Vice President, 2nd Vice President, Recording Secretary, and Treasurer. Any member in good standing shall be eligible for any office. The Committee shall inform potential nominees of the duties and responsibilities of the offices. No member serving on the current Nominating Committee shall be nominated for an office. Each nominee must accept the nomination in order to be on the slate of officers for election.

SECTION 4. At the regular meeting in October, the Nominating Committee shall announce the person nominated for each office. At this time, additional nominations with the consent of the person nominated may be made from the floor. Any qualified member may nominate himself/herself. Nominations will then be closed.

SECTION 5. The election of all officers will be held at the regular meeting in November. Each member shall have one vote. Proxy voting will not be permitted. If only one person is

nominated for an office, voting will be by acclamation for that office. If more than one person is nominated for an office, voting will be by ballot for that office. Election will be by a majority of votes cast by those members present at the meeting. A tie vote will require re-voting until a majority vote is obtained.

SECTION 6. Vacancies occurring during the term of any officer other than the President shall be filled by appointment of a member by the President with the advice and consent of the Executive Board. If a vacancy occurs in the office of the President, the First Vice President shall succeed to that office and shall serve as the President for the remainder of that term.

ARTICLE VI – DUTIES OF OFFICERS AND EXECUTIVE BOARD

SECTION 1. The Officers and the Chairs of Standing Committees constitute the Executive Board and shall manage the affairs of Democrats in SCSH subject to and in accordance with the Bylaws.

SECTION 2. In addition to presiding over Executive Board and membership meetings, the duties of **the President** shall be:

- A.** To provide leadership and direction for Democrats in SCSH;
- B.** To be the official representative of Democrats in SCSH;
- C.** To prepare the agendas for the Executive Board meetings and the membership meetings;
- D.** To communicate with Democrats in SCSH regarding legislation, events and activities of elected Democrat officials;
- E.** To communicate with Democrats in SCSH regarding the monthly meetings and programs;
- F.** To prepare and submit an article for the VIEW on or before the 5th day of each month;
- G.** To interact with other Democrat Clubs to share ideas and goals and expand the Democrat presence in the eastern Coachella Valley.

SECTION 3. The duties of the **1st Vice President** shall be:

- A.** To preside at all meetings and exercise all duties of the President in the absence of the President;
- B.** To serve as chair of the Political Action Committee

- C. To recruit voter registration volunteers and assist in the countywide registration drive;
- D. To recruit volunteers to get-out-the-mail voters prior to election day;
- E. To recruit volunteers to get-out-the-poll voters on election day.

SECTION 4. The duties of the **2nd Vice President** shall be:

- A. To plan with the Executive Board a year in advance the programs and speakers for the monthly meetings;
- B. To secure speakers for the monthly meetings as planned with the Executive Board;
- C. To serve as chair of the Publicity and Communications Committee

SECTION 5. The duties of **the Recording Secretary** shall be:

- A. To take the minutes of the Executive Board meetings and monthly membership meetings;
- B. To email the Executive Board minutes to the members of the Executive Board;
- C. To email the minutes of each regular meeting to the membership
- D. To keep copies of all correspondence sent by members of the Executive Board and Chairs of the standing committees.

SECTION 6. The duties of **the Treasurer** shall be:

- A. To collect and deposit all funds in a bank and keep a running account of the money;
- B. To report monthly to the Executive Board and the membership regarding the activity in the bank account;
- C. To sign all checks with another member on the Executive Board;
- D. To follow the regulations and restrictions pertaining to donations to candidates;
- E. To make reports as required by the California Democratic Party.

SECTION 7. Officers shall not receive remuneration for performance of their duties other than expense reimbursements with approval of the Executive Board.

ARTICLE VII – COMMITTEES

SECTION 1. STANDING COMMITTEES

- A. POLITICAL ACTION COMMITTEE** shall keep abreast of all current issues at the local, state, and national level and shall bring this information to the attention of the members. The First VP shall chair this Committee.
- B. PUBLICITY AND PUBLIC RELATIONS COMMITTEE** shall compose, distribute and publish all official press releases of Democrats in SCSH and promote the organization in the public eye. This committee shall also be responsible for establishing and maintaining social media accounts to deliver messages to our members. The Second VP shall chair this committee.
- C. MEMBERSHIP PROMOTION COMMITTEE** shall be responsible for collecting pertinent information from new members and guests, maintaining records of member names, addresses, phone numbers and date of membership and assist in recruiting new members. The President shall appoint the chair of this committee with the advice and consent of the Executive Board.
- D. HOSPITALITY COMMITTEE** shall provide refreshments at all regular membership meetings and coordinate plans for special events and activities with other committees. The President shall appoint the chair of this committee with advice and consent of the Executive Board.

SECTION 2. AD HOC COMMITTEES

Each year the Executive Board may establish ad hoc committees as necessary. The President shall appoint the chair of each committee with the advice and consent of the Executive Board. Each committee will devise its own operating procedures and will continue to exist until disbanded or discontinued by the Executive Board.

ARTICLE VIII – FINANCES

SECTION 1. In September, the Executive Board and the Treasurer shall prepare and adopt a proposed budget of anticipated receipts and expenditures for the calendar year January 1 through December 31. The proposed budget shall be submitted to the membership for adoption at the membership meeting in October.

SECTION 2. Any planned expenditure from the treasury in an amount of \$250 or more shall be approved by the Executive Board and presented to the membership for approval.

SECTION 3. No member shall incur expenses or obligate the membership in any way without prior approval of the Executive Board.

ARTICLE IX- MEETINGS

SECTION 1. EXECUTIVE BOARD MEETINGS

The Executive Board shall meet monthly to transact the business of Democrats in SCSH. A quorum of the Executive Board shall consist of at least 50% of the elected officers.

SECTION 2. GENERAL MEETINGS

Membership meetings shall be held on the third (3rd) Thursday of each month. The Club will not hold general meetings during June, July, August, and December.

SECTION 3. SPECIAL MEETINGS

The Executive Board may call special meetings at any time. No business shall be transacted at a special membership meeting except that specified in the notice.

SECTION 4. NOTICE OF MEETINGS

- A. Notice of all meetings shall be given to all members at least seven (7) days prior to the meeting. Notice, including the meeting agenda, shall be made by email and by posting on the Club's website.
- B. Alternative Forms of Notice - Members who wish to opt out of receiving notices and communications from the Club by email and website posting shall notify the Club's President as to how the member wishes to receive such notices and communications.

SECTION 5. Open Meeting Policy

The Club has an open meeting policy consistent with those of the Riverside County Democratic Party and the California Democratic Party. All public meetings of the Club are open to all registered Democrats.

SECTION 6. QUORUM & VOTING

A. QUORUM

Ten percent (10%) of the members in good standing or ten (10) members in good standing that include two (2) officers shall constitute a quorum at any membership meeting. A smaller number of members may adjourn such a meeting without transacting any business. In the absence of a quorum at a membership meeting, a quorum of the Executive Board may enact any necessary action.

B. VOTING

A majority of votes cast by members in good standing who are present at a meeting shall govern matters presented to the membership for a vote at that meeting. Members may not vote by proxy.

SECTION 7. PARLIAMENTARY PROCEDURE

The rules of order contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern any procedure not specifically addressed by these Bylaws or any special rules of order the Club may adopt.

SECTION 8. REASONABLE ACCOMMODATIONS

The club will provide reasonable accommodations for persons with disabilities. Accommodations include but are not limited to parking, restroom facilities, American Sign Language requirements, or alternate format materials. Requests should be made to the President 48 hours before a membership meeting.

ARTICLE X – SELECTION OF REPRESENTATIVES TO THE CALIFORNIA DEMOCRATIC PARTY (CDP) PRE-ENDORSING CONFERENCE

SECTION 1. NUMBER OF CLUB REPRESENTATIVES FOR THE CONFERENCE

- A.** A Club representative to the Conference must be a resident in the Assembly district, duly registered as a member of the Democratic Party, and on the Club's roster at the time it is submitted.
- B.** The Club is allocated one representative to the Conference for each full (not fraction thereof) 20 members in good standing registered to vote in the Assembly District at the time the roster is submitted.

- C. The club roster must be submitted to the Riverside County Democratic Party and to the appropriate Regional Director of the CDP no later than July 1 of the year immediately prior to the endorsing process.

SECTION 2. FOR PURPOSES OF THIS ARTICLE

- A. Only members in good standing as of the July 1 deadline shall be included on the roster;
- B. “Members in Good Standing” shall mean a member whose dues are current or have been waived due to economic hardship;
- C. The status of such members shall be certified by the Club’s President, Secretary or Treasurer; and
- D. The Club’s representatives to any particular pre-endorsing conference shall be from the roster described above and the overall list of representatives to all conferences shall be equally apportioned between men and women, to the extent possible.

SECTION 3. SELECTION OF CLUB’S REPRESENTATIVES

The Club’s representatives shall be selected by majority vote of a Selection Committee comprised of the President, Vice-President(s), Secretary and Treasurer, a quorum being present. The Selection Committee shall not select one of its own members unless it first determines that no other viable option is available. If such determination is made, the Committee shall inform the membership of its decision, and the reasons therefore, at the next General Membership meeting.

SECTION 4. NOTICE TO MEMBERS

No later than October 1 of each odd number year, this Club shall inform its membership of the process for selection as a Representative to the CDP Pre-Endorsing Conferences, by email to those members who have provided email addresses and by US mail to those members who have not provided email addresses.

SECTION 5. MEMBER’S DECLARATION OF INTENT

In order for a member’s name to be submitted as one of this Club’s representatives to the CDP Pre-Endorsing Conferences, the member must submit a signed written declaration of intent to the Selection Committee declaring his/her intent to support this Club’s endorsed candidates by voting for them at the Pre-Endorsing Conferences.

ARTICLE XI – BYLAW CONFLICTS & OMISSIONS

SECTION 1. CONFLICTS

In the event of any conflict between these Bylaws and the Bylaws or Standing Rules of the Riverside County Democratic Party (RCDP) or the California Democratic Party (CDP), those of the higher governing body shall prevail.

SECTION 2. OMISSIONS - If a matter arises that is not covered by these Bylaws but is covered by an applicable bylaw of the RCDP or the CDP, the bylaw of the higher governing body shall prevail. In the absence of any specific applicable bylaw by any governing body, *Robert's Rules of Order, Newly Revised*, shall prevail.

ARTICLE XII – ENDORSEMENT OF LOCAL (NON-STATEWIDE CANDIDATES)

SECTION 1. This Club shall endorse only registered Democrats who are candidates or nominees for election to partisan and non-partisan office. Non-Democratic candidates shall not be endorsed or rated in any way.

SECTION 2. Club members will be notified by a written communication (email or website post) at least seven (7) days prior to the Club meeting in which endorsement for a particular race or races will be considered.

SECTION 3. When the Club's endorsements or ratings differ from those of either the CDP or RCDP (e.g., they have endorsed a different candidate or no candidates for a particular race), words to that effect shall be included and clearly visible wherever our Club publicizes our rating or endorsement.

Section 4. A proposed Club endorsement or rating shall go into effect only after receiving a majority of the votes cast by members present at the meeting where the endorsement is considered.

ARTICLE XIII - AMENDMENTS

These bylaws may be amended at a monthly membership meeting or at a special meeting by a two-thirds (2/3) vote of members in good standing present at the meeting. Written notice of the date of the bylaws to be amended and the nature of the intended amendment(s) shall be given by email to the members at least ten (10) days and no more than 30 days in advance of the meeting. At the meeting preceding the amendment of any

bylaw, notice will be given to the members present and copies of the proposed amendment(s) will be presented for review.

The undersigned President and Secretary of the Democrats in SCSH Resident Group hereby attest that these bylaws were passed with a vote of two-thirds (2/3) or more of the General Membership, present and voting on March 18, 2021.

Margaret Mathieson 24 March 2021
Margaret Mathieson, Club President Date

Janet Kasdorf 20 March 2021
Janet Kasdorf, Club Secretary Date