

**BYLAWS
DEMOCRATIC CLUB OF CAMARILLO**

**ARTICLE I
NAME, PURPOSE AND GOVERNING RULES**

A. NAME AND GENERAL

This organization shall be known as the Democratic Club of Camarillo, aka DCC, hereinafter referred to as the CLUB. "Notification" throughout this document shall be understood to include telephone, mail, electronic means, such as websites, email, etc., and newsletter.

B. PURPOSE

The CLUB shall serve as the official voice of the Democratic Party in Camarillo and will be open to registered Democratic voters. The CLUB shall carry out the duties in conformity with the Election Codes of the State of California (hereinafter referred to as the Election Codes). The Club shall work with the California Democratic Party (CDP) and the Ventura County Democratic Central Committee, aka Ventura County Democratic Party, in citywide and countywide activities to uphold Democratic principles, to elect Democrats and to enable the Democratic Party to function at the grassroots level.

Other purposes of the CLUB are, but are not limited to:

1. registering voters
2. educating and publicizing Democratic principles and policies through political and community events.
3. seeking and developing local candidates for elective office.
4. supporting Democratic candidates seeking office.
5. studying and acting on legislation.
6. supporting fundraising events.
7. precinct organizing.
8. supporting scholarship programs.

C. GOVERNING RULES

The CLUB shall be governed by these Bylaws, the CDP Bylaws and public laws governing political organizations. The CLUB is to operate under *Robert's Rules of Order Newly Revised Current Edition*, hereinafter known as *RONR*, except when in conflict with applicable public laws or with the policies of the California Democratic Party.

**ARTICLE II
MEMBERSHIP**

A. ELIGIBILITY

CLUB membership is open to all registered Democratic voters. Minors, under 18, who intend to register as Democrats, may join the CLUB, but will have a non-voting status. Emeritus status may be granted by the Executive Board (ARTICLE VI) upon recommendation by the Membership/Emeritus Standing Committee. Any member in good standing of the California State University Channel Islands (CSUCI) Democratic Club of Camarillo shall be a member in good standing of the CLUB and shall be eligible to hold any office of the CLUB.

B. DUES

Dues are set by a majority vote of members, present and voting, based on the recommendation of the Executive Board. The Executive Board may vote to defer or waive the annual dues for a member on written request for reason of hardship or as circumstances dictate per Article VI.B.6.

C. RESPONSIBILITIES AND PRIVILEGES OF MEMBERS IN GOOD STANDING

1. Shall be a registered Democratic voter.
2. Shall satisfy current CLUB dues obligations or as circumstances dictate per Article VI.B.6.
3. Shall inform the Membership Chair of current address, telephone number and email, if applicable.
4. Shall be allowed full rights and privileges of membership at the next regular meeting after the meeting at which he or she has paid dues.
5. Except as provided in these Bylaws, all members have equal rights and privileges.

D. TERMINATION OF MEMBERSHIP

1. A CLUB member who has been determined by the Executive Board to have publicly supported, as a representative of the Club or the Democratic Party, a non-Democratic candidate for a partisan office, may be recommended for removal from the membership role of the CLUB at the next general meeting.
2. The accused member shall be notified by Certified Mail of the accusations and shall have an opportunity to present a defense at the next general meeting.
3. Following the recommendation of the Executive Board, termination of a CLUB member shall require a two-thirds vote of the members present and voting.

ARTICLE III **MEETINGS**

A. REGULAR MEETING

1. The CLUB shall hold a minimum of ten meetings a year.
2. The Executive Board shall set the date, time and location of the meetings.
3. All members shall be notified of meetings in a timely manner.

B. SPECIAL MEETINGS

1. The President or the Executive Board may call a special meeting of the membership only if such is approved by a majority vote of the Executive Board. Only business specified in the notice of the special meeting shall be transacted.
2. The Corresponding Secretary or President shall make arrangements to provide each CLUB member with a minimum of three days notice before every special meeting.

C. ADJOURNED MEETINGS

A regular or special meeting may be adjourned to a time prior to the next regular meeting by a majority vote of the members present and voting. Notice of the time and place of an adjourned meeting must be given at the time the decision is made to adjourn.

D. QUORUM

A Quorum of ten members shall be required to conduct business at a regular or special meeting.

E. PARTICIPATION

To vote or participate in any way at a meeting of the CLUB or at a meeting of any of its subordinate bodies, a member must be present in person, except that the report of an absent officer or chairman may be presented in writing or by another committee member.

F. ORDER OF BUSINESS

Business at regular meetings shall include the following:

1. adoption of agenda
2. approval of minutes
3. introduction of guests and new members
4. reports of officers
5. committee reports
6. unfinished business
7. new business
8. announcements
9. adjournment

G. PETITIONS

Only petitions pertaining to CLUB business may be circulated during CLUB meetings. Petitions shall be approved by the President prior to circulation.

ARTICLE IV ELECTED OFFICERS

A. ELECTED OFFICERS

The elected officers of the CLUB are:

1. President
2. Vice President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer
6. Members at Large (two)

B. ELECTED OFFICERS' DUTIES

1. When not set forth in these Bylaws, the duties of each officer shall be prescribed by law and *RONR*.
2. The **President** of the CLUB shall:
 - a. call and conduct all regular, special and Executive Board meetings.
 - b. serve as the official spokesperson of the CLUB.
 - c. be an ex-officio member of all standing and special committees, except the Nominating Committee.
 - d. prepare meeting agendas.
 - e. appoint standing committee chairs.
 - f. appoint special committee chairs as directed by the Executive Board and/or General Membership except the Nominating Committee. Committee chairs are responsible for organizing their own committees.
 - g. call special meetings of the CLUB as provided for by these Bylaws at the direction of the Executive Board.
 - h. maintain detailed committee records as required by the FPPC for a period of at least five (5) years.
 - i. sign verification statements on financial reports as required by the FPPC.
3. The **Vice President** of the CLUB shall:
 - a. perform the duties of the President in the absence of the President.
 - b. serve as liaison with special committees as designated by the President.
4. The **Recording Secretary** of the CLUB shall:
 - a. record and keep the minutes of all regular, special and Executive Board meetings of the CLUB.
 - b. present a signed draft of minutes at each meeting for approval by the general membership.
 - c. initial and date file copy and note on copy whether minutes are approved or approved as corrected.
 - d. have a copy of the current Bylaws and Standing Rules of the CLUB available at all meetings.
5. The **Corresponding Secretary** of the CLUB shall provide written communication for the business of the CLUB including thank you notes, sympathy cards and general correspondence.
6. The **Treasurer** of the CLUB shall:

- a. have charge of the collection and deposit of all monies belonging to the CLUB.
- b. keep an accurate and current record of income and disbursements.
- c. prepare a monthly report for regular meetings and other meetings as requested by the Executive Board.
- d. establish and maintain bank accounts in the name of the CLUB.
- e. be the keeper of the IRS identification number and the FPPC number from the California Secretary of State.
- f. pay all bills upon receipt and write checks for approved expenditures.
- g. provide for the timely and accurate filing of all required state and federal financial reports, which includes an annual \$50 fee to be paid to the Secretary of State by January 15 of each year.
- h. file the required information to obtain the CLUB's annual Certificate of Liability Insurance.

ARTICLE V
ELECTION, TERM OF OFFICE, RECALL AND VACANCY

A. ELECTIONS

1. A Nominating Committee of not more than five members shall be appointed by the Executive Board in September.
 - a. The Parliamentarian shall call the first meeting of the Nominating Committee, conduct the election of the Committee Chair, give instructions, then leave – unless he or she is a member.
 - b. The consent of each nominee for elected office shall be secured before his or her name is placed on the slate.
 - c. The Committee shall select at least one candidate for each elected office. All nominees shall be members in good standing.
 - d. The Nominating Committee shall notify the membership in advance of the November election meeting through a notice in the November newsletter.
2. The Nominating Committee shall present the slate of officers at the November meeting. Nominations may be made from the floor, after which time the election will be held by written ballot. If there is only one candidate for any office, that election may be held by voice vote. All officers shall be elected by a majority of those present and voting.

B. TERM OF OFFICE

1. The term of office for elected officers shall be for one year, beginning at the time of installation or a December meeting. Each officer shall hold office until resignation, recall, a successor assumes office or CLUB membership is terminated.
2. A member may serve no more than three consecutive terms in any one position unless the position remains vacant at the time elections are held in November.

C. RECALL

An officer may be recalled at any executive session of a regular meeting (limited to CLUB members) by affirmative vote of two-thirds of the members present and voting by written ballot, provided that:

1. the grounds for the proposed recall shall be presented in writing at an executive session of a regular meeting.
2. a written text of the grounds for the proposed recall shall be mailed or emailed to each CLUB member at least ten days prior to the next regular meeting.
3. the subject of the proposed recall shall be allowed five minutes to make a presentation on his or her behalf in the executive session of the meeting in which the vote takes place.
4. prior to the recall vote, the proposed recall shall be opened to debate.

D. VACANCY

A vacancy shall occur in an office in the event of death, recall, resignation, inability to perform duties, or unexcused absence from three consecutive meetings. A voluntary resignation shall be done either in person at a regularly scheduled E-Board meeting or submitted in writing and sent to the E-Board by US mail or E-mail. The Executive Board may appoint a temporary officer until the next regular meeting when a replacement shall be elected by written ballot from nominations from the floor. Written notice of such election shall be given to all members ten days in advance of the regular meeting at which the election will take place. If there is only one candidate for an office, that election may be held by voice vote.

ARTICLE VI **EXECUTIVE BOARD**

A. MEMBERSHIP

The elected officers of the CLUB are known collectively as, and comprise the voting members of the Executive Board. Standing Committee chairs and other appointees of the President (ARTICLE VII) may attend Executive Board meetings; they may participate in debate, but cannot make a motion or vote.

B. DUTIES AND RESPONSIBILITIES

The Executive Board shall:

1. administer the affairs of the CLUB in accordance with these Bylaws and policies adopted by the CLUB.
2. act on behalf of the CLUB between regular meetings with actions ratified at the next regular or special meeting.
3. propose and plan CLUB activities and programs and submit for CLUB action at appropriate regular or special meetings.
4. meet at least once monthly (except for December) at the call of the President or a majority of the Executive Board members; at least three days notice shall be given.
5. set the meeting time and place for regular and special meetings of the CLUB, according to the provisions of these Bylaws.
6. waive, defer or reduce membership dues on an individual basis as circumstances dictate. (See Article II.B and Article II.C.2.)
7. fill vacancies in elected and other offices by temporary appointments until the CLUB members elect replacements.
8. approve expenditures up to \$300, and be required to forward for CLUB approval all other CLUB expenditures at the next regular meeting.
9. create special committees as needed to carry out CLUB business and purposes.
10. remove any member from a committee for just cause, such as failure to perform assignments or obstruction of the committee's business.
11. propose and plan activities other than meetings (i.e., social functions, work parties) for the CLUB.
12. provide recommendations to the CLUB on policies and actions.
13. use, as necessary, current methods of electronic communication. No electronic communication among E-Board members or Committee members shall be disseminated outside the CLUB without E-Board approval.
14. conduct all business at regular monthly meetings or special meetings except in the case of an emergency that must be handled immediately, as defined in SR11.

C. QUORUM

A quorum of four CLUB Officers is required for the Executive Board to conduct business.

D. RIGHTS OF CLUB MEMBERS AND NON-CLUB MEMBERS TO ATTEND EXECUTIVE BOARD MEETINGS

Any CLUB member may attend a meeting of the Executive Board with the same rights as any non-voting Executive Board member. Non-club members with special expertise or resource skills may be invited to attend Executive Board meetings by the President.

ARTICLE VII **COMMITTEES AND OTHER APPOINTMENTS**

Revised May 6, 2010

The President shall appoint Standing Committee chairs and make other appointments as deemed necessary to accomplish the purpose and program of the CLUB (ARTICLE I).

A. STANDING COMMITTEES

1. Bylaws
2. Finance/Budget
3. Membership/Emeritus
4. Scholarship
5. Special Events/Fundraising
6. Voter Registration
7. Endorsement

B. APPOINTMENTS

1. Democratic Central Committee Representative and Alternate
2. Legislation Chair
3. Newsletter Chair
4. Parliamentarian
5. Program Chair
6. Publicity Chair
7. Social Chair
8. Telephone Tree Chair

C. SPECIAL COMMITTEES

The Executive Board may establish Special Committees it deems necessary to accomplish the purpose and program of the CLUB (ARTICLE I).

ARTICLE VIII
FINANCES

A. FISCAL YEAR

The fiscal year of this CLUB shall be January 1 through December 31.

B. EXPENDITURES

1. The mechanism for expenditure approval is stated in ARTICLE VIB.8.
2. All expenditures shall be paid by check or CLUB debit card.
3. The President or the Treasurer shall have the authority to sign checks.
4. If the CLUB is dissolved by a two-thirds vote of its members present and voting, the CLUB's assets shall be turned over to the Ventura County Democratic Central Committee.
5. Members may recommend expenditures at any meeting.

C. FINANCE COMMITTEE (AKA FINANCE/BUDGET STANDING COMMITTEE)

The Finance Committee, which shall include the Treasurer, is appointed by the President. The Executive Board may serve as the Finance Committee. The Finance Committee shall:

1. prepare an annual budget of proposed income and expenditures for the year and report the budget for approval no later than the regular February meeting.
2. prepare an annual financial report at the end of the year.

ARTICLE IX
NON-MEMBERS ADDRESSING THE CLUB

Non-members shall be allowed to address the CLUB if:

1. the non-member has been invited to speak by the President, Program Chair or the Executive Board.
2. a member at a regular or special meeting makes a motion to allow the non-member to speak and a majority of the members present and voting approve.

ARTICLE X
RESOLUTIONS

The CLUB may declare its position on any matter relating to the activities of the CLUB by a resolution at a regular or special meeting by two-thirds vote of the members present and voting, provided that:

1. notification containing the text of the resolution shall be provided to the Executive Board and the CLUB membership requesting that the resolution be adopted.
2. the Executive Board also approves.
3. the proposed resolution is in conformity with ARTICLE IV SECTION 8 of the California Democratic Party Bylaws and ARTICLE VIII.I of the Ventura County Democratic Central Committee Bylaws.

ARTICLE XI
ENDORSEMENTS

The CLUB may endorse candidates, measures or propositions at a Regular or Special Meeting of the CLUB. All eligible candidates for endorsement must be registered Democratic voters. This CLUB shall not in any way support or endorse a candidate who is not a registered Democrat. No endorsement may take place until the deadline for filing for that office has passed.

Endorsements shall be in accordance with the rules of the CDP, where applicable. An affirmative vote of 60% of the CLUB members present and voting is required for endorsement. The CLUB endorsement is void if an endorsed candidate withdraws.

ARTICLE XII

NON-DISCRIMINATION POLICY

A. PUBLIC MEETINGS

All public meetings at all levels of the Democratic Party shall be open to all members of the Democratic Party regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, disabilities as defined by the Americans with Disabilities Act of 1990, or economic status.

B. TESTS AND OATHS

No test for membership in, nor any oaths of loyalty to, the Democratic Party shall be required or used, which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, disabilities as defined by the Americans with Disabilities Act of 1990, or economic status.

C. NOTICE OF AGENDAS AND MEETINGS

All public meetings of the CLUB shall be publicly announced in a manner as to assure timely notice to all interested persons. Such meetings shall be held in places accessible to all CLUB members and large enough to accommodate all interested persons.

D. REGISTRATION

The Democratic Party, on all levels, should support the broadest possible registration without discrimination on grounds of race, color, creed national origin, sex, age, religion, ethnic identity, sexual orientation, disabilities as defined by the Americans with Disabilities Act of 1990, or economic status.

ARTICLE XIII **AMENDMENT OR REVISION**

A. BYLAWS

1. Proposed amendment(s) or revision shall be presented orally and in writing at a regular Executive Board meeting.
2. Notification and text of the proposed amendment(s) or revision shall be distributed to each voting member a minimum of 14 days before the regular or special meeting as which the proposed amendment(s) or revision will be considered.
3. Proposed amendment(s) or revision shall be presented orally and in writing at the regular or special meeting.
4. An affirmative vote of two-thirds of the membership present and voting shall be required for approval of the proposed amendment(s) or revision.
5. The current approved copy of the Bylaws shall be posted on the CLUB website.

B. STANDING RULES

Revised May 6, 2010

1. Proposed amendment(s) shall be presented orally and in writing at a regular or special meeting. Previous notice is not necessary.
2. An affirmative vote of the majority of the members present and voting is required for approval.
3. The current approved copy of the Standing Rules shall be posted on the CLUB website.