

## STANDING RULES OF THE DEMOCRATIC CLUB OF CAMARILLO

The Standing Rules of the Democratic Club of Camarillo supplement the Bylaws of the CLUB. Standing Rules establish policies relating to the details of the administration of the CLUB and may be adopted, amended or rescinded by majority vote at any regular or special CLUB meeting without previous notice. Each Standing Rule references an ARTICLE of the Bylaws. The CLUB Standing Rules are posted together with the CLUB Bylaws on the DCC website.

### **SR1 Name, Purpose and Governing Rules (ARTICLE I)**

SR1-1 The Democratic Club of Camarillo (DCC) is the legal name of the CLUB, which is the official voice of the Democratic Party in Camarillo.

SR1-2 The CLUB is chartered by the Ventura County Democratic Central Committee (VCDCC) a.k.a. The Ventura County Democratic Party (VCDP). The charter is renewed in March 1 each year. The amount of dues is determined by the VCDCC.

SR1-3 The official website of the DCC is [www.democraticclubofcamarillo.com](http://www.democraticclubofcamarillo.com). The DCC Webmaster administers it.

### **SR2 Membership (ARTICLE II)**

SR2-1 Dues and Membership Status

SR2-2-1 The amount of annual dues, which will take effect on January 1, 2014, is:

- \$25.00 Individual dues
- \$35.00 Couple/family
- \$20.00 Seniors
- \$25.00 Senior couple
- 

SR2-3-2 Membership dues paid after October 1 will cover the following year.

### **SR3 Meetings (ARTICLE III)**

SR3-1 Regular Meetings are held on the first Thursday of the month at 7:00 p.m. at the Orchid Building, UFCW Hall, 816 Camarillo Springs Road, Camarillo, unless otherwise noted.

SR3-2 The Installation of Officers and/or Holiday Party may be held in December.

### **SR4 Executive Board (ARTICLE VI)**

SR4-1 Regular Executive Board meetings are held on the third Thursday, January through November, at 6:30 p.m. at a location to be designated by the President.

SR4-2 Electronic Executive Board Meetings: Per Article VI.B.14, if an emergency occurs (defined as a situation in which lack of action or a decision would adversely affect the purpose of the CLUB), the Executive Board may hold an e-mail meeting.

SR4-2-1 The President or secretary notifies members by e-mail as soon as the emergency is defined, detailing the topic/motion and stating a time for the interchange of e-mails and a time limit for debate. A quorum is defined. Non-voting members of the Executive Board may participate without a vote.

SR4-2-2 Participants use "reply all."

SR4-2-3 The President restates the motion prior to a vote and assigns a time limit for voting “in favor” or “opposed.”

SR4-2-4 The President restates the results of the vote.

SR4-2-5 The secretary or an appointed note taker sends the minutes of the e-mail meeting to members of the Executive Board. The minutes are approved at the next Executive Board meeting.

**SR5 Standing Committees are permanent committees. (ARTICLE VII)**

SR5-1 The CLUB Chair appoints Standing Committee chairs, who are CLUB members.

SR5-2 Unless otherwise stated in the Bylaws, a Standing Committee chair appoints committee members, who are registered Democrats.

SR5-3 The first newsletter following the election of officers lists the Standing Committees with contact phone numbers.

SR5-4 A Standing Committee develops its own operating policies consistent with CLUB Bylaws and Standing Rules.

SR5-5 A Standing Committee chair may request time to report at a regular meeting of the CLUB. If a report is made, a written copy will be filed with the CLUB secretary.

**SR6A Duties of Standing Committees: (ARTICLE VII – Section A)**

SR 6A-1 Bylaws Committee

SR6A-1-1 Reviews CLUB Bylaws and Standing Rules for possible changes in January of each year.

SR6A-1-2 Presents amendments or revisions to the CLUB for action.

SR6A-2 Finance/Budget Committee

SR6A-2-1 Consists of up to five members including the CLUB treasurer.

SR6A-3 Membership/Emeritus Committee

SR6A-3-1 Emeritus member defined:

SR6-3-1-1 Active service to the DCC for a minimum of ten years.

SR6-3-1-2 Eligibility determined by Committee following receipt from DCC members of nomination(s) no later than November 1.

SR6-3-1-2 Recognized at December meeting.

SR6-3-1-3 Retains all rights of membership.

SR6-3-1-4 Exempt from paying CLUB dues. (SR2)

SR6A-4 Scholarship Committee

SR6A-4-1 Determines recipients to be awarded annual scholarships at local high schools. The amount of each scholarship is determined by the Scholarship and Budget Committees.

**SR6B Duties of Appointees: (ARTICLE VII – Section B)**

SR6B-1 Effective in January each year, the Democratic Central Committee Representative is the Club President or appointee. The Club President appoints an alternate.

SR6B-2 The Newsletter Chair will distribute a monthly newsletter.

SR6B-3 The Parliamentarian will have a copy of the DCC Bylaws, Standing Rules and RONR available at each regular, E-board or special meeting.

SR6B-4 The Publicity Chair will coordinate all press releases with the CLUB President.

SR6B-5 The Social Chair will provide refreshments for CLUB meetings.

Adopted 11/4/10; Amended: 10/3/13

SR6B-6 The Adopt-A-Poll Chair will recruit CLUB members or Democrats beginning two months prior to state, national and special elections and coordinate all efforts.

SR6B-7 The Web Master will maintain the DCC website and confer with the CLUB President on its contents.

**SR7 Finances (ARTICLE VIII)**

SR7-1 Members wishing to make recommended expenditures at an E-Board, regular or special meeting will notify the CLUB President at least 48 hours prior to the meeting and prepare the motion(s) in writing with sufficient copies for all voting members. In addition, the member will document the impact on the DCC budget in writing with sufficient copies for all voting members. Copies will be prepared at the expense of the member making the recommendation.

**SR8 Endorsements (ARTICLE XI)**

SR8-1 An Endorsement Committee Chair will be appointed by the President in accordance with Article VII. In accordance with SR5, an Endorsement Committee will be appointed.

SR8-2 The Endorsement Committee, aka the EC, will conduct its business in accordance with the following approved procedures.

SR8-3 Democratic Club of Camarillo Endorsement Procedures

1. The Chair of the CLUB EC will select from three to five members to assist in the endorsement process.
2. A list will be made of possible Democratic candidates running for partisan and nonpartisan office who live in Camarillo. Party affiliation will be verified. Additional candidates who have been selected as nominees of the California Democratic Party, and who do not live in Camarillo, may be included by a majority vote of the EC.
3. Prospective endorsees will be contacted to find out if they wish to be considered for endorsement by the CLUB. The CLUB Endorsement Application will be sent upon request.
4. Following receipt of a completed application by the EC, an interview will be scheduled, which may take place in person or by telephone. The interview may be waived for a Democratic candidate seeking reelection by a majority vote of the EC present and voting.
5. Following the interview process, the EC will, by a 60% majority of the members present and voting, make a recommendation. The recommendation shall be: 1) Yes; 2)No; or 3) No recommendation.
6. The EC will communicate its results to the next Regular or Special Meeting of the CLUB. Candidates may have an opportunity to speak for up to two minutes. A 60% vote by the membership of those present and voting shall decide which candidates are endorsed.
7. Ballot measures up for consideration in the November General Election may be endorsed in the same manner as candidates.