

Feather River Democratic Club Bylaws

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**FEATHER RIVER DEMOCRATIC CLUB
BYLAWS**

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ARTICLE I. NAME

The name of this organization shall be the Feather River Democratic Club.

ARTICLE II. PURPOSE

- A. The Feather River Democratic Club (hereinafter referred to as the Club) shall focus its efforts on advancing the goals of the Democratic Party (hereinafter called the Party) through public policy and political issue analysis, education, fund-raising, recruitment, registration, voter turn-out, coordination with other Democratic groups, and other activities to benefit the Party.
- B. Giving special attention to fund-raising, recruitment, registration, and voter turn-out to increase the number of Democratic candidates elected at the local, state, and federal elections, the Club shall develop an annual plan evaluated by the membership at least once every six months.

ARTICLE III. REGION

The Club's service area shall include Sutter County and surrounding areas as shall best serve the purposes of the Club.

ARTICLE IV. AFFILIATION

- A. The Club is affiliated with the Sutter County Democratic Central Committee (SCDCC) and was duly chartered on February 5, 2009.
- B. As a chartered and affiliate Club of the SCDCC, the Club shall comply with the Bylaws of the SCDCC and the California Democratic Party, as they apply to fully chartered local affiliates.
- C. Whenever possible, the Club shall be represented at meetings of the California Democratic Party, any Assembly District Committee meetings at which it may be entitled to membership, and at meetings of the California Democratic Council. A person may serve as representative to more than one outside body if the club membership approves.

ARTICLE V. MEMBERSHIP

- A. Qualifications: Any individual qualifies for Club membership if he or she
 1. Is a registered Democrat, or
 2. Is ineligible to vote (due to minority, non-residency, or other legal impediment) but pledges to register as a Democrat when eligibility is attained, and
 3. Supports the purpose of the Club as stated in Article II, above.
- B. This organization does not require or use any test of membership or oath of loyalty which has the effect of requiring prospective or current members to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, physical ability, sex, age, religion, ethnic identity, sexual orientation or economic status.

- C. Member in good standing: A qualified individual shall be considered a member in good standing if he or she
 - 1. Qualifies for Club membership and voting as defined herein,
 - 2. Has attended at least one meeting prior to being eligible to vote, and
 - 3. Has paid all dues or the dues have been waived per Article VI, Section C.
- D. Voting: All members shall have one vote; votes by proxies are not allowed.

ARTICLE VI. DUES

- A. Each member shall pay dues on an annual basis, as follows:

Individual	\$25
Household	\$35
Senior (over age 65)	\$15
Student (Full time)	\$10
- B. Annual dues are due on January 1 and payable by January 31 of each calendar year and shall be prorated semi-annually for members joining after June 1.
- C. Members may request a waiver of dues, and if the majority of the Executive Committee grants the waiver, such members shall have voting rights.

ARTICLE VII. MEETINGS

- A. Regular Meetings:
 - 1. The Club shall hold regular monthly meetings on such day, time, and location as the membership may determine from time to time.
 - 2. Regular meetings shall not be canceled more than three times within any calendar year, nor shall more than two regular meetings be cancelled in succession.
- B. Special Meetings:
 - 1. Special meetings may be called by the Chair at any time, on notice as specified below.
 - 2. In the absence of the Chair, any two officers may call a special meeting, on notice as specified below.
- C. Notice of Meetings:
 - 1. Notice of regular or special meetings shall be given at least seven days in advance to all active members and in any manner as follows:
 - a. Notice in writing by US mail or hand delivered,
 - b. Notice in writing by e-mail,
 - c. Notice by telephone call or recorded message.
 - 2. Such notice must include the date, time, and place of the meeting.
- D. Rules for Meetings
 - 1. The Club shall use the newly revised *Roberts Rules of Order* to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these Bylaws.
 - 2. A quorum for any official meeting of the Club shall be 15 percent (15%) of the total membership, or ten members, whichever is smaller; the secretary shall determine the total membership as of 24 hours before the meeting.
 - 3. Privilege of the floor may be granted by the Chair or presiding officer in the absence of the Chair.

4. Unless otherwise specified in these Bylaws, the Club may adopt events and conduct regular business with a vote of 50 percent plus one (50%+1) of the members present at any meeting.
5. The Club may pass resolutions not related to endorsements with a vote of two-thirds (2/3) of those present and voting at any meeting.
6. A process to consider the endorsement of candidates and resolutions to endorse initiatives, propositions, and referendums must be approved prior to any suggestion of endorsements.
 - a. If the discussion of an endorsement process is noticed in the meeting agenda, such process must be approved by at least 2/3 (two-thirds) vote of those present and voting at any meeting.
 - b. If the discussion of an endorsement process is brought up from the floor as New Business, such process must be approved by at least three-fourths of those present and voting at any meeting.
 - c. Under no circumstances may the Club consider the endorsement of a candidate for public office who is not registered with the Democratic Party or who is running against an endorsed candidate of the Democratic Party.
 - d. The minimum threshold for endorsement in a race with multiple Democratic candidates is two-thirds (2/3) of the members present and voting. "No Endorsement" shall be an option on each ballot and shall be counted toward the total.
 - e. Resolutions to endorse or oppose any state ballot proposition, initiative, or referendum and resolutions to support or remain neutral in a recall election, shall require two-thirds (2/3) vote of the members present at a meeting. "Remain Neutral" shall be an option and shall be counted toward the total.
7. The Club may suspend specific portions of these Bylaws and/or *Roberts Rules of Order* for purpose of emergency business by two-thirds (2/3) vote of the membership present at a meeting unless the item to be suspended calls for a higher percentage. In such case, the percent specified in that portion of the Bylaws shall be required to suspend that text. The motion to suspend shall call out the particular section of the Bylaws proposed to be suspended.

ARTICLE VIII. OFFICERS AND DUTIES

- A. Club officers shall consist of Chair, Vice-Chair, Secretary, Treasurer, and Parliamentarian.
 1. Officers shall be elected annually and serve a one-year term of office.
 2. Nominations and elections of officers shall be held in November of each year. Every member of good standing shall have the right to nominate and vote. No member shall be nominated if not present unless ill or having an emergency.
 3. Elections shall be held during the November meeting by secret ballot. All officers shall be installed at the January meeting.
- B. The Chair shall
 1. Officiate at all meetings of the Club and Executive Committee;
 2. Serve as ex-officio member of all committees;
 3. Appoint Committee Chairs in January and as needed;

4. Coordinate activities in keeping with the decisions of the Executive Committee and Regular Meetings;
 5. Notify members of time and place of meetings as well as set the agenda;
 6. Appoint liaison to Democratic Central Committee (DCC);
 7. May appoint Club members to serve in other capacities as needed.
- C. The Vice-Chair shall
1. Assist the Chair in all of his/her duties;
 2. Perform the duties of the Chair in his/her absence;
 3. Chair the Membership Committee;
 4. Contact potential new members and give them membership applications;
 5. Collect completed membership applications and the new members' dues;
 6. Give new members a New Membership Packet.
- E. The Secretary shall
1. Keep the minutes of all Regular and Executive Committee meetings and distribute the minutes to the members at the Club's next Regular Meeting;
 2. Maintain membership roll;
 3. Maintain a file of all Club correspondence and the formal reports of committees.
- F. The Treasurer shall
1. Receive, record, and deposit all funds into the Club's bank account; if circumstances prevent the Treasurer from receiving, recording, and depositing funds into the Club's bank account, another Officer shall perform this task; money deposited into this account may be withdrawn only by checks signed and countersigned by two (2) Officers;
 2. Disburse funds, as authorized, and keep permanent records of receipts and disbursements;
 3. Receive and maintain banking records and reconcile Club accounts with bank records;
 4. Present a Treasurer's report monthly at the Regular Meeting;
 5. Make records available for audit when requested by a vote of the membership or Executive Committee;
 6. Be responsible for preparing, filing, and maintaining financial records and reports required by the Federal Elections Commission, the California Fair Political Practices Commission, the Internal Revenue Service, and any other reports required by law.
- G. The Parliamentarian shall
1. Have those duties usually performed by such officer and such other duties as the Chair, the Executive Board, or the Feather River Democratic Club may assign;
 2. At the request of the Chair or a member, render an opinion on all questions pertaining to these Bylaws and the procedures of this club when requested;
 3. Keep a current copy of the Bylaws, update any revisions of and additions to the Bylaws, and distribute copies of the revised Bylaws to the members as needed.
- H. The Executive Committee shall consist of all the Officers of the Club and shall meet monthly as needed prior to the Regular Meeting to discuss items to present to the membership, prepare the agenda, and appoint committee chairs as needed.

1. The Executive Committee shall have all the powers and duties of the Club membership when it is not in session.
2. A special session of the Executive Committee may be called by the Chair or two or more members of the Executive Committee giving 24 hours advance notice of time and place.
- I. Whenever possible, the Club shall be represented at meetings of the SCDCC, any Assembly District Committee or regional group that the Club may join, and the California Democratic Council. A person may serve as a representative to more than one outside body if the Club membership approves.
- J. Officer Vacancy
 1. In the event of a vacancy in the office of Chair, the Vice-Chair shall assume the responsibilities of the Chair until the office is filled by an election. The vacancy shall be filled by a vote of the Membership at the next meeting for which due notice can be given and the Chair installed immediately upon election.
 2. In the event of a vacancy in any office other than Chair, the vacancy shall be filled by a vote of the Membership at the next meeting for which due notice can be given and the officer installed immediately upon election.
 3. In the case of an Officer removed by a two-thirds vote of the members, the members shall immediately nominate candidates and vote to fill the vacancy during the same meeting the removal vote was decided.

ARTICLE IX. COMMITTEES

- A. The following will be Permanent Standing Committees of the Club: Budget and Finance, Community and Service, Fundraising, Membership, Publicity, and Voter Registration.
- B. Strategic Planning Committee: This committee shall be responsible for proposing an annual strategic plan to the Club at the January meeting each year and for advising the Club on matters relating to achievement of the plan's goals.
- C. The Budget and Finance Committee: All Club officers are members of the Budget and Finance Committee. It shall advise the Club on all matters relating to raising and expending funds. The Budget and Finance Committee shall propose an annual budget to the Club at the February meeting.
- D. Community and Service Committee: This committee assists members of the Community, if possible, and identifies areas and organizations worthy of support.
- E. Fundraising Committee: This committee shall plan, organize, and hold events to raise money to support the Club and its activities.
- F. The Membership Committee: This committee shall maintain and increase the membership of the Club and facilitate new and existing members' participation. The Vice-Chair shall be the Chair of this committee.
- G. The Publicity Committee: This committee shall publicize Club news and events in local outlets.
- H. The Voter Registration (GOTV) Committee: This committee shall schedule and coordinate voter registration drives. All Club members shall be members of this committee.
- I. The Chair may establish *Ad Hoc* Committees from time to time as necessary to carry out the Club's purposes.

ARTICLE X. BUDGET AND FINANCE

- A. Budget:
 1. The Budget and Finance Committee shall prepare an annual budget to the Club for approval in February.
 2. Each Standing Committee shall submit a projection of its expenses to the Budget and Finance Committee in January.
- B. Expenditures:
 1. The Treasurer shall pay all approved budgeted bills and appropriations without further authorization. The Treasurer shall report all such expenditures at the next Club meeting.
 2. No expenditures shall be made from the general fund except as provided in the budget. Any unbudgeted expenditures must be approved by Club membership prior to payment.
 3. The Chair, Treasurer, Vice-Chair, Secretary, and Parliamentarian shall be signatories on the Club bank account; all checks require two (2) signatures by two (2) Officers.
 4. No member of the Club shall make any financial commitment involving the expenditure of this Club's funds other than those provided herein unless such person has been so authorized by a motion made and passed by a vote of two-thirds (2/3) of the members specifically authorizing such expenditure or commitment. Violation of this provision shall constitute grounds for termination of the member's membership. Any member of the Club may file the charges.
 5. On a vote of fifty percent plus 1 (50%+1), the Executive Committee may approve an expenditure that is \$100 or less for a Club activity, item, or event.
- C. Receipts: All funds received from membership fees, donations, or sale of tickets or other items in connection with the activities of any committee or member of the Club shall be deposited into the Club's bank account.

ARTICLE XI. TERMINATION AND REMOVAL

- A. Voluntary Termination: Members and Officers may terminate their membership voluntarily.
- B. Termination for Failure to Pay Dues:
 1. The Treasurer shall notify the Executive Committee of a member's non payment of dues after delinquent 60 days.
 2. The Treasurer shall send via Certified Mail a letter to the member stating the amount owed and that if the amount is not paid within thirty days of receipt of the notice, his or her membership is automatically terminated.
 3. If the dues set forth in the notice are not paid within the thirty days, the member's membership shall be terminated, and the member will be notified in writing.
- C. Termination of Membership and Removal from Office for Additional Cause:
 1. Additional causes for termination of membership and removal of an officer include the following:
 - a. Ceases to be a registered Democrat and is not exempted by Article V, Section A-2;
 - b. Affiliates with or publicly avows preference for another political party;

- c. Publicly advocates that voters should not vote for nominees of the Democratic Party or publicly avows a preference for a candidate who opposes a nominee of the Democratic Party;
 - d. Affiliates with an organization that the Club or Democratic Party finds is repugnant to the principles of the Democratic Party;
 - e. Acts in violation of local, state, or federal laws or regulations;
 - f. Knowingly enrolls a person registered as anything other than a member of the Democratic Party as a voting member of the Club;
 - g. Transfers funds from the Club's bank account into an account of a non-Democratic candidate running for an elective office;
 - h. Fails to perform his or duties as an Officer of the Club.
2. A petition for termination of membership or removal of an Officer must be in writing, signed by at least five members in good standing, state the alleged grounds for termination or removal, and be delivered to either the Chair or Secretary and the member or Officer at least two weeks prior to the next Regular Meeting.
 3. Upon receipt of such a petition, the members of the Club shall be informed and the petition placed on the agenda of the next Regular Meeting.
 4. At said Regular Meeting, the member or Officer shall be afforded an opportunity to respond to the alleged charges.
 5. Removal of any member or Officer shall require a two-thirds (2/3) vote of the members present by secret ballot.
 6. If an Officer is approved for removal, the nomination of candidates and election of an Officer to fill the vacant position shall commence immediately after the vote for removal at the meeting as per Article VIII, Section I Vacancies, Sub-section 3.

ARTICLE XII. AMENDMENTS

- A. These Bylaws may be amended by the members in any Regular Meeting, provided that such amendments be placed on the agenda at least thirty days prior to such meeting to allow for notice to all members.
- B. A proposal for amendment shall be in writing, signed by at least three members in good standing and shall require a two-thirds (2/3) vote of the members in attendance to be approved. An approved amendment shall take force immediately.

AMENDED AND ADOPTED THIS 21st DAY OF MAY 2015

CERTIFIED BY: _____
SECRETARY, CLUB