

**Revision G
(5/8/23)**

**Tri Counties Democratic Club
By-Laws**

ARTICLE I

NAME

The name of this organization shall be the TRI COUNTIES DEMOCRATIC CLUB

ARTICLE II

DEFINITION AND PURPOSE

It shall be the purpose of this organization:

1. to promote, support and conduct political campaigns in the Diamond Bar area and portions of the surrounding counties of Los Angeles, Orange and San Bernardino, California for the nominees of the Democratic Party;
2. to support and conduct campaigns to pass or reject ballot propositions as recommended by the Democratic Party or as selected by the membership when the Party has made no recommendation;
3. to inform members and the public of local, national and international issues, and of candidates, and of Party positions;
4. to communicate to county, state and national organizations of the Democratic Party and to the wider public the views of Democrats in the local community concerning political issues
5. to cooperate with all other duly recognized Democratic Party organizations;
6. to raise money to aid Democratic campaigns and fund area Democratic activities;
7. to publicize activities and to build its membership from registered Democrats from within the area; and
8. to coordinate Democratic functions within the local districts.

ARTICLE III

MEMBERSHIP

1. Each member is a registered Democrat or a person who is devoted to the principles of the Democratic Party but is ineligible to register as a voter at this time. Any such ineligible person shall have expressed the intent to register as a Democrat immediately upon becoming eligible. Membership shall be available to any of the above persons who pays the established dues, regardless of race, color, creed, national origin, gender, age, religion, ethnic identity, sexual orientation or economic status.
2. A "member in good standing" is any member who;
 - a. Has affirmatively applied for membership.
 - b. Has paid annual dues within the rules specified in ARTICLE IX, Section A of these By-Laws.

3. A member is removed from the club roster for non-payment of dues by the date required in the Bylaws, or for publicly endorsing or financially supporting other than an endorsed Democratic in any election.

ARTICLE IV

MEETINGS

Regular meetings normally shall convene every month, and special meetings shall be convened on the call of the President and/or the Executive Committee. There will no meeting scheduled for months of July and August, unless called by the President or Executive Committee.

GENERAL POLICIES

All public meetings of the membership shall be open to all persons regardless of race, color, creed, national origin, gender, age, religion, ethnic identity, sexual orientation or economic status. Any disruptive person may be asked to leave.

The time and place for all meetings of the membership shall be communicated fully and in such manner as to ensure ten (10) days written notice to all interested persons. Such meetings shall be held in places accessible to the membership, including the disabled and large enough to accommodate all interested persons.

Special meetings may be called by the President at any time, on notice as specified below. In the absence of the President, any two officers may call a special meeting, on notice as specified below.

1. Notice in writing by US mail, notice in writing by e-mail or telephone message.
2. Notice of the meeting shall be deemed sufficient by any manner specified above if such notice includes the date, time and place of the meeting and is calculated to be received at least two weeks prior to the meeting.

All members shall adhere to the attached club Policy Against Harassment and Workplace Violence.

The club shall maintain regular communication with the Los Angeles County Democratic Party by mailing a copy of its correspondence to the LACDP office and by sending notice of events and meetings to:

The Chair of the LACDP;

All members of the Club's Assembly District delegation consistent and appropriate with the latest legislative apportionment.

The Co-Chairs of the LACDP Organization Committee.

ARTICLE V

OFFICERS

The officers of this organization shall be a President, two Vice Presidents, a Recording Secretary, a Corresponding Secretary, a Treasurer, and a Parliamentarian all of whom shall be elected by the membership. All officers shall serve for a term of two (2) consecutive years. With cause, terms of any officer may be altered by a majority of the Executive Committee, and ratified by a majority vote of the membership present and voting at a meeting at which a quorum is present. The membership must be given 30 days' notice of any vote to change terms of service.

POWERS AND RESPONSIBILITIES OF OFFICERS

1. **President:** a) shall be the principal executive officer and the official spokesperson for this organization and assume all powers immediately upon election; b) shall represent the organization consistent with the purposes and values of the California Democratic Party; c) shall preside over meetings of the Executive Committee and Membership Meetings consistent with Robert's Rules of Order; d) may call special meetings; e) shall appoint committees; f) shall assign additional duties to standing officers and committee chairs as appropriate.
2. **First Vice-President:** a) shall oversee the day-to-day operations and management of the organization; b) shall facilitate the recruitment of new members; c) shall facilitate the integration of the organization with on-goings campaigns, locally and state wide; d) shall, in the absence, resignation, or removal of the President, assume the duties of that office.
3. **Second Vice-President:** a) shall be responsible for the monthly meeting programs that facilitate the education and motivation of the membership; b) shall arrange venues for the meetings and programs; c) shall facilitate the Leadership Development Committee; d) shall, in the absence, resignation, or removal of the President and the Vice-President, assume the duties of the President.
4. **Recording Secretary:** a) shall provide minutes of all Executive and Membership meeting within 30 days of each.
5. **Corresponding/Membership Secretary:** a) shall direct all written communications within and external to the organization, including notices of all regular meetings consistent with the rules and guidelines as outlined in Article IV and VI of these By-Laws; b) shall in coordination with the Treasurer, maintain a current, valid membership roster consistent with rules and guidelines outlined in Article III of these By-Laws.
6. **Treasurer:** a) shall take custody of all funds directly or indirectly raised or received by this organization; b) shall open and maintain bank account(s) for the deposit of funds and shall make disbursements at the direction of the Executive Committee; c) shall be responsible for regular reports of the activities of the Treasury to the Executive Committee and to the membership, and also to other agencies, as required.
7. **Parliamentarian:** a) shall maintain order at all time, maintain procedures according to Robert's Rules of Order, perform other duties assigned by the President, and take care of the club banner.

ARTICLE VI

EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

A. EXECUTIVE BOARD

There shall be an Executive Board, which shall consist of all the elected Officers and the former President ex-officio, as enumerated within these By-Laws. The Executive Board's powers and duties are within the definition and purpose of this organization and The Democratic Party.

The Executive Board has the authority to convene in closed session.

The Executive Board shall convene upon the call of the President or of a majority of the elected officers.

Proper notice of Executive Board meetings shall be the responsibility of the President but may be delegated to another officer. Notice shall be given not less than five (5) days prior to the meeting date.

The Executive Board shall have all the powers and duties of this organization when the membership is not in session.

B. EXECUTIVE COMMITTEE

The Executive Board at its discretion may create an Executive Committee, which shall consist of the elected officers, the chairs of the standing committees, the most recent former President ex-officio, and members of the Committee who are appointed by the President and subsequently approved by the membership. Appointments to the Committee are for a one (1) year term.

The powers and duties of the Executive Committee are to serve as a committee in support of the Board and membership for the purpose and definition of this organization and the Democratic Party. Appointed members must have an operational function in the Club.

The standing committees and their chairs shall be designated by the President, approved by the Executive Committee, and subsequently approved by the membership.

One of these standing committees shall be a Leadership Development Committee which shall seek out and prepare leaders, both in the Club and in the Party, and shall assist in the Club nominations process.

Regular meetings of the Executive Committee shall convene at least once every two months. Special meetings shall convene upon the call of the President or of a majority of the elected officers.

The President shall act as the Chair of the Executive Committee and of the Executive Board, and the Secretary shall act as the Secretary of the Executive Committee and of the Executive Board.

Proper notice of the Executive Committee meetings shall be the responsibility of the President but may be delegated to another officer. They shall be given not less than five (5) days prior to the meeting date.

ARTICLE VII

ELECTION OF OFFICERS

A. ELIGIBILITY FOR OFFICE

A member of the Club who is nominated for office must be a registered Democrat, have been a member of the Club for at least one year, have paid current dues and be a member in good standing as determined by Art. III, sec. 2.

B. NOMINATION OF CANDIDATES

An Election Committee of three to five members to supervise nominations and election of new officers shall be recruited in January of each odd numbered year. The Committee shall be volunteers from the membership, the chairman being a retiring officer or a senior club member of two or more years.

The Election Committee shall solicit and suggest nominations from the membership and present a preliminary slate of candidates at the February meeting, a slate which may be supplemented by nominations from the floor. After all nominations have been solicited, upon a vote of a majority of the membership, the ballot is declared finalized and prepared for voting by the election Committee at the March meeting.

A nominee to any office of this club must have agreed to serve in that capacity either orally or at the time of nomination or in writing after the February meeting in order to be included on the official ballot.

C. ELECTION

All officers shall be elected by secret ballot at the March meeting of the Club in odd numbered years and shall take office upon election. They shall serve for a term of two (2) consecutive years. A member shall be eligible to vote for an officer if such member has paid dues for the election year and has been a member in good standing for at least 60 days prior to the date of the election.

A candidate is elected to office by a majority of votes cast at that election.

ARTICLE VIII

REMOVAL AND VACANCY

A. REMOVAL

Any officer or appointed Executive Committee member may be removed by a two-thirds (2/3) vote, by secret ballot, of a quorum of the club members present at a regular or special meeting after due notice has been given to the respondent and membership. Due notice shall consist of notice of the coming vote at least one (1) month in advance. Prior to the vote, the respondent shall be afforded an opportunity to appear before said meeting and to respond to the complaint(s) giving rise to the proposed removal.

Any appointed Executive Committee member may also be removed by the President at his/her sole discretion.

B. VACANCY

In case of the death, resignation or removal of any elected officer, such vacancy shall be filled by a special election. Nominations shall be made from the floor and voting by secret ballot shall take place subsequent to the nomination after due notice has been given to the general membership at least one (1) month in advance. The person receiving the majority of votes cast shall be declared elected.

ARTICLE IX

DUES AND EXPENDITURES

A. DUES

Dues shall be proposed by a majority vote of the Executive Board and shall be approved by a majority vote of the membership present at a regular meeting upon due notice. Due notice shall consist of notice of the coming vote at least one (1) month in advance. In case of financial hardship, a member's dues shall be waived by the Executive Board. Dues are due and payable in January of each year. A grace period of 60 days with no membership limitations shall be granted to every member for the renewal of their dues. New members who pay dues the last two months of a calendar year will be granted full credit for the following year.

B. EXPENDITURES

All expenditures must be approved by the Executive Board. No motion to spend club funds shall be in order at a general membership meeting without prior approval by the Executive Board and advance notice to the membership.

No expenditure may be made to support a non-Democratic candidate for public office.

The Executive Committee may grant the President a Discretionary Fund of a specific amount to meet club expenditures.

ARTICLE X

Participation in California Democratic Party (CDP) Endorsement Process

1. Club representatives to the California Democratic Party Pre-Endorsing Conferences shall be allowed as follows: one representative, resident in the Assembly District and duly registered as a member of the Democratic Party of California, for each full (not fraction thereof) 20 members in good standing registered to vote in the Assembly District who are listed on the roster submitted to Los Angeles 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.
2. Only members in good standing as of the July 1 deadline who are duly registered as a member of the Democratic Party of California will be included in the roster submitted for purposes of participation in the California Democratic Party endorsement process. The status of such members shall be certified by the Club's President, Secretary, or Treasurer.
3. The Club's representatives to the CDP Pre-Endorsement Conference may only be from the same roster described above. The overall list of representatives shall be equally apportioned between men and women, to the extent possible.
4. Said representatives shall be selected by majority vote of the Executive Board.

ARTICLE XI

PROCEDURES FOR ENDORSEMENT OF CANDIDATES AND POSITIONS

A. ENDORSEMENT OF CANDIDATES

This organization may endorse candidates for public elected office - federal, state and local, including nonpartisan - as permitted by the rules of the California State Democratic Party. The following rules and procedures must be followed:

1. The candidate must be a registered Democrat.
2. Those voting must have been members of the Club for at least two months.
3. Notice of the meeting (and the endorsements) at which the voting will take place must be at least seven days for the candidates and the normal meeting notice time for the voters. Proxies will not be accepted.

4. The candidates must be given an opportunity to appear before the voting members and/or an interview committee, with fair rules set for their appearances.
5. A 60% majority vote of the eligible members present and voting at a meeting at which a quorum is present is required for endorsement. If 60% is not achieved in the first ballot, then all candidates receiving 20% or more of the vote shall appear on a second ballot. If no candidate receives 60% on the second ballot then all candidates receiving 20% or more of the vote shall appear on a third ballot. If no candidate receives 60% of the third ballot, then balloting shall cease. In the event no candidate is endorsed it shall be deemed a position of "No Consensus". On each ballot there shall be included the option of "no endorsement". No more than three ballots (or votes) shall be held.
6. All votes shall be on written, secret ballots and shall be counted immediately in the room. The ballots shall then be put in a sealed envelope, with signatures across the seal, and kept by the Secretary for one year. A ballot not recording either an endorsement or a vote for "no endorsement" shall be counted as an abstention and will not be counted as part of the number from which the 60% must be won. In the counting of votes, there shall be a distinction between "no endorsement" (in which 60% voted for "no endorsement") and "failure to endorse" (in which no 60% was achieved).

B. ENDORSEMENT OF POSITIONS

This organization may take a position on issues - international, national, state or local in scope, including legislation and ballot propositions - as permitted by the rules of the California State Democratic Party. The following rules and procedures must be followed:

1. Those voting must have been members of the Club for at least two months.
2. Notice of the meeting and topic(s) at which the voting will take place must be the normal meeting notice time for the voters. Proxies will not be accepted.
3. Speakers on both sides of each issue shall be given an equal opportunity to speak to the voting members.
4. All votes shall be on written, secret ballots and shall be counted immediately in the room. The ballots shall then be put in a sealed envelope, with signatures across the seal, and kept by the Secretary for one year.
5. A 60% majority vote of the eligible members present and voting at a meeting at which a quorum is present is required for a club position. If 60% is not achieved, the club shall have "no position".

C. RESTRICTIONS ON ROSTER SUBMITTED FOR CDP ENDORSEMENT PROCESS

1. Only members in good standing as of the July 1 deadline who are duly registered as a member of the Democratic Party of California will be included in the roster submitted for purposes of participation in the California Democratic Party endorsement process.

D. RECONSIDERATION OF ENDORSEMENTS

The Executive Committee or any member at large in good standing may motion for a reconsideration vote of any endorsement of a candidate or position. If approved by a majority vote at a meeting at which a quorum is present, adequate notice of the date and time of the reconsideration vote must be given to allow all parties equal time for response.

A 60% vote of those present and voting at a meeting at which a quorum is present is necessary to revoke any endorsement. No proxy votes are allowed.

ARTICLE XII

CONDUCT OF MEETINGS

A. PARLIAMENTARY RULES

Meetings of this organization shall be governed by the By-laws of this organization and Roberts' Rules of Order, latest edition.

B. VOTING

All voting at meetings must be in persons. No proxies, mail, or electronic votes will be allowed. Votes of the Executive Board in emergency situations may be solicited electronically subject to prior notice.

C. QUORUM

A quorum for the transaction of business by the membership shall consist of ten (10) voting members or 25% of members of good standing, whichever is less, one of whom shall be an officer, and no official business shall be taken in the absence of a quorum. If at any regular or special meeting of this organization (or of a committee thereof) a quorum is not present, those present may adjourn from time to time until a quorum is present. In some instance votes may be taken by mail or electronic mail to all proper members of the organization.

A quorum for the transaction of business by the Executive Board shall consist of a majority of the elected officers: a vacancy shall not be considered an elected officer.

A quorum for the transaction of business by the Executive Committee shall consist of a majority of the Committee members.

ARTICLE XIII

AMENDMENTS

These By-laws may be amended by a two third (2/3rds) vote of the Executive Board upon due notice, or subject to a two-thirds (2/3rds) vote of the membership present at a regular meeting called upon due notice. Due notice shall consist of notice of the coming vote at least one month in advance and shall require the submission of the proposed amendment(s), in writing, to the Executive Board and to the membership not less than five (5) days prior to each vote.

ARTICLE XIV

DISSOLUTION

Upon dissolution of this organization, all possessions, materials, and moneys shall revert automatically to the Los Angeles County Democratic Central Committee.

ARTICLE XV

EFFECTIVE DATE

These By-laws shall become effective immediately upon their adoption by the membership.

Approved on _____

President: (signature)_____

(printed name) _____

Secretary: (signature)_____

(printed name)_____