



SAN PEDRO DEMOCRATIC CLUB

Constitution and Bylaws

San Pedro Democratic Club
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Revised May 28, 2019

SAN PEDRO DEMOCRATIC CLUB

Constitution and Bylaws

Preamble

In order to manifest our interest in government affairs, to interpret and apply the ideals and principles of the Democratic Party, and to be able to serve local, State, and Federal branches of our government, we do hereby associate ourselves together to establish this Democratic Club of San Pedro

ARTICLE I – NAME

The name of this organization shall be **San Pedro Democratic Club** (hereinafter called the Club).

ARTICLE II – MISSION, VISION AND PURPOSE

- A. **Mission:** To engage and educate the citizens of San Pedro and the surrounding communities to elect Democratic candidates, and to influence legislation encompassing democratic values.
- B. **Vision:** To have full participation of the people of San Pedro and its environs in political discourse and understanding of our democratic system of government, thereby increasing Party registration and electing Democrats to every office in every level of government.
- C. **Purpose:** The San Pedro Democratic Club shall focus its efforts primarily, but not limited to, the community of San Pedro, CA; to advance the goals of the Democratic platform, through public policy and political issue analysis, education, fund raising, recruitment, coordination with other Democratic groups, and other activities to provide the community with opportunities to have a voice within the Democratic Party.

ARTICLE III – AUTHORITY

The Club is officially chartered with the Los Angeles County Democratic Party (hereinafter called the LACDP) and shall apply for re-charter every year as required by the LACDP.

The Club is in compliance with the bylaws of the LACDP as they apply to fully chartered affiliates.

ARTICLE IV – MEMBERSHIP REQUIREMENTS

- A. **Qualifications:** Any individual qualifies for Club membership if:
 - 1. The individual is a registered Democrat; **or**

- 2. The individual is ineligible to vote (due to underage, non-residency, or other legal impediment) but pledges to register as a Democrat when eligibility is attained; **and**
- 3. Supports the Mission, Vision, and Purpose of the Club as stated in Article II, above.

B. **Members in Good Standing:** A qualified individual shall be considered an active member in good standing only if:

- 1. The member has paid all club dues; **and**
- 2. Has been a member for 30-days or since the last regularly scheduled meeting.
- 3. Individuals who were members in good standing during the previous membership cycle and whose dues are not paid up may pay their lapsed dues. The 30-day requirement for membership is waived for these members.

C. **Non-discrimination:** 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.

D. **Removal:** A member is removed from the Club roster for:

- 1. non-payment of dues by the date required in these Bylaws, or
- 2. for publicly endorsing or financially supporting a candidate other than a Democrat in any election-

ARTICLE V – DUES

- A. **Establishment:** Dues shall be recommended by the Executive Board and presented to the General Membership for approval.

B. **Membership Term:** Dues are due on January 1st and payable by January 31st of each calendar year. Dues paid in the last quarter of the calendar year (October 1st through December 31st) shall be effective through the end of the following calendar year.

C. **Economic Hardship:** Payment of these dues shall not be obligatory to anyone whom it constitutes an economic hardship, and after due consideration and approval of the President in consultation with the 2nd Vice President.

ARTICLE VI - MEETINGS

A. **Open Meetings:** All general membership meetings are open to the public.

B. **Regular Meetings:** The Club shall hold regular monthly meetings on such day as the membership may determine.

C. **Special Meetings**

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

D. **Notice**

1. Notice of regular and special meetings shall be given at least ten (10) days in advance to all active members, by any two methods as follows:
 - a. Notice in writing by e-mail, Club website, print or social media.
 - b. Telephone or text 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.

E. **Parliamentary Authority:** The Club shall use the most recent edition of *Roberts Rules of Order Newly Revised* to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these Bylaws.

F. **Quorum:** A quorum for any official meeting of the Club shall be ten (10) members in good standing.

G. **Voting:** Unless otherwise specified in these Bylaws, the Club may adopt events and conduct regular business with a majority vote (50

percent plus one) of the members present at any meeting.

ARTICLE VII – CLUB ENDORSEMENTS

A. **All Endorsements**

1. Only members in good standing are eligible to vote in the endorsement process.
2. Any voting member may request a secret ballot at any stage in the proceedings.

B. **Candidate Endorsements**

1. The Club shall make no form of endorsement and shall not support in any way a candidate who is not a registered Democrat.
2. The Club shall not endorse more candidates for an office than the number to be elected for that office
3. A 60% vote of the members present is required for endorsement.
4. “No Endorsement” shall be an option on each ballot and shall be counted toward the total.
5. If “No Endorsement” receives less than 50% or if no candidate receives 60%, succeeding ballots shall drop the name or names of candidates receiving less than 20% of the vote. Where there is no candidate who has less than 20% of the vote, or two ballots have been taken, it shall be deemed that this organization has made “No Consensus”.
6. The candidate endorsement procedures are delineated in the Endorsement Rules incorporated in these Bylaws as reference.

ARTICLE VIII – CLUB DELEGATES

A. **Club Delegate Selection**

1. When able, the President shall automatically be a Delegate or representative to any Council and/or convention in which the Club participates.
2. The President shall appoint the Club’s representatives, with confirmation by the membership, to the CDP Pre-Endorsing Conference, the California Democratic Council, and other affiliated organizations.
3. All Club Delegates shall be members in good standing.

4. Only members in good standing as of the deadline date determined by the CDP, assessed by the CDP, shall be included on the roster submitted to the Los Angeles County Democratic Party and to the Region 16 Regional Director of the CDP for the purpose of participating in the CDP Pre-Endorsing Conference.

B. Club Delegate Obligations

1. When the Club has made an endorsement on a particular issue or race the Club Delegate shall be bound by the Club's endorsement and vote the Club's will. When the Club has not made an endorsement on a particular issue or race, the Club Delegate shall be free to vote his/her own choice.
2. Club Delegates shall report Delegate activities to the membership.

ARTICLE IX – OFFICERS

A. **Officers:** Club officers shall consist of President, 1st Vice President (Programs), 2nd Vice President (Membership), 3rd Vice President (Outreach), Secretary, and Treasurer. They shall be elected in December to serve one-year terms which run from January to December.

B. Qualifications

1. Candidates for President shall be a member in good standing and been a member of the Club for at least 12 months.
2. Candidates for all other offices shall be members in good standing and been a member of the Club for at least 3 months.
3. The Treasurer shall avail themselves to training provided by the CDP, the LACDP or other qualified entity.

C. Election of Officers

1. A Nominating Committee shall be formed every October and shall consist of at least three (3) Club members chosen by the general membership. This committee shall be responsible for identifying candidates for each office and presenting a slate of recommended candidates to the general membership at the November meeting.
2. Once the Nominating Committee presents its final report at the December meeting the floor shall be open for nominations. Any member can bring forth a nomination.

D. Duties of Officers

1. President

- a. The President shall preside over all meetings and be responsible for the overall direction of the Club's activities.
- b. The President shall be empowered to appoint committee chairs as deemed necessary.

2. 1st Vice President (Programs)

- a. The 1st Vice President shall assume the role of President in the case that the President is absent or can no longer serve.
- b. The 1st Vice President shall be in charge of identifying program speakers and information on issues or candidates as requested by the Club membership or Executive Board.

3. 2nd Vice President (Membership)

- a. The 2nd Vice President shall assume the role and duties of the 1st Vice President in the absence of the 1st Vice President.
- b. The 2nd Vice President shall be in charge of Membership duties to include maintaining the current Club roster, verifying online memberships, assisting members with completion of membership forms and payment, and providing a monthly Membership Report at Club meetings.
- c. The 2nd Vice President shall assist with formulating plans for recruitment and expansion of the Club membership.

4. 3rd Vice President (Outreach)

- a. The 3rd Vice President shall be in charge of special events, media, press releases, advertising, the Club website, and social media.
- b. The 3rd Vice President shall assist with formulating plans to expand community awareness of Club activities and presence.

5. Secretary

- a. The Secretary shall keep a record of all the minutes of meetings of the club, a copy of the formal reports of all the officers, and handle all correspondence of the organization, including notices of the general and special meetings.

b. The Secretary shall produce the general membership meeting minutes at each general meeting, for the previous meeting to be approved by the membership.

6. **Treasurer:** The Treasurer shall receive and disburse all funds of the club under the direction of the Executive Board and it responsible for all finances as delineated in Article XI of these Bylaws.

E. Removal of Officers

1. An Officer may be removed for dereliction of duties defined in Article IX-D, or non-attendance at four (4) or more general membership meetings in a calendar year.

2. Removal of an Officer requires a no confidence vote of the majority of the Executive Board and two-thirds (2/3) of the members present at a general membership meeting.

F. **Vacancies:** In the event of a vacancy on the Executive Board, the remaining Executive Board members shall fill the vacancy by appointment until an election by the general membership.

ARTICLE X – EXECUTVE BOARD

A. **Membership:** The elected officers shall constitute the Executive Board.

B. **Quorum:** The quorum for all Executive Board meetings shall be three (3) of the Club officers.

C. **Regular Meetings:** The Executive Board shall meet, when called for by the President, for the purpose of formulating agendas, plans, policies and overall direction of the Club.

D. **Special Meetings:** A Special Meeting of the Executive Board can be called by any two members of the Executive Board.

ARTICLE XI – FINANCES

A. **Records and Reporting:** The Treasurer shall maintain all financial records of the club, be responsible for bank accounts, ensure FPPC/FEC financial reports are submitted on time, and will provide a monthly Financial Report at Club meetings.

B. **Bank Account:** There shall be three (3) signatories of the Executive Board required to

set up a bank account. The Executive Board shall decide which bank to use.

C. **Club Approval:** Treasurer shall not issue any check in excess of \$250 without prior approval of the general membership and shall not enter into any financial agreement for amounts of more than \$250 without prior membership approval.

ARTICLE XII - COMMITTEES

The Club shall be empowered to form Standing or Ad Hoc Committees as needed such as but not limited to:

- Elections/Endorsements
- Legislation
- Fundraising
- Publicity/Newsletter/Communications
- Bylaws/Parliamentarian
- Nominating

ARTICLE XIII – STANDING RULES

The Club may adopt Standing Rules which define policies and procedures as needed. Standing Rules shall be reaffirmed at the January Club meeting and posted on the Club website along with these Bylaws. Such Standing Rules may include but not be limited to:

- Endorsement Rules
- Social Media Policy
- Grievance Procedure

ARTICLE XVI – AMENDMENTS

These Constitution and Bylaws may be amended by two-thirds (2/3) vote at a general membership meeting after the proposed amendment has been presented to the membership at a proceeding meeting.



These Bylaws were last revised on May 28, 2019