

## I. NAME

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The name of this organization shall be the **Aliso Niguel Democratic Club**.

## II. PURPOSE

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The Aliso Niguel Democratic Club (hereinafter called the Club) shall focus its efforts within the Cities of Aliso Viejo and Laguna Niguel (hereinafter collectively called the City) to advance the goals of the Democratic Party (hereinafter called the Party) as defined by the platform of the California Democratic Party and the Democratic National Committee. These efforts may include public policy and political issue analysis, education, fund-raising, recruitment, coordination with other Democratic groups, and other activities to benefit the Party.

The Club shall seek to publicize activities, and to build its membership from registered Democrats within the City and surrounding areas. The Club shall develop a work plan, which shall be evaluated by the membership at least once every six months. This work plan shall include a report on the number of registered Democrats within the City, a report on Democratic voter turnout in the City, and a comparison of local Democratic statistics to other political affiliations.

## III. AFFILIATION

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- A. The Club is officially chartered with the Democratic Party of Orange County (hereinafter called the DPOC) and was duly chartered by the DPOC on June 30, 2017.
- B. As a chartered and affiliated club of the DPOC, the Club shall comply with bylaws of the DPOC and the California Democratic Party, as they apply to fully chartered local affiliates.

## IV. MEMBERSHIP REQUIREMENTS

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- A. Qualifications: Any individual qualifies for Club membership if:
  - 1) The individual is a registered Democrat residing in Orange County; or
  - 2) The individual 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. Member in Good Standing: A qualified individual shall be considered a member in good standing only if

- 1) The member is a registered Democrat;
  - 2) The member has attended at least one meeting prior to being eligible to vote;
  - 3) The member has paid all club dues (or has had them waived) in the prior calendar month; and
  - 4) The member has not had their membership revoked.
- 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, gender identity, or economic status.
- D. A member is removed from the club roster for the following:
- 1) Non-payment of dues by the date required in these Bylaws, or
  - 2) Publicly endorsing or financially supporting anyone other than a Democrat in any election, or
  - 3) Conduct unbecoming involving any act prejudicial to the best interests of the Club, as determined by the Executive Board.

## V. DUES

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- A. Dues shall be recommended by the Executive Board and reviewed at the meeting immediately prior to the start of each fiscal year and presented to the General Membership for approval.
- B. Dues are due at the beginning of the fiscal year and payable by the end of the first month of the fiscal year.
- C. The fiscal year shall start on March 1 of each calendar year.
- D. Membership is effective starting the first of the month after the month in which dues are received or waived by the Executive Board. For the purposes of the March general meeting, all members in good standing as of the last day of February shall be deemed to be members in good standing.
- E. Payment of dues shall not be obligatory to anyone for whom it constitutes an economic hardship, and after due consideration with approval of the Executive Board.

## VI. MEETINGS

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- A. Regular Meetings
- 1) The Club shall hold regular monthly meetings, open to all Democrats, on such day as the membership may determine from time to time.

- 2) Regular meetings shall not be canceled more than 3 times within any calendar year and no more than 2 regular meetings shall be canceled in succession.
- 3) The agenda will be established by the Executive Board with input from the general membership.

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. Executive Board Meetings

- 1) The Chair shall hold regular meetings of Club officers and Committee Chairs as necessary to conduct Club business.
- 2) Executive Board voting procedures shall be by majority votes by voice, email, or ballots.

D. Notice of Meeting

- 1) Notice of regular or special meetings shall be given at least two weeks in advance to all active members, in any manner as follows:
  - a. Notice in writing by US mail
  - b. Notice in writing by e-mail
  - c. Telephone message
  - d. Notice in writing on a social media platform such as Facebook
- 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.

## VII. RULES FOR MEETINGS

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- A. 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.
- B. Subject to the discretion of the Chair, meetings shall follow the agenda set by the Executive Board, except that any noticed vote provided for in these Bylaws shall occur as noticed. The general membership shall not need to approve the agenda.
- C. Minutes of the general meetings shall be maintained and available for inspection by the membership and shall be reviewed and approved by the Executive Board.

- D. A quorum for any official meeting of the Club shall be 25 percent of the total organizational membership as of 24 hours before the meeting, or ten members, whichever is smaller, as reported by the secretary.
- E. Unless otherwise specified in these Bylaws, the Club may adopt events and conduct regular business with a majority vote of the members present at any meeting.
- F. The Club may pass resolutions not related to endorsements with a majority vote of those present and voting at any meeting.
- G. Voting may only be exercised by members in good standing.
- H. No proxy voting shall be permitted.
- I. Voting may be by voice votes, by show of hands, or by ballots, as determined by the Executive Board.
- J. Voting on the endorsement of candidates or ballot propositions, or on instructions to the Club's pre-endorsing caucus representatives, may be by show of hands or by ballots as determined by the Executive Board, and shall be conducted in a simple, single round of voting. The Club may adopt a process for endorsement other than a simple, single round of voting, but such process must be approved prior to any suggestion of endorsements. If the discussion of such an alternate endorsement process is noticed in the meeting agenda, such process must be approved by at least 2/3 of those present and voting at any meeting. If the discussion of such an alternate 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. Under no circumstances may the Club consider the endorsement of a candidate for public office who is not registered with the Democratic Party. The minimum threshold for endorsement in a race is two-thirds of the members present and voting. The failure of any candidate to attain that threshold shall result in an official Club position of "no endorsement."
- K. The Club shall not take a position in support of a candidate for partisan office other than a Democrat endorsed by the CDP or the Democratic National Committee (hereinafter the "DNC") or contrary to the DPOC local candidate endorsements. Nothing herein shall (1) prohibit the Club from supporting any Democratic candidate prior to an endorsement by the CDP, DNC, or DPOC; (2) prohibit the Club from supporting any Democratic candidate in the event the CDP or DPOC fail to reach consensus on an endorsement; or (3) prohibit the members of the Club from supporting any Democratic candidate for office on their own time outside of meetings or official activities of the Club. In the event the Club endorses a candidate, and subsequently the CDP, DNC, or DPOC take an endorsement position contrary to the Club's endorsement, the Club's endorsement shall be deemed automatically rescinded, and the Chair shall issue a public statement to that effect.

## VIII. OFFICERS

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- A. Club officers shall consist of Chair, Vice-Chair, Secretary and Treasurer. They shall be elected at the regularly noticed January meeting or if there is no January meeting, as soon thereafter as is practical. The officers shall serve one-year terms of office starting at the beginning of the new fiscal year, with the exception of the founding year when interim officers will serve until elections.
- B. Only members in good standing may be considered as candidates for office.
- C. The election of officers shall be conducted by an election committee, consisting of members in good standing appointed by the Chair, formed prior to the election. No member of the election committee shall be eligible for election to office. The election committee shall be responsible for soliciting nominations or declarations of candidacy in a manner designed to encourage candidates to run, conducting the election, tallying the votes, and reporting the results of the election to the membership.
- D. If the Chair vacates the office, the Vice-Chair shall ascend to the position of chair, until an election is held to fill the chair's remaining term of office.
- E. In the temporary absence of the Chair, the Vice-Chair shall serve as Chair. If the position of Vice-Chair is vacant, the Secretary or Treasurer shall serve as Vice-Chair.

### F. Duties

#### Chair shall:

- 1) Be the Chief Executive Officer of the Club.
- 2) Preside over all meetings of the club and the Executive Board.
- 3) Make appointments to other non-elected committee positions as required.
- 4) Act as the official spokesperson of the Club.
- 5) Stimulate active interest in the political process.
- 6) Provide a constructive role for the active volunteer.
- 7) Promote harmony within the club membership, between other clubs and within the Orange County Democratic Party.

#### Vice-Chair shall:

- 1) Serve at the direction of the Chair,
- 2) Preside at meetings if the Chair is unable to do so or is requested by the Chair to do so.
- 3) Take over the duties of the Chair in the absence of that officer.

#### Secretary shall:

- 1) Keep the minutes of the general meetings and the executive committee meetings.
- 2) Conduct correspondence and maintain the Club's communication records.
- 3) Chair meetings in the absence of the Chair and Vice-Chair.

## Treasurer

- 1) Assist in the preparation and maintenance of the club's budget, which shall be presented to the membership for approval at the first meeting of the fiscal year.
- 2) Collect dues from the membership and all funds.
- 3) Receive and deposit all funds into the checking account.
- 4) Pay and reimburse for expenditures.
- 5) Pay annual charter fee for Orange County Democratic Party (DPOC).
- 6) Make the record of club receipts and expenditures available to any member or the Audit Committee when requested.
- 7) Provide a report of the club financial status at club meetings as requested.
- 8) Provide an annual written report of club financial status by end of the fiscal year.
- 9) See that the Club meets federal, state, and local political campaign reporting requirements.
- 10) The Treasurer shall maintain all financial records of the Club, be responsible for bank accounts, ensure FPPC/FEC financial reports are submitted on time.

G. The Chair shall officiate at all meetings of the Club.

H. The Chair may appoint members temporarily to fill un-expired terms of office of Club officers, subject to election by the membership.

I. The Chair may appoint Club members to serve in other capacities as needed.

J. The Club may elect such other officers as may be deemed necessary from time to time to conduct Club business.

K. The Executive Board shall be composed of the Club officers and chairs of standing committees, and shall be responsible for implementing the club's goals and maintaining financial viability.

L. Consistent with the priorities established by the budget approved by the membership, the Club may make expenditures as follows:

- 1) By approval of the Chair as to the payment of routine overhead expenses related to club operations;
- 2) By approval of the Executive Board as to all other expenditures, except that the Board shall approve no contribution to, or expenditure in support of, any candidate or ballot measure whose support has not been approved by the membership pursuant to Article VI, Sections J or K, or by the official position of the DNC, CDP, or DPOC; or
- 3) Pursuant to majority vote of the membership.

M. An elected officer can be removed from office by resolution of a two-thirds vote of members at a General Meeting for such causes as missing three unexcused consecutive meetings, or non-performance of duties, or conduct unbecoming involving any act prejudicial to the best interests of the Club as determined by the Executive Board, providing the membership

and the officer have been notified ten days in advance of the meeting of the proposed action against the officer. A general vote to remove an elected officer shall be initiated following (1) a majority vote of the Executive Board or (2) receipt by the Executive Board of a petition signed by 10 percent of the members in good standing at the time the petition is received. The members of the Executive Board proposing the removal or verifying the sufficiency of the petition shall be responsible for providing notice to the membership and the officer as set forth herein. Any vacancy created by the removal of an elected officer pursuant to this section shall be filled as provided in Article VIII.

- N. The Club may be represented at meetings of the DPOC and any Assembly District Committee meetings at which it may be entitled to membership, and at meetings of the California Democratic Council or any other outside body. The Chair, in consultation with the Executive Board, shall appoint a member in good standing to serve as representative to any outside body, or multiple such bodies, in their discretion.

## IX. SELECTING CLUB REPRESENTATIVES FOR THE CDP PRE-ENDORSEMENT CONFERENCE

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- A. Assembly District (AD) Club representatives shall be allocated as provided for by the bylaws of the California Democratic Party.
- B. AD Club representatives must be registered to vote in the Club's Assembly District(s) and listed on the roster submitted to the DPOC and to the appropriate Regional Director of the CDP at the time provided for by California Democratic Party and the DPOC.
- C. AD Club representatives may vote only in the districts in which they reside.
- D. Only members in good standing as of the deadline shall be included on the roster.
- E. The status of such members shall be certified by the Club's Chair, Vice-Chair, Secretary, or Treasurer.
- F. AD Club representatives shall be equally apportioned between men and women, to the extent possible.
- G. Potential AD Club representatives shall be selected by a vote of the Club's members in good standing as approved on the roster prepared pursuant to Section B of this Article. The vote shall be held at the general meeting prior to the submission of potential representatives to the DPOC and the appropriate Regional Director. The names of potential AD Club representatives shall be submitted in their order of priority as determined by the number of votes each potential representative received. The Chair shall appoint a Pre-Endorsing Selection Committee of not less than three Club members to manage this process, conduct the election, and report the results. The members of the Pre-Endorsing Selection Committee shall be ineligible to serve as AD Club representatives.

H. In order for a member's name to be submitted as one of the Club's AD representatives to the California Democratic Party (CDP) Pre-Endorsing Conferences, the member must submit a signed written declaration of intent to the Executive Board declaring their intent to vote pursuant to the instructions of the Club as determined under Article VII Section J.

## X. TERMINATION

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Should this club be dissolved, the monies remaining in the treasury, after payment of all obligations, shall be disbursed to the Democratic Party of Orange County.

## XI. AMENDMENTS

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These bylaws may be amended by a two-thirds vote at a general membership meeting after the proposed amendment has been presented to the membership at a preceding meeting. Two weeks' notice must be provided of each meeting.

**ADOPTED as amended: February 17, 2020**

**Certified by:   /s/ Megan Holland**

**Secretary Megan Holland**