

San Diego County Democrats for Environmental Action - Democratic Club

ARTICLE I – NAME

The name of this organization shall be the San Diego County Democrats for Environmental Action—Democratic Club, hereafter referred to as *San Diego Democrats for Environmental Action (SDDEA)*.

ARTICLE II – PURPOSE

Section (i) – Mission

The mission of the San Diego Democrats for Environmental Action shall be to provide a forum and opportunity to stimulate the active interest within the Democratic Party, to support a broad platform of environmental and green economy issues, and to contribute a greater understanding among the Democratic activist base for more comprehensive and dedicated approach to these issues.

Section (ii) – Achieving Mission

To achieve this mission, the San Diego Democrats for Environmental Action will work to: define and implement the platform policies of the Democratic Party at local, state, and national levels to reflect environmental and green economy issues; encourage active participation in Democratic Party activities at the local, state and national levels; register voters who support the Club's mission and encourage their participation in the electoral process; advocate for legislation consistent with Club's mission; evaluate candidates for public office and actively support those candidates who best promote the Club's mission; evaluate ballot measures and advise the Democratic community of the Club's recommendations; educate public officials, candidates for public office, and the general community on the political importance of environmental and green issues; build coalitions with other organizations that support the Club's mission; include underrepresented and diverse groups within the Democratic community in order to bring about greater understanding; and increase the Club's visibility and influence by participation in community activities and events.

Section (iii) – Platform and Public Policy

The San Diego Democrats for Environmental Action adheres to the principles laid forth in the environmental planks of the California Democratic Party platform. A public policy committee **Article IX, section iv**, will work to develop policy recommendations for the Club that that are consistent with the goals stated in **section ii** above.

ARTICLE III – AFFILIATION

The San Diego Democrats for Environmental Action (SDDEA) shall maintain a charter with the San Diego County Democratic Party (SDCDP) and adhere to the County Party bylaws and policies governing duly-chartered Democratic clubs. The club will affiliate as an associate member of the County Democratic Central Committee and pay the annual fee.

ARTICLE IV – MEMBERSHIP

Section (i) – Eligibility

San Diego Democrats for Environmental Action membership is open to anyone registered as a Democrat or is ineligible to vote (due to age, non-residency or other legal impediment) but pledges to register as a Democrat when eligible, and supports the purpose of the Club as stated in **Article II**, shall be eligible for membership in this club.

Section (ii) – Good Standing

Everyone eligible to be a member of this club and whose annual dues are currently paid shall be a member in good standing. Dues may be paid by credit card, check, or cash provided by the individual. Membership commences with:

- the postmark date of membership form with payment enclosed and sent to the club's mailing address;
- on the date membership form with payment is completed on the club's website; or
- on the date that a membership form with payment is hand delivered to club officer.

Members receive free admission to all regular Club meetings, discounts to paid Club events, and some events organized by the San Diego County Democratic Party.

Any member whose actions are judged to be prejudicial or detrimental to the club by a majority of the Executive Board may be expelled from membership by a two-thirds vote at any general meeting, at which a quorum exists, and has been properly called and noticed. Notice that such an action is being considered shall be sent via registered mail and electronic mail to the member subject of the removal at least ten (10) days prior to the meeting.

Section (iii) – Dues

Dues shall be recommended by the Executive Board and reviewed at the first meeting of each calendar year. Dues are due on January 1 and payable by January 31 of each Calendar year. Payment of dues shall not be obligatory to anyone for whom it constitutes an economic hardship after due consideration and approval by the Executive Board.

Dues in an amount set by the membership shall be due and payable upon joining the club, and annually at the beginning of every month that the member joined on the following calendar

year thereafter. Memberships paid from November 1st through December 31st are good through the end of the following calendar year.

Section (iv) – Membership Categories:

The San Diego Democrats for Environmental Action offers three membership categories. They are; General Member, Student / Limited Income Member, or Couple Membership. The Executive Board may create additional membership categories with the approval of the General Membership.

Section (v) – Voting

Any member, who has paid their dues at the beginning of a general meeting and has been verified by an Executive officer, shall be eligible to vote on club matters during the general meeting except those listed below.

A member in good standing who has attended at least one prior meeting or has paid dues 34 days prior to the meeting shall be eligible to vote for club officer elections and club endorsements.

No proxy voting or absentee voting shall be permitted. In accordance with California Democrats Party (CDP) rules, all votes are public, except for electing club officers which will be held using a secret ballot or if an eligible member requests a secret ballot for club endorsements.

ARTICLE V - OFFICERS

Section (i) – Elected Officers

Any member who has been in good standing for at least 90 days is eligible to serve on the Executive Board as an elected officer, except for the office of President. To serve as President a member must be in good standing for one (1) year. Elected officers of this club shall be the President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Director of Events/Fundraising. Each officer shall be elected at the general meeting in February and hold office for one year. An elected officer may be removed from office by resolution of a two-thirds vote of the Regular members at a General Meeting for such causes as missing three unexcused consecutive meetings or non-performance of duties, providing the membership and the officer have been notified ten (10) days in advance of the meeting of the proposed action against the officer.

Section (ii) – Duties

A. President

The President shall be the Chief Executive Officer of the club. He/she shall preside over all meetings of the club and the Executive Board; make appointments to other positions

as required; act as official spokesperson of the club. In addition, the President will serve as chair of the Public Policy Committee. The President should stimulate active interest in the political process; provide a constructive role for the active volunteer; contribute to effective leadership and individual responsibility; and promote harmony among the club membership, and other clubs and within the San Diego County Democratic Party.

B. First Vice-President

The First Vice President shall serve at the direction of the President. He/she shall preside at meetings if the President is unable to do so, or is requested by the President to do so. The First Vice President shall take over the duties of President in the absence of that officer, and is responsible for the annual audit. The First Vice President will serve as a liaison between the club and the broader environmental community. In addition, the First Vice President will chair the Club Development Committee and provide a report to the General Membership twice annually.

C. Second Vice-President

The Second Vice President shall serve at the direction of the President. He/she shall preside at meetings if the President and the First Vice President are unable to do so, or is requested by the President to do so. The Second Vice President shall take over the duties of First Vice-President in the absence of that officer. In addition, the Second Vice President will serve as the liaison between the club and California Democrat Party/California Democratic Council. The second Vice President will chair the Political Action Committee and in coordination with the President will be responsible for the club endorsement process.

D. Secretary

The Secretary shall keep the minutes of the general meetings, Executive Board meetings, conduct correspondence, maintain the club's records, and is responsible for internal communications.

E. Treasurer

The Treasurer shall be responsible for the collection of dues; receive and deposit all club funds received; maintain an accurate record of club receipts and expenditures; sign all checks as authorized by the Executive Board; make the record of club receipts and expenditures available to any member when requested; provide a report of the club financial status at club meetings as requested; provide an annual written report of club financial status; and make the books and all other financial records of the club available to the audit committee each year in May. In addition the Treasurer shall be responsible for filing FPPC/FEC financial report on time as required.

F. Director of Events/Fundraising

The Director of Events/Fundraising (DOEF) shall be responsible for the planning, organization, and arranging of both fundraising and non-fundraising events for the club. The DOEF will serve as the chair for any ad-hoc event planning committees when needed. In addition, the DOEF will assist the President in establishing annual fundraising targets for the club.

Section (iii) – Elections

Elections shall be held annually at the February meeting. The members shall elect five members to serve on a nominating committee at the final meeting of the previous calendar year. The nominating committee shall recommend at least one candidate for each elective office and report their selections at the February meeting. At that meeting the floor will be open for additional nominations and a secret ballot will be held.

The chair of the nominating committee will serve as the presiding officer for the club elections. Members of the nominating committee will assist the chair in the tabulating the election results. The chair will report the results back to body at the same meeting. If no additional nominations are made from the floor, the chair could ask for a voice vote instead of secret ballot.

Those nominees who receive a majority vote shall be declared elected. If no person receives a majority of votes cast, a run-off shall be held between those two persons receiving the greatest number of votes. The person receiving the majority of the votes shall be declared elected.

Section (iv) – Vacancies

Should any officer resign or fail to attend three general meetings or Executive Board meetings in a row without excuse approved by the Executive Board, the Executive Board shall declare that office vacant and appoint a successor to that office to complete the unexpired term. Any such appointment shall, however, be approved by the membership at the next general meeting. At that meeting, nominations to fill the vacancy shall also be accepted from the floor. Voting shall be by secret ballot with a majority of those members in good standing present required to elect. If no additional nominations are made from the floor, the chair could ask for a voice vote instead of secret ballot. In considering successors to fill a vacant office of the Executive Board, except for the office of President, the Executive Board by a 2/3 vote of the remaining Executive Board members may opt to wave the 90 day eligibility rule.

Section (v) – Appointed Officers

The President shall appoint a parliamentarian and any other officers not otherwise specified by these bylaws as required for the general well-being of the club.

ARTICLE VI – CLUB REPRESENTATIVES

Section (i) – San Diego County Democratic Party (SDCDP) Representatives

Under **Article V, section ii** of the SDDEA bylaws the President will serve as the club’s official representative to the San Diego County Democratic Party (SDCDP) Central Committee as an Associate Member. In the advent that the President is already serving on the SDCDP Central Committee or he/she chooses not to serve, or in the case of a planned absence, a different representative may be selected to serve for the remainder of the President’s term by the Executive Board.

Representatives of the San Diego Democrats for Environmental Action to SDCDP area caucuses meetings, other than the President’s declared area, shall be approved by a majority vote of the club at a regular meeting. If a vacancy occurs, or an emergent need to have a club representative at a caucus meeting arises, before the next scheduled club meeting, the Executive Board may select a temporary club representative by majority vote of the Executive Board. Members are eligible to be a club representative if they have been a member in good standing for at least 34 days prior to the election, or have at least attended one regular club meeting prior the election, and meet all the appropriate guidelines for attendance SDCDP area meetings.

Section (ii) – California Democratic Party DSCC Delegates

San Diego Democrats for Environmental Action representatives to the California Democratic Party's Pre-Primary Endorsement Caucus shall be allocated as follows: one representative, per Assembly District for every 20 registered Democratic members (verified) in good standing who are listed on a roster submitted, by July 1 of each odd-numbered year, to both the San Diego County Democratic Party and the appropriate CDP Regional Director(s). The roster shall be certified by the Club's President, Second-Vice President, or Treasurer.

Pre-Primary DSCC delegates shall be approved by a majority vote of the club at a regular meeting. Nominees to be DSCC delegates will be recommended to the body by the Political Action Committee. Nominees must be a member in good standing for at least 90 days prior to the election as delegate. Additional nominees for delegate may be nominated from the floor, so long as they meet the Assembly district requirements and have been a member in good standing for at least 90 days prior to the election. To the extent that is possible representatives should be equally apportioned between men and women.

Section (iii) – Representative Guidelines

SDDEA delegates and representatives described in this **Article**, shall adhere to the official positions and endorsements of this club when participating in voting and discussions.

Section (iv) – Club Slates

TBD.

ARTICLE VII – MEETINGS

Section (i) – General Meetings

There shall be a minimum of six general meetings each year, at least one of which shall be in February. Other general meetings shall be held at such times and places as specified by a majority of the Executive Board.

Section (ii) – Quorum

At any general meeting, a quorum shall be the number of elected officers plus at least 15% of those attending members whose membership is in good standing, but not less than ten (10) members. A quorum of the Executive Board shall be by a majority of its elected members.

Section (iii) – Parliamentary Authority

The parliamentary authority is the most recent edition of Robert's Rules of Order, Newly Revised.

Section (iv) – Notices

Meeting notices will be emailed to each member of the club in good standing, at least 21 days prior to a general meeting at which the following items will be discussed and voted upon:

Club elections and filling of vacancies; Proposed amendments to bylaws; Proposed resolutions; Endorsements of candidates; and/or ballot measures.

Such notice shall specify the time, place and date of the general meeting and describe the event.

As a courtesy reminder, a second meeting notice will be emailed to each member of the club in good standing between seven (7) and ten (10) days prior to a general meeting.

Section (v) – Suspension of Rules

The San Diego Democrats for Environmental Action (SDDEA) shall allow for, on a limited basis, suspension of the club bylaws. Any member of good standing at a general meeting where a quorum is present, may make a motion to suspend the bylaws. If said motion has been seconded, and the motion receives two-thirds of members present to vote in the affirmative for the motion, then the bylaws are considered suspended.

In order to suspend the bylaws, a member who has been recognized by the chair must first state the reason/purpose of the business before the SDDEA that requires a suspension of the

bylaws. If the chair determines that stated business warrants a suspension of the bylaws, then a motion to suspend the bylaws may be allowed. If the motion to suspend the bylaws passes and once the stated business has been completed before the body, the chair will rule that the bylaws have been reinstated.

The following club business cannot be conducted during suspension of the bylaws:

- Changing membership voting eligibility requirements
- Election of club officers
- All club candidate endorsements

ARTICLE VIII – EXECUTIVE BOARD

Section (i) – Function

The Executive Board shall approve all expenditures and carry out the club business between general meetings in a manner consistent with actions taken at the general meetings, and perform any other duties provided for in these bylaws. The President shall pre-approve any written correspondence on behalf of the club. The President shall be the sole spokesperson of the club.

Section (ii) – Membership

Membership of the Executive Board shall include all of the currently elected club officers in **Article V, section i.**

Section (iii) – Meetings

The President shall call a meeting, with advance notice, of the Executive Board as needed. Special meetings may be called by a majority of the currently elected members of the Executive Board at any time. A majority of the then currently elected members of the Executive Board shall constitute a quorum.

ARTICLE IX – COMMITTEES

The SDDEA shall have three types of committees; ad hoc, special purpose, and standing. Ad hoc committees serve a specific one time annual role for the club. The special purpose committees for SDDEA are Audit, Nominating committees, and Candidate Questionnaire Evaluation. With the exception of the Candidate Questionnaire Evaluation committee, any member in good standing can serve on either an ad hoc or a special purpose committee. Once these committees have completed their work the committee is considered disbanded.

The Standing Committees for the SDDEA are Club Development, Public Policy, and Political Action. Any member in good standing who has attended at least one prior meeting or has paid dues 34 days prior to the meeting shall be eligible to serve on a standing committee.

All committee functions and responsibilities are listed below. If determined by the Executive Board, other ad hoc committees may be established. These committees may include Membership, Fundraising, Program, Special Events, Communications, Hospitality and others as identified by the Executive Board. Unless otherwise stated in these bylaws, all members serving on committees must be approved by majority vote of the Executive Board.

Section (i) – Audit Committee

TBD.

Section (ii) – Nominating Committee

In accordance with **Article IV, section iii** of the San Diego Democrats for Environmental Action (SDDEA) Bylaws, the SDDEA shall appoint a Nominating Committee. The nominating committee shall consist of a chair and four other club members who are in good standing and have been selected by the general membership.

Club members who are interested in being elected as an Executive Board officer are ineligible to serve on the nominating committee. Executive Board officers who are not seeking to be elected to another term as an Executive Board officer are eligible to serve on the nominating committee. The SDDEA nominating committee is considered a special purpose committee as once the results of the Executive Board officer elections have been reported to the general membership, the duties of the nominating committee are completed and the committee is considered disbanded.

Section (iii) – Club Development Committee

TBD.

Section (iv) – Public Policy Committee

San Diego Democrats for Environmental Action shall appoint a Public Policy Committee (PPC). The Committee is chaired by the President. Members of the PPC invited to serve by the President with the concurrence of the Executive Board. The PPC will have at least five (5) club members that are in good standing with SDDEA.

A. Objective:

The object of the PPC is to create an annual 10 Point San Diego Region Environmental Public Policy Priorities for the SDDEA. This plan will be updated annually. Such a list of sustainability and adaptation policies is important in order to:

- 1) Prioritize our club policy goals;
- 2) Create a basis from which to dialog with policy makers and candidates of the San Diego Democratic Party;

- 3) Liaison with the California Democratic Party environmental entities; and
- 4) Develop a robust slate of goals to make San Diego a global leader among sustainable cities.

The public policy goals as created by the PPC will be discussed and approved by the club members at large on an annual basis. No single item of the 10-point plan may be dismissed without concurrence of the PPC committee and club leadership.

Section (v) – Political Action Committee

San Diego Democrats for Environmental Action shall appoint a Political Action Committee (PAC). The committee is chaired by the Second-Vice President. Members of the PAC are invited to serve by the committee chair with the concurrence of the Executive Board. The PAC will have at least five (5) club members that are in good standing with SDDEA. The chair may remove a member from the PAC with concurrence of the Executive Board.

A. Duties:

The object of the PAC is to review and recommend to the Executive Board of the SDDEA which non-partisan candidate races or ballot measures the club should consider taking a position. The PAC is responsible for reviewing and maintaining the SDDEA Candidate Questionnaire. This may include, but is not limited to consultation with the Public Policy Committee (PPC) of the SDDEA or the Environment Caucus of the California Democratic Party. Members of the PAC will also participate on the Candidate Questionnaire Evaluation Committee. Upon completion of the election cycle the PAC will provide a report to the club on the performance of candidates or measures the club endorsed during the previous cycle.

Section (vi) – Candidate Questionnaire Evaluation Committee

As part of the San Diego Democrats for Environmental Action endorsement process as set forth **Appendix A – Rules for Endorsements**, the SDDEA shall appoint a Candidate Evaluation Committee. The committee is chaired by the Second-Vice President and is comprised by members of the Political Action Committee and members of the Executive Board. The purpose of the committee is to review and evaluate submitted candidate questionnaires for endorsement.

ARTICLE X – ENDORSEMENTS

All endorsements of candidates or resolutions concerning ballot measures or public issues must be in accordance with the standards established by the California State Democratic Party and the San Diego County Democratic Party. It is also the tradition and stated goal of the Club not to make endorsements or to pass resolutions which will adversely affect the unity of the Democratic Party.

Club endorsements of candidates for public office and club positions on ballots measures are set forth in **Appendix A – Rules for Endorsements**, as part of these set bylaws.

ARTICLE XI – ANNUAL AUDIT

In accordance with **Article V, section ii** of the San Diego Democrats for Environmental Action (SDDEA) Bylaws, the SDDEA First Vice President shall preside over the Audit Committee and conduct an annual audit of the SDDEA finances. The result of the completed audit will be reported to the Executive Board and to the club membership at the next scheduled meeting following the completion of the audit. The SDDEA audit committee is considered a special purpose committee. Once the results of the annual audit have been reported to the general membership, the duties of the audit committee are completed and the committee is considered disbanded.

ARTICLE XII – AMENDMENTS

These bylaws may be amended by a majority vote at a general meeting by the general membership; after such amendment has been presented at the preceding general meeting and notice has been provided as specified in **Article VII, section iv** of these bylaws.

ARTICLE XIII – ADOPTION

These bylaws shall become effective immediately upon their adoption by the general membership and shall be the governing rules of the club.