

# **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) – Purpose**

The purpose of this club shall be to provide a forum and opportunity to stimulate the active interest within in the Democratic Party, to support a broad platform of environmental and green issues, and to contribute a greater understanding among the Democratic activist base for more comprehensive and dedicated approach to these issues.

## **ARTICLE III – MEMBERSHIP**

### **Section (i) – Eligibility**

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**, above 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. Any member whose actions are judged to be prejudicial or detrimental to the club by the Executive Board may be expelled from membership by a two-thirds vote at any general meeting, at which a quorum exists, concurs.

### **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. Annual dues for new active members shall be prorated on a monthly basis. 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 calendar year thereafter.

## **Section (iv) – Membership Categories:**

### **A. General Member (\$25):**

General Members are members in good standing with right to vote on all matters coming before the membership including election of officers, endorsements, administrative and general issues, and resolutions. General members may also serve as officers of the Club, committees, and upon appointment by an Executive Officer; represent the Club with non-Club events and groups.

### **B. Student Member / Limited Income Member (\$10):**

Full-time students and others with limited economic means shall not be impeded from participating in the San Diego Democrats for Environmental Action. People who are unemployed, disabled, seniors (65+) on a fixed income, and other economic hardship may take advantage of this level of membership. Limited Income memberships must be approved by the Executive Board as stated in **Article III, section iii**. Student / Limited Income Members have all rights and privileges listed under General Membership.

### **C. Couple Membership (\$40):**

Individuals who share common interests are strongly encouraged. Households with two individuals interested in participating with the club and in becoming general members of the club a discounted couple rate is offered.

## **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 shall be permitted. In accordance with California Democrats Party rules, all votes are public, except for electing club officers which will be held using a secret ballot.

## **ARTICLE IV - 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. Elected officers of this club shall be the President, First Vice-President, Second Vice-President, Secretary, and Treasurer. 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 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; promote harmony among the club membership, between 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 co-ordination with the President will be responsible for the club endorsement process.

### **D. Secretary**

The Secretary shall keep the minutes of the general meetings, executive committee 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; 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.

### **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.

### **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 V – 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 of at least 25% of those attending members whose membership is in good standing. 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**

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

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 were a quorum is present, my 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 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 VI – 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 (Article IV, 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 VII – STANDING COMMITTEES**

The SDDEA shall have two types of committees; ad hoc and standing. Ad hoc committees serve a specific one time annual role for the club. Any member in good standing can serve on an ad hoc committee. Once these committees have completed their work the committee is considered disbanded. The ad hoc committees for SDDEA are the Audit and Nominating committees.

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 committees may be established. These committees may include Membership, Fundraising, Program, Special Events, Communications, Hospitality and others as identified by

the President 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 an ad hoc 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**

TBD.

### **Section (iv) – Public Policy**

San Diego Democrats for Environmental Action (SDDEA) 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

- 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 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**

TBD.

## **ARTICLE VIII – CANDIDATE 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.

Only candidates who are registered Democrats are eligible for Club endorsement.

A motion to endorse a candidate or take a position on a Proposition or public issue must receive the vote of a majority of the Club members present. The quorum necessary to adopt a motion shall be is less members or one fourth of the total paid up membership, whichever.

## **ARTICLE IX – ANNUAL AUDIT**

In accordance with **Article IV, 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 an ad hoc 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 IX – AFFILIATION**

The club shall affiliate as an associate member of the County Democratic Central Committee and pay the current annual fee.

## **ARTICLE XI – AMENDMENTS**

These bylaws may be amended by a majority vote at a general meeting after such amendment has been presented at the preceding general meeting and notice has been provided as specified in **Article V, Section 4** of these bylaws.



## **ARTICLE XII – ADOPTION**

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

ADOPTED