

# BYLAWS

## DEMOCRATIC CLUB OF VENTURA (DCV)

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## **BYLAWS – DEMOCRATIC CLUB OF VENTURA**

### **ARTICLE I - Name**

The organization is identified as the **DEMOCRATIC CLUB OF VENTURA**, hereafter referred to as the DCV.

### **ARTICLE II - Mission**

As the voice of the Democratic Party in the City of Ventura, California, the DCV is organized to support and elect Democratic candidates and to promote Democratic values, policies and principles.

### **ARTICLE III - Purpose**

- A. Carry out all official duties of the DCV as outlined in these Bylaws in accordance with the laws of the State of California, and the Bylaws and Rules of the California Democratic Party (CDP) and the Ventura County Democratic Central Committee (VCDCC).
- B. Recruit, develop, and elect Democratic candidates.
- C. Network with other Democratic organizations and related organizations.
- D. Register Democratic voters.
- E. Find and encourage Democratic activists and volunteers.
- F. Study and act on legislation, issues, and propositions.
- G. Disseminate the Democratic message, acting as a Democratic Information Center.
- H. Raise funds to achieve the mission and purpose of the DCV.

### **ARTICLE IV - Governance**

The DCV is governed, in order of precedence, by:

- A. The Constitution and laws of the United States of America, and the State of California.
- B. The Bylaws and Rules of the CDP.
- C. The Bylaws and Standing Rules of the VCDCC.
- D. The Bylaws and Standing Rules of the DCV.
- E. *Robert's Rules of Order Newly Revised*, current edition.

### **ARTICLE V – Membership**

#### **A. MEMBERSHIP AND ELIGIBILITY**

- 1. A member in good standing is a member who:
  - a. Is a registered Democrat or intends to register as a Democrat when eligible, and
  - b. Has paid club dues or requested a hardship waiver, and
  - c. Has completed a membership form, providing personal contact information, including employer and occupation in accordance with federal campaign law, and
  - d. Understands the information may be used for Democratic Party member communication only, and
  - e. Agrees to the California Democratic Party's Code of Conduct.
- 2. For those obtaining Family memberships, voter information for each family member shall be provided on the form.
- 3. Members who choose to note their membership in this DCV in any communication, not reflecting an official business or position of this DCV, must append the acronym (FIPO) signifying "For Identification Purposes Only."
- 4. If the President of a DCV is an ELECTED member of the VCDCC, the DCV may elect

or appoint a DCV representative as its ASSOCIATE member of the VCDCC.

**B. CODE OF CONDUCT**

1. Members have the right to file complaints with the Club's Executive Board alleging violations of the Code of Conduct.
2. Upon receipt of a complaint, the Executive Board forwards the complaint to the Ventura County Democratic Central Committee (VCDCC).
3. The VCDCC will direct its Investigation Committee to investigate the complaint.
4. The VCDCC's Investigation Committee will consist of disinterested members from other clubs.
5. When a VCDCC Investigation Committee submits its report, the Club's Executive Board either implements the recommended actions, if any, or the Executive Board can decide with a two-thirds majority vote (excluding recused members), to reject the recommendation(s) and implement alternate actions or take no action at all.

**C. DUES AND MEMBERSHIP STATUS**

1. Each member is required to pay dues or request a hardship waiver in advance of any meeting in which that member can vote. The membership form includes a request for hardship waiver of dues.
2. A new member is able to participate fully at the next meeting following the date of dues payment or waiver for hardship.
3. The amount of the dues is defined in the DCV Standing Rules SR1-3-1.
4. It is the meeting attendees' obligation to sign the attendance sheet available at each meeting of the DCV to establish their attendance record to qualify as voting members.

**D. DCV MEMBERS' DUTIES**

1. Members support the Mission (ARTICLE II) and Purpose (ARTICLE III) of the DCV, and
2. Attend meetings of the DCV and other DCV functions and Democratic Party events in Ventura County, to the best of their ability, and
3. Support the election of the Democratic Party nominees, and
4. Support candidates endorsed by the VCDCC and/or by the DCV.

**E. CONFLICT OF INTEREST**

Candidates for public office, paid campaign staff, and DCV members shall recuse themselves from voting on any item in which they have a financial interest. All DCV members shall adhere to the conflict-of-interest guidelines and requirements for related-party transactions in the Standing Rules SR1-2.

**F. DISCIPLINE OR TERMINATION OF MEMBERS FOR CAUSE**

1. Members are entitled to due process before being disciplined or terminated.
2. Signed, written allegations are brought to the attention of the President or another elected DCV officer.
3. The President appoints a special committee of three to five current or former DCV members, without prejudice, to investigate the allegations.
4. Within three days after the special committee determines whether sufficient cause exists, the special committee notifies the DCV member under investigation of the right to appear before the special committee to present a defense. The notification is sent by certified mail with delivery confirmation. In the absence of a signed receipt, notification of delivery constitutes formal proof.
5. The special committee meets within thirty days at which time the committee member under investigation may present a defense. Following determination of a recommended action, the special committee notifies the DCV member under investigation of their findings within five business days.
6. The special committee reports in closed Executive Session at the next regular or special

- DCVmeeting. The member facing allegations is allowed up to ten minutes to speak.
7. A two-thirds vote of DCV members who are present and voting is required to terminate a member for cause or to determine a method of discipline deemed fair and just under the circumstances. Methods of discipline include, but are not limited to:
    - a. Sanctions
    - b. Public and private reprimand
    - c. Ejection and prohibition from attending meetings and events
    - d. Suspension of privileges
    - e. Suspension and removal from DCV office
    - f. Removal as a member of the DCV
  8. Termination and duration of discipline is confirmed by written notification of the DCV's decision sent by certified mail with delivery confirmation. In the absence of a signed receipt, notification of delivery constitutes formal proof.
  9. All related documentation is retained by the DCV Secretary in a confidential file for a period of 3 years.

#### **G. TERMINATION OF MEMBERSHIP**

The membership of a member is terminated by:

1. Written resignation of the member delivered to the President or the Secretary and effective upon receipt.
2. Failure to pay dues within two months of qualification as a member, followed by a written notice by the Treasurer of the delinquency and failure to pay by the next meeting, unless deferred or waived by the President.
3. Working against the mission and purpose of the DCV.
4. Registration without declaring a political party or with a political party other than the Democratic Party.
5. Death

### **ARTICLE VI – Officers**

The member agrees to take on the responsibilities of the office prior to nomination for the position.

#### **A. ELECTED OFFICERS**

1. All officers are members of the DCV, and the elected officers of the DCV are:
  - a. President
  - b. First Vice President
  - c. Second Vice President
  - d. Secretary
  - e. Treasurer
2. No votes made by the 5-member Executive Board at its meetings can be made by secret ballot. However, the Board's minutes do not need to record the names of the officers and how they voted.

#### **B. TERM OF OFFICE**

1. Each officer holds office until a successor is elected or until resignation or termination of membership. All officers will be elected at the regular December meeting and assume office at the next regular meeting. Terms of office for all officers are one year. A member desiring to run for a DCV office may submit a brief statement of intent to the secretary a minimum of 45 days prior to the annual election. Names of candidates shall be published in the DCV newsletter one month prior to the election.
2. Within ten business days of the completion of a term of office, officers must transfer all written materials, electronic records, reports, keys, equipment or other property belonging to the DCV, and a written job description to the officer's successor or to the DCV.

**C. ELIGIBILITY REQUIREMENTS**

In order to be eligible to vote for an officer, a Member in Good Standing must have attended at least one meeting during the year preceding the vote.

**D. VACANCY**

1. A vacancy exists upon receipt by the President or Secretary of signed written notice of resignation.
2. A vacancy occurs upon recall of an officer by the DCV at any regular meeting by affirmative vote of two-thirds of the members present and voting.
3. When an officer terminates membership in the DCV, that office is vacated.
4. At the next regular meeting, nominations to fill the vacancy are made, an election is held, and the vacancy is filled by a majority vote of those present and voting.
5. When the office of President is vacated, selection of the Acting President is outlined in the Standing Rules SR2-3. In the event a vacancy of any other office is not filled at the next regular meeting, the President appoints the officer.
6. Termination not requested by the officer is confirmed by written notification sent by certified mail with delivery confirmation. In the absence of a signed receipt, notification of delivery constitutes proof.

**E. GENERAL DUTIES FOR ALL OFFICERS**

1. All Officers must work to support the Mission (ARTICLE II) and Purpose (ARTICLE III) of these Bylaws.
2. All Officers shall use, as necessary, current methods of electronic communication.
3. When not defined in these Bylaws, the duties of each officer are set forth in *Robert's Rules of Order Newly Revised*, current edition.

**F. SPECIFIC DUTIES FOR ELECTED AND APPOINTED OFFICERS**

1. The PRESIDENT is the executive officer of the DCV:
  - a. Presides at meetings of the DCV.
  - b. Acts as the spokesperson for the DCV.
  - c. Following installation, appoints any additional officers, and the chairs of standing committees.
  - d. Oversees the duties of the officers and the committees.
  - e. In cooperation with the Secretary, prepares DCV and Executive Board meeting agendas.
  - f. May authorize check request forms with proper documentation.
  - g. Serves as an ex-officio member on all standing and special committees, except an nominating or recall ballot committee regarding the President.
  - h. As an Associate Member of the VCDCC, attends all VCDCC meetings, or assigns a member representative.
  - i. Attends or sends a representative to meetings, conferences and partner functions that the President is entitled to attend, at their own expense unless approved by a majority of the DCV members present and voting as defined in DCV Standing Rule SR2-5.
  - j. Shall have full administrative access rights to all DCV electronic communication assets, and may delegate full or limited access as necessary.
  - k. Exercises all duties incident to the Office of President.
2. The FIRST VICE PRESIDENT is the ranking officer of the DCV in the absence or inability of the President to act:
  - a. May authorize check request forms with proper documentation.
  - b. Performs other duties requested by the President.
3. The SECOND VICE PRESIDENT is the ranking officer of the DCV in the absence or inability of both the President and First Vice President to act:

- a. May authorize check request forms with proper documentation.
  - b. Performs other duties requested by the President.
- 4. The SECRETARY is the ranking officer of the DCV in the absence of the President and of the Vice Presidents:
  - a. Keeps the minutes of all DCV, Executive Board, and special meetings and distributes them.
  - b. Signs and dates the original copy of approved minutes for DCV records.
  - c. Furnishes copies of the approved minutes to the financial agency managing the funds, if applicable.
  - d. Maintains records of the organization in permanent files.
  - e. In cooperation with the President, prepares DCV and Executive Board meeting agendas.
  - f. Issues all official notices to DCV members.
  - g. Maintains attendance records for all meetings.
  - h. Maintains a membership roster containing contact information of DCV members in a spreadsheet format.
  - i. Presents to the Executive Board or DCV members, all communication addressed to the DCV and maintains record of responses.
  - j. Supervises the count of all votes. Provides voting cards or ballots as needed.
  - k. Has the authority to manage electronic communications of the Club pursuant to record-keeping requirements.
  - l. Exercises all duties incident to the office of Secretary.
  - m. Performs other duties requested by the President.
- 5. The TREASURER takes care of all monies belonging to the organization, retains records of all monetary transactions, and, if applicable, is the liaison between the financial agency managing the funds and the DCV:
  - a. Maintains detailed records and copies of supporting documentation of all receipts and expenses.
  - b. Deposits funds in bank account(s) or with the financial agency managing the funds in a timely manner.
  - c. May authorize check request forms with proper documentation. Submits approved budgeted expenses directly to the financial agency managing the funds.
  - d. Gives a report of the finances of the organization at each regular meeting, which is attached to the minutes of the meeting and retained by the Secretary.
  - e. Presents an annual budget to the Executive Board, and subsequently to the DCV at the November meeting, for adoption at the December meeting. The fiscal year is defined as January 1 through December 31. DCV may opt not to adopt annual budget.
  - f. Expenditure limits are determined through the process outlined in the Standing Rules SR3-4.
  - g. Handles correspondence relating to financial matters.
  - h. Exercises all duties incident to the office of Treasurer.
  - i. Performs other duties requested by the President.

## **ARTICLE VII - Executive Board and Committees**

### **A. EXECUTIVE BOARD**

The voting members of the Executive Board of the DCV are its elected officers.

- 1. The Executive Board meets monthly in regular session or as defined in the Standing Rules SR3-1.
- 2. The Executive Board administers the affairs of the DCV between regularly scheduled DCV meetings in accordance with the policies established by the DCV and these Bylaws.
- 3. Actions taken by the Executive Board are reported to the membership at the next

- regularly-scheduled DCV meeting.
4. Minutes of the Executive Board's activities are kept by the Secretary, distributed to Executive Board members prior to each Executive Board meeting, and provided to any Executive Boardmember upon request.
5. Printed copies of the approved minutes of Executive Board meetings are retained in a binder kept by the Secretary. The binder is available for review by DCV members at regular DCV meetings upon request to the Secretary.
6. An Executive Board meeting may be called on seventy-two hours' notice by the President or a majority of the Executive Board.
7. A majority of the positions filled on the Executive Board must be present for a quorum, and a majority of those present and voting must approve all actions.
8. The immediate past president shall serve as Advisor to the Executive Board.
9. Any additional officers of the DCV attend Executive Board meetings with or without vote as defined by the DCV.

#### **B. STANDING COMMITTEES**

DCV may opt to have Standing Committees as defined in the Standing Rules SR4-1. The duties, membership, and meeting frequency of Standing Committees are defined in the Standing Rules SR5. The members of Standing Committees are appointed by their chairs. The Standing Committees may include:

1. Bylaws
2. Communications
3. Endorsements
4. Field Operations
5. Finance and Budget
6. Financial Review
7. Fundraising and Events
8. Membership
9. Programs
10. Resolutions
11. Other

#### **C. ENDORSEMENT COMMITTEE**

The Endorsement committee is defined in **ARTICLE IX - Endorsements**.

#### **D. SPECIAL COMMITTEES**

Special committees are temporary committees formed for a specific purpose and dissolved upon failure to report or upon completion of their work.

1. The President appoints the chairpersons of committees deemed necessary to accomplish the purpose and program of the DCV.
2. A majority of the DCV members present and voting at a regular meeting may direct the President to establish special committees.
3. The members of special committees are appointed by their chairs.
4. Any registered Democrat may serve as a member of a special committee with full rights of any committee member, including voting on committee business, except as otherwise stated in these Bylaws.
5. If a committee chair fails to call a meeting on a timely basis, a majority of its members may do so.

### **ARTICLE VIII - Meetings, Agendas and Business**

**A. REGULAR MEETINGS**

1. The DCV meets in regular session at least ten times per year.
2. Notice of DCV meetings, including the agenda, shall be sent to DCV members at least seventy-two hours prior to the meeting. Notice is defined as communication by whatever means practical.
3. If the President fails to call a regular meeting, the Vice-President or a majority of voting members may call the meeting with a seventy-two hour notice.
4. The President may combine a regular meeting with a DCV event.
5. All meetings are open to the public except during a closed Executive Session.
6. A closed Executive Session may be called during any meeting by a majority of the DCV members present and voting.

**B. SPECIAL MEETINGS**

1. The President or a quorum of DCV members may call a special meeting at any time with at least a seventy-two hour notice to all members.
2. Only business specified in the notice of the special meeting shall be transacted.

**C. ADJOURNMENT**

Any meeting may be adjourned to a future time determined by a vote of a majority of the DCV members present and voting.

**D. QUORUM**

Ten members shall constitute a quorum at any DCV meeting.

**E. PARTICIPATION AT MEETINGS**

1. Members in good standing of the DCV, as defined in ARTICLE V – Membership, A. Membership and Eligibility, may vote. Eligibility to vote for officers or endorsement of candidates requires that the member be present for discussion of the agenda item and have attended at least one (1) of the prior ten (10) DCV meetings, or one (1) qualifying event. In absentia voting is not permitted.
2. Any registered Democrat may attend a meeting of the DCV, except when the President deems the matters to be discussed to require a closed Executive Session.
3. Non-member Democrats may participate with voice, not vote, in regular meetings as deemed appropriate by the President.

**F. ORDER OF BUSINESS**

The order of business, unless modified by the President, with the consent of voting members, is:

1. Pledge of Allegiance
2. Remind Members to Sign In
3. Adoption of Agenda
4. Approval of Minutes
5. Reports of Officers
6. Reports of Committees
7. Unfinished Business
8. New Business including presentations
9. Announcements
10. Adjournment

**G. SPECIAL MEETING BUSINESS (order of business)**

1. Pledge of Allegiance
2. Roll call
3. Announced Special Meeting Business
4. Adjournment



#### **H. MOTIONS**

1. The maker of a motion has the privilege of being the first and last speaker on the motion.
2. Each participant in the debate may speak only twice for two minutes each, unless extended by majority vote of the DCV members present and voting.

#### **I. RESOLUTIONS**

1. Any member of the DCV may submit a resolution to be considered by the Resolutions Committee.
2. An emergency resolution may bypass the Resolutions Committee and be presented at a DCV meeting.
  - a. The motion to consider the resolution requires a two-thirds vote of those present and voting.
  - b. The motion to approve the resolution requires a majority of those present and voting.
3. Anyone who provides printed material for distribution bears the cost.

#### **J. PETITIONS**

1. Only petitions pertaining to DCV business may be circulated during DCV meetings. These petitions shall be approved by the President prior to circulation.
2. Signatures of DCV members must conform to ARTICLE V – Membership, A. Membership and Eligibility.

#### **K. ELECTRONIC COMMUNICATION**

1. The DCV may use electronic communication for any DCV communication as defined in Standing Rule SR8.
2. The list of contacts is used only for DCV business and Democratic Party member communications.
3. All electronic communication groups formed for internal business and discussion are owned by the DCV. The President, the President's appointee, and the Secretary have the authority to manage these groups. Procedures for using electronic groups is defined in Standing Rule SR8-7.
4. Standing or special committees may use telephone or electronic communications for holding meetings, unless a majority of the DCV members vote to have meetings held in person.
5. The Executive Board may use telephone or electronic communications in the event an emergency exists within the DCV that must be handled immediately, as defined in the Standing Rules.
6. Compensated advertising by Democratic sponsors is allowed on the DCV website by a majority vote of DCV members present and voting.

### **ARTICLE IX – Endorsements**

- The DCV may choose to endorse candidates, measures or propositions as defined in the DCV Standing Rules SR9.
- Should the DCV choose to endorse, the President appoints or the DCV elects an Endorsement Committee (EC) of at least three members for a two-year term. Members shall have no affiliation with candidates or their campaigns.
- The DCV endorses only Democratic candidates for partisan or nonpartisan offices. Both candidates and ballot issues (propositions, local measures, initiatives, referenda, or recalls) are endorsed in accordance with the rules of the CDP, where applicable. Endorsements can be made earlier than the deadline for filing and, therefore, be more useful to candidates. The DCV endorsement is void if any endorsed candidate withdraws.
- Endorsements take place at a general or special meeting (Article VIII). If no provisions of the

CDP endorsement procedures apply, the following provisions govern endorsement.

**A. NON-PARTISAN OFFICES AND ISSUES**

1. The EC (Endorsement Committee) may contact candidates who are registered Democrats to ask if they are interested in applying for endorsement.
2. Candidates requesting endorsement make their requests in writing.
3. Candidates who want the Club's endorsement must submit the applicable and completed questionnaire and any required fee on-line on the Club's website or to the Endorsement Committee Chair by the deadline stated on the website and/or questionnaire.
4. The EC may contact proponents and opponents of issues, including ballot measures, for possible endorsement, per the EC's endorsement process.
5. The EC notifies the President prior to the appropriate meeting and then reports their recommendations to the DCV. The recommendations may be:
  - i. Endorsement
  - ii. No endorsement
  - iii. No consensus (open)
6. A sixty percent vote of DCV members present and voting is required for endorsement or no endorsement.

**B. LATE REQUEST OR APPEAL OF A DECISION**

If an endorsement is requested following the endorsement meeting or if an appeal of an endorsement decision is received:

1. The EC chair calls a special meeting of the DCV to consider it. At the special meeting, a vote on the endorsement(s) in question is taken.
2. If a quorum is not present, immediately following the close of the meeting the Secretary contacts by electronic means all absent voting members.
3. Each absent member is requested to cast a vote on the endorsement(s) in question.
4. Voting is open for twenty-four hours following distribution of the electronic communication.
5. The Secretary and two DCV members tally the votes of the electronic meeting and add them to the votes of the special meeting. An endorsement requires an affirmative vote from 60% of all members who voted.
6. Results are sent to members within forty-eight hours of the close of the special meeting.

**ARTICLE X - Non-Discrimination Policy**

- A. All public meetings at all levels of the Democratic Party are open to all members of the Democratic Party regardless of race, color, creed, national origin, sex, age, religion, ethnicity, sexual orientation, economic status, or disability, as defined by the Americans with Disabilities Act of 1990.
- B. No test for membership in, nor any oaths of loyalty to, the Democratic Party are required or used, which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, economic status, or disability, as defined by the Americans with Disabilities Act of 1990.
- C. All public meetings of the DCV are publicly announced in a manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all DCV members and large enough to accommodate additional interested persons.
- D. The Democratic Party, on all levels, should support the broadest possible registration without discrimination on grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, economic status, or disability, as defined by the Americans with Disabilities Act of 1990.

Disabilities Act of 1990.

- E. Votes taken by the DCV for any purpose are to be public and not by secret ballot.
- F. Video and audio records and photographs of public DCV meetings are defined in Standing Rules SR10.

#### **ARTICLE XI - Amendments**

These Bylaws may be amended or revised at any regular or special meeting of the DCV by two-thirds of the members present and voting, provided that:

- A. The current Bylaws and Standing Rules are posted on the DCV's website, or VCDCC website if necessary
- B. Copies of the proposed amendment(s) or revision are sent to DCV members at least seventy-two ~~hrs~~ prior to the meeting.