

Folsom Area Democratic Club Bylaws

Article I Purpose

Section 1. This organization shall be known as the Folsom Area Democratic Club, hereinafter referred to as "the Club."

Section 2. The purpose of the Club shall be to support Democratic candidates and ballot measures; support the philosophy and goals of the Democratic Party; educate Folsom area voters on national, state, and local issues; register voters, and encourage participation in the electoral process.

Article II Membership

Section 1. Membership shall be open to registered Democrats and those persons who indicate their intention to register as a Democrat upon attaining eligibility to register to vote.

Members are entitled to a) receive notification of all meetings, public forums, or community events sponsored by the Club, b) vote annually for officers of the Club, c) vote to adopt, amend, or repeal the Bylaws of the Club, and d) serve as an elected or appointed officer of the Club, or as chair or member of any of its committees, or as its appointed representative to other organization(s).

Section 2. Any member whose actions are judged by a majority of the Board to be prejudicial or detrimental to the Club may be expelled from the Club upon recommendation of the Board, and by a two-thirds vote of the members present and voting at a regularly scheduled meeting of the membership.

Section 3. Categories of membership shall be a) individual, b) family, c) youth (under 18), d) student (over 18), e) senior (over 60), and f) special circumstances (to be determined individually in accordance with Standing Rules on Dues).

Note: The category of "lifetime member" is discontinued, with those members having joined as such allowed to retain said lifetime status within the Club.

Article III Dues

Section 1. Membership dues are payable when a person joins the Club and annually thereafter. Dues shall cover a calendar year, January 1 through December 31. Members joining after June 30 of any year shall owe only one-half of the annual dues amount for their category.

Section 2. Membership renewal is due and payable by January 1 and delinquent March 1. Changes in dues amounts shall henceforth be determined by the Board.

Section 3. Members who fail to pay dues shall not be considered members in good standing and shall not be eligible to vote or serve in any capacity until such dues are paid in full.

Article IV Elections

Section 1. Only members of the Club in good standing since the prior business meeting shall have a vote concerning elections, endorsements, or any other activity of the Club.

Section 2. So that the Club may have an orderly transition to a new board in January of each year, and because the Club traditionally does not meet in November and December except for social gatherings, the election process shall be as follows:

A. At the August meeting, the president will appoint a three (3) member nominating committee to seek volunteer candidates to run for the Board. Candidates will be sought for the positions of President, Vice-President, Treasurer, and Recording Secretary. See Article V for definitions/ responsibilities of all Board positions.

B. At the September meeting, the nominating committee will report its candidate list, and self-nominations may be taken from the floor.

C. Between the September and October meetings, nominees may write an election statement to be sent in a collective special edition e-mail newsletter by the Communications Chair to all members of the Club. All efforts will be made to send this newsletter no later than ten (10) days in advance of the October election meeting.

D. At the October meeting, voting will take place. Voting will be by secret ballot and a simple majority of voting members present at the meeting will elect a candidate to any office.

E. There will be no proxy or absentee ballots.

F. Winners of the election will be made known at the October meeting and announced in the following newsletter.

G. If there is an uncontested nominee, he/she will be automatically elected.

H. In the event of a tie, balloting will continue until a winner is determined.

I. Disputed results shall be handled by an immediate recount in the presence of both/all candidates.

Section 3. Term of Office: Officers shall serve a one-year term of office commencing January 1.

Article V Officers

Section 1. Elected officers of the Club shall consist of a President, Vice-President, Recording Secretary and Treasurer.

Section 2. The President shall have the following duties and responsibilities:

A. Upon election, prior to the January general meeting, the President shall convene a Board meeting at which he/she and all the elected officers and appointed Chair people shall create a strategy for the activities of the year to come, which shall include plans for raising the profile of the Club, generating funds through specific activities, developing an overall plan for publicity throughout the year, expanding the membership of the Club, and participating in not only local area Democratic activities, but also the available state and national events;

B. schedule and chair all meetings of the Club and the Board;

C. preside over regular and special meetings of the general membership and the Board;

D. prepare the agenda;

E. appoint chairs and committee members;

F. serve as an ex officio member of all committees with the exception of the nominating committee;

G. appoint such other committees or persons as may be deemed necessary;

H. appoint members temporarily to fill unexpired terms of office, subject to election by the membership at the next Club meeting at the next business meeting after the office is vacated;

I. be the Club's representative or appoint someone else to be the representative to the Sacramento County Democratic Central Committee;

J. be the official representative of the Folsom Area Democratic Club;

K. have the authority to co-sign checks;

L. disburse funds of the Club within limits set by the Board;

M. make decisions for the Club on policy when specifically empowered to do so by the Board; and

N. advise the membership of pertinent matters affecting the welfare of the Democratic Party and the Club.

Section 3. The Vice-President shall

A. preside over meetings of the Club in the event that the President is unable to fulfill his or her duties;

B. fulfill the duties of the President during incapacity;

C. assume the office of President upon the death or resignation of the President;

D. be the Program Chair;

E. have the authority to co-sign checks in the event either the President or Treasurer is unavailable.

Section 4. The Recording Secretary shall

A. keep an accurate record of all minutes of general membership and Board meetings and make them available for review and approval by the appropriate body;

1. Minutes shall indicate the date, time and place of the meeting;

2. whether the meeting was regularly scheduled or special;
 3. if special, how authorized; the notice given; and the names of those present;
 4. the minutes shall contain a summary of the proceedings at each meeting.
- B. keep a copy of the Bylaws, as amended to date;
 - C. be responsible for archiving minutes, reports, and official documents.

Section 5. The Treasurer shall

- A. keep, or cause to be kept, an accurate account of all Club monies, gifts and property received and disbursed;
- B. carry on all monetary transactions of the Club upon approval of the Board;
- C. ensure compliance with state and federal laws and regulations;
- D. prepare and transmit all financial reports as required by the Fair Political Practices Commission (FPPC);
- E. report on Club finances at each membership meeting (which report shall become part of the minutes of each meeting);
- F. ensure that the funds of the Club shall be deposited in a chartered bank;
- E. ensure that only checks signed by the Treasurer or the President be honored with both signatures required for checks over \$200;
- F. If either the President or Treasurer is unavailable, the Vice-President shall be the shall be the second signer on a check.
- G. deposit or cause to be deposited, all monies and other valuables received in the name of, or to the credit of the Club;
- H. retain the right not to reimburse members for expenditures, which have not received prior authorization;
- I. upon demand of the Board, the Treasurer shall produce his or her books and records for examination and audit.

Section 6. An officer may be removed from office upon recommendation of a majority of the Board on a roll call vote or upon submission of a petition signed by at least 25 percent of the members. Such recommendation or petition must be submitted to the membership at a called meeting and shall require a two-thirds majority of the members present and voting to remove the officer.

Article VI Board

Section 1. The Board shall consist of the elected positions of President, Vice-President, Treasurer, Recording Secretary, and the appointed positions of Communications Chair, Membership Chair, Fundraising Chair, and Political Action Chair.

Section 2. All members of the Board shall serve for a term of one (1) year.

Section 3. The Board shall manage the business and affairs of the Club, execute the policies of the Club, plan upcoming general meetings, and direct the policy of the Club.

Section 4. A quorum for Board meetings shall consist of a simple majority of the Board. Members

of the Board shall be considered present when they are in attendance in person or by electronic means that allows them to hear and be heard by members. The President shall chair the meeting unless she/he appoints the Vice-President to do so.

Section 5. The Communications Chair shall with a committee

- A. be responsible for the Club correspondence, including a newsletter and providing communications concerning meetings, programs and projects of the Club to the membership or any other individuals or groups who need the information;
- B. ensure that members are notified of meetings in a timely manner;
- C. assist with publicity and media relations for public events of the Club;
- D. sign all official correspondence and mail (in conjunction with the President's directives);
- E. maintain copies of official correspondence to be kept on file by the Communications Chair;
- F. serve as Webmaster, or supervise the Webmaster, and
- G. have the responsibility for updating the FADC website to reflect current activities of the Club and area Democratic activities.

Section 6. The Membership Chair shall with a committee

- A. maintain all membership records, renewals and the roster of the membership;
- B. and create programs to recruit and retain members.

Section 7. Fundraising Chair shall with a committee

- A. develop and administer all fundraising activities, and
- B. work with the Treasurer on budget and financial issues.

Section 8. Political Action Chair shall with a committee

- A. be in charge of the Political Action Committee and perform such other duties as the President may direct;
- B. be responsible for coordination of activities to maintain and enhance relations between the Club and elected officials, candidates for public office, the local, state, and national Democratic Party;
- C. work with others clubs and organizations to support or oppose such legislation as directed by the Board and the membership;
- D. work to recruit candidates and campaign personnel for local and other elections;
- E. set up and run voter registration drives;
- F. develop precinct walking and phone banking committees.

Article VII Meetings

Section 1. General membership meetings of the Club shall be held monthly. The membership shall be given written notice of all regular or special meetings at least seven (7) days in advance.

Section 2. A quorum for any general membership meeting shall be 15% of the membership.

Section 3. A special meeting may be called by the President, with the concurrence of two other elected officers; by a motion adopted by the membership at a general membership meeting; or upon written request to the President of seven (7) members of the club.

Article VIII Amendments/Revision to Bylaws

Section 1. Amendments to these Bylaws shall be presented in writing and introduced at a general membership meeting. Notice of a vote on the proposed amendment, along with the language proposed, shall be made to the membership for the next meeting following the meeting where the amendment is presented and introduced. A two-thirds vote of the membership at that meeting is needed for passage.

Section 2. These Bylaws may be waived for a specific purpose upon approval by two-thirds of the membership at a general membership meeting.

Article IX Rules of Procedure

Section 1. The most current edition of Robert's Rules of Order shall prevail in matters not addressed by these Bylaws. The club and all committees shall follow the parliamentary procedure as described therein.

Section 2. The President may appoint a Club member to serve as Parliamentarian.

Article X Endorsements

Section 1. Candidates and ballot propositions shall be considered for endorsement based upon recommendation by the Board and voted on by the general membership at the next general meeting.

Section 2. Endorsements and support of ballot propositions and issues shall require a sixty percent (60%) vote of the members present and voting. More than one candidate for the same office may be endorsed if there is more than one vacant seat.

Section 3. Only those candidates with a declared affiliation with the Democratic Party may be endorsed.

Section 4. The FADC may endorse candidates or ballot propositions at the local, state, and national level. (A vote to endorse a candidate or ballot proposition may be taken when the membership has been notified.)

Section 5. To rescind an endorsement for a candidate or ballot proposition shall require a two-thirds (2/3) majority of the members present and voting at a general meeting.

**Article XI
Chartering**

Section 1. This Club shall charter with the Democratic Party of Sacramento.

**Article XII
Dissolution**

Upon dissolution of the Folsom Area Democratic Club, all assets, official records and property, shall be transferred to the Democratic Party of Sacramento County.

**Article XIII
Effective Date**

This Bylaw Revision became effective at the _____ regular membership meeting after approval by a majority of the membership present.

**These Bylaws agreed to and adopted on this 26th day of
January, 2004 in Folsom, California.**

** Amended, September 26, 2009*

*** Amended, January 25, 2010*

Revised June 25, 2012