

Bylaws of the Democratic Club of Big Bear Valley

Adopted May 10, 2016

ARTICLE 1

NAME

The name of this organization shall be Democratic Club of Big Bear Valley.

ARTICLE II

PURPOSE

The purpose of this organization is to further the objectives of the Democratic National Committee, the California State Democratic Party, and the San Bernardino County Democratic Party, as defined or as refined by their respective charters. Additionally, the purpose shall be to promote the election of registered Democrats running for local, regional, state, or national office, and to advocate on behalf of ballot initiatives and to promote other issues of interest to Democrats.

ARTICLE III

MEMBERSHIP AND DUES

Section 1. Annual membership in this club shall be open to all individuals in support of its purposes and who are registered Democrats.

Section 2. Voting rights. Each member shall be entitled to one vote on each matter submitted to the members. Only members in good standing shall be entitled to vote.

Section 3. Good Standing. Any member whose dues are current shall be in good standing.

Section 4. Membership dues. Each member shall pay membership dues in such amounts and at such times as shall be determined by the Executive Board. Current dues shall be stated in the Standing Rules.

Section 5. Dues shall be paid for the calendar year.

ARTICLE VI

OFFICERS

Section 1. The officers of this club shall be President, Vice-President, Secretary, Treasurer, Membership Director, and Immediate Past President.

Section 2. Election of Officers. On the first ballot all members shall be eligible for each office. The person receiving a majority of votes shall be elected to that office.

Otherwise, for each office the two persons receiving the most votes shall be the nominees for the succeeding ballot(s). Voting for officers shall be by written ballot.

Section 3. Duties. The duties of the officers shall be those defined by these bylaws.

- **President.**
 - (a) To be the Chief Executive Officer of this club.
 - (b) To preside at general meetings and meetings of the Executive Board.
 - (c) To establish the agenda for each general and board meeting.
 - (d) To be an ex-officio member of all committees.
 - (e) To be the club's delegate to the San Bernardino County Democratic Party, or, in the absence of the Vice-President, to appoint a member in his/her place.
 - (f) To be well informed on issues of interest to club members.

- **Vice-President.**
 - (a) To perform the duties of the President in his/her absence.
 - (b) To be responsible for arranging the programs for each general meeting.
 - (c) To serve as an alternate delegate to the San Bernardino County Democratic Party, representing the club in the absence of the President.

- **Secretary.**
 - (a) To keep, distribute, and archive in an orderly manner the official minutes of all Executive Board and General meetings.
 - (b) To conduct official correspondence and make known to the Executive Board members any pertinent correspondence.

- **Treasurer.**
 - (a) To take custody of all funds collected, raised, or received by this organization.
 - (b) To maintain a bank account in a local bank.
 - (c) To deposit all receipts, pay all accounts receivable, and keep accurate and Timely records of all financial transactions.
 - (d) To prepare, or cause to have prepared, in a timely manner, all tax reports required by the State of California.
 - (e) Make a Treasurer Report at General and Board Meetings.

- **Membership Director.**
 - (a) To maintain and distribute a roster of all members in good standing.
 - (b) To provide effective leadership for growing the club membership.

Section 4. Removal from office.

It shall be the right and the responsibility of the Membership to make and enforce its own bylaws and rules and to sanction any officer who has violated the spirit and the letter of those laws. Removal from office is considered an extreme measure and should be undertaken only after due process that abides by Robert's Rules of Order and the laws of the land. In no case shall a person be removed from office before being given

the opportunity to appear before the Membership to hear the allegations and offer a defense.

Procedures to be taken when considering removal from office of any officer.

- 1. An officer may be removed from office for absenteeism or disqualification.**
- 2. Absenteeism occurs when an officer fails to attend three consecutive scheduled meetings without prior notification to the President or Secretary of the intended absence.**
- 3. Disqualification occurs when the person holding the position fails to perform the duties of the position in a manner acceptable to the Membership.**
- 4. An *ad-hoc* Special Committee, comprised of at least one officer and two members in good-standing, shall be formed to review the charges brought against the officer in question.**
- 5. The officer in question shall be notified by certified mail 21 days prior to the scheduled general meeting when an action vote will be taken.**
- 6. Removal from office requires a 2/3 majority vote of members in good standing who are present and voting.**

ARTICLE V MEETINGS

Section 1. Regular meetings shall be held monthly on the same day of the same week as determined by the Executive Board with the approval of the membership present and voting. For an appropriate reason a meeting may be canceled. A quorum for a regular meeting shall be 20% of the membership.

Section 2. Special meetings may be called by the Executive Board or by ten members or 10% of the membership, whichever is less. The quorum for a special meeting shall be 10% of the membership.

Section 3. A quorum shall be declared at all membership meetings attended by at least 20% of members in good standing. Action taken by the Membership requires a majority vote of those attending.

ARTICLE VI EXECUTIVE BOARD

Section 1. The officers of the club shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the club.

Section 3. Action taken by the Executive Board requires a majority vote of those present and voting at an Executive Board Meeting.

Section 4. Any member in good standing may attend an Executive Board meeting. Only officers and committee chairs are entitled to vote.

**ARTICLE VII
COMMITTEES**

Section 1. The Executive Board or the membership may create such committees as are determined to be of value in furthering the purpose(s) of the Club.

**ARTICLE VIII
PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order, Newly Revised (2011)*, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt. A quorum shall be declared at all membership meetings attended by at least 20% of members in good standing. Action taken by the Membership requires a majority vote of those attending.

**ARTICLE IX
AMENDMENTS**

All proposed amendments to these bylaws must be submitted in writing at least one month prior to the regular general meeting when a vote to amend appears on the agenda. These bylaws can be amended at any regular general meeting of the Club by a two-thirds vote of the membership, provided that the amendment has been submitted in writing at the previous regular meeting.

CERTIFICATION: We do certify that these bylaws were approved by a majority vote at a regular general membership meeting by a unanimous vote of the members present on May 10, 2016 in Big Bear Lake, California.

David A Foltz
President

Paul Palmquist _____
Treasurer