

BYLAWS OF THE DEMOCRATIC CLUB OF BIG BEAR VALLEY

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

1. The purpose of The Democratic Club of Big Bear Valley; hereinafter called DCBBV; is to further the objectives of the Democratic Party; hereinafter called the Party; the California State Democratic Party; hereinafter called the CDP; and the San Bernardino County Central Committee; hereinafter called the SBCDCC; by, including but not limited to education, registration, fundraising, recruitment, endorsement of and election of democrats to city, county, state and national office and any other activity to promote and benefit the Party.

2. The DCBBV shall support all officially endorsed candidates of the Party, the CDP and the SBCDCC.
3. The DCBBV will hear and give audience to all members of the Party seeking office.

ARTICLE III - CHARTERING OF DCBBV

1. The DCBBV is officially chartered with the SBCDCC and was duly chartered by the SBCDCC on May 10, 2016.
2. As a chartered and affiliated club of the SBCDCC, the DCBBV shall comply with the bylaws of the SBCDCC and the CDP as they apply to fully chartered affiliates.

ARTICLE IV - MEMBERSHIP & DUES

1. All members must be registered Democrats, except for:

a) Minors sixteen years of age or older who have stated their intention to register as Democrats upon reaching legal voting age.

b) Persons in the process of naturalization who have stated their intention to register as Democrats upon becoming citizens.

2. Membership dues shall be reviewed at the last meeting of each calendar year of the Executive Board, and recommended by the Executive Board to the General Membership for approval at the last meeting of each calendar year of the General Membership.

a) Dues may be waived or reduced by any two elected officers for any member for whom such dues shall constitute an economic hardship.

3. Membership dues for each member are due on January 1, and are payable no later than March 1 of each calendar year. Membership shall expire for any member whose dues are more than sixty (60)

days in arrears. Members will be reinstated upon payment of dues.

4. A member in Good Standing for the purpose of these bylaws and a member's ability to participate in any vote required of the general membership shall be defined as a member whose dues have been paid by March 1 of each year. New members shall be considered members in good standing upon payment and receipt of the full amount of the annual membership dues.

5. Members may be expelled for:

a) Failing to remain a registered Democrat.

b) Campaigning for, or supporting a candidate in a partisan race who is a member of a party other than the Democratic Party or the endorsed CDP candidate.

c) Failing to pay dues unless a hardship exemption has been granted.

d) Procedure for expulsion:

I. The Executive Board recommends expulsion to the general membership.

II. Before a member can be expelled, said member shall be notified by CERTIFIED MAIL, RETURN RECEIPT REQUESTED, as to the reasons for pending removal, and given fifteen (15) days to request a hearing by the Executive Board.

III. Members requesting a hearing should do so by CERTIFIED MAIL or deliver their request to the President. If no written request for a hearing is received by the time of the meeting designated for the hearing, it will be assumed the member does not wish to be heard on the ground(s) of removal cited in the communication to the member. The Executive Board will, however, attempt to ascertain if there is a legitimate reason for lack of communication from the member(s) such as illness before action is taken.

IV. Notice of a general meeting at which expulsion of a member shall be voted upon shall be given to the general membership at least seven (7) days prior to the meeting.

V. Expulsion of any member in good standing shall require a vote of not less than 60% of those members present and voting at a general meeting.

ARTICLE V - CDP CLUB REPRESENTATIVES

1. CDP Pre-Endorsement Process - Members in Good Standing. The roster submitted to comply with the CDP Pre-Endorsement Process shall only include members in good standing as referenced above, and as of July 1 of the year prior to the Pre-Endorsement Conference, who reside in the California 33rd Assembly District (AD) and are duly registered Democratic Party voters in the California 33rd AD. The roster shall be sent to the Regional Director and

Executive Board Members of the SBCDCC prior to July 15 of the same calendar year.

2. The required number of Club representatives to the CDP Pre-Endorsement Conferences are one representative for each full 20 members appearing on the Club roster in good standing and registered to vote as a Democrat in the California 33rd AD.
3. The DCBBV representatives to the CDP Pre-Endorsing Conferences shall be selected as follows:
 - a. Prior to July 1 of the year prior to the Conference, at a regularly scheduled Executive Board meeting, the Board shall vote upon and select members to be recommended to the general membership as the DCBBV representatives to the Pre-Endorsement Conferences. Approval by the general membership of the recommendations of

the Executive Board will be scheduled as an agenda item at the next regularly scheduled general meeting. All DCBBV members in good standing shall be given ten (10) days notice by email of the impending vote of the DCBBV representatives to the Pre-Endorsement Conferences at the next general meeting.

- b. The DCBBV representative(s) as recommended by the Executive Board shall thereafter be selected by a simple majority vote of the general membership in attendance at the following regular general DCBBV meeting.
- c. If the general membership at the regular meeting rejects by a simple majority vote any of the members recommended by the Executive Board, at the same general meeting, the President shall suggest nominations for DCBBV representatives from the

general membership. Any DCBBV member in attendance may thereafter nominate any DCBBV member(s) in good standing and in attendance to be the representative(s). The general membership shall thereafter select by a simple majority vote among the members nominated, the required number of DCBBV representative(s) for the CDP Pre-Endorsement Conferences.

- d. The President of the DCBBV Club shall be one of the delegates unless s/he has appointed an alternate.

ARTICLE VI OFFICERS & ELECTIONS

1. Elected officers shall be President, Vice President, Secretary, and Treasurer. The President may appoint Club members in good standing to serve in other capacities as needed.
2. Elected Officers shall serve a term of one (1) year, or until a successor is duly elected.

Appointees shall serve at the pleasure of the President.

3. Nominations for officers shall be taken from the floor at an organizational meeting set for this purpose in November of an even year. To be eligible for nomination, a person must be a member in good standing, and must indicate in person or in writing, their willingness to serve.
4. If there is more than one candidate for an office, the election shall be by secret ballot. If no candidate wins a majority of the votes cast on the first ballot, a run-off shall immediately be held between the two candidates receiving the most votes.
5. Whereas Big Bear Valley can have snow in November and to promote a more robust voter participation in the Club elections, members in good standing may vote in person, via Internet meeting anonymous voting, and/or by absentee ballot. An absentee ballot may be cast only in a contested election.

6. Elected officers shall take office on January 1 after the election.
7. The Executive Board shall fill vacancies for elected positions for the unexpired term. The President will fill vacancies for appointed positions.
8. An elected officer can be removed from office by a resolution approved by the Executive Board and a two thirds (66%) vote of the members in good standing at a general meeting.
 - a. Before a member can be removed, the officer shall be notified by CERTIFIED MAIL, RETURN RECEIPT REQUESTED, as to the reasons for pending removal, and given fifteen (15) days to request a hearing by the Executive Board.
 - b. If the officer requests a hearing s/he must submit such a request by CERTIFIED MAIL or deliver their request, in writing, to the presiding officer of the Executive Board.

- c. If no written request for a hearing is received by the tie of the meeting designated for the hearing, it will be assumed that the officer does not wish to be heard on the ground(s) of removal cited in the communication to the member. The Executive Board will, however, attempt to ascertain if there is legitimate reason for the lack of communication from the member(s); such as illness; before action is taken.
- d. Members must be given ten (10) days notice of a general meeting at which removal of an officer will be voted upon.
- e. Cause for removal shall include three unexcused absences of consecutive meetings or non performance of duties as set forth in these Bylaws.

ARTICLE VII - DUTIES OF OFFICERS

1. Duties of President:

- a. To preside at all the meetings of the DCBBV and its Executive Board.
- b. To call regular and special meetings of the DCBBV and its Executive Board.
- c. To prepare agendas for the general meetings and the Executive Board meetings.
- d. To act as the chief spokesperson for the DCBBV or to designate an alternate.
- e. To appoint Committee Chairs as necessary
- f. To appoint standing or ad hoc committees as necessary.

2. Duties of the Vice President:

- a. To preside in the temporary absence of the President.

- b. If the President vacates the office, the Vice President (VP) shall ascend to the position until the Executive Board selects a replacement to fill the unexpired term.
- c. To perform duties as assigned by the President.
- d. To arrange for outside speaker(s) for each general meeting.
- e. Keep the club informed on the local politics of the Big Bear Valley.

3. Duties of the Secretary:

- a. To keep, distribute and archive minutes of all General and Executive Board meetings of this organization.
- b. To maintain lists of all members in good standing.
- c. To ensure that all members are notified of Club meetings.

- d. To maintain all written records of the Club including, but not limited to, all correspondence.
- e. To inform the President at the beginning of each General and Executive Board meeting if there is a quorum present for the meeting.

4. Duties of the Treasurer:

- a. To take custody of all funds collected, raised or received by this organization.
- b. To maintain a bank account for the deposit and disbursement of such funds.
- c. To make disbursement at the direction of the membership or the Executive Board.
- d. To report receipts and disbursements at each meeting.
- e. To see that no more than \$200.00 be expended without prior approval of the general membership.

- f. To complete and submit all reports to the Fair Political Practices Commission (FPPC) and/or the Federal Elections Commission (FEC) as required by state and federal law.
- a. To provide effective leadership for growing the club membership.

ARTICLE VIII - EXECUTIVE BOARD

1. Membership shall consist of the Elected Officers, Appointed Officers, and the Chairs of the standing committee(s).
2. The Executive Board shall meet between meetings of the DCBBV, or as necessary, for the purpose of planning and directing the activities of the Club, and shall be responsible for implementing the club's goals and maintaining financial viability.

3. It shall meet on the call of the President, who shall serve as its Chair, or any three (3) members of the Executive Board.
4. It shall be open to all members of the DCBBV and notice shall be given to all members of DCBV of the time, date and place of the Executive Board meeting, except where an emergency meeting is needed to best serve the interests of the DCBBV.
5. All DCBBV members may attend and participate in Executive Board meetings without voting rights.
6. The quorum of the Executive Board shall be a simple majority of the Board.

ARTICLE IX - MEETINGS

1. The DCBBV shall hold regular monthly meetings on such day and time as the membership shall determine.
2. Except as otherwise provided in these bylaws meetings of the general membership, Executive Board, standing committees and/or ad hoc committees may be held in person and/or through the use of Internet meeting services designated by the President that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, and showing the results of votes. Meetings of the general membership, Executive Board, standing committees and/or ad hoc committees may be held with some members in person and some electronically and shall be known as a blended meeting. These electronic and blended meetings shall be subject to all rules adopted by the membership and/or Board to govern them, which may include any reasonable limitations on, and requirements for participation. Any such rules adopted by the Board shall supersede any

conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule contained herein. An anonymous vote conducted through the designated Internet meeting service shall be deemed ballot vote fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

3. The President may cancel a regular meeting as needed due to weather, and/or local, state or national emergencies. In the event the President does not cancel a regular meeting, a simple majority of the Executive Board may cancel a meeting due to inclement weather and/or local/state/national states of emergency.

4. Special Meetings:

a. Special meetings may be called by the President at any time, on notice as specified in Article IX, Section 4.

b. In the absence of the President, any two officers may call a special meeting on notices as specified in Article IX, Section 4.

4. Notice of Meeting

a. Notice of regular or special meetings shall be given at least seven (7) days in advance to all members in good standing, and in any manner as follows:

1. Notice in writing by U. S. Mail,

2. Notice in writing by email or

3. Notice by telephone or text message

4. Notice for Electronic meeting participants shall be sent by email at least 72 hours before each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service.

I. The Vice President shall schedule Internet meeting service availability at least 15 minutes before the start of each meeting

II. Members shall identify themselves as required to sign in with the Secretary to the Internet meeting service and shall maintain Internet and Audio access throughout the meeting whenever present, but shall sign out with the Secretary upon any departure before adjournment.

III. The presence of a quorum shall be established by audible roll call conducted by the Secretary.

IV. Each member is responsible for her or his Audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

V. The President may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The President's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

VI. To seek recognition by the President, a member shall raise their hand. The President shall have sole discretion in granting recognition and order of recognized members subject to an undebatable appeal that may be made.

VII. Votes shall be taken by the anonymous voting feature of the Internet meeting service, unless a different method is ordered by the Board or permitted by the bylaws; these include audible roll call, voice vote aka acclamation and/or unanimous consent. The President's announcement of the voting

result shall include the number of members voting on each side and, if any, abstentions.

b. Emergency special meetings may be called within 72 hours by either email or telephone or text message.

c. Notice of the meeting shall be deemed sufficient by any manner as specified in Subsection a or b above. Such notice shall include the date, time, and place of the meeting and shall be given so as to be received by the membership at least one week prior to the meeting or, in the case of an emergency meeting, within 72 hours of said meeting.

d. The agenda for the upcoming meeting along with the minutes of the prior meeting shall be given to the membership by either U. S. mail or email no later than 72 hours prior to the meeting date.

5. The most current revision of Roberts Rules of Order shall govern the conduct of the meeting. The President may use consensus with the approval of a

simple majority of the voting members present at the meeting.

6. A quorum shall be declared to exist at any regularly scheduled meeting or at a special meeting having twenty percent (20%) of members in good standing in attendance as reported by the Secretary.

7. Unless otherwise specified in the bylaws, the DCBBV shall conduct its regular business with a simple majority vote of the members in good standing present at any meeting.

8. The DCBBV may pass resolutions not related to endorsements with a two-thirds (66%) vote of those members in good standing present and voting at any meeting. All resolutions must comply with the format approved and adopted by the SBCDCC.

9. Standing Rules

The DCBBV may adopt standing rules for the conduct of its meetings.

ARTICLE XI - ENDORSEMENTS

1. The DCBBV recognizes that the Bylaws and Rules of the CDP and the SBCDCC preclude it from taking independent action on partisan legislative and statewide races.
2. The DCBBV as a chartered democratic club recognizes the Bylaws and Rules of the SBCDCC preclude the DCBBV from taking independent action on county and/or local races for partisan and/or nonpartisan races.
3. The DCBBV retains the right to make endorsements for CDP and SBCDCC officer races.
 - a. The Executive Board will meet and make recommendations to the general membership for endorsement by a simple majority vote of the members in good standing present at the general membership meeting.

ARTICLE XII - AMENDMENT OF BYLAWS

1. Any amendment of the bylaws must first be discussed as an agenda item at the general membership preceding any general membership meeting at which approval of the amendment will be voted upon by the membership.
2. One weeks' (seven days) notice must be given to the general membership of each meeting at which amendment of the bylaws will be discussed or voted upon.
3. The proposed bylaw amendment shall be sent via US mail or email to the membership at least one week prior to the meeting at which it will be voted upon.
4. Amendment of the bylaws shall require a vote of two thirds (66%) of the general membership in good standing at a regularly scheduled meeting.

5. Any amendment of the bylaws shall be effective immediately upon approval by the general membership.

ADOPTED on this _____ day of _____, 20____.

CERTIFIED by: _____
Secretary, Laurie Wolfe

Last revised: 05/10/2016

STANDING RULES

Of the

Democratic Club of Big Bear Valley

STANDING RULE I: Meeting Notice by Electronic Mail

A. Members may choose to receive notice of meetings by individual electronic mail, rather than by U. S. Mail. Such notice must be submitted in writing to the DCBBV Executive Board.

B. It is the responsibility of the member to promptly notify the Secretary and the Membership Chair of any change in their email address. Such change must be done in writing.

STANDING RULE II: Communication & Web Site

A. In order to protect the privacy of the DCBBV members, all emails should be sent in a manner that does not disclose the recipients' email addresses.

B. Mass emails to Committee Members shall be sent by or approved solely by the President. The membership list and its contents, as well as any all voter data obtained in furtherance of Club goals and policies are privileged and to be used

only in conjunction with official Club business. The club logo is only used on official club documents and is not to be used by individual club members.

- C. No changes to the web site (**insert domain name here**) or to documents posted thereon shall be made without prior authorization by the President, except that the web master may routinely post the dates and information about the DCBBV, the SBCDCC meetings and events.

STANDING RULE III: Conduct at Meetings

- A. In order to protect the rights of the DCBBV members during meetings and to ensure that all members and guests are treated with respect and courtesy anyone may be expelled from the meeting, by a simple majority vote of the members in good standing present, after being called to order by the President three times in accordance with RONR (12th ed.) 61:1-21.
- B. Due to the limited amount of time available during meetings and to ensure that there is sufficient time to give proper consideration to all matters on the agenda, all speakers will have

three (3) minutes to address their subjects but may only speak twice on any motion. Speakers may ask the President for an additional two (2) minutes of speaking time, which may include a third opportunity to speak on a motion. Any such request shall be granted in the sole discretion of the President.

- C. To promote the timely notice to all members of all matters discussed at meetings and to ensure that no members are deprived of the opportunity to participate in the Club's business the Agenda may only be amended by a two thirds (66%) vote of the members in good standing at the meeting.

