

# Bylaws

## OF THE

### DEMOCRATIC CLUB OF THE CONEJO VALLEY

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# **Bylaws**

## **OF THE**

### **DEMOCRATIC CLUB OF THE CONEJO VALLEY**

#### **Preamble**

In order to stimulate an active interest in governmental affairs, to increase the efficiency of popular government, and to foster and perpetuate the ideals and principles of the Democratic Party, we hereby associate ourselves and establish the Democratic Club of the Conejo Valley.

#### **Article I**

##### **SECTION 1. NAME**

The name of this organization shall be **The Democratic Club of the Conejo Valley**, hereinafter referred to as the **CLUB**.

##### **SECTION 2. VISION**

The vision of the CLUB shall be to engage, energize, and empower Democratic Voters in the Conejo Valley.

##### **SECTION 3. MISSION**

The Mission of the CLUB shall be to motivate voters in the Conejo Valley to support and elect Democratic candidates for office.

##### **SECTION 4. OBJECTIVES**

The objectives of this CLUB shall be:

- To support and elect candidates at the local, state, and federal levels of government who will advocate the values of the Democratic Party.
- To contribute to the growth and influence of the Democratic Party by educating and registering voters, developing leadership, contributing to the development of the Party Platform and in other ways as supported by the CLUB membership.
- To enhance the visibility and promote a positive image of Democrats in the Conejo Valley through community involvement and sponsorship of events.
- To fundraise for organizational activities and for support of candidates and issues as approved by the CLUB membership.
- To create opportunities for discussion and advocacy on issues of importance, including, but not limited to: business, civil liberties, economy, education, environment, foreign policy, health care, the justice system, and social security.

## **SECTION 5. AFFILIATION/GOVERNANCE**

- The CLUB shall be chartered by the Ventura County Democratic Party Central Committee (hereinafter, COMMITTEE), and may affiliate with the California Democratic Council (hereinafter, CDC).
- As a chartered club of the COMMITTEE, the CLUB shall comply with its own bylaws as well as the bylaws of the COMMITTEE and the California Democratic Party.

## **Article II**

### **Membership**

The CLUB shall not require or use any test of membership, or oath of loyalty, which has the effect of requiring prospective or current Members to acquiesce in, condone, or support discrimination on the grounds of race, color, creed, national origin, physical ability, sex, age, religion, ethnic identity, sexual orientation, or economic status.

#### **SECTION 1: ELIGIBILITY, RIGHTS AND DUTIES**

##### **A. Types of Membership**

There are four (4) types of members of the CLUB: Regular, Associate, Sustaining, and Honorary Life Members. Their rights and duties are as specified within.

##### **B. Eligibility**

1. Any person registered to vote as a Democrat.
2. Any person less than 18 years of age or is a non-citizen awaiting naturalization, who supports the principles of the Democratic Party, and has expressed an interest to register to vote as a Democrat upon becoming eligible, is eligible for Associate Membership without voting rights.

##### **C. A Member in good standing shall (SR1-1):**

1. Have paid annual or sustaining dues, or receive approved waiver for economic hardship.
2. Be acquainted with the CLUB's bylaws, abide by these bylaws; and, never use the CLUB's name in connection with any candidate, issue, or ballot measure, not formally endorsed by the CLUB or Executive Board unless the name of the CLUB is clearly indicated as being used for identification purposes only.
3. Be allowed to vote on CLUB matters.
4. Attend all meetings and functions of the CLUB and Democratic Party events in Ventura County to the best of their ability.
5. Support the election of the Democratic Party nominees.
6. Support candidates endorsed by the CLUB or by the COMMITTEE.
7. Address Conflict of Interest openly and recuse from discussion and voting on any item in which the member or their family members have a financial interest. Adhere to conflict of interest guidelines and requirements for related-party transactions. (SR1-2)

##### **D. An Associate Member shall:**

1. Have the right to voice, but not to make motions or vote, on matters before The CLUB.

2. Have the right to be appointed to a special or Standing Committee, except for any committee which authorizes the expenditure of campaign funds, which determines campaign strategy or execution or which recommends endorsements.
3. Have full rights when serving in such a capacity, except they shall not serve as chairs or co-chairs of committees.
4. Meet the same dues requirement of the CLUB as a Regular Member.

**E. A Sustaining Member.**

1. Individual Membership with payment of two or more years of dues.

**F. An Honorary Life Member.**

1. Upon the signed recommendation of one member, seconded by another member, and by a three-fourths vote by ballot at the annual meeting, honorary life membership may be conferred upon an adult Democratic resident of the Conejo Valley who shall have rendered notable service to the CLUB.
2. An honorary member shall have none of the obligations of membership in the CLUB, but shall be entitled to all the privileges except those of holding office.

**G. Termination of Membership**

1. A member can voluntarily terminate membership by sending a signed letter of termination to the Corresponding Secretary or President of the CLUB. Termination will become effective upon presentation of the letter to the Executive Board.
2. Membership shall also be terminated due to death or legally-declared mental incapacity

**SECTION 2. CENSURE AND EXPULSION (SR1-4)**

Membership may be revoked or denied for just cause at any time, including action detrimental to the CLUB.

**A. CAUSES**

Members may be censured or expelled from the CLUB for cause including, but not limited to:

1. Fraudulent application for membership.
2. Registering or re-registering as a member of another party.
3. Failure to meet dues requirements within 60 days of renewal date.
4. Publicly avowing preference for another party, or publicly and actively supporting the candidate of another party in a partisan election.
5. Participation in activities that are expressly forbidden by CLUB bylaws, policies, or standing rules.
6. Misuse or embezzlement of CLUB monies or resources.

**B. PROCESS**

Members are entitled to due process before being disciplined or terminated. The procedure for this shall be as follows:

1. At least two (2) members of the Executive Board must sign and submit to the President or other officer and the Secretary a written statement of allegations.
2. The President shall appoint a Special Committee of three (3)-to-five (5) current or former CLUB members, without prejudice, to investigate the allegations.

3. The Special Committee shall determine within three (3) business days whether there is a basis for the allegations and shall notify the CLUB member under investigation of the right to appear to present a defense.
4. Notification is sent by certified mail with delivery confirmation. In the absence of a signed receipt, notification of delivery constitutes formal proof.
5. The hearing before the Special Committee shall be held within thirty (30) days from the mailing of the notification.
6. Within five (5) days business following the hearing the Special Committee shall notify the CLUB member under investigation of their findings.
7. The Special Committee reports in closed Executive Session at the next regular or special CLUB meeting. The member facing allegations is allowed up to ten (10) minutes to speak.
8. A two-thirds vote of CLUB members present and voting is required to terminate a member for cause or to determine a fair and just method of discipline under the circumstances.
9. 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 CLUB office
  - f. Removal as a CLUB member
10. Termination and duration of discipline confirmed by written notification of the CLUB's decision shall be sent by certified mail with delivery confirmation to the member. In the absence of a signed receipt, notification of delivery constitutes formal proof.
11. All related documentation shall be retained by the Secretary in a confidential file for a period of three (3) years.

### **SECTION 3. DUES (SR1-3)**

- A. Dues levels shall be:
  1. Individual
  2. Family
  3. Senior
  4. Student
  5. Sustaining
- B. A member shall pay annual dues unless waived.
  1. Annual dues become payable each January.
  2. Payment of dues shall be prorated on a quarterly schedule for new members.
  3. A special dues amount may be established for Students.
  4. Membership dues shall be determined annually by recommendation of the Executive Board and ratified by the membership.
  5. The Executive Board, upon demonstration of financial hardship, may waive dues.

## **Article III**

### **Officers**

#### **SECTION 1. OFFICERS**

##### **A. All officers are members of the CLUB**

##### **B. Officers are:**

President, Executive Vice President, Administrative Vice President, Secretary, and Treasurer.

#### **SECTION 2. TERM**

1. Officers serve a term of one year or until a successor is elected or until the officer's resignation or termination of membership.
2. Within ten (10) business days of the completion of a term officers must transfer all written materials, electronic records, reports, keys, equipment or other property belonging to the CLUB and a written job description to the officer's successor or to the CLUB.

#### **SECTION 3. DUTIES**

All officers shall use, as necessary, current methods of electronic communication. When not set forth in these Bylaws, the duties of each officer shall be prescribed by law and *Roberts Rules of Order, Newly Revised*.

##### **A. The President shall:**

- Call and conduct all regular, special and Executive Board meetings.
- Serve as the official spokesperson and representative of the CLUB. (SR5)
- Serve as ex-officio member of all standing and special committees, except the Nominating Committee.
- Prepare and deliver an agenda to the Secretary prior to all meetings.
- May co-sign bank checks.
- Appoint chairs of committees with approval of Executive Board.
- Call special meetings of the CLUB at the direction of the Executive Board.
- Invite/authorize non-members to speak at any meeting, subject to Executive Board approval.
- Vote only to break a tie.
- May Select or appoint a Parliamentarian to assist with meetings.
- Serve as CLUB representative on the COMMITTEE; and/or appoint an alternate.

##### **B. The Executive Vice President shall:**

- Serve as an *ex officio* member of the Political Activities Committees: (See Article VII Committees; Section 1, B1)
- Assist the President and perform such duties as assigned by the President and the Executive Board.
- In the President's absence or incapacity, assume the duties of the President (SR2-2).
- Organize events for CLUB participation, i.e., County Fair, Street Fair.
- May serve as CLUB Alternate on the COMMITTEE

**C. The Administrative Vice President shall:**

- Serve as an *ex officio* member of the Administration & Operations Committees: (See Article VII Committees; Section 1, B2)
- Assist the President and perform such duties as are assigned by the President and the Executive Board.
- In the President's and Executive Vice President's absence or incapacity, assume the duties of the President (SR2-2).
- May serve as CLUB Alternate on the COMMITTEE

**D. The Communications Vice President / Secretary/ shall:**

- Serve as an *ex officio* member of the Communications Committees (See Article VII Committees; Section 1, B3)
- Records & Minutes
  1. Record and keep the minutes of all regular and special meetings of the CLUB and make copies available to members at next meeting.
  2. Record and keep the minutes of all Executive Board meetings and post them with the Agenda for the next regular meeting.
  3. Have available a copy of the current Bylaws of the CLUB at all meetings.
  4. Maintain the official list of members in good standing from Membership Chair and have it available for all officers and chairpersons.
  5. Keep accurate records of attendance at all meetings with assistance from Membership Chair.
- Notices
  1. Provide notices for elections to fill vacancies in offices of the CLUB.
  2. Email meeting notices, agenda, and minutes as directed by the President.
  3. Send email reminder of meetings prior to meetings and other information as deemed relevant.
- Communication
  1. Provide written communication with other Democratic CLUBs and other organizations and individuals.
  2. Update Conejo Democratic web site and notify the COMMITTEE, and Social Media about CLUB activities.

**E. The Treasurer shall:**

- Serve as an *ex officio* member of the Administration & Ways & Means Committees (See Article VII Committees; Section 1, B4)
- Serve on the Ways & Means Committee (aka Finance/Budget Committee)
- Have charge of the collection and deposit of all monies belonging to the CLUB.
- Keep an accurate and current record of income and disbursements of the CLUB.
- Prepare a monthly report for regular meetings and other meetings requested by the Executive Board.
- Be co-signer of bank checks.
- Submit records and warrants for inspection at the time of the annual audit and whenever requested by the Executive Board and/or by any member upon reasonable notice.
- Establish and maintain bank accounts in the name of the CLUB.



- Know and follow the regulations of the Internal Revenue Service (IRS), the Federal Election Commission (FEC), and the Fair Political Practices Commission (FPPC) of the State of California.
- Be the keeper of the IRS identification number, the FEC number, and FPPC number from the Secretary of State.
- Pay all bills properly authorized by the Executive Board.
- Maintain proper documentation of receipt and expenditures with name, or description of item and date of purchase and authorization record.
- Maintain Roster of all paid CLUB members
- Secure written reports from Fundraising Committee Chairs

#### **SECTION 4. VACANCIES**

Officer vacancies shall be temporarily filled by appointment of the President and approval of the remaining members of the Board by a two-thirds majority vote. A special election shall then be held to fill that vacancy at the next regular meeting of the CLUB.

#### **SECTION 5. REMOVAL FROM OFFICE**

Absence of an officer from two (2) consecutive membership meetings, two (2) consecutive Executive Board meetings, or three (3) regularly scheduled membership meetings during a calendar year without valid reason, shall be grounds for removal from office.

## **Article IV**

### **Elections**

#### **SECTION 1. NOMINATIONS**

- A. The CLUB shall form a nominating committee in October. Members may not serve on the nominating committee for more than two (2) consecutive terms.
- B. The Nominating Committee members shall be barred from being candidates themselves.
- C. The Nominating Committee will accept the nomination of candidates and present a roster for each position at the November meeting.
- D. Members will qualify for nomination to elected office when they have held membership in the CLUB for at least thirty (30) consecutive days prior to nomination and remain in good standing with the CLUB.
- E. The Treasurer will provide the election officer or Parliamentarian with a list of members who are eligible to participate as candidates and voting members.
- F. Candidates must accept nominations by the December election to be eligible to stand for office.

#### **SECTION 2. ELECTIONS**

- A. Elections will be chaired by the highest-ranking officer who is not running for reelection or by the Parliamentarian; if one exists.
- B. Elections will be held at the December meeting and determined at a majority of those present and voting.
- C. Officers term of office shall begin at the close of the December meeting at which they were elected.

- D. Members may run for more than one office, but shall not hold more than one position.
- E. In the event of a contested election, the board shall be elected by a vote of hands.
- F. In the event of a tie, the election chair may permit the tied contestants additional time to speak to the membership or he/she may call for an immediate runoff election.
- G. In the event of a continued tie, an election may be determined by a coin toss.

### **SECTION 3. OFFICE-HOLDING LIMITATIONS.**

No member shall hold more than one office at a time. No more than two officers may serve as co-officers. They must both agree to serve and carry out their duties as specified in the CLUB's Bylaws.

### **SECTION 4. INSTALLATION**

Officers shall be installed at the January meeting.

## **Article V**

### **Membership Meetings**

#### **SECTION 1. REGULAR MEETINGS (SR3-2)**

- A. Regular meetings of the membership shall be held at least ten (10) months a year. Members shall receive notification of all regular and special meetings at least seventy-two (72) hours in advance of such meetings. Such notification shall include time, place and general nature of business to be conducted.
- B. The day, time, and location may be altered from time to time as ordered by the President and Executive Board. Notice for the meeting shall contain the place, date and time of the meeting and the general nature of business that is intended for action by the members, but any proper matter may be presented at the meeting for action. (SR3-5)
- C. The order of business, unless modified by the President, with the consent of the members is:
  - 1. Pledge of Allegiance
  - 2. Approval of Minutes
  - 3. Officers and Committee Reports
  - 4. Announcements
  - 5. New Business and Programs
  - 6. Unscheduled Announcements
  - 7. Adjournment

#### **SECTION 2. QUORUM**

A quorum of the general membership shall be twenty-five percent (25%) of the total CLUB general membership or ten (10) members in good standing, whichever is larger. (SR3-3)

#### **SECTION 3. ADJOURNED MEMBERSHIP MEETING**

- A. An Adjourned meeting is a meeting in continuation of the session of the immediately preceding regular or special meeting. Whenever a membership meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place thereof are

- B. announced at the meeting at which the adjournment is taken.
- C. No meeting may be adjourned for more than thirty (30) days.
- D. At the adjourned meeting, the CLUB may transact only business which might have been transacted at the original meeting.

#### **SECTION 4. ORGANIZATIONAL MEETING**

- A. Organizational meeting, wherein new officers are elected, will be held in December. At least ten (10) days prior written notice of the annual election meeting must be given to all members in good standing.
  - 1. Following the election, an audit of financial accounts shall be conducted and a report prepared for the January meeting.
  - 2. Following election, all records, accounts and other CLUB property shall be passed from outgoing officers to officers-elect prior to or at the January installation of officers.

#### **SECTION 5. ANNUAL MEETINGS**

- A. The Annual meeting shall be conducted in January of each year. The business at this meeting will include the following:
  - 1. Installation of Officers.
  - 2. Annual Budget will be presented for membership approval at this time or within the first quarter.
  - 3. Plans for First Quarter Programs and Projects will be presented.
  - 4. The Audit Report for the Past Year will be accepted.
  - 5. The Committees' Reports for the Past Year may also be received.

#### **SECTION 6. SPECIAL MEETINGS**

- A. A Special Meeting is a separate session of the CLUB held at a time different from that of any regular meeting, and convened only to consider one item of business specified in the call of the meeting.
  - 1. The president may call special meetings.
  - 2. The president must call a special meeting upon the written request of three (3) members of the executive board or by five (5) or more members of the CLUB.
  - 3. Special meetings requested by the president or the executive board must be held within fourteen (14) days of receipt of the request. All CLUB members must be notified at least ten (10) days prior to the meeting.
  - 4. Special meetings requested by five (5) or more CLUB members must be held within 20 days of receipt of such request. The president and executive board will determine the place, time and date of the meeting. All CLUB members must be notified at least ten (10) days prior to the meeting.

#### **SECTION 7. EXECUTIVE SESSION (SR3-1)**

- A. The Executive Session is a Closed session or meeting at which the proceedings are secret.
  - 1. Should a motion be required to go into executive session, a majority vote is required.
  - 2. All who are not entitled or invited to attend are excluded from the meeting.
  - 3. Violation of the secrecy of the session can result in disciplinary action.
  - 4. Minutes or record of the proceedings are approved only in Executive Session.

**SECTION 8. ELECTRONIC MEETINGS & PHOTO & VIDEO COMMUNICATION (SR4)**

- A. The CLUB may use electronic communication (i.e. phone, email, etc.) and photo and video tools for any CLUB communication in the promotion of the CLUB's mission and objectives. (SR4-7 & 8)
  - 1. The Executive Board may hold electronic meetings in an emergency.
  - 2. Standing or Special Committees may hold electronic meetings as needed.
  - 3. Electronic Communication Groups such as Google Groups may be formed for internal business and discussion for the CLUB with ownership belonging to the CLUB.
  - 4. The CLUB Website may feature compensated advertising sponsors.
  - 5. Postings on the CLUB Facebook page by individuals do not represent endorsements by the CLUB.
  - 6. Contact lists shall belong only to the CLUB and not for sale or utilization by others.
  - 7. All public meetings of the CLUB may be photographed, videotaped, and/or audio-recorded for personal and/or CLUB use and may be posted on the CLUB website and in its publications when approved by a majority vote of the members present and voting.

**SECTION 9. VOTING**

- A. Only members in good standing shall be eligible to vote in any CLUB election.
- B. A renewing member shall be deemed to be in good standing and authorized to participate in all voting and other CLUB activities,.
- C. Neither secret ballot, absentee, nor proxy voting shall be permitted.

## **Article VI**

### **The Executive Board**

**SECTION 1. BOARD COMPOSITION**

The Officers of the CLUB shall constitute part of the Executive Board. The chair, or one of the co-chairs, of the following standing committees shall also be voting members of the CLUB's Executive Board: (1) Bylaws & Standing Rules, (2) Membership, (3) Program Recruitment & Development, and (4) Publicity. Members of the CLUB may attend Executive Board meetings.

**SECTION 2. BOARD DUTIES AND POWERS (SR6)**

- A. Administer the affairs of the CLUB in accordance with these Bylaws and the Standing Rules adopted by the CLUB.
- B. Act on behalf of the CLUB between regular meetings with actions ratified at the next regular or special meeting.
- C. Propose and plan CLUB activities and programs and submit for CLUB action at appropriate regular or special meetings.
- D. Meet at least monthly, at the call of the President or a majority of the Executive Board Members. At least seventy-two (72) hours notice shall be given.
- E. Ensure that minutes of its meetings, along with the notice and agenda at the next meeting, are distributed within seventy-two (72) hours .
- F. Set meeting time and place for regular or special meetings of the CLUB.

- G. Waive, defer or reduce membership dues on an individual basis as circumstances dictate.
- H. Fill vacancies in offices by temporary appointment until CLUB membership can elect replacements.
- I. Approve expenditures up to \$600.00 from CLUB treasury. Disbursements in excess of this amount shall be subject to the approval of the general membership.
- J. Create committees as needed to carry out CLUB business.
- K. Remove any member from a committee for just cause, such as failure to perform assignments or obstruction of the committee's business.
- L. Approve at the request of the President or the Program Committee for a non-member to address the CLUB.
- M. Propose and plan activities other than meetings (i.e., social functions, work parties) for the CLUB.

## **Article VII**

### **Committees**

#### **SECTION 1. STANDING COMMITTEES**

- A. There shall be nine (9) standing committees, each composed of not less than 2 members.
  - 1. Chairs shall be responsible for making proper activity reports to the Executive Board and at general membership meetings.
  - 2. No more than two individuals may serve as co-chairs. They must both agree to serve and carry out their duties as specified in the CLUB Bylaws.
- B. The following will be standing committees of the CLUB:
  - 1. Political Activities Committees
    - a. Legislation/Endorsements (SR8-5 & SR9)
    - b. Election Strategy (SR8-3)
    - c. Candidate(s) Recruitment and Development (SR8-3)
    - d. Resolutions (SR8-5)
  - 2. Administration & Operations Committees
    - a. Bylaws & Standing Rules (SR8-1)
    - b. Nominations
  - 3. Communication Committees
    - a. Membership (SR8-7)
    - b. Outreach
    - c. Program Recruitment and Development
    - d. Publicity
    - e. Social Media
  - 4. Finance Activities Committees (SR8-4)
    - a. Ways & Means/Finance/Budget
    - b. Hospitality (SR8-8)
    - c. Fundraising Events (Garden Party, etc.)
- C. The chairs of standing committees shall be appointed by the President.
- D. Any two (2) members of the CLUB may petition the Executive Board to form a

Standing Committee.

1. Approval by the Executive Board shall be based upon a demonstration by the applicants that the purpose of the proposed committee is consistent with the Purposes and Policies of this CLUB.
2. Approval of committee formation shall require a majority vote of the Executive Board and shall not be final until ratification by majority vote of the membership present at the next regularly scheduled meeting.
- E. Committee reports shall be presented regularly to the membership. No action or expenditures will be permitted unless approved by a majority present at the meeting in which the motion was introduced.
- F. The President, with approval of the Executive Board, may fill a vacancy for chair of any committee.
- G. A member in good standing may chair or participate in any standing committee or ad hoc committee.

**SECTION 2: SPECIFIC DUTIES OF APPOINTED COMMITTEE CHAIRS (SR8)**

A. The Chair of a Standing Committee shall:

1. Call, agendise, hold, and report on Standing Committee meetings.
2. Post meeting findings and Committee Member information with the Recording Secretary.
3. Be responsible for the conduct and activities pertaining to the Standing Committee.
4. Report to the President regarding the progress and actions taken by the Standing Committee.

B. The COMMITTEE Representative and Alternate: (SR5)

1. The President shall serve as the CLUB representative to the COMMITTEE and/or shall appoint the Alternate.
2. If the President is unable to serve or chooses not to serve, Alternates may be appointed.

**SECTION 3: AD HOC & SPECIAL COMMITTEES**

The Executive Board shall establish, when necessary, ad hoc or special committees to accomplish the purpose and program of the CLUB in accordance with these Bylaws. The President may appoint a chair to any committee that is created by the Executive Board or the membership to fulfill a single goal or short-term project.

## **Article VIII**

### **Political Activities**

**SECTION 1: RESOLUTIONS**

- A. The CLUB may declare its position on any matter relating to the activities of the CLUB by a resolution at a Regular or Special meeting by a majority vote of the members present and voting, provided that:
  1. Notification containing the text of the resolution shall be provided to the Executive Board and the CLUB membership requesting the resolution be adopted
  2. The proposed resolution is in conformity with the Bylaws of the CDP and the COMMITTEE Bylaws.

3. Any CLUB member may submit a resolution to be considered. An Emergency Resolution may be presented at a CLUB meeting with the President or Chair.
4. Approval of all Proposed Resolutions requires a majority of those present and voting at a Regular meeting.

## **SECTION 2: PETITIONS**

Only Petitions pertaining to CLUB business may be circulated during CLUB meetings. These Petitions shall be approved by the President prior to circulation.

## **SECTION 3: ENDORSEMENTS**

The CLUB will consider the endorsement of local initiatives and eligible candidates who have filed with the County Clerk or other appropriate authority for offices and whose councils, boards or districts include all or part of the Conejo Valley, including the cities of Thousand Oaks, Westlake Village, and Agoura Hills and the unincorporated areas within the Valley including Lynn Ranch, Casa Conejo, and Oak Park. All candidates for endorsement must be registered voters who have listed a preference for the Democratic Party.

At the January Executive Board Meeting in each year an Endorsement Committee Chair will be appointed in the same manner as the Chairs of Standing Committees. The Endorsement Committee will prepare Standing Rules and Procedures for Endorsement for presentation to the Executive Board at the February meeting. A two thirds majority of the Executive Board may approve the Standing Rules and Procedures for Endorsement at the February meeting, otherwise the report is returned to the Endorsement Committee for revision and review at the March Executive Board meeting. A simple majority of the Executive Board may approve the Standing Rules and Procedures for Endorsement at that or any following Executive Board meeting.

The Endorsement Committee will review each candidate and initiative for Endorsement and the Chair or a designated Committee member will make a recommendation for each reviewed candidate and initiative to the General Membership at a regular or properly noticed special meeting. The recommendations may be Endorsed, Not Endorsed, or No Endorsement for the office. No candidate or initiative is eligible for endorsement without prior review by and report from the Endorsement committee. A vote of sixty percent (60%) of the Members in good standing in attendance is required for endorsement.

# **Article IX**

## **Finances**

### **SECTION 1. WAYS & MEANS**

- A. The Ways & Means or Finance/Budget Committee shall include the Treasurer. An Executive Board member may serve as this committee.
- B. The Ways & Means Committee shall:
  1. Prepare an annual budget of proposed income and expenditures
  2. Report the budget for approval at the February Regular Meeting
  3. Prepare the Annual Financial Report at the December Regular Meeting.

## **SECTION 2. INCOME**

- A. Any monies collected on behalf of the CLUB shall be given to the Treasurer immediately and deposited within three (3) business days.
- B. Money collected for the CLUB should be submitted to the Treasurer with explanation or report regarding the source, date, and other pertinent information.

## **SECTION 3. EXPENDITURES (SR10-1)**

- A. All expenditures, properly documented, shall be made by check or CLUB Debit Card.
- B. President and the Treasurer shall have authority to sign checks.
- C. Routine or recurring expenditures of \$600 or less may be authorized in advance by the Executive Board, paid by the Treasurer upon presentation, and ratified by the membership at the next regular meeting.
- D. Non-routine or non-recurring expenditures and those exceeding \$200 dollars, including donations to organizations or candidates, must be approved by the membership at a regular meeting.
- E. Recommendation for expenditures may be made by members at any meeting.

## **SECTION 4. AUDITS**

- A. Annual audits shall be conducted by a committee consisting of three (3) members who are not members of the Executive Board, appointed by the President at the regular membership meeting each November.
- B. The Audit Committee shall present a written audit report at the January membership meeting.
- C. Special audits shall be called upon the resignation of the Treasurer or any officer responsible for signing checks, or at any other time deemed necessary.
- D. No member of the Audit Committee may be related by blood or marriage or reside in the same household as the financial officers and/or authorized signers of checks.

# **Article X**

## **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* 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 Parliamentarian may be selected or appointed by the President to advise the President and other officers on matters of parliamentary procedures. The membership must approve payment of any fees.



## **Article XI**

### **Bylaws Revisions**

#### **SECTION 1. REVIEW**

- A. Bylaws revisions for the CLUB shall be reviewed and updated annually.
- B. A motion to revise these Bylaws may be made by any member in good standing.
- C. The committee shall prepare a detailed list of proposed revisions to present at a subsequent meeting of the full membership.
- D. Members must be notified of the meeting at least ten (10) days in advance and a list of the proposed revisions must be included with the notice.

#### **SECTION 2. ADOPTION**

- A. A two-thirds (2/3) vote of the membership present at the noticed meeting, or who respond to electronic voting within seventy-two (72) hours of an Election Notice via e-mail, shall be required to adopt any Bylaws revisions.
- B. After the membership adopts the reviews, the Secretary will sign and date a master copy of the Bylaws, which is kept by the secretary. Other copies are signed by the Secretary and kept by the President and Parliamentarian, if one exists.
- C. Additional copies of the Bylaws and Standing Rules shall be made for each member of the Executive Board. An electronic copy of these Bylaws shall be made available to any member of the CLUB upon request.
- D. Bylaws shall be accessible on the CLUB's website.