

# Castro Valley Democratic Club

By Laws  
As amended April 2024

## Article 1 – PURPOSES AND AFFILIATION

### Section 1:1 Name

The name of this Club shall be the Castro Valley Democratic Club.

### Section 1.2: Nature of the Club

This Club is organized as a not-for-profit political organization, to function as a local affiliate of the California Democratic Party, in accordance with applicable State and Federal laws. (CDP by-law Article 10 below)

### Section 1:3: Purposes of the Club

This Club is formed to carry out the following purpose of its members:

To support and elect Democratic Candidates to State and Local offices, and to encourage new candidates who share our Democratic ideals.

To foster continuing Democratic action in the Castro Valley community and provide an enduring local organization affiliated to the California Democratic Party.

To develop and encourage grass roots voices within the California Democratic Party, to foster continuing adherence to Democratic ideals within the Party.

To work in political education, especially among our members and new citizens to secure the future of the Party and its ideals in our community.

To promote accessibility to the Party activities among all interested citizens, and to encourage more Democrats to become active in political affairs.

To enjoy and have fun being a Democrat.

### Section 1.4: Affiliation

This Club shall affiliate, and remain affiliated, to the California Democratic Party via chartering with the Alameda County Democratic Central Committee. In order to secure such affiliation, members agree to the following:

“No member shall support any person not a registered Democrat against a registered Democrat in any partisan election. No member shall authorize the publication of his or her Democratic Party affiliation in support of any candidate not a Democrat in any race. This provision will not be enforced with regard to races in which the State or County Democratic Central Committee has declared the Democratic candidate to be offensive to the principles of the Democratic Party.”

## ARTICLE 2 MEMBERSHIP

### Section 2.1: Members

Membership in the Club shall be open to all registered Democrats, and to all persons under the age of voting registration who shall declare their loyalty to the Democratic Party and their intent to affiliate with it in the future. All elected officials in the area served by the Club shall be considered ex officio members. Membership shall not be open to members of the Ku Klux Klan, the American Nazi Party or other organizations found by the Club or the County Central Committee to be similarly repugnant to the principles of the Democratic Party. Diversity shall be encouraged and the Club shall actively recruit members in and effort to have a diverse Club membership.

### Section 2.2: Geographic Focus

The focus of this Club shall be the organizing of Democratic action in the Castro Valley community, and in surrounding areas as shall best serve the purposes of the Club. This Club shall carry out Democratic action in concert with other affiliated organizations of the Democratic Party, and with other organizations as shall best serve the purposes of the club.

### Section 2.3: Dues

Dues shall be paid annually by all members except ex officio members, with each year's dues payable before the start of the January general meeting or during the annual Club July picnic event. The dues shall be: \$20.00 for individual members, \$30.00 for households, and \$100.00 for sustaining members, and \$10.00 for student's members and for low-income members at the discretion of the Treasurer. Dues may be prorated if a new member joins in the middle of the calendar year.

## Section 2.4: Voting

Dues must be paid for a member to be eligible to vote at the Club's meetings. Each member of the Club who is eligible to vote shall have one vote, and no proxies are allowed. Membership in the Club for a period of at least two (2) weeks is required before any new members, who have not previously been members of this Club, may vote on any matter before the Club.

## Section 2.5: Roster Eligibility

A Club member is considered to be in good standing for purposes of: 1. Submitting the Roster to the County Chair for Re-Chartering of the club and 2. Submitting the Roster to the Regional Director for allotting representatives from the Club for Pre- Caucuses, the member must have paid dues.

## Article 3: OFFICERS

### Section 3.1: Club Executive Board

The Club's executive officers shall be five in number. President, Vice President/President elect, Treasurer, Recording Secretary, and Corresponding Secretary. Each shall serve a two-year term, with elections by secret ballot on alternating January General Meetings. The Executive Board of the Club shall include the above five officers, the past year's President, the chairs of the Standing Committees (or vice-chairs alternates) per Section 4.1 below and other members per Article 5 below by the discretion of the Executive Board Members

### Section 3.2: President

President of the Club shall serve as the chief executive, responsible for execution of the Club's By-laws, purposes and policies and for other overall direction and supervision of its activities. The President shall delegate a member to maintain and disseminate the updated by-laws. The President shall report to the Club's members on a regular basis regarding the Club's activities and shall prepare the agenda for and call a preside at general meetings and meetings of the Executive Board.

The President, on behalf of the Club, shall reply to or initiate Club correspondence as directed by the Executive Board.

### Section 3.3: Vice President/President elect

The Vice President of the Club shall serve as an assisting executive to the President, and shall preside at meetings in the President's absence. The Vice President may become the Club's President for the following term, starting at the opening of the January General Meeting. A new Vice President shall then be elected.

### Section 3.4: Recording Secretary

The Recording Secretary of the Club shall record minutes from the General and Executive Board meetings and retain all records of the Club's activities, including all minutes of committee meetings. The Recording Secretary shall adhere to the California Democratic Party By-laws, Article VIII, Section 3g (1) through (6) which are incorporated by reference herein and as the same CD By-laws shall be amended from time to time.

### Section 3.5: Corresponding Secretary

The Corresponding Secretary shall create and maintain a contact list of elected officials within the areas the Club serves as well as statewide. In election years the Corresponding Secretary will create a contact list of Democratic candidates and key spokespersons for ballot measure races that the club will be considering for endorsement. The corresponding Secretary shall send out all notices of meetings and events, minutes of meetings and other communications as directed by the Executive Board or President.

### Section 3.6: Treasurer

The Treasurer of the Club shall be responsible for the Club's funds, and for maintaining sufficient records and filing reports to comply with State and Federal requirements. The Treasurer shall receive all dues and keep records of payments and donations.

The Treasurer shall make a written financial report to the members at each general meeting, and may arrange for an independent audit of the Club's book to be completed prior to the March General Meeting. The Treasurer shall also prepare a target budget for the approval of the members at the June General Meeting. The Treasurer shall disburse the Club's funds, which shall be used solely

for the Club's purposes. The signatures of two of the Club executive officers shall be required for checks over \$150.00

## ARTICLE 4 – COMMITTEES

### Section 4.1: Committees

Committees shall be formed to carry out the Club's purposes, and to provide the focus for members' activities. The scope of each committee's activities shall be as directed by the Executive Board. Each committee shall elect a Chair, one of whom from each Committee shall attend each meeting of the Club's Executive Board to report on their activities. Executive Board members including the Chairs of the Standing Committees have voting rights in the Executive Committee meetings. Meetings of committees shall be reported in writing to the Club's Recording Secretary, including attendees and decisions reached.

The committees shall consist of:

- Fundraising Committee
- Publicity and Outreach Committee
- Program Committee
- Membership Committee
  - Endorsement Committee
  - Scholarship Committee
  - By-Laws Committee

Temporary Ad-Hoc Committees may be formed at any time by direction of the Club President for special purposes and events. Examples include a Club officer nominating committee, event planning and coordinating committee, etc.

### Section 4. 2: Committees Duties and Responsibilities

Fund-Raising Committee shall:

- Appoint a Chair
- Develop fundraising annual plan and set goals
- Organize and implement fundraising events

Communications Committee shall be:

- Responsible for soliciting materials
- Serve to inform, inspire and engage with the community and club members
- Distribute posts, blogs, newsletters, and articles via email, social media and web-based marketing

Program Committee shall

- Develop beneficial projects and activities
- Arrange for qualified guest speakers during General Meetings

Membership Committee shall:

- Maintain membership records
- Notify members for annual renewal of membership due on January 1<sup>st</sup>
- Maintain contacts for prospective members, elected officials and Democratic candidates
- Answer queries
- Provide membership information
- Recruit and welcome new members
- Coordinate with the Treasurer regarding membership dues
- Handle complaints regarding membership dues
- Organize membership events approved by the Executive Board

Nominating Committee shall:

- Consist of three Members in Good Standing and shall be appointed by the Club President at the October General Meeting in the odd year
- Nominate the best candidate for each office position prior to election in January
- Establish the principles for selection of candidates or the bestowing of an honor or award by the Executive Board Members
- The President shall not serve on the nomination committee but shall provide information and recommendations to the committee

Ad-Hoc Committees: The club may also establish Ad-Hoc Committees necessary to carry out the Club's purposes. An Ad Hoc Committee is authorized by majority vote of the Executive Board.

## Article 5 – MEMBERS AT LARGE

### Section 5.1 Board Member's- At Large

Members of the Club may also elect three (3) Executive Board Members-At-Large to seats on the Executive Board. Such Executive Board Members-at-Large shall be elected by secret ballot at the same General Meeting at which the Executive Officers are elected and each shall serve a term of two years. Such Board Member-At-Large shall not be Executive Officers.

## Article 6 – MEETINGS

### Section 6.1: General Meetings

The members of the Club shall hold General Meetings at least four times each year. Additional General Meetings may be called by the President or by written petition to the President or Secretary by at least one-fifth of the Club's members, with at least two weeks' notice to members. A quorum for a General Meeting shall include three of the Executive Board and a minimum of 20% or ten of the members in good standing.

### Section 6.2: Executive Board Meetings

The Executive Board of the Club shall meet at least quarterly to report on their activities and conduct the Club's affairs. The President shall report the results of these meetings to the members. A quorum for a Board meeting shall consist of five members of the Executive Board. Meetings shall be open to other Club members in good standing who may participate but not vote.

### Section 6.3: Procedures

All meetings of the Club shall be conducted in accordance with Robert's Rules of Order, a copy of which shall be present at all meetings.

## ARTICLE 7 ENDORSEMENTS

### Section 7.1: Offices Endorsed

Subject to the requirements of the State Party By-Laws and the laws of the State of California, the Club may make endorsements of candidates for local elected offices and well as Democratic Candidates in primary elections for state and federal offices and for State and Local Ballot Measures that have been qualified.

To be eligible for endorsement, a candidate must be a registered Democrat and be nominated by at least three Club members in good standing.

#### Section 7.2: Procedure for Candidate Endorsement

A candidate for any of the above offices shall be endorsed only by a vote of the paid members during a Meeting. Endorsement must be approved by sixty percent (60%) of the Members in attendance at the meeting.

A Policy and Procedure for Candidate Endorsement shall be developed by the Endorsement Committee and approved by the Executive Board.

Endorsements shall not be considered in a meeting until 90 days before the filing deadline for candidates for the office in question. All candidates for an office who are Democrats shall be notified of the Petition for Endorsement by another candidate, prior to the meeting at which the endorsement is considered.

#### Section 7.3: Procedure for Endorsing Ballot Measures

A procedure for the review of State and Local ballot measures that have been officially qualified for the ensuing election shall be developed and published by the Executive Board. The procedure shall describe the steps to be undertaken to afford members the opportunity to be heard in support or opposition. At the conclusion of each hearing the club members shall vote to decide whether to endorse, oppose or withhold endorsement by a majority of the members present and voting.

### ARTICLE 8 – REMOVAL OF OFFICERS AND MEMBERS

#### Section 8.1: Removal of Officers

An Executive Officer of the Club may be removed from office for cause, that is: misconduct in the exercise of their duties as an officer or neglect of duty in office, if such officer affiliates with or registers to vote as a member of another political party, publicly avows preference for another political party, publicly advocates that the voters should not vote for nominees of the Democratic Party or publicly avows a preference for a candidate who is opposed to a nominee of the Democratic Party, or if the officer affiliates with an organization which the Club finds is repugnant to the principles of the Democratic Party.

A petition for removal must be in writing, signed by at least five members in good standing, state the grounds for proposed removal, and be delivered to either the President or Secretary and the accused officer at least two (2) weeks prior to the next General Meeting. Upon receipt of such a petition, the members of the Club and the accused officer shall be informed and the petition placed on the agenda of the next General Meeting. At said General Meeting, the accused officer shall require a two-thirds vote of the members present, by secret ballot, and if approved must be followed immediately by the election of an acting officer to complete the term of the removed officer.

#### Section 8.2: Removal of Members

Members of the Club may be removed for cause, that is: A member who fails to meet the requirements of Article 2, Section 2.1 of the By-Laws. A petition for removal of a member shall be in writing, shall state the grounds for removal, and be signed by at least three members in good standing. The procedure shall be as for removal of officers.

### ARTICLE 9 – AMENDMENTS

#### Section 9.1: Procedure for Amendments

These By-Laws may be amended by the members in any General Meeting, provided that Members are notified in writing at least 21 days prior to such meeting. An approved amendment shall take force immediately.

### ARTICLE 10 – CALIFORNIA DEMOCRATIC PARTY PRE-ENDORCEMENT CONFERENCE REGULATIONS

An Executive Board member shall submit the Rosters and By-Laws for the process of selection of potential representatives to the Chartering Authority and Regional Director. This shall be done in odd years for the even year pre-endorsement conference.

Potential Representatives are those 1 of every 20 chartered clubs' members within a given AD, from the list of "members in good standing" submitted by the required date. The President shall request endorsement volunteers to serve at the pre-endorsement conference and shall choose from the volunteers.

Representatives are deemed “potential” until County Committees have verified they are from the club membership roster and the Regional Directors have finished establishing eligibility for each representative. The club should submit more names than they are allotted in case one or more are found to be ineligible.