



Bonita Democratic Council

BYLAWS

I. Name

The name of this organization shall be the Bonita Democratic Council (BDC).

II. Purpose

The Bonita Democratic Council (hereinafter called the Club) shall focus its efforts within the cities of San Dimas & La Verne; and shall build its membership from registered Democrats within the two communities and surrounding cities. The Club shall endeavor to stimulate an active interest in governmental affairs, to publicize local, state and national activities, contribute to the awareness and influence of the ideals, principles and philosophy of the Democratic Party, and to identify, encourage, and actively support local Democratic candidates for all levels of elected office.

III. Affiliation

- A. The Club is chartered with the Los Angeles County Democratic Central Committee (hereinafter called the Central Committee) and was duly chartered by the Committee on June 14, 2005.
- B. As a chartered and affiliated club of the Central Committee, the Club shall comply with bylaws of the Central Committee and the California Democratic Party, as they apply to fully chartered local affiliates.
- C. The Club shall apply for membership in the California Democratic Council. Membership above the minimum affiliation level shall be permitted if approved by a majority vote of the Club, or 2/3 of its officers.
- D. The Club shall create an affiliated youth caucus club with members under the age of 36, which shall be called the Bonita Young Democrats (BYD).
 - 1) Provided the Club has at least ten members under the age of 36, the BYD shall apply each year for affiliation with the California Young Democrats, and the Club shall pay all necessary annual charter fees, or annual dues, on behalf of the BYD.

- 2) The BYD shall elect officers, provided that all members of the BYD shall first be members of the Club.
- 3) Any member of the Club who is under the age of 36 automatically shall be a voting member of the BYD, and may participate in any BYD meetings if desired.

IV. Membership Requirements

- A. Qualifications: Any individual qualifies for Club membership if:
 - 1) The individual is a registered Democrat; or
 - 2) The individual is ineligible to vote (due to minority, non-residency, or other legal impediment) and not legally barred from contributing to PACs or political campaigns, but pledges to register as a Democrat when eligibility is attained; and
 - 3) Supports the purpose of the Club as stated in Article II, above.
- B. Active Membership: A qualified individual shall be considered an active member only if
 - 1) The member has attended at least one meeting prior to being eligible to vote and
 - 2) The member has paid all club dues.
- C. Any member whose actions are judged unanimously by the Executive Board to be detrimental to the Club shall be expelled by a two-thirds vote of the general membership present at a regular meeting.

V. Dues

- A. Each member shall pay dues on an annual basis, as follows:

Sponsor	\$250
Charter	\$100
Household	\$40
Individual	\$25
Senior (over age 60)	\$10
Student (Full time)	\$10

- B. Dues are due on January 1 and payable by January 31 of each calendar year.
- C. Annual dues for new active Club members after September 1 shall be reduced to half of the aforementioned membership dues amounts.

VI. Meetings

- A. Regular Meetings

- 1) The Club shall hold regular meetings on such day as the membership may determine from time to time.
- 2) Regular meetings shall not be canceled more than 3 times within any calendar year and in no event shall more than 2 regular meetings be canceled in succession.

B. Special Meetings

- 1) The President may call special meetings at any time, on notice as specified below.
- 2) In the absence of the President, any two officers may call a special meeting, on notice as specified below.

C. Notice of Meeting

1. Notice of regular or special meetings shall be given at least 24 hours in advance to all active members, in any manner as follows:
 - a. Notice in writing by e-mail
 - b. Notice in writing by US mail (only when no e-mail account is available for member or by member request)
 - c. Telephone message
2. Notice of the meeting shall be deemed sufficient by any manner specified above if such notice includes the date, time and place of the meeting and is calculated to be received at least 24 hours prior to the meeting.

VII. Rules for Meetings

- A. The Club shall use the newly revised Roberts Rules of Order to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these bylaws.
- B. A quorum for any official regular or special meeting of the Club shall be 15 percent of the total organizational membership, or eight members, whichever is smaller, as of 24 hours before the meeting, as reported by the secretary.
- C. Unless otherwise specified in these Bylaws, the Club may adopt events and conduct regular business with a vote of 50 percent plus one of the members present at any meeting.
- D. The Club may pass resolutions not related to endorsements with a vote of 2/3 of those present and voting at any meeting.

- E. A process to consider the endorsement of candidates must be approved prior to any suggestion of endorsements. If the discussion of an endorsement process is noticed in the meeting agenda, such process must be approved by at least 2/3 of those present and voting at any meeting. If the discussion of an endorsement process is brought up from the floor as New Business, such process must be approved by at least three-fourths of those present and voting at any meeting. Under no circumstances may the Club consider the endorsement of a candidate for public office who is not registered with the Democratic Party. The minimum threshold for endorsement in a race with multiple Democratic candidates is two-thirds of the members present and voting. Only candidates that have been endorsed by the Club shall be eligible to receive campaign contributions from the Club.
- F. The Club may suspend specific portions of these bylaws and/or Roberts Rules of Order for purpose of emergency business by a vote of two-thirds of the membership present at a meeting, unless the item to be suspended calls for a higher qualification. In such case, the percent specified in that portion of the bylaws shall be required to suspend that text. The motion to suspend shall call out the particular section of the bylaws proposed to be suspended.

VIII. Officers

- A. Officers of the Club shall be elected to serve one-year terms of office. The election of officers shall be held annually in June.
- B. President
 - a. Shall set the agenda and officiate at all meetings of the Executive Board and of the membership and shall be responsible for coordinating the activities of the BDC Executive Board.
 - b. May establish a standing or select committee and nominate its Director. Approval of a Director requires an affirmative vote by a majority of the members present and voting at a called meeting. Upon approval, Committee Directors shall take office immediately.
 - c. Shall be responsible for ensuring that the Club maintains its charters and affiliation with the county, state and national Democratic Party structures.
 - d. Shall act as Treasurer in the absence or inability of the Treasurer.

- e. May appoint members temporarily to fill un-expired terms of office, subject to election by the membership at the next Club meeting 30 days after the office is vacated.
- f. May appoint Club members to serve in other capacities as needed.

B. Immediate Past President

- a. Is a voting member of the Executive Board.
- b. Shall be responsible for supporting the President and performing duties, as the President shall assign.

C. Vice Presidents

- a. Shall be responsible for supporting the President and performing duties, as the President shall assign.
- b. The primary responsibilities shall be divided between the four Vice Presidents.
 - i. Vice President of Communications – Shall be responsible for ensuring that all members are notified of Club meetings as prescribed by the Bylaws. Shall be responsible for the preparation and distribution of the Club newsletter, media advisories, press releases, flyers and other mailings or printed material; oversee the preparation and presentation of website content in conjunction with the designated webmaster(s)
 - ii. Vice President of Outreach – Shall develop and implement a plan to increase the visibility of the Club among Democrats within the cities of San Dimas & La Verne; identify community events and other outreach opportunities that complement the Club’s purpose; organize outreach events
 - iii. Vice President of Fundraising & Membership – Shall coordinate efforts to bring new membership into the Club; organize fundraising events; maintain the membership database
 - iv. Vice President of Programs – Shall schedule and book meeting dates and times at the direction of the President; develop topics and coordinate speakers at Membership meetings, oversee the endorsement process and ensure that only qualified candidates receive the Club’s endorsement

- c. If the President vacates the position, one of the Vice-Presidents shall ascend to the position until an election is held to fill the President's remaining term of office.
- d. In the temporary absence of the President one of the Vice-Presidents shall serve as President.

D. Secretary

- a. Shall be responsible for supporting the President and performing duties, as the President shall assign.
- b. Shall maintain all organizational records of the Club.
- c. Shall be responsible for ensuring that minutes of any meeting are completed in a timely fashion; be prepared to present the minutes of the previous meeting for approval at the current meeting of the Executive Board or of the membership.
- d. If the position of Secretary is vacant, the Vice President of Communications shall serve as Secretary.

E. Treasurer

- a. Shall be responsible for supporting the President and performing duties, as the President shall assign.
- b. Shall manage the fiscal affairs of the Club, maintain all written and financial records, and disburse funds.
- c. Shall provide the Executive Board and the membership with regular treasury reports.
- d. Shall advise the Executive Board on the preparation of the annual budget.
- e. Shall be responsible for complying with any and all pertinent requirements stipulated by the Internal Revenue Service, the Federal Election Commission, the California Fair Political Practices Commission, the California Democratic Party, and all other appropriate government and Democratic agencies.

F. Committee Director(s)

- a. Shall be responsible for determining the organizational structure and establishing the meeting schedule for their respective committees.
- b. A Committee Director may be removed from office upon written recommendation of two Executive Board members. Such recommendations must be submitted to the

membership at a called meeting and shall require a two-thirds majority of members present and voting to remove the officer.

- G. The Club shall be represented at meetings of the Central Committee and any Assembly District Committee meetings at which it may be entitled to membership, and at meetings of the California Democratic Council. A person may serve as representative to more than one outside body if the club membership approves.
- H. The Club may elect such other officers as may be deemed necessary from time to time to conduct Club business.
- I. An officer may resign at any time during their term by submitting a letter of intent to the membership at least two weeks prior to their final day in office.
- J. An officer may be removed from office upon written recommendation of two Executive Board members. Such recommendations must be submitted to the membership at a called meeting and shall require a two-thirds majority of members present and voting to remove the officer.

IX. Executive Board

- A. The BDC Executive Board shall consist of President, Immediate Past President, Vice-President(s), Secretary, Treasurer and the Committee Director(s).
- B. Each member of the Executive Board shall have one vote, even if qualified by more than one criterion.
- C. The quorum for meetings of the Executive Board shall be forty percent of the voting members of the board. Proxies shall not be valid at meetings of the Executive Board.
- D. The duties of the Executive Board shall include the approval of the budget; establishing membership requirements; formulating policy intended to carry out the purpose of the organization; and reviewing all projects and activities of the committees.
- E. With the exception of contributions to endorsed candidates, the Executive Board shall authorize the disbursement of funds for individual expenditures of less than \$200.00; all other expenditures shall be submitted for the approval of the membership at a called meeting.

- X. Amendments** - These bylaws may be amended by a two-thirds vote at a membership meeting after the Executive Board has approved the proposed amendment.
- XI. Dissolution** - If the Club is dissolved, any residual funds shall be donated to the California Democratic Party.
- XI. Acceptance** - Acceptance of these bylaws shall require the approval of two-thirds of the members present and voting at a called meeting.

ADOPTED THIS 19th DAY OF MAY 2005

AMMENDED THIS 15th DAY OF JUNE 2006

AMMENDED THIS 26th DAY OF JUNE 2008

Certified by:

Bobbi Welch
Secretary