

**CAÑADA CRESCENTA DEMOCRATIC CLUB
CONSTITUTION AND BYLAWS**

As Amended May 17, 2015

I. Name

The name of this organization shall be the Cañada Crescenta Democratic Club, hereinafter called the Club. The fiscal year of the Club shall run from January 1 through December 31.

II. Purpose

The purpose of the Club is:

1. To promote understanding of the principles of the Democratic Party and to encourage civic participation among the citizens of La Cañada Flintridge and La Crescenta;
2. To promote and encourage registration of Democratic voters without discrimination on grounds of race, color, creed, sex, age, national origin, physical disability or sexual orientation;
3. To assist in and support the election of Democratic Party nominees and to recruit and assist qualified Democrats to become candidates for public office.

III. Affiliation and Notification

- A. The Club shall apply to the Los Angeles County Democratic Party for a Democratic Club Charter.
- B. As a chartered and affiliated club of the Los Angeles Democratic Party, the Club shall comply with bylaws of the Los Angeles Democratic Party and the California Democratic Party, as they apply to fully chartered local affiliates.
- C. The Club may apply for membership in the California Democratic Council.
- D. The Club shall keep regular communications with the Los Angeles County Democratic Party (LACDP) by sending notice of events and meetings to:
 - 1) The Chair of the LACDP;
 - 2) The members of the LACDP 43rd Assembly District delegation;
 - 3) The Co-Chairs of the LACDP Organization Committee; and
 - 4) Mailing copies of any Club newsletters to the Los Angeles County Democratic Party office.
- E. The Club shall be affiliated with its youth caucus club, the La Cañada Flintridge Young Democrats (LCFYD), with members under the age of 36.

IV. Membership Requirements

- A. Any individual qualifies for Club membership if:
- 1) The individual is:
 - i. a registered Democrat; or
 - ii. pledges to promptly register as a Democrat; or
 - iii. is ineligible to vote (due to minority, non-residency or other legal impediment), but pledges to register as a Democrat when eligibility is attained; and
 - 2) The individual is at least fourteen years of age; and
 - 3) The individual supports the purpose of the Club as stated in Article II, above.
- B. A qualified individual shall be considered an Active Member only if:
- 1) The individual has been a member for at least 60 days, or became a member within 60 days of adoption of this Constitution and Bylaws; and
 - 2) The member has paid all club dues.
- C. A member becomes inactive if the dues are not paid within 60 days of the due date. An Inactive Member will be reinstated as an Active Member upon payment of all unpaid dues. Membership terminates if an individual's dues remain unpaid at December 31st.
- D. 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.
- E. Only Active Members, as defined in IV. B. above, shall be considered "Members in Good Standing" and included in the Club's official roster.

V. Dues

- A. The Annual Dues period is January 1 through December 31.
- B. The dues schedule for the next fiscal year shall be communicated to the membership in writing no later than the last meeting of the current fiscal year.
- C. Annual Dues for each year are due as of January 1st and are delinquent if not paid by March 1st.

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- D. Each member shall pay dues on an annual basis, as follows:
 - Individual \$35
 - Family \$70
(two persons residing together plus any full-time high school or college student(s))
 - Senior (65 or older)..... \$35
 - Student (full-time high school or college) \$10
- E. Dues shall be waived if paying such dues is an economic hardship.
- F. The amounts of the dues may be changed no more than once annually by recommendation of the Executive Board and approval by a majority vote of the membership present at a regularly scheduled meeting.

VI. Meetings

- A. Regular Meetings

The President shall schedule at least six general membership meetings each year. Meetings shall be held in or within twenty-five miles of the City of La Cañada Flintridge and be open to all Democrats. Meetings shall be held in the months of October and November to fulfill the election process.
- B. Special Meetings
 - 1) Special meetings may be called by the president 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 Meetings
 - 1) Notice of regular meetings shall be given at least ten days in advance and notice of special meetings shall be given at least three days in advance, to all active members, in any manner as follows:
 - a. Notice in writing by U.S. mail,
 - b. Notice in writing by email, or
 - c. Telephone message.
 - 2) Notice of any meeting shall be deemed sufficient by any manner specified above if such notice includes the date, time and place of the meeting.

VII. Rules for Meetings

- A. The Club shall use the most recent edition of 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 meeting of the Club shall be fifteen percent of the total organizational membership, or ten members, whichever is smaller, as of 24 hours before the meeting, as reported by the Membership Chair.
- C. Unless otherwise specified in these Bylaws, the Club may adopt events, conduct regular business, and pass resolutions not related to endorsements with a majority vote of the members present at any meeting.
- D. Only Active members as defined in Section IV are allowed to vote.
- E. Any motion to spend club funds above two hundred dollars must have prior approval from the majority of the Executive Board and be placed on the agenda by the Executive Board.
- F. No proxy votes are allowed.
- G. A process to consider the endorsement of candidates or ballot measures must be approved prior to any suggestion of endorsements. Endorsements may only be considered when the membership is notified at least ten days in advance of the meeting, and must be made at least 20 days prior to the election. 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 sixty-six percent of those members present and voting.
- H. The Club may suspend specific portions of these bylaws and/or Roberts Rules of Order for purpose of emergency business by a two-thirds vote 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.
- I. Changes to the constitution and bylaws not specifically referenced elsewhere must be noticed to the membership at least ten days before the vote in question, and must be approved by a vote of sixty percent of those present and voting.

VIII. Officers and Duties

- A. Elected officers shall consist of President, Vice President, Secretary and Controller.
- B. If the President vacates office, the Vice-President shall ascend to the position of President until an election is held to fill the President's remaining term of office.

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- C. In the temporary absence of the President, the Vice-President shall serve as President. If the position of the Vice President is vacant, the Secretary shall serve as Vice-President.
- D. The Secretary shall be responsible to ensure that all members are notified of Club meetings. Additionally, the Secretary shall maintain all written records of the club, including minutes of all meetings and a record of attendance at all meetings, and shall perform all correspondence.
- E. The Controller shall maintain all financial records of the Club and receive and disburse funds of the Club as authorized by the Club. The Controller shall submit a financial report at all regular meetings and submit to the Club's Executive Board an annual financial report in writing within 60 days following the close of the fiscal year. At least 60 days prior to the beginning of the fiscal year, the Controller shall prepare and present to the Club's Executive Board a budget for the upcoming fiscal year.
- F. The Controller shall engage the services of a professional political treasurer, with the advice and consent of the Executive Board; It is this professional political treasurer's responsibility to ensure compliance with all legal and reporting requirements of the FEC, FPPC, IRS, Franchise Tax Board or other appropriate government or Democratic agency. The professional political treasurer shall be the Treasurer of Record for the club. Additional financial operations of the club may be delegated to the professional political treasurer under the supervision of the Controller.
- G. The President shall preside at all meetings at the Club and of the Executive Board, shall be responsible for the overall direction and day-to-day operation of the Club, and shall act as spokesperson for the Club.
- H. The President may appoint members temporarily to fill un-expired terms of office, subject to election by the membership at the next Club meeting thirty days after the office is vacated.
- I. 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 approves.
- J. The Club may elect additional officers as may be deemed necessary to conduct Club business.

IX. Executive Board

- A. The Club shall have an Executive Board comprised of:
 - 1.) The elected officers,

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- 2.) Any other officers appointed by the President and approved by majority vote of the members present and voting at a general membership meeting, and
 - 3.) The chairpersons of all standing committees, upon appointment by the president and approval by majority vote of the members present and voting at a general membership meeting.
- B. The Executive Board shall meet at least once a quarter.
 - C. A quorum for an Executive Board meeting shall be the lesser of 50% of the Executive Board membership or three members.

X. Election of Officers

- A. Officers shall be elected to serve one-year terms of office.
- B. Election of officers shall be held in November.
- C. The President shall appoint a nominating committee by or at the August meeting of each year, or by August 31 if no meeting is held in August. The nominating committee shall consist of five members of the Club, not more than two of whom are elected members of the Executive Board.
- D. The nominating committee shall nominate exactly one qualified person for each of President, Vice President, Secretary, and Controller, and shall report the nominations in writing to the President and the Secretary no later than fifteen days prior to the October meeting.
- E. The membership shall be notified of the nominations of the nominating committee at least ten days prior to the October meeting; such notification may be concurrent with notification of the time and place of the October meeting.
- F. Nominations may be made by Club members at the October meeting, and at no other time and in no other manner. No second is required. To be valid, nominations so made must be accepted by the nominee in person at said meeting, or by a signed letter of acceptance received by the Secretary prior to or concurrent with the nomination.
- G. The membership shall be notified at least ten days in advance of the November meeting of any and all nominations made at the October meeting.
- H. Elected officers shall take office January 1st.

XI. Club Roster and Endorsing Conference Representatives

- A. The California Democratic Party bylaws require that Chartered Clubs and Organizations adopt certain provisions in their bylaws in order to obtain representation at the California Democratic Party (“CDP”) Pre-Endorsing

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Conferences. This section of the Club bylaws is intended to meet that obligation.

B. Definitions:

- 1.) “Member in Good Standing” is any member who”
 - a) has affirmatively applied for membership in the Club;
 - b) has paid their annual dues or had them waived for economic hardship; and
 - c) has met the requirements set forth in Section IV of these bylaws.
- 2.) “Club Roster” is a roster of Club Members in Good Standing dated no later than July 1 of the year immediately prior to the endorsing process and submitted to the Los Angeles County Democratic Party and to the appropriate Regional Director of the CDP. Note, for the purposes of this Club Roster members are limited to those registered to vote. Students not yet eligible to vote and others ineligible to vote will not be included in this Club Roster.

C. The process for selecting Representatives to CDP Pre-Endorsing Conferences shall be as follows:

- 1.) Potential representatives are those individuals who are:
 - a) Club members in good standing registered to vote in a given Assembly District;
 - b) Duly registered as a member of the Democratic Party of California; and
 - c) Listed on the Club Roster submitted to the Los Angeles County Democratic Party and to the appropriate Regional Director of the CDP.
- 2.) There shall be one Club representative for each twenty (20) Members in Good Standing in an Assembly District who were listed on the Club Roster, with fractional units being ignored.
- 3.) The overall list of representatives to CDP Pre-Endorsement Conferences shall be equally apportioned between men and women, to the extent possible.
- 4.) The representatives shall be selected at a duly-noticed meeting of the Club and their selection shall be affirmed by a vote of the Members in Good Standing in attendance and voting.