

# **BYLAWS**

## ***SAN DIEGO DEMOCRATS FOR DISABILITY RIGHTS***

### **ARTICLE I - NAME**

The name of this organization shall be the *San Diego Democrats For Disability Rights* (Club name)

### **ARTICLE II - PURPOSE**

The purpose of this club shall be to foster democratic ideals by stimulating active interest in the Democratic Party, to support the party platform, contribute to party leadership and responsibility, to provide a constructive role for the volunteer in Democratic politics, and to promote an activist base focused on achieving and protecting equal rights for all Americans with Disabilities.

### **ARTICLE III - MEMBERSHIP**

#### **Section 1 - Eligibility**

Members must be registered Democrats or, if an individual is ineligible to vote (i.e., not a US citizen or under the age of 18), they must indicate that if they could register, they would register as a Democrat.

#### **Section 2 - Good Standing**

Everyone eligible to be a member of this club and whose annual dues are currently paid, or for whom a hardship waiver has been approved, shall be considered a member in good standing.

#### **Section 3 - Dues**

Dues in an amount set by the membership, shall be due and payable upon joining the club, and annually at the beginning of every calendar year thereafter.

## **Section 4 - Voting**

Voting may be conducted by phone, e-mail, personal communication, in writing and by other means approved by a simple majority of members. Proxy voting is allowable. Members must inform the Club President or other club officer prior to a vote that they wish to vote by proxy and identify a club member qualified to vote on their behalf.

## **ARTICLE IV - OFFICERS**

### **Section 1 - Elected Officers**

Elected officers of this club shall be the President, Vice-President, Secretary and Treasurer and one member-at-large. Each shall be elected at the general meeting in January and hold office for one year.

### **Section 2 - Duties**

#### **A. President**

The President shall be the Chief Executive Officer of the club. He/she shall preside over all meetings of the club and the executive board; make appointments to other positions as required; act as the official spokesperson of the club. In addition, the President should stimulate active interest in the political process, provide a constructive role for the active volunteer; contribute to effective leadership and individual responsibility; promote harmony among the club membership, between other clubs and within the San Diego County Democratic Party.

#### **B. Vice-President**

The Vice President shall serve at the direction of the President. He/she shall preside at meetings if the President is unable to do so, or is requested by the President to do so. The Vice-President shall assume the duties of the President in the absence of that officer, and is responsible for the annual audit.

### C. Secretary

The Secretary shall keep the minutes of the member meetings and executive committee meetings, conduct correspondence, maintain the club's records, and be responsible for internal communications.

### D. Treasurer

The Treasurer shall be responsible for the collection of dues, receive and deposit all club funds received; maintain an accurate record of club receipts and expenditures; sign all checks as authorized by the Executive Board; make the record of club receipts and expenditures available to any member when requested; provide a report of the club financial status at club meetings as requested; provide an annual written report of club financial status; make the books and all other financial records of the club available to the audit committee each year in May. In addition the Treasurer shall be responsible for filing appropriate Federal and State campaign disclosure reports.

## **Section 3 - Elections**

Elections shall be held annually. Nominations may be submitted by qualified voting club members. Those nominees who receive a simple majority vote shall be declared elected. In the event of a tie, a run-off shall be held between those two persons receiving the greatest number of votes. The person receiving the majority of the votes shall be declared elected.

## **Section 4 - Vacancies**

Should any officer resign or fail to attend three meetings including general and/or Executive Board meetings in a row without cause approved by the Executive Board, the Executive Board shall declare that office vacant and appoint a successor to that office to complete the unexpired term. Any such appointment shall, however, be approved by the membership at the next general meeting. At that meeting, nominations to fill the vacancy shall also be accepted by any qualified voting club member. Approval of appointed members shall be by a simple majority of qualified voting club members.

## **Section 5 - Appointed Officers**

The President may appoint officers including a parliamentarian not otherwise specified by these by-laws as required for the general well-being of the club.

## **ARTICLE V- MEETINGS**

### **Section 1 - General Meetings**

There shall be a minimum of six general meetings each year, at least one of which shall be in January. Other general meetings shall be held at such times and places as specified by a majority of the Executive Board.

### **Section 2 - Quorum**

A quorum at any general meeting shall be ten percent of the membership in good standing. A quorum of the Executive Board shall consist of majority of its elected members.

### **Section 3 – Meeting Protocol and Discipline**

Robert's Rules of Order (Newly Revised) shall be the parliamentary authority for the club on all questions not covered by these bylaws. The President may submit a motion for a waiver of Robert's Rules of Order that must be approved by a simple majority of qualified voting club members in attendance.

### **Section 4 - Notices**

At least ten days prior to a general meeting at which the following items will be discussed and voted upon, the Secretary shall notify each member of the club in good standing via e-mail, telephone, personal communication, or written notice by United States Mail of:

- Proposed motions or resolutions
- Endorsements of candidates and/or ballot measures
- Filling of any vacancies
- Proposed amendments to these bylaws

Such notice shall specify the time, place and date of the general meeting and describe the event.

The Secretary shall be responsible for disseminating a meeting agenda at least five working days prior to all general and executive board meetings.

## **ARTICLE VI - EXECUTIVE BOARD**

### **Section 1 - Function**

The Executive Board shall approve all expenditures and carry out the club business between general meetings in a manner consistent with actions taken at the general meetings, and perform any other duties provided for in these bylaws. The President shall pre-approve any written correspondence on behalf of the club. The President or designee shall be the sole spokesperson(s) of the club.

The Executive Board shall have responsibility for establishing operations and management procedures for the fiscal and legal management of the club. Operations and management procedures shall be documented and reported as management policy and be available for review upon request by all club members. Club members shall be notified of all management policy.

### **Section 2 - Membership**

Membership of the Executive Board shall include all of the currently elected club officers, and current Committee Chairs.

### **Section 3 - Meetings**

The President shall call a meeting, with advance notice, of the Executive Board as needed. Special meetings may be called by a majority of the currently elected members of the Executive Board at any time. A majority of the currently elected members of the Executive Board shall constitute a quorum. Executive Board meetings shall be open to all qualified club members at the discretion of the majority of Executive Board members.

## **ARTICLE VII - STANDING COMMITTEES**

The standing committees for the club shall be organized as needed upon approval of a simple majority of qualified voting club members.

## **ARTICLE VIII - CANDIDATE ENDORSEMENTS**

The club may only endorse candidates who are registered Democratic by a majority vote at a general meeting.

## **ARTICLE IX - AFFILIATION**

The club shall affiliate as an associate member of the San Diego County Democratic Central Committee and pay the current annual fee.

## **ARTICLE X - TERMINATION**

Should this club be dissolved, the monies remaining in the treasury, after payment of all obligations, shall be returned to the San Diego County Democratic Party Central Committee.

## **ARTICLE XI - AMENDMENTS**

These bylaws may be amended by a majority vote at a general meeting after such amendment has been presented at the preceding general meeting and notice has been provided as specified in Article V, Section 4 of these bylaws.

## **ARTICLE XII - ADOPTION**

These bylaws shall become effective immediately upon their adoption and shall be the governing rules of the club.

**Date of Ratification and Adoption:** June 13, 2004