**Sample By-Laws for Democratic Clubs and Organizations**

**Chartering with the Los Angeles County Democratic Party**

**Modeled on the Constitution of the Northeast Democratic Club**

**PREAMBLE**

In order to fulfill our responsibilities in a democratic society, to stimulate active participation at all levels of government, and to perpetuate the ideals of the Democratic Party, we do hereby associate ourselves together to establish the <INSERT DEMOCRATIC CLUB NAME>.

**ARTICLE I – Policy**

By all of our endeavors, we shall seek to enhance the growth of the Democratic Party, to develop Party leadership, to promote harmony among Party members, and to advance the principles of the Democratic Party.

**ARTICLE II – Membership**

Section 1 – All members of the <INSERT DEMOCRATIC CLUB NAME> shall be registered Democrats, except that a person in indicates to register as a Democrat, upcoming becoming eligible to register, may be a member. The minimum age for membership shall be 14 years.

Section 2 – A “member in good standing” is one who has affirmatively applied or membership and has paid dues for the current year or had them waived due to economic hardship. A grace period of 60 days following expiration of membership shall be granted, during which a person may exercise all privileges of membership, provided dues are paid or been waived before exercising the right to vote.

Section 3 – Annual dues shall be proposed by the Executive Board of the Club and adopted by the membership at a duly-noticed regular or special meeting. Membership shall be for the calendar year.

**ARTICLE III – Meetings**

Section 1 – The President and the Executive Board shall schedule at least six regular meetings per year.

Section 2 – Written notice of all meetings shall be sent at least 10 days in advance to:

1. all members of the club
2. the Chair of the Los Angeles County Democratic Party (LACDP)
3. all members of the LACDP Assembly District delegation in which a majority of the club’s members reside
4. the Co-Chairs of the LACDP Organizational Development & Chartering Committee

Section 3 – The President may call a special meeting should need arise, or upon the petition of five qualified members. Notice of special meetings must include the limited purpose for which the meeting is being called, and no other business may be discussed or voted on at that meeting.

Section 4 – A quorum shall exist at any regular or special meeting of this club for which written notice has been sent to all qualified members at least one week in advance of the meeting. A quorum of any meeting of the Executive Board shall be a majority of the members of the Executive Board.

Section 5 – Proxies shall not be valid at any meeting of this club or its executive board.

**ARTICLE IV – Officers and Committees**

Section 1 – The elected officers of this club shall be President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Past President.

Section 2 – The standing committees of this club shall be Programs, Fundraising and Membership.

Section 3 – The President may appoint a Parliamentarian to advise on matters of procedure. The President may, with the approval of the membership, appoint such ad hoc committees and committee chairs as may be necessary.

Section 4 – Should the club produce a newsletter, it shall include the office of the Los Angeles County Democratic Party and/or info@lacdp.org in the distribution list.

**ARTICLE V – The Executive Board**

Section 1 – The Executive Board shall consist of the elected and appointed officers listed in Article IV and the chairs of all standing committees.

Section 2 – The Executive Board shall meet at the call of the President, who shall schedule at least three meetings a year to plan the club’s activities.

Section 3 – Meetings of the Executive Board shall be open to all members of this club, but only members of the Executive Board shall have a vote.

**ARTICLE VI – Duties of Officers**

Section 1 – The President shall preside over all meetings and shall be responsible for the overall direction of the club’s activities and act as its spokesperson. The President shall have been a member in good standing of this club for at least one year prior to election.

Section 2 – The First Vice President shall preside over meetings in the absence of the President and serve as chair of the standing committee on Programs. The First Vice President shall have been a member in good standing of this club for at least six months prior to election.

Section 3 – The Second Vice President shall preside over meetings in the absence of the President and First Vice President, serve as chair of the standing committee on Fundraising, and serve as assistant Programs committee chair. The Second Vice President shall have been a member in good standing of this club for at least six months prior to election.

Section 4 – The Third Vice President shall preside over meetings in the absence of the President and all other Vice Presidents and shall serve as the chair of the standing committee on Membership. The Third Vice President shall have been a member in good standing of this club for at least six months prior to election.

Section 5 – The Recording Secretary shall keep a written record and a copy of all reports submitted to the club. He or she shall present the minute of the previous meeting for approval at each meeting and shall maintain a roll of the members and a list of the officers and committee members. The Recording Secretary shall have been a member in good standing of this club for at least six months prior to election.

Section 6 – The Corresponding Secretary shall be responsible for all official correspondence of the club. He or she shall be the editor of the monthly newsletter that is published under the direction of the Executive Board of this club. The Corresponding Secretary shall have been a member in good standing of this club for at least six months prior to election.

Section 7 – The Treasurer shall receive, disburse, and account for the funds of this club, in compliance with all federal, state, and local laws. Routine and recurring expenditures of less than fifty dollars ($50.00) may be authorized, in advance, by the Executive Board and paid upon presentation of invoice. When a club project has been approved in principle by the membership and a budget for the project authorized by the Executive Board, the board may authorize the Treasurer to make payments within the limits of the budget upon the presentation of invoice. The Treasurer shall furnish a complete financial statement at the end of his or her term of office. The report shall be included in the December newsletter of this club.

1. All disbursements from funds of the club shall be made by check signed by the Treasurer or other authorized signer as determined by the Executive Board.
2. No individual may be allowed to represent him/herself as an agent of the club to commit funds unless so authorized by the Executive Board.

Section 8 – At the request of the presiding officer, the Parliamentarian shall assist in the interpretation of this constitution and on any other matters of procedures.

Section 9 – All requirements pertaining to the length of time one must be a member in good standing to be eligible for election shall be waived for the first year that the club is in existence.

**ARTICLE VII – Elections**

Section 1 – The President shall appoint a nominating committee of five club members no later than the September meeting. This committee shall make its report at the October meeting, at which time nominations may be made from the floor. A list of all nominees shall be sent to the qualified members in the notice of the November meeting. The election of officers shall take place at the November meeting. The new officers shall be installed at the December meeting of this club and begin their tenure of office in January. They shall serve for at least one year, or until successors are installed.

Section 2 – A nominee to any office of this club must have agreed to serve in that capacity (either orally at the time of nomination or in writing after the October meeting of this club) in order to be included in the published list on nominees.

Section 3 – At the request of any member, election of officers shall be by secret ballot, those ballots to be counted in the presence of the membership.

Section 4 – Members must have been members in good standing for at least one month before voting for club officers.

Section 5 – Delegates or alternates to any other body in which this club determines to be represented shall be elected by the membership.

**ARTICLE VIII – Participation in CDP Endorsement Process**

Section 1 – Club representatives to the California Democratic Party Pre-Endorsing Conferences shall be allocated as follows: one representative, resident in the Assembly District and duly registered as a member of the Democratic Party of California, for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who are listed on the roster submitted to Los Angeles County Democratic Party and to appropriate Regional Director of the CDP no later than July 1 of the year immediately prior to the endorsing process.

Section 2 – Only members in good standing as of the July 1 deadline who are duly registered as a member of the Democratic Party of California will be included in the roster submitted for purposed of participation in the California Democratic Party endorsement process. The status of such members shall be certified by the Club’s President, Secretary, or Treasurer.

Section 3 – The Club’s representatives to the CDP Pre-Endorsing Conferences may only be from the same roster described above. The overall list of representatives to all Pre-Endorsing Conferences shall be equally apportioned between men and women, to the extent possible.

Section 4 – Said representatives shall be selected by majority vote of the Executive Board.

**ARTICLE IX – Endorsement**

This club may consider the endorsement of candidates for any elective office, or its position on any ballot measure only according to the following procedures.

Section 1 – Only candidates who are registered Democrats may be considered for endorsement.

Section 2 – This article, along with the offices and measures to be considered, shall be published in the notice of the meeting at which endorsements are to be considered.

Section 3 – All candidates eligible for the endorsement of this club shall be afforded the opportunity to address this club or have this club addressed on their behalf at the meeting at which endorsement for that office is to be considered.

Section 4 – In order to be eligible to be eligible to vote on an endorsement, a member must have been a member in good standing of this club for at least one month prior to the meeting at which that endorsement is to be considered.

Section 5 – A single vote will be taken on each office or ballot measure to be considered for endorsement.

Section 6 – The option of “No Endorsement” shall be available for every office or ballot measure.

Section 7 – Endorsement of a candidate or position on a ballot measure requires a 60% vote of those present and voting at the meeting at which the endorsement is considered. Blank ballots shall be ruled as abstentions and shall not count as part of the total number of vote cast. Votes for “No Endorsement” shall be counted as part of the total number of votes cast.

Section 8 – This club may reconsider its endorsement in the run-off election for an office, in the event its endorsed candidate is no longer a candidate.

Section 9 – At the request of any member, voting on endorsement shall be by secret ballot, those ballots to be counted in the presence of membership.

Section 10 – No financial support may be provided to any candidate or ballot measure position who has not received the endorsement of the club.

**ARTICLE X – Amendments**

Section 1 – After a reading of the proposed amendment at the immediately preceding regular meeting of this club, these by-laws may be amended by a 2/3 vote of those present and voting at any regular meeting of this club, due notice of the meeting having been given, and that notice having included the text of the proposed amendment.

Section 2 – An amendment passed as a described in Section 1 of this article shall become effective at the next regular meeting of this club after the one at which it is considered.

**ARTICLE XI – Parliamentary Authority**

In matters of procedure not otherwise provided for in this constitution and by-laws, the most recent edition of Robert’s Rules of Order – Newly Revised, shall govern.

**ARTICLE XII – Nondiscrimination**

The <INSERT CLUB NAME> does 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.