

DEMOCRATIC CLUB OF SUNNYVALE BYLAWS
(Revised and adopted December 19, 2009)

1. Name, Organization, and Purpose

- 1.1. The name of this organization shall be the DEMOCRATIC CLUB OF SUNNYVALE and shall be affiliated with the Santa Clara County Democratic Party. It shall be referred to as either the “Democratic Club of Sunnyvale” or DCS.
- 1.2. The Organization of the Club shall consist of members and an elected leadership.
- 1.3. The purpose of DCS shall be to help people learn about issues, to elect Democratic candidates, and to foster leadership. To that end we will:
 - a. Hold regular meetings to educate members and the public on issues
 - b. Influence state party positions
 - c. Influence local government
 - d. Increase Democratic Party registration
 - e. Mobilize volunteers
 - f. Publicize issues and events
 - g. Work to raise the profile of the Party locally
 - h. Continually recruit new members and encourage youth involvement; seek to have new energy and create a vital and energetic group

2. Affiliation

- 2.1. DCS shall be affiliated with the California Democratic Party (CDP).
- 2.2. DCS shall be duly accredited by the Santa Clara County Democratic Central Committee (SCCDCC).

3. Membership

- 3.1. Qualifications: Any individual qualifies for Club membership if:
 - 3.1.1. The individual is a registered Democrat; or
 - 3.1.2. The individual is ineligible to vote, but pledges to register as a Democrat when eligibility is attained; and
 - 3.1.3. Supports the purpose of the Club as stated above.
- 3.2. Active Membership: A qualified individual shall be considered an active member only if:
 - 3.2.1. The member has attended at least one meeting prior to being eligible to vote and
 - 3.2.2. The member has paid all Club dues.
- 3.3. Disqualification: An individual who is a member shall be disqualified and removed from membership in the event that 1) dues are not paid within 60 days of first notification, 2) the member ceases to meet the qualifications for membership as outlined in these bylaws as determined by the Executive Committee, or 3) by a majority vote of a quorum of the Club membership.

4. Dues

4.1. Dues Schedule:

4.1.1. Each member shall pay dues on an annual basis.

4.1.2. Dues shall be set by the Executive Committee.

4.1.3. Dues may be reduced or waived in case of financial hardship, upon recommendation of the Membership Chair, confirmed by a majority vote of a quorum of the Executive Committee.

5. Voting

5.1. Each active member shall be entitled to cast one vote when conducting Club business. A quorum of Club members is at least 20% of the active members of the Club.

6. Officers

6.1. The officers of the Club shall consist of the following positions:

6.1.1. Chair

6.1.2. Vice-Chair

6.1.3. Secretary

6.1.4. Treasurer

6.1.5. Membership Coordinator

6.1.6. New Media Director

6.1.7. Speaker Coordinator/Public Relations Director

6.2. Each officer shall serve at the pleasure of the membership and shall be elected annually for a term not to exceed one year. Election shall be based on a majority vote of a quorum of the membership, at the annual meeting in the month of May. Officer positions made vacant by resignation or removal shall be filled at the next general meeting where one or more members agree to stand for election. Any such position shall be filled by the election of such officer on a vote of a majority of the quorum of the membership, and such officer's term shall expire along with the rest of the board at the next annual meeting.

6.3. Together these officers will comprise the Executive Committee. This committee will be empowered to act on behalf of the DCS between meetings of the Club. The Executive Committee shall act on a majority vote of a quorum of the officers. A quorum of the officers is 50% of the Executive Committee.

6.4. Officers Duties:

6.4.1. Duties of the Chair:

- a. Preside at all regular Club meetings, all Executive Committee meetings, and all special Club meetings where no other chair has been designated.
- b. Be the official spokesperson of the Club.
- c. The Chair or his/her designee will represent the Club at the meetings of the Santa Clara County Democratic Central Committee.

- d. Convene all meetings of the Executive Committee, unless he/she is unable to attend.
- e. Appoints volunteers to non-officer leadership positions.
- f. Helps disseminate party information to Club members.

6.4.2. Duties of the Vice Chair:

- a. Supports the Chair and takes over the Chair's duties when the Chair is not available or able to perform their job

6.4.3. Duties of the Secretary:

- a. Takes minutes of business meetings and distributes to Executive Committee members in a timely fashion.
- b. Maintains records of the Club's actions, copies of resolutions, letters, etc.

6.4.4. Duties of the Treasurer:

- a. To keep an accurate account of all Club funds.
- b. To accept and process all dues payments and forward receipt information to the Membership Chair in a timely fashion.
- c. To file all necessary reports with the State Fair Political Practices Commission and/or other regulatory bodies as required by law.
- d. To disburse funds as directed by the Executive Committee or by the Club membership. All checks must be signed by any two of the following officers: Chair, Vice Chair, Treasurer.
- e. The Treasurer shall submit a written financial report and budget at each meeting of the Executive Committee and as requested by the Chair. Annual budget should be published to membership.

6.4.5. Duties of the Membership Coordinator:

- a. Provides sign-up sheet at general meetings and collects and enters information into Club database, keeping it current
- b. Reports on membership trends at least quarterly
- c. Enters dues payments records into database in order to keep an accurate roll of members and to verify the eligibility of applicants for membership in the Club
- d. Helps coordinate volunteers for meetings and events

6.4.6. Duties of New Media Director:

- a. Responsible for maintaining a multimedia structure to both support and promote the Club. This will include but not be limited to (i) creating and/or maintaining a web site that is regularly updated and easy to navigate, (ii) creating and/or maintaining fan or group pages on social networking Web sites

6.4.7. Duties of Speaker Coordinator/ Public Relations Director:

- a. Arranges for speakers to present at general meetings

- b. Responsible for coordinating marketing of and visibility for the Club, drafting press releases and assisting the President in developing public statements on behalf of the Club

6.4.8. Other officers: From time to time the Club may appoint other officers for special purposes. These may be appointed and their duties set by a majority vote of a quorum of Club members and shall serve for terms not to exceed one year. The duties of these other officers shall not include membership in the Executive Committee.

6.4.9. General Powers and Duties of Outgoing Officers

- a. Club records and correspondence will be delivered by outgoing officers of the Club to their successors no later than May 30th. Records older than two years will be archive at a location designated by the Executive Committee.

7. Meetings

- 7.1. The Democratic Club of Sunnyvale shall hold regular meetings of the Club membership. The time and place of meetings shall be determined by the Executive Committee and announced no later than one week prior to the meeting date. At no time will a period of more than 90 days lapse between regular Club meetings.
- 7.2. The Executive Committee shall hold regular and special meetings as needed, except that it shall hold at least six meetings per year. The time and place of those meetings shall be determined by the Executive Committee. All meetings shall be announced to the General Members of the Club no later than one week prior to the meeting, unless the Executive Committee votes that due to exceptional circumstances, such advance notice is not possible or not practical.
- 7.3. The Secretary shall keep minutes of all meetings and shall make them available to active members no later than one week after adjournment. In the absence of the Secretary, another officer shall be designated by the Chair to take minutes and forward them to the Secretary for proper recording.
- 7.4. All Executive Committee meetings are open to be attended by active members as observers.

8. Endorsements

- 8.1. The DCS may endorse any nominee or candidate for public office who is a registered Democrat, and may endorse or support any position on any issue, provided such an endorsement falls within the function and purposes of the organization and its members.
- 8.2. In contested races, all Democratic candidates must be given equal opportunity to appear or make a written statement.
- 8.3. No candidate shall be endorsed prior to one week following the filing deadline for the office sought, except in cases of a recall election.
- 8.4. Endorsements shall require a two-thirds (2/3) vote of members in attendance at a regular meeting, and all endorsements shall be given active support.
- 8.5. The type of support to be given an endorsement may be determined at the time of the endorsement or may be established at subsequent meetings.

9. Committees and Task Forces

- 9.1. From time to time, the Club may create committees and task forces for specific purposes. These may be created by majority vote of a quorum of Club members, and the duties, purposes and officers of such committees and task forces shall be set at that time.

10. Removal or Recall of Officers

- 10.1. A recall election can be called for by either one-third (1/3) of the Executive Committee or by a petition of ten per cent (10%) of the membership. The recall election must be scheduled at least 30 days but no more than 60 days from the date of the call for recall.
- 10.2. Any officer that misses three executive meetings per year is automatically removed from office.
- 10.3. An officer can be removed by a unanimous vote of all other officers of the Executive Committee and an affirmative vote of the membership at the next general meeting.

11. Rules of Conduct

- 11.1. Unless suspended by a majority vote of a quorum of Club members, the business of the Club shall be conducted according to Roberts Rules of Order (the version as designated by the Secretary).

12. Amendment of These Bylaws

- 12.1. These bylaws may be amended by a two-thirds majority of a quorum of Club members, provided that proposed amendments are announced and distributed to all active members no later than fifteen days prior to the Club meeting where the amendment action is proposed to take place.