

BYLAWS OF THE LAKE COUNTY DEMOCRATIC CLUB

Adopted November 12, 1990

Amended February 9, 2013

Article I

Name

The name of the organization will be The Lake County Democratic Club.

Article II

Purpose

The Club is an officially chartered group authorized by the Lake County Democratic Central Committee to provide Democrats with an opportunity to participate actively in all Democratic Party activities.

Article III

Membership

A. Membership is open to any registered Democrat residing in Lake County
B. Dues amount shall be as decided by a majority of the membership at a meeting and shall be for the term of one year.

C. Member information and official rosters are proprietary information for use by the Executive Committee.

D. Dues for any member may be waived or reduced upon the acceptance and approval of a waiver of dues request by the Club Chair.

E. A member in good standing is one whose annual dues are current.

F. For purposes of selection of the club's California Democratic Party pre-primary endorsement conference delegates a member in good standing is defined as one who is:

1. a member for 12 consecutive months prior to the selection date;
2. has not been absent more than 3 months in the above described period
3. has participated on one of the club's standing committees.

G. The minutes of the meetings, shall reflect attendance and be presumptive evidence of a member's attendance or absence from a meeting.

Meetings

The Club shall hold regular meetings with the dates, time, and place being set by the membership.

A: A Special Meeting may be called by the Chair or by a majority of the Executive Committee or by petition of ten percent (10%) of the membership.

B: The Club shall hold an annual meeting in the month of November each year for election of officers. New officers take office in December.

C: A quorum for membership meetings shall be ten percent (10%) of the membership.

Article V Officers

1. Club officers shall be: Chair, Vice Chair, Secretary, Treasurer, Assistant Treasurer and Parliamentarian.
2. Candidates for office must be members in good standing for at least 3 months prior to the election.
3. Term of office is one year.

A. Duties of the Chair

The Chair shall:

1. Preside at meetings of the Club and at meetings of the Executive Committee;
2. Appoint members to committees as provided by these Bylaws and may serve as ex-officio member of the committees;
3. Act as sole spokesperson for the Club and as the official representative to the public and/or media
4. Attend or have a representative at meetings of Lake County Democratic Central Committee.
5. Assist other executive officers in the fulfillment of their duties.

B. Duties of Vice-Chair

The Vice-Chair shall:

1. Become Chair in the absence of Chair;
2. Serve as head of the Program Committee;
3. Perform such other duties as requested by the Chair

C. Duties of the Secretary

The Secretary shall:

1. Record and maintain the minutes of the Club and the Executive Committee.
2. **Maintain the attendance sign in sheet for at least two years after the annual election and installation of the executive board and have them available for the Executive Committee's duties under Article VI Section 4.**
3. Perform other duties as requested by the Chair.

D. Duties of the Treasurer

The Treasurer shall:

1. Receive and disburse all Club funds;
2. Maintain bank accounts and keep necessary records;
3. Provide a report and submit all bills to the Executive Committee for approval of payment at each meeting and provide a summary report to the general meetings;
4. Submit financial reports to proper regulatory agencies as required by law;
5. **Serve as chair of the Finance Standing Committee**
6. **Present monthly reports to the Executive Committee with line items for expenses.**
7. **Present a line item budget to the Executive Committee 60 days after installation of officers.**
8. **Present records for an annual audit 45 days before the annual election and installation of the executive board.**
9. **Attend an annual Treasurer workshop when and where trainings are available.**

E. Duties of the Assistant Treasurer

The Assistant Treasurer shall:

1. Become familiar with the Duties of the Treasurer;
2. Take over the duties of Treasurer in the Treasurer's absence.

F. Duties of the Parliamentarian

The Parliamentarian shall

1. Advise the Chair on Robert's Rules of Order **at the request of the chair**

Article VI

Executive Committee

The Executive Committee shall consist of the elected Club officers and the head of each Standing Committee plus the immediate past Club Chair.

1. The Committee may act on behalf of the Club in an emergency.
A quorum shall consist of a majority of its members.
2. Meetings shall be open to all Club members.
3. The Chair shall distribute an agenda with date, time and place of meeting to the membership (7) seven days prior to each meeting and include the minutes of the previous meeting
4. **Shall select the club's delegates to the Californian Democratic Party's biennial pre endorsing conference in accordance with CDP guidelines and in accordance with Article III Section F of these bylaws.**

Article VII

Standing Committees

A: Ways and Means Committee

1. Shall coordinate fund-raising activities.
2. **When necessary, coordinate activities with other standing committees**
3. **Shall submit an annual plan for fundraising to the Executive Committee 45 days after the annual election and installation of the executive board.**

B. Membership

1. Shall plan **and report** ongoing membership **recruitment** activities **to the members.**
2. **Shall provide a monthly updated roster to the Chair and the Secretary ten (10) days before each regularly scheduled meeting.**
3. **Member information and official rosters are proprietary information for use by the Executive Committee.**

Sec. C: Voter Services Committee

1. Shall plan voter registration activities.
2. Shall **coordinate with the Lake County Democratic party** to plan "get out the vote" activities.
3. Shall **coordinate with the Lake County Democratic Party to provide volunteers for the United Democratic Campaign headquarters, during each election cycle.** ~~plan for a Democratic headquarters in election campaigns.~~

Sec. D: Candidates and Issues Endorsement Committee

1. This committee shall study and report on political issues, ballot measures, and candidates as directed by the chair.
2. Any proposal for the Club to support or endorse a candidate or issue shall first be presented to this Committee for study and reported to the general membership.
3. ~~For any immediate consideration of a new proposal by the Club general membership, three fourths (75%) of those present must first vote to give "Emergency" status to the proposal.~~
4. Any candidate endorsement vote should occur at least 20 days prior to the election.
5. This committee shall arrange for necessary information for any proposed endorsements.
6. Any Democratic candidate or any Club member may request that an endorsement be considered.
7. Voting shall be by those persons that are members in good standing, **as defined by Article III Section E of these bylaws and** according to the membership roster.
8. Each ballot shall have an option of "No Endorsement". Issues or candidates that receive sixty percent (60%) of votes cast shall be considered endorsed.
9. Publicity about any endorsement shall be at the pleasure of both the candidate and the Club.

Sec. F Finance Committee

1. The Chair of the Finance Committee shall be the Club Treasurer;
2. Shall provide financial oversight for the Club.
3. Shall prepare and oversee the annual operating budget
4. Review and file, in coordination with the Ways & Means Committee a report on all proposed fundraising projects and the budgets thereof;
5. Oversee the preparation of all lawfully required financial reports and the submission there of to proper authorities;
6. Shall make regular monthly financial reports to the Club
7. Shall prepare the annual audit as described in Article V; Section D

Article VIII

Ad-Hoc Committees

Ad-Hoc Committees may be for ongoing responsibilities such as newsletter Editor or Historian. They also may be appointed for specific purposes such as Bylaws revision, annual banquet, etc.

Article IX

Amendment of Bylaws

A: These Bylaws may be amended by a majority vote at any regular meeting or special meeting called for this purpose if a quorum is present and notice has been given to the membership of any changes proposed.

B: If the Bylaws do not apply to a situation, then Robert's Rules of Order shall prevail.

Standing Rules

1. Authorization to Expend Funds

Adoption of the budget by the Lake County Democratic Club empowers the Executive Committee to spend up to the line item amount for the line items listed with a majority vote of the Executive Committee required for amounts more than \$200.00. Expenditures of \$200.00 or more will require the approval of two members of the Executive Committee. Bank fees, bank deposit adjustments,

returned check fees and late filing fees will be paid on demand or with majority approval of the Executive Committee for amounts over \$50.00. To spend more than a line item amount or to spend for items not listed in the budget will require a majority vote of the Club. That vote may also be for an adjustment to budgeted line item amounts or for new line items. Any Executive Committee member may require that any particular expense be voted on by the Club. ~~All checks must be signed by two members of the Executive Committee authorized to sign checks -~~
Adopted February 13, 2010

~~4. Second signatures~~

~~Second signatures are required only on checks of more than \$200. -~~ Adopted February 13, 2010

~~3. Late Reimbursements~~

~~All reimbursement requests received by the treasurer later than the first meeting following the date on the receipt be deemed late and that all late reimbursement requests be proposed at a Club meeting by the person requesting the reimbursement as new business for a vote of approval of payment and that payment of late reimbursement requests shall be subject to available budget surpluses~~

[Do we want to remove this? We did so at the DCC, because it's not effective and creates more work for the treasurer.](#)