

CONSTITUTION AND BY-LAWS
of the
SANTA CLARA COUNTY DEMOCRATIC CLUB

ARTICLE I
NAME

Section 1. The name of this club shall be Santa Clara County Democratic Club, hereinafter called SCCDC.

ARTICLE II
MEMBERSHIP

Section 1. All duly registered Democrats in the county of Santa Clara who subscribe to the Credo, as stated in Article IV, shall be eligible for membership in this organization.

Section 2. Dues will be set by the Executive Board.

Section 3. The membership year shall run for twelve months from the month in which dues are paid. Membership renewals shall extend the term of membership for an additional twelve months.

Section 4. All members of the Santa Clara County Democratic Club who are under the age of 36 shall be considered members of the Santa Clara County Democratic Club's youth caucus, also known as the Santa Clara County Young Democrats. The Santa Clara County Democratic Club youth caucus shall be affiliated with and shall submit charter information to the California Young Democrats (CYD), in accordance with CYD guidelines.

ARTICLE III
FUNCTION AND PURPOSE

Section 1. The function and purpose of SCCDC shall be to participate countywide in the Democratic Party, to cooperate and communicate with other Democratic Associations, Committees and Clubs, to assist Democratic functions in Santa Clara County, and to perform such other activities as the membership may decide.

Section 2. The SCCDC shall engage in such legislative, political, educational, civic, welfare and other activities as will further the interests of the membership of the organization, advance ethical standards in the political system, and promote equal participation in the political process without regard to race, religion, nationality, physical disability, creed, gender, sexual orientation, age, ethnic origin or economic status.

Section 3. All activities of the SCCDC shall be in conformance with State law and the basic principles of the Democratic Party.

ARTICLE IV
CREDO

Section 1. The Santa Clara County Democratic Club is dedicated to the following progressive policies and programs, based on liberal principles:

- A. To provide a grass-roots channel for the participation of like-minded people.
- B. To enhance civil rights and civil liberties for everyone.
- C. To ensure that all individuals affected by a policy, decision or action at any level of government (especially the most needy and powerless, at home and throughout the world) shall have an opportunity to participate in the process by which such policy or action is determined.

- D. To enlarge the economic and social roles of democracy, in addition to its educational and political roles.
- E. To provide and raise a minimum standard of living which meets the basic needs of all people.
- F. To strive for and reinforce peaceful coexistence for all people, both domestically and internationally.
- G. To expand opportunities for democratic political action and activities in which all individuals and groups participate as partners.

Section 2. While our specific goals and issues will change from time to time, our major focus will be consistent with this credo, as we support selected issues, programs and candidates in our community.

ARTICLE V OFFICERS AND EXECUTIVE BOARD

Section 1. Elective officers of SCCDC shall be President, Vice President Treasurer, Recording Secretary and Corresponding Secretary.

Section 2. The Executive Board shall consist of the five officers of Sec. 1 and up to ten Board Members elected at large.

ARTICLE VI DUTIES OF OFFICERS

Section 1. The President

- A. Shall preside at all regular and special meetings of SCCDC and Executive Board.
- B. Shall preserve order and enforce the constitution and by-laws of SCCDC.
- C. Shall be an ex-officio member of all committees
- D. Shall appoint, subject to the approval of the membership at a meeting, members of committees, when election is not called for.
- E. Shall be responsible to the Executive Board for his or her actions.
- F. Shall be a delegate to all bodies to which SCCDC sends a delegate or shall appoint delegates to attend functions or meetings of other organizations as official representatives of SCCDC, unless a membership meeting decides an election shall be held.
- G. Shall represent this organization at public and/or political functions within Santa Clara County, or to appoint delegates to attend such functions, unless a membership meeting decides an election should be held.
- H. Shall appoint a nominating committee at the regular meeting two months prior to the November election meeting. Members in good standing may volunteer to be members of the nominating committee. All appointments by the President and all volunteers shall be subject to approval of the members attending the general meeting. The nominating committee shall elect its chairperson.

Section 2. The Vice President

- A. Shall assist the President in the performance of all duties and act in his or her absence.
- B. Shall become the Acting President on the death or resignation of the President until a special election can be held at the second regular meeting after the vacancy in the Presidency.

Section 3. The Treasurer

- A. Shall collect dues, donations or other funds and shall keep and maintain an accurate record of all financial transactions of this organization and summarize such transactions in a report at the regular membership meeting.
- B. Shall pay all bills and disbursements authorized by the Executive Board.
- C. Shall prepare a report of the financial status of the organization annually in written form which shall be kept in a file accessible to all members for at least seven (7) years.

- D. Shall complete and file all financial reports required by law and government regulations.
- E. Shall maintain an accurate membership list.

Section 4. The Recording Secretary

- A. Shall take minutes and distribute the agenda of regular, special, annual and Executive Board meetings.
- B. Shall ensure that all members sign an attendance sheet at each meeting.

Section 5. The Corresponding Secretary

- A. Shall conduct correspondence as directed by the President, Executive Board or by the majority of the membership, and to read all correspondence or summary thereof at meetings.
- B. Shall perform any other such duties with the approval of the Executive Board as may be necessary for the proper and effective administration of the affairs of SCCDC.

ARTICLE VII
ELECTION OF THE EXECUTIVE BOARD

Section 1. The Executive Board shall have the power to regulate and supervise all SCCDC elections.

Section 2: The nominating committee, appointed by the President (See VI.1.H.), shall submit its report at the general meeting one month prior to the November election meeting. Nominations for all officer and board members may be made from the floor at the October meeting. All candidates shall have full and prompt access to the current mailing list of all members.

Section 3. The election shall be held at the regular meeting held in November of each year.

Section 4. Contested elections shall be conducted by secret ballot using an instant runoff voting procedure.

Section 5. Newly elected officers shall assume their duties on January 1 of the year following the election in November.

Section 6. The Executive Board shall have the power to fill all vacancies.

Section 7. A member of the Executive Board may be recalled by a two thirds vote of the entire membership of SCCDC by a mail ballot following a membership meeting at which the recall question was discussed after at least ten days notice to members. A special election shall be held to fill any vacancy created by a recall election.

ARTICLE VIII
THE EXECUTIVE BOARD

Section 1. Between membership meetings, the Executive Board shall perform all the duties necessary to the proper administration of the affairs of SCCDC consistent with the constitution and by-laws.

Section 2. All decisions of the Executive Board shall be by a majority vote of the members present.

Section 3. A majority of the Executive Board shall constitute a quorum.

Section 4. The Executive Board at any time may require from an officer a full and detailed statement of account of any action or business done in the name of SCCDC.

Section 5. The Executive Board shall ensure that membership meetings are held on a regular basis, as required in Article IX, with the time and location well publicized to members.

Section 6. The Executive Board shall notify the membership of the date, time and place of all Executive Board meetings at the regular monthly meetings. It shall notify all members of the date, time and place of any emergency meetings. All members in good standing may attend all Executive Board meetings.

ARTICLE IX
MEETINGS

Section 1. Regular membership meetings shall be held monthly at a time and place determined by the Executive Board, subject to the approval of the membership. When special circumstances require, the

President may change the date and time of a monthly meeting, provided at least twenty four (24) hours notice is given to the members.

Section 2. Special meetings may be called by the President, the Executive Board, or on petition by the majority of the members for the transaction of any special business. Any member wishing to circulate such a petition shall be provided a current membership list by the Treasurer.

Section 3. A quorum shall be the lesser of ten (10) voting members or twenty-five percent (25%) of the membership, one of whom shall be an officer, and no official business of the SCCDC shall be taken in the absence of a quorum.

Section 4. Proxy voting shall not be allowed.

Section 5. Reasonable effort shall be made by the Executive Board to notify all members of meetings.

Section 6. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.

ARTICLE X COMMITTEES

Section 1. The Executive Board or the membership shall have the power to establish standing, select or ad hoc committees. Such committees may formulate plans, investigate issues, and conduct business and affairs. Each committee shall report to the general membership at all regular meetings.

Section 2. Meetings of standing committees shall be held as necessary.

Section 3. A standing committee shall publish a newsletter which shall report on all the activities of the SCCDC, as well as report on areas of concern on state and national issues.

Section 4. Chairs of committees shall have no vote in committee meetings, except to break a tie.

ARTICLE XI ENDORSEMENTS

Section 1. The SCCDC 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.

Section 2. Endorsements shall require a two-thirds (2/3) vote of members in attendance at a regular meeting after due notice has been given to the entire membership of SCCDC. Such notice shall be given no less than 5 days prior to the meeting. A two thirds vote at the meeting at which the endorsement is considered may override the requirement for notice.

Section 3. All endorsements shall be given active support. The type of support to be given an endorsement may be determined at the time of the endorsement or may be establish at subsequent meetings.

ARTICLE XII AMENDMENTS

Section 1. The constitution and by-laws of SCCDC may be amended by a two thirds (2/3) vote of the members present after due notice has been given to the entire membership of SCCDC. Such notice shall be given not less than five (5) days prior to said meeting at which the constitutional proposal shall be submitted.

Last Revision Date: January 17, 2011