



BYLAWS OF THE DEMOCRATS IN SUN CITY, PALM DESERT

January 2024

ARTICLE I -- NAME The name of this resident group is The Democrats in Sun City, Palm Desert, hereinafter referred to as Democrats in Sun City. Democrats in Sun City is a chartered Democratic Club recognized by the Riverside County Democratic Central Committee and the California Democratic Party.

ARTICLE II -- PURPOSE

SECTION 1. As a political community-based resident group, Democrats in Sun City shall study local, state, and national issues and make recommendations to members and/or other individuals in the community. On the basis of knowledge, verifiable information, and consensus, the organization seeks to influence decision-making and the electoral process by educating the electorate and supporting qualified Democrats wishing to run for public office.

SECTION 2. Democrats in Sun City will sustain a strong and viable membership whose collective influence shall create a major political presence in various communities of the Coachella Valley.

ARTICLE III -- MEMBERSHIP

SECTION 1. All members of the club shall be registered Democrats or a person devoted to the principles of the Democratic Party but ineligible to register to vote at this time. Any such ineligible person has expressed the intent to register as a Democrat immediately upon becoming eligible. A member shall be considered in good standing, if their dues are current, or have been waived due to economic hardship, and their voting rights being subject to compliance with the other provisions of these bylaws.

SECTION 2. Members will be required to affirmatively apply for membership in a manner in which at minimum, is identified by name, address and phone number.

SECTION 3. The organization 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.

SECTION 4. The membership shall:

- a) Elect officers who will be comprised of President, Vice-President-Political Action, Vice-President-Membership, Secretary and Treasurer who will be known as the Executive Board.
- b) Participate in fundraising activities to support programs, study issues, educate the electorate, and support candidates.
- c) Play an influential role in electing Democratic candidates and support those candidates
- d) Help maintain this credible resident group whose prestige and support will be crucial to Democratic candidates seeking office.
- e) Recommend and support legislative issues.
- f) Exercise influence wherever possible in the appointment of members to commissions and other bodies whose jurisdictions affect the lives of persons living in the Coachella Valley.
- g) Exercise influence on socio-political decisions that affect the affairs of agencies and institutions in the Coachella Valley.
- h) Assist in promoting voter registration and turnout.

SECTION 5. A majority vote of two-thirds of the membership shall govern this resident group in all matters that may come before it. A majority shall be counted only of those members present at a meeting and in good standing. The number of official members present at such meeting shall represent not fewer than twenty-five percent (25%) of the total official

membership of the entire Club.

SECTION 6. A member may be removed by a two-thirds majority vote of the members present and voting for the following causes:

- a) Affiliating with or registering as a member of another party,
- b) Publicly advocating that the electorate should not vote for the nominee of the Democratic Party for any partisan office,
- c) Publicly giving support or publicly avowing a preference for a candidate of another party or a candidate who is opposed to a candidate nominated by this Party,
- d) Any member of the Club may be removed from membership for improper activity involving administrative practices, such as mismanagement or improper distribution of funds and any other such activity, as determined by the membership. **Every member shall agree to the Code of Conduct as shared with all new members.**
- e) If any member cannot be verified as a Registered California Democrat, they will be deemed an Associate Member and will be unable to vote in any of this Club's elections.

SECTION 7. The procedure for removal shall be as follows:

- a) Any member of the Club, at any meeting of the Club, may make a motion that any other member of the Club may be removed from the membership for reason or reasons set forth in this article. The motion shall state in detail the act(s) or omission(s), which the person making the motion considers warrant the removal of the member who is the subject of the motion.
- b) The motion to remove a member shall automatically be deemed postponed until the next meeting of the membership and shall automatically be taken up for action as an item of old or unfinished business at that meeting.
- c) Within seven days after the making of such a motion for removal, the Secretary of the Club shall send a certified letter to the member who is the subject of the motion for removal, (hereinafter the Cited Member), notifying the Cited Member that at the next meeting of the Club a motion will be taken up concerning the Cited Member's removal. The mail piece shall be accompanied by an enclosed proof of service, executed pursuant to the Proof of Service provisions of Section 1013 of the California Code of Civil Procedure.
- d) The letter shall:
 - 1) advise the Cited Member of the names of the members who made and seconded the motion,
 - 2) Advise the Cited Member that at the next meeting the Cited Member will be given an opportunity to challenge the allegation, and inform the Cited Member of the date, time and location of the next meeting. At the next regular meeting, the Cited Member, if present, shall be given opportunity to admit, deny and/or explain the charges lodged against her/him. An equivalent amount of time shall be made available to the maker of the motion and/or his/her spokesperson(s) to substantiate the charge(s). Immediately thereafter, a vote shall be taken on the motion to remove the Cited Member from Club membership. A two-thirds majority vote of members present and voting, representing a majority of the total official membership of the Club, shall be required for the motion to pass. In all motions for removal, the burden of introducing evidence-justifying removal shall be upon the person or persons urging the removal. They shall be required to prove the case for removal by clear and convincing evidence.

ARTICLE IV -- DUES

SECTION 1. The annual dues of this resident club shall be set by the Democrats of Sun City Executive Board. Beginning January 1 all dues shall become payable for the fiscal year, January 1 - December 31.

SECTION 2. Any registered Democrat joining Democrats in Sun City in the months of October, November, or December will be considered a paid-up member until December 31 of the following calendar year.

ARTICLE V -- OFFICERS AND ELECTIONS

SECTION 1. The officers of this resident group shall be President, Vice-President-Political Action, Vice-President-Membership, Secretary, Treasurer, and the Immediate Past President.

SECTION 2. The officers shall serve for two years from January 1 through December 31 of the second year.

SECTION 3. The Nominating Committee shall consist of three (3) members. The President will appoint two members, one who will be chair of the committee. The Nominating Committee shall be presented at the October Club Meeting. The Nominating Committee shall nominate one (1) club member in good standing for each of the offices of President, Vice-President-Political Action, Vice-President-Membership, Secretary, and Treasurer. With the nominee's consent, any active member shall be eligible for any office. The nominee must have been an active member for at least 6 months to be eligible. Each nominee must confirm the willingness to run for office. At the regular meeting in November, the chairperson of the Nominating Committee shall announce the slate of Officers. The President shall open the floor to additional nominations for any of the offices. At this time any nominations made from the floor must have the consent of the nominee. Only persons attending the meeting will be considered. Nominations will then be closed.

SECTION 4. Election of all officers will be held at the December (even years) membership meeting. Notification of elections will be announced at the October and November meetings and published within the SCPD community prior to the election. Minimum requirement to be a member of the club to vote in an officer election is 30 days. There will be no proxy voting. There will be (1) one vote per member. Voting will be by secret ballot if there is more than one (1) candidate for any given office.

SECTION 5. If there is more than one (1) person running for a specific office, there must be a plurality of valid votes to be elected. A tie vote for any one office requires re-voting.

SECTION 6. Vacancies during the elected term in office of the Vice-President-Political Action, Vice-President-Membership, Secretary, and Treasurer, shall be filled through recommendation of an active member to the President with the advice and consent of the Executive Board. Such recommendation shall be placed before the membership at the next meeting. A nominee shall be elected by a majority vote of the members present. If a vacancy occurs in the office of the President, the Vice-President-Political Action shall succeed to the office and serve as President for the remainder of the term. If an officer position becomes vacant during the term of office, then an election will be held to fill the position, if the term is more than a year. If vacancy occurs in less than a year, the President, along with the club officers may appoint a member in good standing, who confirms a willingness to take the position.

SECTION 7. Any Club officer may be recalled from her/his office by a two-thirds majority vote of the total official membership present and voting at a regular meeting of the Club, provided, however, that the number of official members present at such meeting shall represent not fewer than twenty-five percent (25%) of the total official membership of the entire Club. The motion to recall any officer shall be communicated in writing to that officer at least seven days before the meeting. The results of such a vote shall be communicated in writing to the individual concerned.

SECTION 8. A Club Officer may be proposed for removal for the following reasons:

- a) Absence from three membership or Executive Board meetings in a row without a valid reason;
- b) Disloyalty to the Party, such as a change in registration from Democrat or publicly advocating the election of another party's candidate opposing a Democrat;
- c) Fraud or malfeasance, such as mismanagement of funds;
- d) Failure to perform the duties of the office to which elected.

ARTICLE VI -- DUTIES OF OFFICERS

SECTION 1. The Board shall manage the affairs of this resident group subject to and in accordance with the Bylaws.

SECTION 2. **The President** shall preside over membership meetings. The President shall also do the following: Provide leadership and direction for this resident group; Have access to all information of this resident group; Be the official representative of this resident group; Prepare the agenda for and chair the Board Meetings as well as the General Membership Meetings. Represent the club with other local democratic clubs, county and state organizations. In the absence of the President, the Vice-President, Political Action, shall preside at all meetings and exercise all duties of the President, and shall perform such other duties as may be delegated by the President.

SECTION 3. **The Vice-President-Political Action**, shall be in charge of Political Action. The Vice-President-Political Action, shall maintain a working relationship with other democratic clubs, county and state democratic officials, local, state and national office holders, shall form a committee to interact with other democratic clubs in action, rallies, demonstrations, voter registration and wage an effective campaign to Get Out The Vote of the Democrats in Sun City. This committee shall expand its involvement based on the election process.

SECTION 4. **The Secretary** shall keep Board Meeting Minutes and shall provide copies of such minutes to the President. The Board Meeting Minutes shall be open to inspection at all times to any member of Democrats in Sun City. Prepares and transmits other written communications as directed by the president or the board.

SECTION 5. **The Treasurer** shall manage the finances of the club and coordinate all financial dealings with the professional accountants, collect all dues, provide reimbursement forms and submit the same to the accounting firm. The Treasurer shall make a written financial report at every board meeting, account for all financial transactions entered into by the club, and will prepare and present an annual budget to the Executive Committee.

SECTION 6. **The Vice-President-Membership** shall keep electronic records of all members, showing the name and place of residence and the date when each person became a member and their membership renewal date and shall oversee a Membership Committee to recruit new members and promote renewals.

SECTION 8. The Immediate Past President, because of his or her knowledge of club history, policies and procedures, will participate in board meetings to provide insight and suggestions and recommendations.

SECTION 9. Officers shall not receive remuneration for performance of their duties other than expense reimbursements. The President shall have a yearly discretionary fund approved by the Executive Board in their annual budget.

ARTICLE VII -- FINANCES

SECTION 1. A meeting of the Board shall prepare a proposed budget of anticipated receipts and expenditures for the calendar year, January 1 through December 31. Notice of the time and place of the meeting of the Board at which the budget will be considered will be publicized.

SECTION 2. The Board shall adopt the proposed budget at its regular meeting. The proposed budget shall be submitted to the membership for adoption at the February Membership General Meeting.

SECTION 3. No member shall incur expenses or obligate the membership in any way without prior approval of the President or the Board.

ARTICLE VIII -- GENERAL MEETINGS

SECTION 1. Regular meetings shall be held on the third Tuesday of the month unless notified in advance. A special function may take the place of a regular meeting. Regularly held (specified) meetings, are open to all Democrats, which require at least 7 days prior written notice and publication. The meetings are held in The Sunset View Clubhouse which has is handicap accessible. The installation of officers shall be held at the December Meeting. The Board may suspend up to three Membership Meetings per year. The Board may call special meetings at any time. Notice of special meetings shall be given to all active members at least seven days prior thereto and no business shall be transacted at a special membership meeting except that specified in the notice. Any registered Democrat may attend monthly meetings. Members will be dedicated to the principles of the Democratic Party.

SECTION 2. Notice of membership meetings will be communicated through an email and posted in the community club houses, if space is available, at least 7 days prior to the meeting. **The sender and receiver of the email have both**

consented, in writing, to sending and receiving notices in this manner. The notice was sent to or from the email address specified when giving consent, or the most recent email specified on a subsequent notice of a change of address by the sender or receiver. The obligation to inform and procedure for informing of any change in email address has been specified in writing. There is an opportunity to opt out of such consent at an appropriate time. Members who do not have an email must be notified of upcoming meetings either by phone, text or mail. Notification of events and meetings shall be sent to the Chair of the RCDP via email at chair.rcdp@gmail.com and the chair of the RCDP Assembly District delegate in which the majority of the organization's members reside.

ARTICLE IX--BOARD MEETINGS

SECTION 1. Board Meetings will be held on the first Wednesday of each month. These meetings will require at least 7 days written notice.

SECTION 2. A quorum of the Board shall consist of 50 percent of the elected officers

SECTION 3. "Robert's Rules of Order" will govern any procedure not specifically addressed by these Bylaws.

ARTICLE X -- COMMITTEES AND STANDING COMMITTEES

SECTION 1. The standing committees are: Political Action and Membership. Each committee shall have a chair and a minimum of two members and shall report to the Vice-President who supervises their committees. Communications and Programs will have a chair and a minimum of two members for both the Communications committee and the Programs committee (which will include hospitality) and report to the board member who supervises their committee.

SECTION 2. The Board shall review the standing committees listed in the bylaws each year to determine if a committee should be discontinued or new committees added. The President and members of the Board may, from time to time, designate other committees and may direct the disbanding and discontinuance of any committee.

SECTION 3. An Ad Hoc committee, once established by the Board, shall elect its own chairperson and such other officers as it may require from time to time and shall establish its own procedures for the conduct of business, subject to review and supervision of the Executive Board. Each committee shall report to the membership at least annually, naming its officers and summarizing its procedures and activities. Committees may include any member.

SECTION 4. Each committee shall have the power to fix its own time and place of meetings and to adopt rules for its own government and course of proceedings consistent with these Bylaws and the direction of the membership. Each committee shall keep a written record of all its proceedings. A majority shall constitute a quorum at meetings of committees.

SECTION 5. The Nominating Committee shall develop a slate of officers to be presented to the membership at the November Membership Meeting. The Nominating Committee shall consist of three (3) members. The President, will appoint two members, one who will be the chair of the committee.

ARTICLE XI-- SELECTION OF REPRESENTATIVES TO THE CALIFORNIA DEMOCRATIC PARTY (CDP) PRE-ENDORSING CONFERENCE

The "Pre-endorsing Conferences" are a public meeting of the Democratic Party and shall be open to all Democrats. These conferences provide for Democratic Clubs to participate in casting their vote in the endorsement process described herein.

SECTION 1. Club representatives 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 were listed on the roster submitted to the appropriate Regional Director of the CDP no later than date requested by the appropriate Regional Director of the year immediately prior to the endorsing process.

SECTION 2. For purposes of this Section:

a) Only members in good standing as of the deadline shall be included on the roster;

b) "Members in Good Standing" shall mean a member whose dues are current or have been waived due to economic hardship;

c) The status of such members shall be certified by the Club's President, Secretary or Treasurer;

d) The Club's representatives to any particular pre-endorsing conference to be from the roster described above and that the overall list of representatives to all conferences be equally apportioned between men and women, to the extent possible.

SECTION 3. Said representatives shall be selected by majority vote of a Selection Committee comprised of the President, Vice-President(s), Secretary and Treasurer, a quorum being present. The Selection Committee shall not select one of its own members unless it first determines that no other viable option is available. If such determination is made, they shall inform the membership of their decision, and the reasons therefor, at the next General Membership meeting.

SECTION 4. No later than date requested by the appropriate Regional Director of each odd number year, this Club shall inform its membership of the process for selection as a Representative to the CDP Pre-Endorsing Conferences, by email to those members who have provided email addresses and by US mail to those members who have not provided email addresses.

SECTION 5. In order for a member's name to be submitted as one of this Club's representatives to the CDP Pre-Endorsing Conferences, the member must submit a signed written declaration of intent to the Selection Committee declaring his/her intent to support this Club's endorsed candidates at the Pre-Endorsing Conferences by voting for them at the Pre-Endorsing Conferences.

ARTICLE XII--ENDORSEMENTS

SECTION 1. The club shall only endorse or financially support registered Democrats for election to partisan and nonpartisan office. Non-Democratic candidates shall not be endorsed or rated in any way. We shall not endorse or financially support any candidates who are not endorsed by the California Democratic Party (CDP) for statewide partisan elections, nor any candidates who are not endorsed by the Riverside County Democratic Party (RCDP) for countywide and local nonpartisan elections. The club will only endorse as many candidates as there are open seats in a race.

SECTION 2. Club members will be notified by email at least seven (7) days prior to the Club meeting in which endorsement for a particular race or races will be considered.

SECTION 3. In order to be eligible to vote on a recommendation for endorsement, a member in good standing must have been a voting member for at least 30 days.

SECTION 4. Any recommendation for endorsement requires a vote by simple (50%+1) of the members in good standing who are present and voting.

SECTION 5. No vote taken by members in good standing shall be by secret ballot.

SECTION 6. Early endorsements or those that differ from the CDP or RCDP are solely the endorsement of the organization.

ARTICLE XIII -- AMENDMENTS

SECTION 1. The Bylaws may be amended at a General Club meeting or at a special meeting of this resident group by a two-thirds vote of the members in good standing who are present. Notice of the date of the Bylaws revision must be given

to the active members at least ten days in advance of the meeting. At the meeting preceding the by-laws revision, notice will be given to the membership present and copies of the proposed revisions will be presented for viewing.

SECTION 2. Club members and officers shall be subject to the rules, regulations and jurisdiction of the Riverside County Democratic Central Committee as set forth in its Bylaws.

SECTION 3. If a conflict occurs between the Club Bylaws and Riverside County Democratic Central Committee Bylaws, the language of the RCDCC Bylaws shall prevail.