

Pajaro Valley Cesar Chavez Democratic Club
Constitution And Bylaws
Amended Feb 2019

I. Name

The name of this organization shall be the Pajaro Valley Cesar Chavez Democratic Club.

II. Purpose

The Pajaro Valley Cesar Chavez Democratic Club (hereinafter called the Club) is an official association of local Democrats who come together to discuss, debate, and work to promote Democratic candidates and legislation in our region. The Club shall focus its efforts within the Pajaro Valley; and shall seek to publicize activities, and to build its membership from registered Democrats with the Pajaro Valley. The Club shall develop a work plan (including action items with evaluation criteria), which shall be evaluated by the membership at least once every year. This work plan shall include a report on the number of registered Democrats within the Pajaro Valley, a report on Democratic voter turnout in the Pajaro Valley, and a comparison of local Democratic statistics to other political affiliations.

III. Affiliation

- A. The Club is affiliated with the Santa Cruz County Democratic Central Committee (hereinafter called the Central Committee) and was duly chartered by the Committee on August 25, 2004.
- B. As a chartered and affiliated club of the central Committee, the Club shall comply with bylaws of the Central Committee and the California Democratic Party, as they apply to fully chartered local affiliates.
- C. The Club shall apply for membership in the California Democratic Council. Membership above the minimum affiliation level shall be permitted if approved by a majority vote of the club, or 2/3 of its officers.

D. The Club shall ensure to engage and recruit members under the age of 36 and work to create an affiliated youth caucus club with members under the age of 36, which shall be called the Cesar Chavez Young Democrats.

IV. Membership Requirements

A. Qualifications: Any individual qualifies for Club membership if:

- 1) The individual is a registered Democrat; or
- 2) The individual is ineligible to vote (due to age, non-residency; or other legal impediment), but pledges to register as a Democrat when eligibility is attained; and 3) Supports the purpose of the Club as stated in Article II, above.

B. Active Membership: To become an active member that is eligible to vote, a qualified individual must:

- 1) Pay full dues prior to voting; and
- 2) Attend two meetings prior to voting at regular, non-endorsement meetings.

V. Dues

A. Each member shall pay dues on an annual basis, as follows:

Individual \$25

Senior (over age 60) \$20

Student (full time) \$10

*Sponsorship or scholarships will be available for students under 18 years old.

B. Dues are due on January 1st and payable by March 31st of each calendar year.

C. Annual dues for new active Club members shall be prorated on a monthly basis. Continuing/ renewing members shall pay full amount.

VI. Meetings

A. Regular Meetings

- 1) The Club shall hold regular meetings on such day as the membership may determine from time to time.
- 2) Regular meetings shall not be cancelled more than 3 times within any calendar year and in no event shall more than 2 regular meetings be cancelled in succession.

B. Special Meetings

- 1) Special meetings may be called by the Co-chairs through consensus at any time, on notice as specified below.
- 2) In the absence of the Co-chairs, any two officers may call a special meeting, on notice as specified below.

C. Notice of Meetings

- 1) Notice of regular or special meetings shall be given at least 48 hours in advance to all active members, in any manner as follows:
 - a) Notice in writing by e-mail
 - b) Club's Facebook Page.
 - c) Annual calendar of meetings will be distributed once a year.
- 2) Notice of the meeting shall be deemed sufficient by any manner specified above if such notice includes the date, time and place of the meeting and is calculated to be received at least 48 hours prior to the meeting.

VII. Rules for Meetings

- A. The Club shall use the newly revised Roberts Rules of Order to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these bylaws.
- B. A quorum for any official meeting of the Club shall be 15 percent of the total organizational membership if ten members, whichever is smaller, as of 24 hours before the meeting, as reported by the secretary.

VIII. Voting

- A. Unless otherwise specified in these Bylaws, the Club may adopt events and conduct regular business with a vote of 50 percent plus one of the members present at any meeting.
- B. The Club may pass resolutions not related to candidate endorsements with a vote of 2/3 of those present and voting at any meeting.
- C. Endorsements of Candidates. The process to consider the endorsement of candidates must be approved prior to any suggestion of endorsements. If the discussion of an endorsement process is noticed in the meeting agenda, such process must be approved by at least 2/3 of those present and voting at any meeting. Under no circumstances may the Club consider the endorsement of a candidate for public office who is not registered with the Democratic Party. **The minimum threshold for endorsement in race with multiple Democratic candidates is two-thirds of the members present and voting.**
 - 1) Voting regarding endorsements of candidates. A member shall only be eligible to vote regarding the endorsement of candidates if:
 - a) The member has attended at least two regular meetings (within one year) prior to the endorsement vote meeting as an active member; and
 - b) The member has paid all Club dues prior to the endorsement vote meeting.
- D. The Club may take a position of non-endorsement in any particular race or issue with a 70 percent vote of the membership present at a meeting.
- E. The Club may suspend specific portions of these bylaws and/or Roberts Rules of Order for purpose emergency business by a vote of two-thirds of the membership present at a meeting, unless the item to be suspended calls for a higher qualification. In such case, the percent specified in that portion of the bylaws shall be required to suspend that text. The motion to suspend shall call out the particular section of the bylaws proposed to be suspended.
- F. Changes to the constitution and bylaws not specifically referenced elsewhere must be noticed to the membership at least 72 hours before the vote in question, and must be approved by a majority vote of the Club, or 2/3 of its officers.

IX. Officers

- A. Officers. Club officers shall consist of Co-Chairs (2), Vice-Chair, Treasurer and Secretary. They shall be elected to serve two-year terms of office.
- B. Election of officers shall be held in November and take effect in January of the following year. If a co-chair vacates office, the Vice-Chair shall ascend to the position of Co-Chair, until an election is held to fill the Co-Chair's remaining term of office.
- C. In the temporary absence of a Co-Chair, the Vice-Chair shall serve as a Co-Chair. If the position of Vice-Chair is vacant, the Secretary shall serve as Vice-Chair.
- D. The Treasurer is responsible for:
- 1) Filing the committee's statement of organization (Form 410) and any other required forms, and the termination of the committee;
 - 2) Establishing and maintaining a record keeping system that ensures the committee complies with legal disclosure requirements;
 - 3) Verifying and signing the committee's campaign statements and filing them in a timely manner;
 - 4) Correcting inaccuracies or omissions that may occur;
 - 5) Give monthly financial reports during regular and executive board meetings; and 6) Transfer all assets to Executive Board at the end of his or her term as treasurer.
- E. The Secretary shall be responsible of taking meeting minutes, and ensure that all members are notified of Club meeting, and maintain Club records of meetings and minutes and membership attendance. Transfer all documentation to Executive Board at the end of his or her term as secretary.
- F. The Co-Chairs shall officiate at all meetings of the Club.
- G. Executive Board. There shall be an Executive Board of this Club, which shall consist of the officers delineated in Article VIII, Section A. The Executive Board shall call meetings, develop and approve draft agendas, make decisions on issues necessitating a timely response, and may approve expenditures of up to \$100.

H. The Executive Board may, by consensus, appoint members temporarily to fill un-expired terms of office; subject to election by the membership at the next Club meeting 30 days after the office is vacated.

I. Absences by Officers: Any officer of the Club who misses more than three consecutive regularly scheduled meetings, may be removed by a vote of the membership, unless such absence is caused by illness or temporary absence from the County on the day of the meeting.

J. The Club shall be represented at meetings of the Central Committee and any Assembly District Committee meetings at which it may be entitled to membership, and at meetings of the California Democratic Council. A person may serve as representative to more than one outside body if the club membership approves. The Club shall appoint a member and alternate, in good standing, to represent the Club at the Santa Cruz County Democratic Central Committee.

K. The Executive Board shall have the responsibility to develop and to implement a plan to increase the visibility of the Club among Democrats.

L. The Chair may appoint Club members to serve in other capacities as needed.

M. The Club may elect such other officers as may be deemed necessary from time to time to conduct Club business.

X. Contributions & Fundraising

Acceptance of contribution in excess of \$99 per fiscal year from any individual or organization require approval of the PVCCDC Executive Board and notice of such approval shall be given to the PVCCDC Treasurer.

XI. Political Literature

All political print and electronic materials distributed by official club communications shall be approved by the PVCCDC Executive Board prior to distribution to ensure compliance with Fair Political Practices Commission requirements. Notice of such approval shall be given to the PVCCDC Treasurer.

XII. Amendments

The Bylaws may be amended at any regular meeting by a vote of two thirds (2/3rds) of those members present and voting, providing, however, that the proposed amendment has been presented and discussed at least one month prior to the General Meetings.

XIII. Standing Rules

A. No officer shall serve more than two consecutive terms in the same office.

B. The order of business may be as follows:

- 1) Call to order
- 2) Reading of the minutes
- 3) Treasurer's report, including bills allowed
- 4) Correspondence
- 5) Report of committees/officers
- 6) Unfinished business
- 7) New business
- 8) Announcements
- 9) Adjournment

ADOPTED ON AUGUST 17, 2004

Amended on April 13, 2006

Amended on November 16, 2015

Amended on March 18, 2019

Amended on February 18, 2019

Amended on 2021 (Draft)