

SANTA CLARA VALLEY DEMOCRATIC CLUB BY-LAWS

As voted 1/21/03

ARTICLE I: NAME, OBJECTIVES, RULES OF ORDER

SECTION 1. NAME

The name of this organization, chartered by the Ventura County Democratic Committee, shall be Santa Clara Valley Democratic Club, hereafter referred to as the Club.

SECTION 2. OBJECTIVES

To promote the public welfare and the responsible participation of citizens in the political process; and to be a focal point for the interests of the Democratic Party in the Santa Paula-Fillmore-Piru area of Ventura County.

SECTION 3. RULES OF ORDER

Decision-making deliberations of the Club shall be in accord with public laws governing political organizations, the policies of the national, state, and Ventura County Democratic Party, these by-laws, and the latest edition of *Roberts Rules of Order*.

ARTICLE II. MEMBERSHIP

SECTION 1. Full membership is open to all registered Democratic voters, and each member shall be entitled to all the rights and privileges of membership, including one vote.

SECTION 2. Associate membership shall be open to those under 18 years of age and/or those not otherwise eligible for full membership. Associate members shall be entitled to all the rights and privileges of membership except the right to vote.

SECTION 3. The amount of membership dues and the period of membership shall be proposed by the officers of the Club and approved by the majority of the members present at a regular Club meeting.

SECTION 4. New members shall be entitled to vote and/or hold office upon payment of dues.

ARTICLE III OFFICERS

SECTION 1. The officers shall include but not be limited to President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. If necessary, and by vote of the membership, one member may execute the responsibilities of more than one office. The officers shall constitute an executive committee.

SECTION 2. Officers shall serve for a term of one year, and shall be elected annually at the November meeting to assume office in January of the following year.

SECTION 3. Duties of Officers

- A. The President shall call and conduct Club and executive committee meetings, shall serve as the spokesperson and representative of the Club, shall along with the treasurer be authorized to sign checks, shall be responsible for the preparation of meeting agendas and the scheduling of speakers at meetings.
- B. The Vice-President shall assist the President, serve on the executive committee and, when necessary, assume the duties of the President
- C. The Recording Secretary and Corresponding Secretary shall share the following duties: record and keep minutes of all meetings, maintain the roster of members, keep records of attendance, give notice of meetings, and see that a copy of these by-laws are available at meetings.

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- D. The Treasurer shall have charge of the collection and deposit of all monies belonging to the Club, pay promptly all bills authorized by the executive committee and/or membership, keep an accurate record of income and disbursements, establish and maintain (a) bank account(s), with the President have the authority to sign checks, submit records to an annual audit, and know and follow regulations of the Internal Revenue Service and California Fair Political Practices Commission which may apply to the club.

SECTION 4. From time to time other officers and committees may be authorized by vote of the membership.

ARTICLE IV ELECTIONS

SECTION 1. All officers shall be elected annually at the November meeting of the Club. Nominations of members in good standing for the offices shall be gathered by a process determined at the September meeting preceding elections and announced at the October meeting. The consent of nominees shall be obtained before they are placed in nomination. Nominations may be made from the floor at the November meeting with the consent of the nominee.

SECTION 2. Except in cases where there is no contest, elections shall be by secret ballot. Election shall be by a majority of those voting at the November meeting. If no candidate receives a majority, a run-off election between the two candidates with the highest votes shall be held.

ARTICLE V FINANCIAL MATTERS

SECTION 1. The Club's fiscal year shall be January 1 through December 31.

SECTION 2. Checks drawn on the Club's bank account(s) shall be signed by either the Treasurer or the President.

SECTION 3. A committee appointed by the President and including the Treasurer shall audit the Club's financial records annually, and report to the January or February meeting.

ARTICLE VI ENDORSEMENTS

The Club may endorse candidates for partisan or non-partisan office so long as such endorsement is in accord with the rules, if applicable, of the Ventura County Democratic Central Committee, and so long as such endorsement is not contrary to affirmative or negative endorsement by the County Central Committee.

ARTICLE VII AMENDMENTS

These by-laws may be amended by a two-thirds vote of the members present at a Club meeting, written notice of the proposed change having been given all members in good standing at least seven days in advance of the meeting at which the proposed amendment is discussed and voted on.