

**CONSTITUTION & BY-LAWS**  
Of the  
**MORONGO BASIN DEMOCRATIC CLUB**



**ARTICLE I**

**NAME, OBJECTIVE, PURPOSE OF THE CONSTITUTION & BY-LAWS**

**SECTION I: NAME**

The name of this organization shall be the MORONGO BASIN DEMOCRATIC CLUB.

**SECTION II: OBJECTIVE**

The primary objective of the MORONGO BASIN DEMOCRATIC CLUB (hereafter referred to as the Club) is to support and elect Democratic candidates to local, state and national offices; to encourage candidates who share Democratic ideals; to provide political education; to foster participatory democratic action in the Morongo Basin and its sphere of influence; and to provide an enduring local Club affiliated with the Party. The Club shall unite in voice and action to support Democratic principles, positions and candidates, and advance the goals of the Democratic Party (hereafter referred to as the Party).

**SECTION III: PURPOSE OF THE CONSTITUTION & BY-LAWS**

The purpose of the Constitution & By-Laws is to govern the organization and functions of the Club.

**ARTICLE II**  
**MEMBERSHIP**

**SECTION I: MEMBERSHIP**

A. Candidates for membership shall qualify by being registered Democrats, by living in the general area of the Club, and by expressing a desire to support the objectives of the Party and the Club and abide by its Constitution & By-Laws.

B. Any Democrat who pays full dues shall be an active member and shall have one vote. Proxy votes are not allowed. Dues are to be determined by the Executive Committee and are payable annually and due July 1<sup>st</sup>. After February 1<sup>st</sup>, new members are eligible to join at 50% annual dues. Annual dues may be waived at the discretion of the Executive Committee in cases of hardship or in consideration of other in kind contributions to the Club.

C. Neither sex, age, race, color, creed, national origin, physical ability, religion, ethnicity, gender identity, sexual orientation, nor economic status shall be considered conditions of membership.

D. It is the responsibility of the member to keep his/her contact information updated with the Secretary. Club's membership list/roster is confidential and to be used only for Club business.

E. New, first-time members are eligible to vote at the first meeting following acceptance of membership application.

**SECTION II: RESIGNATION & REMOVAL**

A. Any member may resign her or his membership by written notification to either Secretary of the Board or Club President. Said resignation shall be effective upon the date of such written notification. Such resignation shall not entitle the member to a refund of any portion of dues paid.

B. This Club may remove a member if, during his/her term of membership, such member affiliates with or registers as a member of another party, publicly avows preference for another party, advocates that others should not vote for the Party Nominee for any office, publicly supports or avows a preference for a candidate who is opposed to a Party Nominee; tends to injure the good name of the Club or individual members, disturbs its well-being, hampers the work of the Club, or fails to pay membership dues.

C. A member may be removed by two-thirds majority vote of the members of the Executive Committee if the Committee, in its sole discretion, determines that the retention of such person as a member would be to the detriment of the Club. Notice of this action shall be mailed to the member being removed and the Club shall keep proof of mailing of the notice.

**ARTICLE III  
OFFICERS**

**SECTION I: OFFICERS**

The officers of this Club shall be a President, First-Vice President, Second-Vice President, Secretary, Treasurer and Two (2) At-Large Directors.

**SECTION II: DESCRIPTION OF DUTIES**

A. **President** shall be presiding officer and official voice of the Cub, carrying out the policies of the Club and the Executive Committee, consistent with the Constitution & By-Laws. Obtain and review Club Bank Statements monthly. Excluding the Executive Committee and Regular Standing Committees, the President shall appoint additional committees as needed. Members of these non- regular and ad hoc committees shall serve at the will of the President. President may appoint a Sergeant-of-Arms. President is an ex-officio member of all committees except the Nominating Committee.

B. **First-Vice President** shall assist the President in the performance of the duties of that office. In the event of the absence of the President or a vacancy in that office, the First-Vice President shall exercise all powers of the President. The First-Vice President shall chair the Nominating Committee and the Candidate and Campaign Development Committee—Maintains information on up-coming local, state and national elections of local value; identifies, locates and develops appropriate potential candidates for these offices. Develops campaign management assistance for use by developed candidates if needed.

C. **Second-Vice President** may preside in the absence of the President and First-Vice President. This officer shall maintain a Monthly Club Calendar which is to be posted at the Regular Membership Meeting and the Club website. Second VP shall perform other duties as assigned by the President and chair the Scholarship Committee - raise scholarship funds, coordinate with schools, receive applications, interview candidates, select recipients, report detailed process to club president and have the treasurer disperse funds.

D. **Secretary** shall record and maintain minutes of the meetings and other proceedings, read the minutes of previous meetings, take charge of all documents when requested. Compose, read and report on correspondence as requested, record and maintain the Club's membership roster. The roster and any club list may be used for Club business only.

E. **At-Large Directors** shall perform those duties assigned by the President, the duties of the Officers and Committees not filled as necessary and any duties necessary to the efficient running of the Club. Ensure that signs are posted for meetings and events.

F. **Treasurer** shall take custody of all funds directly or indirectly raised or received by the Club, shall maintain bank accounts for deposits, make disbursements which shall be signed by two authorized signers, and must report on these actions monthly. Disbursements must be done at the direction of the President, with prior approval from the general membership when any single expenditure exceeds \$100. Submit, financial records to Finance Committee annually for review.

G. Officer reports may be submitted verbally or in writing if unable to attend the Regular Monthly Member Meeting. Where Section II above requires an officer to submit a monthly report, failure to do so shall constitute neglect of duty.

H. As a condition of office, each Executive Committee Member understands they shall not participate in any vote on any matter in which he/she or a member of his/her immediate family has potential conflict of interest due to having material economic involvement. The officer must announce his/her potential conflict, disqualify him/herself, and be excused from the meeting when a vote is taken on the matter involved. The President of the meeting is expected to make inquiry if such conflict appears to exist and the officer or executive committee member has not made it known.

### **SECTION III: ELECTION OF OFFICERS**

A. Nomination of officers shall be made at the Regular January Member Meeting. Only members in good standing may be nominated to hold office. Notice of February Elections must be announced via email, (or) regular mail (and) posted on the Club's web site thirty (30) days prior to the February Member Meeting.

B. The Vice President shall chair the Nominating Committee and the President shall appoint its members at the Regular November Member Meeting. The Nominating Committee will prepare a slate of officers to be presented at the Regular January Member Meeting where nominations may also be made from the floor by any member.

C. No person may be nominated for office between the close of the Regular January Member Meeting and convening of the Regular February Member Meeting. Any office may be filled by nomination and election from the floor at the Regular February Member Meeting.

D. Election of officers shall be held bi-annually (every odd number year) at the Regular February Member Meeting by secret ballot unless a motion is made and carried by a majority of the members present to elect by acclamation. In the event of a Secret Ballot a majority vote of the members present is required to elect each officer. Office is held for two (2) years commencing in March.

### **SECTION IV: VACANCIES**

A vacancy in any office shall be filled by appointment of the Executive Committee. Such appointment will be announced at the next Regular Member Meeting and confirmed or rejected by the majority vote of membership present.

**SECTION V: REMOVAL OF OFFICERS**

An officer of this Club may be removed from office for cause, which is defined as misconduct or neglect of duty in office or three (3) consecutive unexcused absences from meetings by the following procedure:

- A. Any member may lodge a complaint with the Executive Committee against any officer and must sign and submit to the Corresponding Secretary a written statement of charges containing grounds for removal.
- B. The Corresponding Secretary, upon receipt of the statement of charges, will send to the accused officer a copy of the statement of charges and a letter stating that a hearing will convene at the next regular meeting of the Executive Committee.
- C. At said next regular meeting of the Executive Committee, the accused officer shall be afforded an opportunity to respond to the charges. After such hearing, provided there are present and voting in favor of removal at least three members of the Executive Committee, the office held by the accused officer may be deemed vacated. If an officer is removed from office according to this Section, this action shall be reported to the membership at the next Regular Member Meeting.
- D. If the Executive Committee determines that there has been no misconduct or neglect of duty, the member who made the complaint shall be notified of this determination in writing by the Corresponding Secretary.

**ARTICLE IV  
EXECUTIVE COMMITTEE**

**SECTION I: EXECUTIVE COMMITTEE**

There shall be an Executive Committee of this Club which shall have all the powers and duties of the Club when the Club is not in actual session. The Executive Committee shall provide an agenda for Regular Member Meetings.

**SECTION II: EXECUTIVE COMMITTEE MEMBERSHIP**

The Executive Committee shall consist of the Officers and the Standing Committee Chairs. A member is entitled only one vote on the Executive Committee even if he or she holds more than one position on the Committee (e.g. Treasurer and Community Outreach Chair). The immediate Past-President may serve on the Executive Committee as an advisory, non-voting member.

**SECTION III: EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee shall meet as needed between Regular Membership Meetings at a place and time to be decided at each prior meeting or as called by the President. Non-members of the Executive Committee shall have voice but no vote.

**SECTION IV: EXECUTIVE COMMITTEE QUORUM**

A simple majority of members of the Executive Committee shall be required to constitute a quorum for transaction of Club business. A member holding multiple positions counts as only a single member for purposes of determining quorum.

**ARTICLE V  
STANDING COMMITTEES**

**SECTION I: REGULAR STANDING COMMITTEES**

The Club's four Regular Standing Committees include:

- A. Fund Raising – Responsible for developing and implementing a regular program of activities aimed at generating monetary contributions to the Club; for filing, accounting and maintaining required government documentation related to fund raising activities.
- B. Community Outreach – Responsible for voter education, registration drives, precinct organization, general membership and membership in Chambers of Commerce, etc., public relations and communications on behalf of the Club including but not limited to social media, press releases, letter campaigns, online feedback, opposition response and publicity events.
- C. Political Research & Strategy – Gathers and analyzes information that assists the Club in meeting its political objectives; makes recommendations for Club political strategy.
- D. Party Liaison – Maintains communications with county, state, and national party; ensures Club compliance with party requirements; oversees delegate selection and voting.

**SECTION II: REGULAR STANDING COMMITTEE MEMBERSHIP**

Each Regular Standing Committee shall consist of at least a Chair appointed by the President and approved by a majority vote of the Elected Officers. Additional Standing Committee Members, including a Vice Chair, shall be appointed by the Chair.

**SECTION III: REGULAR STANDING COMMITTEE MEETINGS**

Each Standing Committee shall meet on a regular basis and shall report to the general membership at each Regular Monthly Member Meeting.

## **ARTICLE VI MEETINGS**

### **SECTION I: PLACE & TIME OF MEETINGS**

Regular Member Meetings shall be held as adopted by the Standing Rules every month, or at a time and place to be determined by the Executive Committee.

### **SECTION II: SPECIAL MEETINGS**

Special meetings may be called by the Executive Committee upon reasonable notice to the membership.

A. If a special general membership meeting is called, the Executive Committee shall notify the Corresponding Secretary of the place and time of the meeting at least four days in advance of such meeting.

B. The Corresponding Secretary shall notify the membership of the place and time of each special meeting by any reasonable means and as soon after notification by the Executive Committee as reasonably possible.

### **SECTION III: QUORUM**

The members present at a duly noticed meeting shall constitute a quorum.

### **SECTION IV: PARLIAMENTARY PROCEDURES & VOTING**

A. In all cases not provided for by law or by this Constitution & By-Laws, the Club may adopt standing rules by a majority vote at any meeting. After they have been adopted, they cannot be modified at the same session except by a motion to reconsider the vote made by one who voted on the prevailing side.

B. When not inconsistent with the Constitution & By-Laws, *Robert's Rules of Order* shall govern in all cases to which they are applicable.

### **SECTION V: RESOLUTIONS PROCEDURE**

A. Resolutions may be presented and seconded from the floor at any meeting by any member.

B. A resolution presented and seconded by a member at a meeting, if accepted for consideration by a majority of members present, shall be forwarded to the Executive Committee for their consideration at the next Executive Committee Meeting.

C. The Executive Committee shall receive all resolutions from the Club and return their recommendations to the Club at the next meeting. The Executive Committee may also originate resolutions to be presented to the membership of the Club at any meeting.

D. The Club shall receive the resolution and the recommendations of the Executive Committee. A majority vote of the members present shall adopt the resolution.

## **ARTICLE VII ENDORSEMENTS**

### **SECTION I: ENDORSING CANDIDATES**

The Club may endorse Democratic candidates for partisan and non-partisan offices, Party endorsed State Ballot Initiatives, and member approved Local Ballot Measures by not less than a vote of 60% of the members present at a regular or special member meeting, provided that reasonable notice is given to all members that an endorsement is to be proposed at said meeting.

### **SECTION II: ENDORSEMENT PROCESS**

Endorsements may only be submitted by an appointed Endorsement Interview Committee. This is to ensure that candidates are treated fairly and subject to the same process. Appeal of Interview Committee endorsement decision shall be submitted to the Executive Committee within three (3) days of notification. The decision of the Executive Committee, based on facts relating to the endorsement, will be final.

### **SECTION III: SPEAKING FOR CLUB**

Any Officer or Club Member speaking or writing for (or could be thought or interpreted to be speaking or writing for) the Club must only give the club positions and not personal opinion or conjecture.

## **ARTICLE VIII AMENDMENT OF THE CONSTITUTION & BY-LAWS**



**SECTION I: AMENDMENTS**

- A. Any proposed amendment is to be submitted to the Executive Committee for their recommendation(s).
- B. Such recommendation(s) may be considered at any regular or special Executive Committee Meeting provided five (5) days notice that such a review or modification of the Constitution & By-Laws is given Executive Committee members.
- C. If approved by the Executive Committee a notice of the recommended amendment shall be sent to all Club members with a meeting notice at least ten (10) days in advance of the meeting at which the amendment is to be put to vote.
- D. If the Executive Committee fails to approve a proposed amendment the member who proposed the amendment shall be notified of this failure. The amendment may then be proposed from the floor at any Regular Member Meeting with the consent of a majority of those present.
- E. Amendment of the Constitution & By-Laws requires a two-thirds vote of those members of the Club present at any Regular Member Meeting.

**SECTION II: EFFECTIVE DATE**

This Constitution & By-Laws or any amendments thereto shall go into effect and become effective immediately upon their adoption.

**ADOPTED** on June13, 2015. Modified on Nov 12, 2016 at the regular scheduled club meeting.

M. Ronald Cohen, President Morongo Basin Democratic Club

**Standing Rules  
Of the  
Morongo Basin Democratic Club**

1. *Have general meeting the second Saturday of the month and the executive board meeting the Sunday before the general meeting. (Adopted at Dec 10, 2016 general meeting)*