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COLLEGE DEMOCRATS AT SAN FRANCISCO STATE UNIVERSITY

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CONSTITUTION

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PREAMBLE

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In working toward a more perfect California through scholarship, social equity, and a constant questioning of the status quo; in striving to foster a fully just and sustainable society through higher consciousness, action, and finesse; having opinions to be represented, rights to be protected, and needs to be administered; we dedicate ourselves to directing the participation of Democratic students at San Francisco State University.

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As students, we pledge to fight political apathy and call for an educated public. We recognize that limited approaches are increasingly ineffective in a world that is as fast changing, globally interrelated, and complex as ours has become. We now must move beyond educating ourselves for just one role or just one sector, but for all roles and all sectors as they are all interrelated.

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As Democrats, we look back on a proud history — a history not just of a political organization but of a national vision. It is a vision based on the strength and power of millions of empowered, socially diverse, compassionate, and enlightened Americans. We embody the notion that wealth and social status are not entitlements to rule.

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As citizens of today and leaders of tomorrow, we are committed to public service. Our vision identifies public service as work of public importance wherever it happens. We will shape our work in public service by the values of our Party.

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In this mission, we call for the full participation of all students without regard to sex, gender, race, ethnic origin, religious or spiritual affiliation, disability, socioeconomic status, or sexual orientation in Democratic advocacy.

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For these ends and upon these principles, we, an assembled group of Democratic college students at San Francisco State University, do hereby associate ourselves and adopt this constitution as the College Democrats at San Francisco State University.

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ARTICLE I. NAME

The name of this organization shall be the **College Democrats at San Francisco State University**, hereinafter referred to as the **College Democrats**.

ARTICLE II. PURPOSE

1 The College Democrats, upon chartering with the San Francisco Democratic County Central
2 Committee (DCCC), the College Democrats of America (CDA), and the California Young
3 Democrats (CYD), shall become a member organization in each of the above groups, and therefore
4 pledges itself to support the philosophy of the Democratic party.
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7 We will also:

- 8 1. Represent the interests of Democratic San Francisco State University students, faculty, and
9 staff at local government, committees, boards, and councils, and actively support (or oppose)
10 issues, initiatives, and candidates that help (or hurt) student interests.
- 11 2. Accept contributions in the form of gifts, bequests, and membership dues to carry out our
12 purposes and activities.
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14 **ARTICLE III: MEMBERSHIP**

15 **§ A. Eligibility**

16 Only currently registered students, faculty and staff may be active members in a registered student
17 organization. Only active members may vote or hold office. Any registered Democrat (or one who
18 plans to register Democrat as soon as they are able) may join the College Democrats. We will not
19 restrict membership based upon race, color, national origin, religion, sex, physical and mental
20 disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age,
21 sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era
22 veteran, or any other veteran who served on active duty during a war or in a campaign or expedition
23 for which a campaign badge has been authorized).
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26 **§ B. Members in Good Standing & Membership Dues**

27 Members in Good Standing shall be defined as: any eligible member who has paid the semester dues,
28 has filled out a membership application, and regularly attends meetings that semester (at least 50% of
29 the meetings). The price level of club dues shall be established each semester by the Executive
30 Council. Only Members in Good Standing are eligible to vote or to hold office in this organization.
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33 **§ C. Alumni Membership**

34 All former students of SFSU (those who have previously been enrolled for at least one academic
35 term) who are also registered Democrats may become Alumni Members of the College Democrats
36 upon receipt of their membership dues. Alumni members cannot vote, but may otherwise actively
37 participate in the activities and hold office in the ex officio capacity as the Alumni Advisor.
38

39 **§ D. Honorary Membership**

40 With the approval of the Executive Council, any registered Democrat may be granted an Honorary
41 Membership upon receipt of the membership dues. Honorary members are entitled to participate in
42 all club activities, with the exception of holding office and voting.
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44 **§ E. Membership Lists**

45 The club shall keep a membership list containing the name, address, phone number, e-mail address
46 and birth date of each member. E-mail addresses shall be used to compile an electronic mailing list
47 that shall be maintained by the Secretary or whomever he/she appoints with the approval of a
48 majority of the Executive Council. Non-members can be added to the mailing list at the discretion of
49 the Executive Council. This membership information shall be subject to the rights of inspection

1 required by law. The club shall also keep an ongoing recruitment "sign-up" list for those who
2 have shown interest in the club. This list is private and is not subject to inspection laws. Only the
3 Executive Council may have a full copy of this list without the approval of the Executive Council by
4 a 2/3 super-majority vote. Release and usage of both the membership and recruitment lists is subject
5 to the discretion of the Executive Council.

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7 **§ F. Transferability of Membership**

8 Neither the membership of College Democrats nor any rights in the membership thereof may be
9 transferred or assigned for value or otherwise.

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11 **§ G. Termination of Membership**

12 The membership of any member shall terminate upon resignation of the member, expiration of the
13 period of membership, non-payment of dues, or expulsion or suspension of the member by the
14 Members in Good Standing. Following a determination by the Executive Council that a member
15 should be suspended or expelled, a notice shall be given 14 days before the proposed effective date
16 of the suspension or expulsion, and the reasons therefore. The member shall be given an opportunity
17 to be heard, either orally or in writing, before the final vote by the Members in Good Standing on the
18 matter. The result of the vote will take immediate effect.

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21 **ARTICLE IV. EXECUTIVE COUNCIL**

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23 **§ A. Authority and Responsibility**

24 The Executive Council shall have general authority and responsibility for the ongoing affairs of the
25 College Democrats at San Francisco State University. Executive Council decisions may only be
26 overruled if four members of the Council vote to bring the issue in front of the Members in Good
27 Standing who then must vote by a 2/3 majority to overrule the decision in question.

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29 **§ B. Composition**

30 The Executive Council shall be composed of the President, Vice President of Internal Affairs, Vice
31 President of External Affairs, Vice President of Finance, Communication Director, Secretary,
32 Treasurer, and the Alumni Advisor.

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34 **§ C. Quorum**

35 A quorum of the Executive Council shall be noted when a minimum of 51% of the Executive
36 Council Members are present in person.

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38 **§ D. Elections**

39 Elections for the Executive Council shall take place in the following manner:

- 40
- 41 ▪ The Executive Officers shall be elected in the month of April in the Spring semester at a
 - 42 meeting of the Members in Good Standing.
 - 43 ▪ Only those who are Members in Good Standing are eligible to vote or run for office in the
 - 44 election.
 - 45 ▪ After each candidate for an office has spoken for not more than five minutes, the eligible
 - 46 members present will elect a winner by a simple majority vote by secret ballot. Should no
 - 47 candidate receive a majority, a runoff will be held between the two top vote getters. The
 - 48 process will be repeated for the elections for each office.

- If the President deems an Alumni Advisor necessary, the President must appoint an Alumni Advisor one week after elections have taken place and are finalized. All rules and powers extended to other officers will apply to this office.

§ E. Terms of Office

All elected officers' terms will commence on May 1st, and terminate on April 30th of the following year. Appointed officers' terms will begin immediately after acceptance of the post, and will expire at the end of the academic year the appointment was made. No person, except Alumni, may hold the same office for more than two academic years. If an officer is appointed during the first semester of the academic year, at the end of that academic year, they will be considered to have served for one full academic year and therefore may only hold the same office for one more academic year.

§ F. Removal

Executive Council members may be removed in the following manner:

1. Cause for Removal: Cause for removal shall be defined as malfeasance, misfeasance, or nonfeasance of assigned duties, being convicted of a felony, or upon other grounds found by all of the other members of the Council to constitute good and sufficient cause.
2. Process for Removal: To begin the process of removal, any Member in Good Standing may charge the officer with the reasons for his/her removal during a meeting of the Executive Council. The officer in question must be offered an opportunity at that meeting to defend his/herself. If the charge stands, after a period of two weeks, the issue will be put up for a membership vote. Then, if a quorum exists, the Members in Good Standing must vote for removal by a 2/3 majority vote.

§ G. Vacancies

A vacancy shall be declared when a member of the Executive Council dies, resigns, is removed from office, or misses more than 3 consecutive meetings without an approved excuse (as defined by the Council). If there is a vacancy of any other position than the President, the President shall appoint a successor with the majority consent of the remaining officers. If the vacancy is the President, then the automatic replacement follows the following line of succession: Internal Vice President, External Vice President, Finance Vice President, Communications Director, Secretary, Treasurer.

ARTICLE V. DUTIES OF THE OFFICERS

§ A. The President

The President ensures that the chapter's activities correspond with the overall mission of the organization. The President's responsibilities shall be:

1. The Chief Executive of the College Democrats at San Francisco State University.
2. Act as the official representative to other groups, administration, and the media.
3. Define the agenda of the organization for her/his tenure.
4. In consultation with the Executive Council, will select a weekly meeting day and time. The President shall also reserve a weekly meeting room.
5. Ensure that the club is properly registered with the Office of Student Leadership, Planning, and Development.
6. Carry out the mandates, policies, and directives of the Executive Council. Create an annual policy agenda to direct the policy priorities of the club.
7. Appoint, in consultation with the Executive Council, standing and ad-hoc committees and coordinators of such committees.

- 1 8. May appoint, in consultation with the Executive Council, a Webmaster to maintain the
- 2 College Democrats' website.
- 3 9. Preside over all official meetings.
- 4 10. Will work closely with the Treasurer and Vice President of Finance in creating an annual
- 5 budget.
- 6 11. Maintain a relationship with the DCCC, CDA, YDA, CCD, CYD, SFYD, Associated
- 7 Students, Inc. and the administration.
- 8 12. Be responsible for maintaining relations between elected Democrats on the local, state, and
- 9 national levels. This includes ensuring that we are always chartered with DCCC, CDA,
- 10 CCD, CYD.
- 11 13. Will be the only officer, along with the Treasurer, who has access to the College Democrat's
- 12 bank account.
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15 **§ B. Vice President of Internal Affairs**

16 The Vice President of Internal Affairs should ensure that all chapter events are enjoyable and

17 coordinate celebrations.

- 18 1. Will recruit and retain new and existing members.
- 19 2. Coordinate Democratic theme social events like "Election Night" and "State of the Union"
- 20 watch parties.
- 21 3. Coordinate speakers, forums, panel discussions, and debates.
- 22 4. Will provide and maintain an attendance list at every general meeting.
- 23 5. Ensure that all activities are in accordance with University policy.
- 24 6. Act as an assistant to the President and Communication Director when needed.
- 25

26 **§ C. Vice President of External Affairs**

27 The job of the Vice President of External Affairs is to make sure that the chapter maintains a full

28 schedule of events for the members and the greater campus community.

- 29 1. Serve as advisor to the President regarding non-campus related functions of the Democratic
- 30 Party.
- 31 2. Coordinate campaign rallies, campus-wide petition or letter writing campaigns, lobby days,
- 32 etc.
- 33 3. Will serve as an official Liaison (the President also being an official Liaison) to San
- 34 Francisco Young Democrats.
- 35 4. Coordinate community service activities.
- 36 5. Will be the primary organizer and coordinator of student involvement in national, state, and
- 37 local campaigns (phone banks, Get Out the Vote efforts, dorm lit drops, etc.)
- 38

39 **§ D. Vice President of Finance**

40 The job of the Vice President of Finance is to actively plan fundraising events consistently through

41 his/her term and coordinate all fundraising efforts both on-campus and in the community.

- 42 1. Will plan and organize a minimum of three fundraising events per semester.
- 43 2. Is in charge of marketing and securing sponsorships for events if deemed necessary by the
- 44 Executive Council.
- 45 3. Will apply for Associated Students, Inc. funds every semester.
- 46 4. Will work closely with the Treasurer and President in creating an annual budget.
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48 **§ E. Communication Director**

1 The Communication Director's primary responsibility is to ensure the visibility of the organization
2 on-campus and in the community. The communication Director shall:

- 3 1. Maintain and update the College Democrats' website.
- 4 2. Handle all advertising of events, meetings, forums, etc.
- 5 3. Prepare press releases and media advisories and transmit them to the media accordingly.
- 6 4. If deemed necessary by the Executive Council, will produce a newsletter no less than once a
7 semester, serving as editor-in-chief.
- 8 5. Create event notices and flyers.
- 9 6. Assist the Secretary in maintaining the E-mail list.
- 10 7. Perform such duties as the Executive Council or President may assign.

11 12 **§ F. Secretary**

13 The Secretary's primary job is to aid in communicating the chapter's message to the campus
14 community. The Secretary shall:

- 15 1. Make all necessary preparation for organizational meetings and record and distribute all
16 minutes of meetings in a timely fashion.
- 17 2. Coordinate all record keeping related to the College Democrats such as clippings, photos, etc.
- 18 3. Maintain a College Democrats sign-up list and regular membership lists.
- 19 4. Maintain an updated list of e-mail addresses of all interested students (members and non) and
20 be responsible for posting important notices.
- 21 5. Make reservations, arrangements and other preparations for club outings, gatherings,
22 summits, etc. Gather emergency information (contacts, medical conditions, insurance, etc.)
23 prior to any College Democrats trips.
- 24 6. Communicate with individual members through mailings and campus e-mail as well as
25 sending bulk e-mail.
- 26 7. Ensure that the club is properly registered with the Office of Student Leadership, Planning,
27 and Development.

28 29 **§ G. Treasurer**

30 The Treasurer serves as the chapter's banker. The Treasurer shall:

- 31 1. Direct all membership dues collection, alumni donations, and the selling of merchandise
32 (working with CDA).
- 33 2. Create an annual budget with the assistance of the President and Vice President of Finance.
- 34 3. Will be the only officer, along with the President, who has access to the College Democrat's
35 bank account.
- 36 4. Maintain a list of members who have paid membership dues.
- 37 5. Maintain complete records of all expenditures and receipts.
- 38 6. Coordinate Club reimbursement procedure.
- 39 7. Act as College Democrats official liaison to the Federal Elections Commission, the
40 California Fair Political Practices Commission, the San Francisco City Clerk (concerning
41 campaign finance laws), and with all financial institutions that we maintain funds with.
- 42 7. Perform such duties as the Executive Council or President may assign or are customarily
43 performed by a Treasurer.

44 45 46 **§ H. Alumni Representative**

47 The Alumni Representative's (ex officio) primary job is to ensure the continuity of the organization.
48 She/He should help recruit and train new leadership for the organization. The Alumni Representative

1 shall also advise the chapter on issues, past history, fundraising, contacts, procedural and operational
2 issues, etc.
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5 6 **ARTICLE VI: REGULAR MEETINGS**

7 8 **§ A. Frequency of Meetings**

9 A schedule of regular meetings that includes at one general meeting every week of the academic year
10 shall be set by the President. All general meetings shall be well publicized and shall be conducted at
11 reasonable hours and locations.
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13 Executive Board meetings will be held on an as needed basis, but not less than twice a month.
14

15 **§ B. Quorum**

16 A quorum at a College Dems general meeting shall consist of no less than 25% of the total number of
17 Members in Good Standing. A quorum shall be required at all general meetings before any official
18 action can be taken.
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21 **ARTICLE VII: ENDORSEMENT PROCEDURE**

22 23 **§ A. Overview**

24 The platform of the College Democrats shall consist of any and all endorsements made by the Club.
25 The College Democrats may endorse:

- 26 1. The Democratic Party candidate in partisan political office;
- 27 2. Democratic primary candidates for major political office;
- 28 3. Any Democrat for non-partisan political office;
- 29 4. Any initiative, measure, advisory petition, or action;
- 30 5. Members in Good Standing and Alumni Members for any office within the
31 Democratic Party structure.
- 32 6. Candidates for the Associated Students.
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34 **§ B. Endorsement Procedure**

35 For major candidate endorsements, a standing Endorsement Committee shall be created consisting of
36 no more than five Members in Good Standing including the President and the Vice President of
37 External Affairs. This committee will be responsible for doing minimal research on candidates and
38 supplying the club with pertinent information about their background and positions. For initiatives
39 and the like or local elections, the Endorsement Committee is not necessary.
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41 The Endorsement Committee shall inform each eligible candidate, in writing and/or by telephone, of
42 the endorsement procedure. The candidate may be invited to speak at the endorsement meeting.
43 Once all candidates have been given consideration, the Members in Good Standing must vote in the
44 affirmative by at least a 2/3 majority for the endorsement to become official.
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47 **ARTICLE VIII: DISSOLUTION**

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1 Dissolution of the College Democrats requires unanimous approval of the Executive Council and
2 approval of three-fourths of the Members in Good Standing at two consecutive general meetings.
3 Upon dissolution, all unspent funds (after expenses/liabilities are accounted for) will be donated to
4 SFYD and CCD. All unspent Associated Student, Inc. funds will remain the property of the
5 Associated Students, Inc. Remaining privately obtained funds may be donated to another non-profit
6 organization. It is hoped that the organization that receives these funds will return it to any new
7 Democratic organization that comes into existence at San Francisco State University in the future.
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10 **ARTICLE IX. CONSTITUTIONAL AMENDMENTS**
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12 Any Member in Good Standing may propose an amendment to this constitution. This constitution
13 may only be amended after a one-week notice before the proposed vote where the change is
14 approved by a 2/3 majority. All amendments, additions or deletions must be filed with the Office of
15 Student Leadership, Planning, and Development.
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17 **ARTICLE X. RESOLUTION PROCEDURE**
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19 **§ A. Resolutions of Principal**
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21 Any resolution concerning the philosophy of the club or its platform must be made by a Member in
22 Good Standing with at least one cosigning Active Member. Resolutions read into the notes at the
23 meeting at which it is proposed and then voted upon at the subsequent formal meeting and approved
24 by a majority vote.
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26 **§ B. Allocations of Funds**
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28 Any resolution concerning the allocation of funds over \$50.00 for club purposes and activities must be
29 presented by a Member in Good Standing and can be voted upon at the meeting at which it is
30 proposed. All other resolutions concerning funds under \$50.00 can be approved by a majority of the
31 Executive Council.
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33 **ARTICLE XI. PARLIAMENTARY PROCEDURE**
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35 The authority used for points not covered in this constitution in regards to the College Democrats at
36 San Francisco State University is Roberts Rules of Order, 9th Ed.
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41 Respectfully Submitted by:
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44 _____
45 Renee Darner, President
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44 _____
45 Caroll Vongsouthi, Secretary
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