

## Brownie Mary Democratic Club of San Francisco

# By-laws

### Article I. Name

The name of this organization shall be the Brownie Mary Democratic Club of San Francisco.

### Article II. Purpose

The purpose of this club shall be to advocate for the advancement of the medical use of cannabis and to advocate for the legalization of cannabis and an end to the War on Drugs. The club will seek to increase participation in the Democratic Party by medical marijuana and law reform advocates thereby providing a constructive role for them in Democratic politics as well as contributing to Party leadership and responsibility; promoting harmony within the Party; supporting the Party platform, and assisting in the selection of Democratic candidates.

### Article III. Membership

#### Section 1. Eligibility

Any registered Democrat may be a member of the Brownie Mary Democratic Club of San Francisco.

#### Section 2. Good Standing

Every eligible member whose annual dues are current shall be a member in good standing.

#### Section 3. Dues

**A.** Dues, in the amount set by the membership, shall be payable upon joining the Club. Thereafter, dues shall be paid annually at the beginning of every calendar year. However, any new member paying dues after October 1st shall be deemed to be fully paid through December 31st of the following year.

**B.** Failure to pay dues within fifteen (15) calendar days of the due date will result in the member losing good standing and being ineligible to participate in Club activities until dues are paid in full. Failure to pay dues within sixty (60) days of the due date will result in automatic termination of membership in the Club.

**C.** No funds shall be solicited in the name of this club without authorization of the Executive Board. All funds collected, together with an accounting of source, shall be delivered to the Club Treasurer within five (5) days of receipt for deposit in the Club's account.

### Article IV. Officers

#### Section 1. Titles and Terms of Office

**A.** Officers of this Club shall be President, Vice President, Secretary, Treasurer, and Parliamentarian. The term for all offices shall be two years and shall commence at the close of the meeting in which they are installed.

**B.** Elected officers shall assume their duties at the close of the January meeting in which they are

installed in odd numbered years. They shall continue to serve for two (2) years or until their successors are elected, provided that any officer shall automatically forfeit such office if they cease to be an Active member in good standing.

## **Section 2. Duties**

### **A. President**

The President shall be the Chief Executive Officer; preside over all meetings of the Club and Executive Board; appoint one Member at Large as Parliamentarian, create meeting agendas; and appoint all other committee chairs, except as otherwise provided in these By -laws.

### **B. Vice President**

The Vice President shall perform duties of the President in his/her absence; serve as Program Director, and fulfill other duties as assigned by the President.

### **C. Secretary**

The Recording Secretary shall record and have custody of the Minutes/Agendas of all Meetings, shall prepare notices of meetings, assist with the newsletter and other publications, keep the membership list current; and shall fulfill other duties as assigned by the President.

### **D. Treasurer**

The Treasurer shall be responsible for the Financial matters of the Club; keep financial records; and make required filings with government entities for the Club. The Treasurer, with concurrence of the President, may write checks up to \$99 without Executive Board or General Membership approval.

### **E. Parliamentarian**

The Parliamentarian shall advise the President as to the proper procedures for the conduct of general and executive meetings, and shall rely on these By-laws and "The Standard Code of Parliamentary Procedure."

## **Section 3. Elections**

Elections shall be held at the first General Meeting in January of odd-numbered years and conducted by secret ballot or vote cards disbursed by the Recording Secretary to members in good standing. All voting members shall have paid their dues. Dues can be made current that day by standing members. On the day of the election, new member applications and dues may only be accepted after the election is over. Elections shall be decided by simple majority vote.

## **Section 4. Vacancies**

**A.** A vacancy in the office of President shall be filled by the First Vice President.

**B.** If an officer fails to attend two consecutive General or two consecutive Executive Board meetings without just cause, that office may be declared vacant upon written notification to that officer.

**C.** For vacancies in other elected offices, the Executive Board shall submit its recommendation to fill the office in writing to the Club membership at least seven (7) days in advance of a designated Club meeting. Nominations from the floor shall also be accepted at said meeting. If there are no nominations from the floor, the Executive Board's candidate shall be declared elected. If nominations from the floor are made, a secret ballot election shall be conducted among the members in good standing present.

**D.** If an officer resigns, the Executive Board shall follow the procedure as indicated above.

**Section 5. Recall of Officers**

Any club officer may be recalled from his/her office by a two-thirds majority vote of the total official

membership present and voting at a regular meeting of the Club. However the number of official members present at such a meeting must be not fewer than 60% 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. If he or she wishes, the officer facing recall must be given an opportunity to defend himself or herself regarding the charges that led to the recall. This defense must be given at the meeting before the vote occurs. The results of the vote shall be communicated in writing to the concerned individual.

## **Article V Meetings**

### **Section 1. Types of Meetings**

There shall be two types of meetings: Executive Board Meetings and General Meetings.

**A. Executive Board Meetings** should be held monthly. The Executive Board is empowered to administrate the business and involvements of the Club, subject to ratification by consensus of the general membership at its next meeting. See also Article VI.

**B. General Meetings** shall be held a minimum of six times each year, including at least once in January. Other General Meetings may be held at such time and place as specified by a majority of the Board of Directors in fully accessible locations per California Democratic Party By-Laws and platform.

### **Section 2. Quorum**

Quorums shall be required as follows:

**A.** Executive Board Meetings shall require a majority of the members of the Board.

**B.** General Membership Meetings shall require a minimum of twelve (12) members in good standing.

### **Section 3. Parliamentary Authority**

“The Standard Code of Parliamentary Procedure” (4<sup>th</sup> Edition) shall be the parliamentary authority for all matters not provided for in the By-laws.

### **Section 4. Notice of Meetings**

**A.** General Meeting notifications shall be provided to all members by electronic or other means no less than seven (7) days prior to such meetings.

**B.** Executive Board meeting notifications must be provided to EB members no less than seven (7) days prior to such meetings electronically or by other means.

## **Article VI. Executive Board**

### **Section 1. Functions**

The Executive Board (“EB”) shall approve all expenditures, carry out the Club’s business, and perform any duties required for the administration of the Club. Minutes detailing the decisions and actions of the Executive Board shall be provided to all members no later than the next General Meeting. Actions of the Board of Directors may be overruled by a majority of the members present at the next General Membership Meeting.

### **Section 2. Membership**

Members of the Executive Board shall include the immediate Past President, all current Committee Chairs, and all Club officers except the Parliamentarian.

### **Section 3. Meetings**

The President should schedule meetings of the Executive Board at least monthly. In emergencies the Board may discuss and vote on issues electronically. Actions taken by the EB at such electronic meetings shall be reported for ratification purposes at the next regular EB and General Membership Meetings and be recorded in the minutes.

## **Article VII. Committees**

### **Section I. Committees Chairs**

Committee Chairs shall be appointed by the President as follows: Education and Publications, Political Action and Coordination, Candidate Recruitment and Support, Fundraising, Communications Get-Out-the-Vote and Nominating. Chairs of each Committee except the Nominating Committee shall appoint the other members of their committees.

**Section II. The Nominating Committee** shall include four members and a Chair appointed by the President, no later than the September General Meeting. The Nominating Committee shall recommend one or more candidates for each elective office and provide a slate to the general membership at the December meeting. Additional nominations may be made from the floor at the January General meeting before voting takes place.

## **Article VIII. Candidate Endorsement**

### **Section 1. Endorsement**

The Club may support Democratic candidates in any partisan or non-partisan election only after such candidates have been endorsed by the San Francisco Democratic Central Committee.

## **Article IX. Termination of Membership**

### **Section 1. Cancellation for Disloyalty**

Membership in the Brownie Mary Democratic Club of San Francisco may be cancelled when a member demonstrates Democratic Party disloyalty:

- A.** By registering as a member of another party;
- B.** By publicly advocating that voters should not vote for the nominee of the Democratic Party for any partisan or non-partisan office;
- C.** By publicly supporting a candidate from another party in a partisan or non-partisan race in which a Democrat is running;
- D.** By committing fraud or malfeasance.

### **Section 2. Motion to Cancel Membership**

Any member of the Brownie Mary Democratic Club of San Francisco may move that the Club consider canceling someone's membership for one of the reasons listed in Section 1. The mover of the motion shall provide, in writing to the Recording Secretary, detailed documentation about the act(s) prompting

the motion. If the motion passes, any further action on this issue will be tabled until the next regular meeting. If the motion fails, no further action will be taken.

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### **Section 3. Procedure for Cancellation of Membership**

**A.** Within seven days following submission of any documentation intended as evidence to support a motion to cancel membership, the Secretary will notify the member cited of the allegations and will provide him or her with a copy of all such documentation.

**B.** Additional information which must be submitted to the cited member shall include the names of the mover and second of the motion, and the time and place of the next general meeting of the Club. Notification shall also be sent to the cited member advising him or her that s/he may attend that meeting and challenge the allegation(s) by presenting evidence and testimony in his/her defense.

**C.** At the next general meeting, the maker of the motion and the cited member will have the opportunity to present evidence and/or testimony about the matter under scrutiny.

**D.** The maker of the motion for cancellation will bear the burden of providing clear and convincing evidence to support their motion.

**E.** After both sides have been heard, the Club members may discuss and then shall vote on the motion. A two-thirds majority of members present and eligible to vote will be required for the motion to pass.

## **Article X. Amendments**

### **Section 1. Proposals**

Any member in good standing may submit a proposal to amend these By-laws. It must be in writing and contain the exact text proposed. It shall be read at three consecutive meetings prior to being voted upon. See the Standing Rules for additional information.

### **Section 2. Adoption**

Approval by two-thirds (2/3) of the members in good standing present and voting shall be required to adopt each amendment.

## **Article XI. Disciplinary Jurisdiction**

Club members and officers shall be subject to the rules, regulations, and disciplinary jurisdiction of the Central Committee as set forth in these By-laws and in the Standing Orders of the Central Committee.

## **Article XII. Requisite Provisions**

Requisite provisions not covered by these by-laws shall follow those of the San Francisco Democratic Central Committee Constitution and By-Laws where applicable.

## **Article XIII. Standing Rules**

The Standing Rules of the CDCFRC shall be affixed to, or on the final page of these By-laws. They will be adopted, modified, or deleted from time to time by a majority of the Executive Board, and shall be a part of and have the same force and effect as these By-laws, however, they cannot contradict or supersede any Bylaw.

**END**

# Standing Rules

## Of the Brownie Mary Democratic Club of San Francisco

*Reference: CDCFRC By-laws, Article XIII*

**1. NOTICE OF MEETINGS** The mailing of the Club's newsletter at least seven days prior to a General Meeting fulfills the Corresponding Secretary's obligation to provide notice of meetings. *(Reference: By-laws, Article V, Section 4.)*

**2. CLUB DUES** Motions relating to Club dues shall be conducted by secret Ballot. *(Reference: By-laws, Article X, Section 2.)*

**3. PROPOSED AMENDMENTS TO THE BY-LAWS** *(Reference: By-laws, Article X)*

A. If submitted at a General Meeting, the proposed amendment(s) shall be read at that time and such will constitute its first reading.

B. If submitted between General Meetings, it (they) shall be placed on the agenda of the next General meeting for its first reading.

C. Not less than two weeks prior to the meeting where it is to be read for the second time, all members shall be provided with:

- the exact text;
- a written analysis of the likely consequences of its passage, written by the President or his designee; and
- the date, time and place of the next General meeting where the proposal is to be read for the third time, discussed, and voted upon.

4. **THE TREASURER** should be involved in any deliberations or decisions having to do with money.

5. **THE CHAIR OF THE FUNDRAISING COMMITTEE** does not have to be the Treasurer, but the Fundraising Committee must NOT hold any function without the concurrence and input of the Treasurer.

END



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