

FDR DEMOCRATIC CLUB OF SAN FRANCISCO BYLAWS

(updated August 7, 2013)

Article 1 – Name and Objective

The name of the organization shall be the FDR Democratic Club of San Francisco (herein referred to as the Club).

We will strengthen the political voice of seniors and people with disabilities by encouraging and fostering their active participation in the electoral process.

We will promote awareness around the rights, issues, challenges and abilities of seniors and people with disabilities; we will promote community-building, volunteerism, and paths to self reliance.

We will encourage and develop political awareness and participation in the democratic process among voters in San Francisco. We will encourage qualified seniors and people with disabilities to run for office and seek appointed positions, and in all of our affairs we encourage equality for all people and the principles of the Democratic Party.

Article II – Officers and Duties

- A. The membership shall elect the following officers for two-year terms:
 1. President
 - a. Responsible for the organization and operation of the Club.
 - b. Shall run all meetings of the Executive Board and general membership.
 - c. Represents the Club to elected officials, candidates, ballot measure committees, community organizations and the media.
 - d. Makes decisions on behalf of the Club as situations arise.
 - e. Has the authority to form and dissolve ad-hoc committees as necessary.
 - f. Has the authority to delegate responsibilities to other Club members.
 - g. Shall appoint members to vacant elected office until such time that the Club holds elections.
 2. Vice President of Disability Affairs
 - a. Assists the President in all duties, replaces the President in his/her absence and shares these duties with the Vice President of Senior Affairs.
 - b. Coordinates Club actions, events and activities on disability issues.
 - c. Facilitates outreach on disability issues and to the disability community.
 - d. Stays current on disability issues and keeps the Club apprised, makes recommendations to the Executive Board on issues appropriate for an official Club position.
 3. Vice President of Senior Affairs
 - a. Assists the President in all duties, replaces the President in his/her absence and shares these duties with the Vice President of Disability Affairs.
 - b. Coordinates Club actions, events and activities on senior issues.

- c. Facilitates outreach on senior issues and to the senior community.
 - d. Stays current on senior issues and keeps the Club apprised, makes recommendations to the Executive Board on issues appropriate for an official Club position.
4. Treasurer
- a. Shall oversee all expenditures of the Club.
 - b. Responsible for receipt of monies and the payment of money owed when directed.
 - c. Monitors expenditures.
 - d. Presents financial reports to the Executive Board and the membership.
 - e. Prepares and submits all regulatory and campaign finance filings required of the Club.
 - f. Keeps the Club apprised of anticipated expenditures.
5. Secretary
- a. Records the minutes of each meeting and distributes draft minutes to all members within ten (10) days after meetings.
 - b. Distributes approved version of meeting minutes to the membership within seven days of their approval.
 - c. Assists the President with correspondence, as requested.
 - d. Assists with maintenance of social media, as requested.
 - e. Keeps official records of membership, roll and attendance, and provides this information to the Executive Board as requested.
6. Executive Board
- a. All officers of the Club will be members of the Executive Board.
 - b. The number of at large Executive Board members will be no less than three (3) and no more than twenty (20) dues paying members in good standing.
 - c. Each Executive Board Member shall complete at least six (6) volunteer hours each year, in officially sponsored Club events/activities, not including Executive Board, general membership or committee meetings.
 - d. Each Executive Board Member shall be active members through regular attendance at meetings and events; and will help in recruiting and welcoming new members.
- B. Any Officer or Executive Board Member may be removed from his/her position under the following procedure. Removal is initiated by a motion of an Executive Board Member with a majority vote concurrence of the Executive Board. The vote must be sustained by a two-thirds (2/3) vote (super majority) of members in good standing attending the next regularly scheduled general membership meeting, in accordance with Article IV (F) of these bylaws. Executive Board Members may be removed from Office for any of the following reasons:
- 1. Failure to perform the duties outlined in Article II.
 - 2. Openly endorsing a candidate in his/her official capacity for Office or taking a public position opposite of the Club on a ballot initiative or proposition, or contributing to said candidate or proposition or allowing their name to be used against the position of the Club.
 - 3. Abandonment of post exhibited by missing more than three (3) meetings without reasonable explanation.
 - 4. Dishonesty / lack of integrity / falsely using the Club name for personal benefit.
 - 5. Violating Article X -- Civility of these bylaws.
 - 6. Conduct unbecoming of an Executive Board Member.

- C. In its discretion, the Executive Board may censure or place on probation and Executive Board Member according to Article II B prior to removal.

Article III – Club Elections

- A. The Club shall elect its Officers as follows:
 - 1. The Club shall hold elections in September.
 - 1. Club members are eligible to run for election after being a member for at least sixty (60) days.
 - 2. Nominations for the Officers and Executive Board Members may be made by any member in good standing one month prior to the election.
 - 3. To be elected, a candidate must receive the highest number of votes cast for the position sought.
 - 4. Newly elected Officers shall assume office immediately upon election.
 - 5. Terms for all Officers are for two years.

Article IV – Membership & Voting Eligibility

- A. Applicants for new membership in the Club shall join via procedure promulgated by the Executive Board. To be eligible, applicants must be a registered Democrat or agree to become one within thirty (30) days of when application and dues are submitted.

A member shall be considered in good standing, if their dues are current, or have been waived, their voting rights being subject to compliance with the other provisions of these bylaws.

- . Members not eligible to register to vote, for any reason, may declare their intent to register as a Democrat upon attaining eligibility in order to meet the requirements above.
- C. Dues will be set by the membership.
- D. Dues will be on an annual basis and will be due on July 1 for all members.
- E. Applications for new membership in the Club must be accompanied by payment of membership dues based upon a dues schedule approved by the Executive Board. Membership certification shall not take place until dues are paid.
- F. At each Executive Board meeting, the Treasurer will report on the membership of the Club and any potential membership irregularities.
- G. A new member shall be eligible to vote in all Club matters thirty (30) days after their membership date except otherwise specified herein.
- H. A copy of these Bylaws shall be provided to all Club members.

Article V – Meetings & Notices

- A. Membership Meetings

1. Regular meeting of the membership shall generally be held monthly on a date to be determined by the Executive Board. Special meetings of the general membership shall be called by the Executive Board.
 2. Prior notice shall be given to all Club members of any general membership meeting at least seven (7) days in advance.
 3. A quorum shall consist of at least ten percent (10%) of dues-paying members or twenty (20) Club members, whichever is smaller.
 4. Robert's Rules of Order (latest revised edition) shall govern procedures to the extent that they are consistent with these bylaws or those bylaws of other bodies that the Club may join.
- B. Executive Board Meetings
1. The Executive Board shall meet on a regular basis determined by the Executive Board.
 2. The President may call special meetings of the Executive Board.
 3. A quorum of the Executive Board shall be fifty percent (50%) of Executive Board Members in good standing.
 4. Meetings may take place telephonically with majority consent of the Executive Board.

Article VI – Budget & Expenditures

- A. Budget and Expenditures shall be approved as follows:
1. The Treasurer shall oversee all expenditures of the Club.
 2. Monies derived from membership dues shall be used for the regular operations of the Club. Campaign expenditures shall not be considered regular operations of the Club and shall be supported through other specific campaign fundraising. There shall be no deficit encumbrances.
 3. Any expenditure of more than \$150.00 by the Club or any affiliated organization must be approved by the President before such payment is made by the Treasurer.

Article VII – Endorsement Procedures

All candidate and ballot measure endorsements shall be made in the following manner:

- A. The Club may endorse candidates for public office, ballot measures or referendums.
- B. Endorsements shall take place through a process determined by the Executive Board, which may include questionnaires and/or interviews.
- C. A simple majority vote of members in good standing attending the Club's endorsement meeting shall certify an endorsement.
- D. If no candidate or ballot measure receives a simple majority the Executive Board may allow for additional ballots until a majority is reached or until a majority of the Executive Board believes a majority cannot be reached.
- E. If the requirements of Article VII C are not reached the Club will take a no endorsement position.
- F. For purposes of endorsement, a member must be a dues paying member for sixty (60) days or more in order to be "in good standing" as required by Article VII C.
- G. To be eligible for endorsement a candidate must be a registered Democrat and participate in each aspect of the Club's endorsement process, such as timely completion of questionnaires and attendance at endorsement meetings.
- H. The Club shall not endorse more candidates than voters may vote for on election day.

- I. Any endorsement can be rescinded, not less than sixty (60) days before election day by a two thirds (2/3) vote of members that were in good standing on the day of the original endorsement.
- J. By a majority vote, the Executive Board may elect to not hold an endorsement vote on a ballot measure that has no material impact on the senior or disability community.
- K. A motion can be made to endorse more than one candidate in a rank choice election.

Article VIII – Standing Committees

Standing Committees will be as follows:

- A. Membership
- B. Fundraising
- C. Program
- D. Events

Article IX – Bylaws

- A. Amending
 - 1. Any member in good standing may move for an amendment of these bylaws.
 - 2. A motion must clearly state what is to be amended and must be moved and seconded.
 - 3. At his/her discretion, the President may form an ad hock committee to evaluate the motion and draft language changes.
 - 4. The proposed amendment shall be calendared at the earliest practical opportunity, after reasonable time is afforded a bylaws committee to review the proposal.
 - 5. The recommendation of the bylaws committee is presented to the general membership.
 - 6. There will be two readings of the amendment, after the second reading a vote will take place.
 - 7. Amending the bylaws requires a two third (2/3) vote of the membership attending a duly noticed meeting.
- B. Suspension of Bylaws
 - 1. Any section of these bylaws may be suspended by a two thirds (2/3) vote of the members present.
 - 2. The suspension is in effect until the end of the meeting.

Article X -- Civility

- A. Members are expected to treat one another with respect and maintain civility at all times.
- B. Every member shall have the right to expect that Club meetings and functions be a safe environment.
- C. No member shall make disparaging remarks about any member.
- D. If a member, that is not an Executive Board Member, violates the civility article the president will:
 - 1. First violation: Speak to the member and inform the Executive Board.
 - 2. Second violation: Send a letter to the member and inform the Executive Board.

1. Third violation: The Executive Board will vote on recommendations of probation, censure or expulsion in that order depending on the severity of the action.

Article XI -- Dissolution

- A. Requires a unanimous approval of the Executive Board and approval of three quarters (3/4) of members in good standing at two consecutive meetings.
- B. Unspent funds will be donated to the San Francisco Democratic County Central Committee.