



Please fill out the form below. Most of the information will be utilized for internal records, but your contact information will be used to update our website. Contact information is for the other Democrats to connect with your clubs.

Club Name: Latinos Unidos Democratic Club

Current Leadership President(s): Guillermo Rodriguez & Susana Razo, Co-Chairs

Preferred Phone Number: 415-322-8692 Preferred Email: latinosunidosf@gmail.com

Club Website: <https://www.facebook.com/latinosunidosbayarea/>

How many dues paying members does your club currently have?

30

When are your meetings?

Third Monday of the month, may change for 2017

How does the public and current members receive notice of your meetings?

Email notices, Facebook messages and event pages, phone calls

My signature below certifies that all of the above information is accurate.

Printed Name: Guillermo Rodriguez Signature: *Guillermo Rodriguez*

Date: 1/22/17

BYLAWS OF THE LATINOS UNIDOS DEMOCRATIC CLUB

These Bylaws of the Latinos Unidos Democratic Club were originally adopted on April 21, 2015.

ARTICLE I – NAME

The name of the organization shall be:

“LATINOS UNIDOS DEMOCRATIC CLUB” (hereinafter referred to as the Club).

ARTICLE II – OBJECTIVES

A. The objectives of the Club shall be to:

1. Work within the Democratic Party and within the community at large to influence public policy in order to have positive impact on Latino issues.
2. Help educate the public about issues that impact the Latino community and promote the endorsements and positions of the Club.
3. Organize and work within the community to register new Democratic voters and work politically to bring about justice and prosperity for Latinos and people of color.
4. Recruit, support, and advocate for Latino candidates for appointment to local, regional, state, and national Boards and Commissions.
5. Campaign for candidates for public and Party offices, campaign for and against City and State ballot propositions, and advocate for and against proposed policies.
6. Generate funds for the support and implementation of the Club’s policies, endorsements, and activities.
7. Abide by the Rules and Regulations set forth in the State Democratic Party Charter.

ARTICLE III – OFFICERS, GOVERNANCE & COMMITTEES

A. Board of Directors

1. The Club Officers plus five (5) additional Directors elected at large by the Club membership shall constitute the Board of Directors.
2. Meetings of the Board of Directors shall be scheduled by the Co-Chairs. There must be at least one Board of Directors meeting every calendar year.
3. A quorum for meetings of the Board of Directors shall consist of at least six (6) Board members.

4. Club members in good standing shall be permitted to attend any meeting of the Board of Directors.
5. The Board of Directors shall have the right to make Political Action Committee endorsements and engage in other activities and obligations as may be decided by majority vote of the Directors.

B. Officers

1. Club officers hold specific duties to ensure the operations of the club as a whole and/or leadership of corresponding committees. The Club Officers include: Club Co-Chairs (2), Political Action Committee (PAC) Chair, Membership Chair, Treasurer, and Secretary.
2. The Club is committed to working to ensure its Club officers represent the Latino community as a whole, striving for gender, gender identity, racial and linguistic representation, including gender diversity among the two Club Co-Chairs.
3. The **Club Co-Chairs** shall be responsible for the organization and operation of the Club. All other Club officers report to the Co-Chairs and the Co-Chairs are ultimately responsible for all Club activities. The Co-Chairs also act as the Club's media spokespersons for all issues including endorsed candidates and propositions. The Co-Chairs shall serve as ex-officio members of all committees. Any promotional or campaign material, by the Club or any affiliated organization, must be jointly approved by the Co-Chairs. Unless otherwise provided for in the bylaws, all references to actions and decisions by the Co-Chairs shall require consensus among the two Co-Chairs.
4. The **Political Action Committee (PAC) Chair** shall be responsible for convening the Political Action Committee. The PAC Chair shall coordinate all Club advocacy efforts, conduct candidate interviews, conduct interviews with ballot issue representatives and coordinate the PAC's recommendations to the General Membership for all candidate endorsements for public office and for all initiative and proposition amendments.
5. The **Membership Chair** shall seek to attract new Club members by planning, organizing, and implementing outreach efforts into the community and shall seek to develop a feeling of community among Club members through membership parties, hospitality and administration service. The Membership Chairs are responsible for verifying the party affiliation of members and maintaining and updating the Club's membership database.
6. The **Treasurer** is responsible for the receipt of moneys, preparation and submission of monthly financial reports to the Board of Directors, monitoring preparation and submission of all regulatory filings to City, County, State, and Federal agencies. In this regard, the Treasurer of the Club shall also serve as treasurer or assistant treasurer for any other affiliated organizations, including slate mailer organizations.
7. The **Secretary** is responsible for taking Club minutes at all Board of Directors and General Membership meetings and publishing the minutes for review and adoption at the next scheduled respective meeting. The Secretary shall also make arrangements, including room reservations, for the board and membership meetings.

C. Executive Committee

1. The Executive Committee shall consist of the Club Co-Chairs, Political Action Committee (PAC) Chair, Membership Chair, Treasurer, Secretary, and immediate past Co-Chair.
2. The Executive Committee may make take action, as authorized by these Bylaws or by the Board of Directors, between meetings of the Board of Directors and the General Membership.
3. The Executive Committee shall have full fiduciary duty for the actions as authorized by these Bylaws.

D. Standing Committees

1. The Political Action Committee (PAC)

- a. The Political Action Committee (PAC) shall consist of the Board of Directors.
- b. Meetings of the PAC may only be attended by members of the PAC.
- c. Candidates and representatives for ballot propositions may enter and address a PAC meeting only when invited by the PAC Chair.
- d. PAC nomination procedures are detailed in Article VIII.

2. The Credentials Committee

The Co-Chairs shall appoint a committee to make any determinations necessary regarding the credentialing of new Club members.

3. Bylaws Committee

The Co-Chairs shall appoint a Bylaws Committee when bylaws amendments have been proposed as outlined in Article IX, Section A.

4. Nominations Committee

- a. The Nominations Committee shall be chaired and convened by the senior Co-Chair.
- b. The Nominations Committee shall consist of the Board of Directors.
- c. The Nomination Committee facilitates the nominations process described in Article IV, Section C.
- d. As described in Article III, Section B, Subsection 2, the Nominations Committee shall be committed to working to ensure the Board of Directors represent the Latino community as a whole, striving for gender, gender identity, racial and linguistic representation.

E. Ad-Hoc Committees

1. Ad-Hoc Committees may be established by the Co-Chairs for special functions. Activities of any Ad-Hoc Committee must be in accordance with these Bylaws of the Club.
2. Any Club member in good standing may be appointed to an Ad-Hoc Committee with approval of the Club Co-Chairs.

ARTICLE IV – CLUB ELECTIONS

A. Officer & Board Election Date

1. The Club shall hold elections at the first regularly scheduled General Membership Meeting in January of each year for the entire Board of Directors.
2. Due to extenuating circumstances such as a March primary, the Board of Directors may, by majority vote, defer regular Club elections up to four months. This deferment is subject to ratification by the General Membership at a General Membership Meeting.

B. Terms of Office

1. Newly elected officers and board members shall assume office immediately upon election.
2. The two Co-Chairs shall be elected in alternating years and will serve a two-year term or until a successor is elected.
3. All other officers and board members shall serve a term of one-year, January to January, or until a successor is elected.

C. Nominations

1. An open nomination period for all officer and board member positions will take place at the General Membership Meeting that precedes the January meeting at which the Board of Directors will be elected.
2. Nominations may only be made of members in good standing.
3. The Nominations Committee will receive all nominations for members of the Board of Directors at the nomination meeting and prepare ballots for voting at the January General Membership Meeting.
4. Nominations for Co-Chair may also be taken from the floor before voting commences at the January General Membership Meeting.

D. Election of Co-Chairs

1. The Nominations Committee will recommend a Co-Chair candidates to the General Membership based on nominations from the meeting prior to the January General Membership meeting. Nominations may also be taken from the floor, as described in Article IV, Section C, Subsection 4.
2. The outgoing Co-Chair will convene and chair the portion of the meeting to discuss and vote upon the member to be elected as the new Co-Chair.
3. The General Membership must vote to approve the Board of Directors recommendation to fill the new Co-Chair term by a 50%+1 of votes cast at the January General Membership Meeting. If the vote to approve the nomination fails, the Co-Chair(s) will act to begin the nomination process anew, including consideration of candidates nominated from the floor at the meeting.

E. Election of the Board of Directors

1. The Nominations Committee shall nominate all Officers and members of the Board of Directors to the General Membership with the exception of the Co-Chair.
2. The General Membership must vote to approve the Nominations Committee recommendations to fill Board of Directors by a 50%+1 vote at the January General Membership Meeting. If the vote to approve the nominations fails, the Co-Chairs will act to begin the nomination process anew, including consideration of nominations made from the floor at the meeting.

F. Vacancies

1. Should a Co-Chair position become pre-maturely vacant for any reason, the new Co-Chair will be selected by majority vote of the Board of Directors to fulfill only the existing term.
2. In the event of a vacancy in any other Officer position, the Co-Chairs may appoint a current Board Member to fill the vacancy.

ARTICLE V – MEMBERSHIP & VOTING ELIGIBILITY

A. Application & Eligibility for New Membership

1. Applicants for new membership in the Club shall submit a Club membership application.
2. All applicants for membership must be a registered Democrat residing in one of the nine (9) Bay Area counties of San Francisco, Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, and Sonoma at the time the application and dues are submitted.
 - a. If an applicant is ineligible to register to vote as a Democrat for any reason, that applicant may submit an application accompanied by a written declaration of intent to register to vote as a Democrat once eligible.
3. Membership shall start on the date payment is received.
4. Membership fees are waived for any member with a valid labor union membership card.
5. Applications for new membership in the Club shall be accompanied by payment of dues, based upon a dues schedule approved by the Board of Directors, which shall include discounted membership for students, seniors, and those with disabilities.
 - a. The Club shall not accept dues from any individual, organization, corporation or other entity for more than one individual new member applicant in one calendar year. However, a single payment of dues may be accepted for two individuals living at the same address.
 - b. The Club shall set and maintain at all times a dues level for applicants with special needs, and no applicant shall be denied admission to the Club based on an inability to pay dues.

6. Membership in the Club is terminated, and no refund of dues shall be paid, when a member ceases to be a registered Democrat.

B. Approval of New Membership

1. The Membership Chair shall present a list of new membership applicants who have submitted membership applications to the Board of Directors if the Board of Directors requests it.
2. Unless referred to the Credentials Committee for review, new membership applications shall be deemed effective retroactively to the date the application and dues were received by the Club.
3. The Membership Chair may refer any new membership application to the Credentials Committee for review.
 - a. The Credentials Committee shall promptly investigate the membership application and shall determine whether the new membership application meets the qualifications for membership in the Club, as set out in these Bylaws.
 - b. All disputes regarding new membership applications shall be decided by the Credentials Committee, whose decision shall be final.
 - c. If application for membership is not accepted, the dues payment and application shall be returned within fifteen business days after the receipt, thereby providing time for verification of party affiliation.
 - d. Once a new membership application is approved by the Credentials Committee, the memberships shall be effective retroactively from the day the applications and dues were received by the Club.

C. Expiration of Membership & Renewal

1. Membership shall be deemed expired one year following the payment of dues, and all members will be advised to renew their membership at the January General Membership Meeting.
2. Expired memberships are eligible for renewal for a period of six (6) months following the expiration date.

D. Members in Good Standing

1. A member in good standing is a member whose membership has been paid or who is eligible for renewal. Members in good standing who have not renewed their membership are ineligible to vote in endorsement proceedings.

E. Voting Eligibility

1. A new member shall only be eligible to vote on any club matter (policy positions, endorsements, endorsement rescissions, and Club elections) sixty (60) days after the date that a new membership becomes effective.
2. Members whose membership has expired the previous calendar year are eligible to vote in elections on Club matters without delay once payment is received.

ARTICLE VI – MEETINGS & NOTICES

A. Meeting Policies

1. General Membership Meetings shall take place at least twice per calendar year.
2. Special meetings of the General Membership for special programs, or to vote on election recommendations from the PAC shall be called by either Co-Chair or by a majority vote of the Board of Directors.
3. Prior notice shall be given to all Club members of any General Membership meeting. Publication of meetings in the Club newsletter and email notification shall be considered sufficient notification to meet the demands of the Bylaws.
4. A quorum shall consist of at least twenty-five members in good standing of the Club.
5. Ballots of the General Membership shall only be taken on the following if prior notice has been given to all Club members of the intent to conduct the ballot:
 - a. Candidate or ballot measure endorsements
 - b. Officer recall
 - c. Amendments to these Bylaws
 - d. Rescinding candidate or ballot measure endorsements
 - e. Election of a Club Officer
 - f. Life Memberships
 - g. Changing membership dues
 - h. There shall be no proxy voting in any ballot or vote of the Club.
6. Robert's Rules of Order, last 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.
7. Consensus will be the goal of all decisions made by the Club.

ARTICLE VII – BUDGET & EXPENDITURES

A. Approval of Budget and Expenditures

1. Moneys derived from membership dues shall be used for the regular operations of the Club.
2. Campaign expenditures shall not be considered regular operations of the Club and shall be supported through other specific campaign fundraising.
3. There shall be no deficit encumbrances or deficit expenditures by the Club.
4. Any third-party political contribution made to the Club must be approved by the Chair or Co-Chair.
5. Only the Club Co-Chairs, PAC Chair and/or the Treasurer have the authority to request of the Treasurer an expenditure of funds.

ARTICLE VIII – ENDORSEMENT PROCEDURES

A. Ballot Measure & Candidate Endorsement Procedures

1. Article III, Section D, Subsection 1 governs the purpose and structure of the Political Action Committee.
2. General Provisions
 - a. Voting in endorsement proceedings is open to Club members in good standing who are current on the membership dues and who have attended at least 2 General Membership Meetings within the 12 months preceding an endorsement vote.
 - b. The general membership of the Club may not entertain any motion to endorse a candidate for public office or a ballot measure until the official filing date for said public office or ballot measure has passed, or an early endorsement is approved by the Executive Committee.
 - c. In order to be considered for Club endorsement, candidates must be a registered Democrat at the time of endorsement vote.
 - d. No candidate for any public office or ballot measure shall receive the endorsement of the Club unless prior notice of that intent has been made to Club members.
 - e. Multiple ballots shall be allowed during the same Club meeting provided that prior notice of multiple balloting has been made to all Club members.
 1. As an alternative, the PAC may, at its discretion, utilize a ranked choice ballot patterned after the San Francisco ranked choice voting law to determine candidate endorsements.
 2. In partisan and nonpartisan elections, only registered Democrats may be considered and supported for public office. If no viable choice is available, the Club may vote for a “No Endorsement” position.
3. Ballot Measure Endorsements
 - a. To recommend to the General Membership, a ballot measure position must receive a majority vote by the PAC.
 - b. For endorsement, the General Membership must approve a ballot measure position by a vote of the majority of those casting ballots.
4. Endorsement of Candidates in a multiple-seat race
 - a. To recommend to the General Membership, a candidate must receive a majority of the balanced votes cast by the PAC.
 - b. For endorsement, candidates must receive a majority of the balanced votes cast by the General Membership
 - c. The balanced vote is determined by dividing the total number of votes cast in the race by the number of open seats in the race

5. Endorsements of Candidates in single-seat races elected by ranked choice
 - a. PAC Ranked Choice Slate Process & Vote Order
 1. This process is to be used only in single-seat races elected by ranked choice.
 2. The option to recommend "No Endorsement" to the General Membership will be included in all rounds of PAC voting and will require 67% of the votes cast in any round of voting.
 3. Initial Vote: To be taken at the end of the PAC meeting after all candidates have presented and all debate concluded. A vote for first choice candidate is taken from among all of candidates.
 4. A single candidate who receives 67% of votes cast by the PAC will be the sole recommended candidate for that office, no second or third ranking will be considered unless a motion is passed by 67% of the PAC to vote on second and third place endorsements.
 5. Should no single candidate receive sole recommendation in the initial vote, voting to fill a ranked slate will commence.
 6. Selection of First Choice:
 - a. To receive first choice recommendation, a single candidate must receive at least 50% + 1 of the votes cast by the PAC.
 - b. If no candidate receives 50% + 1 in the first round, additional ballots will be taken until a first choice is selected or "No Endorsement" receives 67% of the vote. All further ballots will abide by the following procedures:
 - c. The candidate with the least votes in the previous round of voting and all candidates who received no votes shall be dropped from the next ballot.
 - d. When a first choice recommendation has been determined, voting will commence for second choice.
 7. Selection of Second Choice:
 - a. The selection for second choice will commence according to the same rules laid out for the selection of first choice.
 - b. The first choice candidate will not be included on any ballots for the determination of second choice.
 - c. When a second choice recommendation has been determined, voting will commence for third choice.
 8. Selection of Third Choice:
 - a. The selection for this choice will commence according to the same rules laid out for the selection of first choice.
 - b. The name of the candidate recommended for first and second choice will not be included on any ballots for the determination of third choice.
 - c. There will be no more than three ranked choices recommended for any office.

6. PAC Candidate Recommendation in single-seat races that are not elected by a ranked choice ballot
 - a. This process is to be used only in single seat races that are not elected by a ranked choice ballot.
 - b. The PAC may, at its discretion, utilize a ranked choice ballot patterned after the San Francisco ranked choice voting law to determine candidate recommendations.
 - c. To recommend to the General Membership, a candidate must receive at least 50% + 1 of the votes cast by the PAC.
7. Endorsement by the General Membership
 - a. Candidates and/or PAC recommendations must receive at least a majority affirmative vote of the ballots cast in that race by the General Membership at a Club meeting.

B. Early Endorsement

1. In extraordinary circumstances an early endorsement ballot may be approved by the General Membership according to the following procedure:
 - a. A board member must notice the full Board of Directors of their intent to move for an early endorsement at least ten full days prior to a regularly scheduled Board of Directors meeting, this will be considered sufficient notice to discuss and take action.
 - b. At the Board of Directors Meeting, the PAC will convene to discuss and consider the merits of holding an early endorsement ballot.
 - c. The PAC must issue a 66% vote in the affirmative to recommend the early endorsement ballot and associated PAC candidate recommendations (Article VIII, Section A) to the General Membership
 - d. The General Membership must receive notice no more than three days following the PAC recommendation to hold an early endorsement vote and no less than three days prior to a General Membership meeting.
 - e. The General Membership must approve the recommendation to hold an early endorsement ballot by a 60% vote in the affirmative.
 - f. If approved by the membership, the early endorsement ballot will be automatically scheduled for the next regularly scheduled Membership Meeting and shall be noticed accordingly.

C. Rescinding a Club Endorsement

1. To rescind a Club endorsement, a petition to rescind, signed by a majority of the Board of Directors, must be submitted to the Secretary at a Board of Directors meeting.
2. The General Membership shall be noticed of the intent to rescind at the next scheduled meeting of the General Membership.
3. A ballot to rescind the endorsement shall be taken at the next General Membership meeting provided that prior notice has been given to all Club members.
4. To rescind an endorsement, the petition to rescind must receive at least two thirds affirmative votes of the General Membership.

D. Process for Selecting Pre-Convention Endorsement Delegates

1. The Co-Chairs shall nominate delegates to the Democratic state party pre-convention endorsement meeting.
2. The Board of Directors shall vote on confirmation of the delegates.
3. The Co-Chairs shall notify the Board of Directors in advance of the board vote at which the delegates are confirmed.

ARTICLE IX – BYLAWS & IMPLEMENTATION

A copy of these Bylaws will be available to Club members upon request.

A. Amendments to the Bylaws

1. These Bylaws shall become effective immediately upon majority approval of the General Membership and may be amended only by the following procedure:
 - a. A member of the Board of Directors must notice the Co-Chairs of their intention to amend the bylaws at least 10 days' notice prior to a Board of Directors Meeting.
 - b. At the Board of Directors Meeting, the Co-Chairs will appoint a Bylaws Committee to review the proposed amendments and report back their recommendations to the Board of Directors at the next regularly scheduled meeting of the Board.
 - c. The recommendation of the Bylaws Committee shall be sent to the General Membership if a motion in the affirmative receives at least two-thirds majority vote by the Board of Directors.
 - d. Recommendations to amend must be noticed at least three days prior to the regularly scheduled Membership Meeting
 - e. The bylaws shall be amended if a motion to amend receives at least two-thirds affirmative majority vote of the General Membership present at the meeting.

LATINOS UNIDOS OFFICERS

Co-Chair (One-Year Term)	Susana Razo	susanaarazo@gmail.com
Co-Chair (Two-Year Term)	Guillermo Rodriguez	rodriguez.gr@gmail.com
Political Action Committee Chair	Vacant	
Membership Chair	Luis Cardenas	lrcard14@yahoo.com
Secretary	Genesis Garcia	thegenesisgarcia@gmail.com
Treasurer	Maria Navarro	maruka@sbcglobal.net
Director	Anne Cervantes	cdastudios@aol.com
Director	Joshua Arce	josharce@gmail.com
Director	Patricia Aleman	paleman80@gmail.com
Director	Jess Montejano	jessmontejano@gmail.com
Director	Jacquelyn Omotalade	jomotalade@gmail.com

LATINOS UNIDOS MEMBERS

Alejandro Diaz
Alfredo Pedroza
Alexander Richard Mitra
Conor Johnston
Erick Arguello
Gary McCoy
Genesis Garcia
Guillermo Rodriguez Jr.
Jacquelyn Omosunbo Omotalade
Jess James Montejano
Jose Dela Mora
Jose Parra
Joshua Arce
Joyce Ganthavorn
Juan David Cerda
Julissa Hernandez
Leah Pimentel
Maria Navarro
Maria Patricia Aleman
Marilyn Murrillo
Matthew Abeyta
Mawuli Tugbenyoh
Rebecca Prozan
Richard Hernandez
Sam Moss
Shaun Haines
Sylvia Courtney
Victor Pimentel
Vince Courtney Jr.
Wendy Chau