



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: Mission Democratic Club

Current Leadership President(s): Tracy Brown-Gallardo, President

Preferred Phone Number: 415-509-7266 Preferred Email: missiondemclub@gmail.com

Club Website: www.facebook.com/missiondemocraticclub

How many dues paying members does your club currently have?

25

When are your meetings?

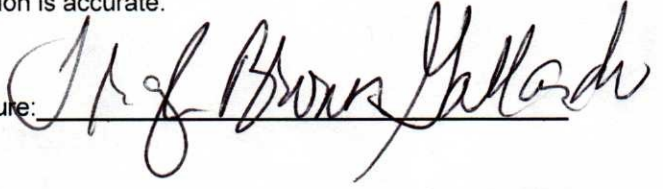
last Friday of the month

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

Facebook events and invites, email invites

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

Printed Name: Tracy Brown-Gallardo

Signature: 

Date: January 24, 2016

BYLAWS

of the

MISSION DEMOCRATIC CLUB

Article 1 – Name and Principal Office

Section 1 Name

The name of this unincorporated association shall be the Mission Democratic Club, hereinafter (MDC).

Section 2 Principal Office

The principal office of this unincorporated association shall be located at the address 60 29th Street, #514, San Francisco, CA 94110. The Executive Board may change the principal office from one location to another within the Mission, as defined Article 2 below, by noticing the changed address and effective date and such changes of address shall not be deemed an amendment of these Bylaws.

Article 2 – Definitions

- a) The **MDC boundaries** shall include (going clockwise) on the east by the 101 Freeway, on the south by Cesar Chavez Street to Precita Avenue to Mission Street to Randall Street, on the west by San Jose Avenue to Dolores Street, and on the north by Market Street to Duboce Street back to the 101 Freeway.
- b) **Executive Board** shall mean the officers and ex-officio members.
- c) **Meeting** shall refer to a membership meeting on any day designated by the Executive Board for which proper notice of the change has been provided to the membership. Proper notice shall be advance notice of not less than one week before the scheduled meeting and provided via electronic mail to members on the MDC distribution list, posting on the MDC website (if any), and the MDC Facebook page (if any).
- d) **Political Action Committee (PAC)** shall refer to the meetings at which members shall discuss and vote on candidates and propositions to be recommended to the general membership for endorsement by the MDC.
- e) **Democratic Party** shall mean the regularly organized political party.
- f) **Open Meeting** shall mean meetings at which both members and the public may attend. Closed meetings are those at which only members may attend.
- g) **Robert's Rules of Order** shall refer to the Parliamentary Procedure text that is utilized by the MDC as the guide to conducting meetings of the general membership and properly authorized Committees. Any disputes relating to procedures or recognition that arise during such meetings will be resolved in accordance with Robert's Rules of Order.

Article 3 – Purpose

The MDC shall be a group of committed residents of the Mission devoted to making positive and progressive change for everyone in the Mission through community action, political and civic participation.

The primary objectives and purposes of the MDC shall be as follows:

- a) Register voters, increase voter participation, motivate action in the Mission, and promote the election of Democratic candidates;
- b) Promote the growth and influence of the Democratic Party at all levels of government;
- c) Abide by the Rules and Regulations set forth in the State Democratic Party Charter;
- d) To serve, advance, and protect the interests of San Francisco's Mission at the local, state and federal levels;
- e) To educate, organize and involve Mission stakeholders about issues that affect the Mission; and
- f) To endorse propositions and candidates for office and actively work for those that the MDC endorses.

Article 4 – Membership

Section 1 Membership

- a) A member is any person who is a registered Democrat who is registered to vote at any address within the MDC boundaries as defined in Article 2 above, completes a club membership application or similar facsimile and pays annual dues. Membership shall commence immediately upon payment of dues.
- b) For purposes of the State Democratic Party, "a member in good standing" at the Mission Democratic Club can be a "Regular" member, or a "First Year" member. Membership categories are defined in Article 4, Section 2 below.

Section 2 Categories of Membership

There shall be three categories of members in the MDC as follows:

- a) Regular
- b) First Year
- c) Affiliate

A **Regular** member is any registered Democrat who subscribes to the purposes of the MDC, is registered to vote at any address within the Mission as identified in Article 2 above and has paid the current year's dues.

A **First Year** member is a new Regular member of the MDC. First Year members are subject to special requirements for voting, as further described in Article 6. References to Regular members hereinafter shall include First Year members who have met such eligibility requirements unless otherwise indicated.

An **Affiliate** member is any registered Democrat who subscribes to the objectives and purpose of the MDC, including but not limited to Democrats who work in the Mission or own a business in the Mission, and has paid the current year's dues. But an Affiliate member is not eligible to be a Regular member because he or she resides outside the MDC boundaries as defined in Article 2 above. Affiliate members may attend and speak at any meeting of the MDC. For purposes of internal MDC business, Affiliate members may not vote, make motions, or serve as officers.

Section 3 Rights of Regular Members

Regular Members may vote at any meeting, make or second motions, hold office or serve on the Executive Committee.

Section 4 Removal from Membership

The MDC may remove any member who affiliates with a party other than the Democratic Party, who gives support to or avows a preference for a candidate for partisan office other than a candidate affiliated with the Democratic Party, who

knowingly utilizes his/her MDC title to advocate or support a candidate or proposition not endorsed by the MDC, or for any other cause as determined by a majority of the Executive Committee. Removal of a member shall only occur after a member has been provided notice and an opportunity to be heard at a MDC meeting. The removal must be approved by a simple majority (50% + 1) vote of the Regular members present and voting at the meeting.

Article 5 – Dues

All members must pay annual dues. A member in good standing denotes that the member has paid dues for that calendar year. A vote of the general membership at a regularly noticed meeting shall set the dues amount. A simple majority (50% + 1) of the members attending the meeting shall be sufficient to change the amount of the MDC dues. The Co-Chairs have the authority to waive the dues for any member with the goal that no person shall be denied admission to the Club because of the member's inability to pay dues.

Article 6 – Voting

Section 1 Regular Members

Only Regular Members who are in good standing may vote.

Section 2 First Year Members Ninety Day Period

First Year members must have paid their initial membership dues at least ninety (90) days prior to the meeting in which they first vote. The founding members listed in Attachment A are eligible to vote notwithstanding this ninety day period.

Section 3 Unpaid Dues

Regular members from a previous year with unpaid dues are eligible to vote on issues and endorsements only if they pay their dues in full for the current year no later than the beginning of the regular meeting at which they wish to vote.

Section 4 Proxy Voting and Absentee Ballots

The MDC does not permit proxy voting. Members who cannot be present to vote in person may vote by Absentee Ballot. Any Regular member may obtain an Absentee Ballot by contacting a Co-Chair or other designated officer by mail, phone or electronic mail no later than two days before the vote. In order for an Absentee Ballot to be counted in the vote, the ballot must be signed either in hand or electronically or received from an electronic mail address on record for that Regular member AND received by an officer of the MDC before the close of business of the meeting at which the vote is taking place.

Section 5 PAC Voting

Only attendees of the PAC meeting shall vote. There shall be no Absentee Ballots issued for any votes at PAC meetings

Section 6 Majority Votes

All actions by the MDC shall require a simple majority of Regular members at a properly noticed meeting unless otherwise provided.

Section 7 Annual Meeting

Each April or other month as designated by the Executive Board, the MDC shall hold an annual membership meeting. Regular members shall nominate officers to serve for the following year. The meeting may also a such items as changes to the Bylaws and other matters of operation of the MDC. The election of officers shall occur at the next scheduled membership meeting.

Section 8 Special Meetings

Special meetings may be set by the Executive Board or at the request of ten (10) Regular members. The Secretary shall notice all Special meetings at by at least 48 hours via electronic mail to members on the MDC distribution list, posting on the MDC website (if any) and the MDC Facebook page (if any).

Section 9 Quorum

At all meetings that require a vote of Regular members there shall be a minimum of ten (10) Regular members present.

Article 7 – Officers

Section 1 Number of Officers

MDC shall have five (5) permanent officers: Co-Chair, Co-Chair, Corresponding Secretary (or Co-Corresponding Secretaries), Recording Secretary and Treasurer.

Section 2 Qualification, Election and Term of Office and Vacancies

Any Regular member may serve as an officer of MDC. Officers shall be nominated at the Annual Meeting of MDC. The slate shall be sent to all members and the election shall occur at the next meeting of MDC. All officers will serve for a term of one (1) year or until an officer resigns, is removed or is otherwise disqualified. Election of club officers requires a simple majority vote of the Regular members present. In a contested election, if one candidate does not receive a majority of the votes, there shall be an immediate run-off between the top two candidates. In the event of a vacancy, the Co-Chairs may appoint a Regular member officer to serve the unexpired term until the next annual election or until there is ratification at the next scheduled general meeting. The initial officers of MDC are listed in Attachment B.

Section 3 Ex-Officio Officers

The Past Co-Chairs of the Executive Committee shall serve as ex officio officers without a new election for a period of one (1) year. Other persons may be appointed to serve as ex-officio by the Executive Board, as needed not to exceed one (1) year.

Section 4 Duties of the Co-Chairs

The Co-Chairs shall serve as the chief executive officers of MDC. They shall preside at regular and special meetings of the general membership. The Co-Chairs shall chair the Executive Committee and are ex-officio on all standing and ad-hoc committees. The Co-Chairs shall serve as the spokespeople for MDC. They may, in the name of MDC, execute contracts, checks, or other instruments that the membership may authorize.

Section 5 Corresponding Secretary

In absence of the Co-Chairs, or in the event of their inability or refusal to act, the Corresponding Secretary (or Co-Corresponding Secretaries) shall perform all the duties of the Co-Chairs, and when so acting shall have all the powers of, and be subject to the restrictions on the Co-Chairs and other officers. The Corresponding Secretary shall preside over PAC meetings.

Section 6 Recording Secretary

The Recording Secretary shall keep the records of MDC, including Bylaws, minutes of the regular and special meetings. All committees shall furnish any minutes and other reports to the Recording Secretary for the MDC files. In cooperation with the Treasurer and other Board Members, the Secretary shall maintain a record of the current members of the MDC and their addresses, e-mails and telephone numbers.

Section 7 Treasurer

The Treasurer shall be the chief financial officer of MDC. S/he shall have charge and custody of, and be responsible for, all funds of MDC, and deposit all such funds in the name of MDC in the bank selected by the officers of MDC. S/he shall receive and give receipts for all monies and dues payable to MDC from any source whatsoever. S/he shall disburse the funds of MDC and keep and maintain adequate and correct accounts of MDC. S/he shall exhibit at all reasonable times the books and account and financial records of MDC to any director who requests them. S/he shall prepare all filings with all appropriate Elections Departments as required of all political clubs by local, state and federal elections statutes and regulations.

Article 8 – Removal and Resignation of Officers

Section 1 Removal of Officers

An officer may be removed, either with or without cause, by the following means:

- a) A vote of the Executive Committee at a meeting after at least five (5) days written, telephone or email notice.
- b) A petition to recall signed by twenty-five percent (25%) of the Regular members will trigger a vote of the members.

Section 2 Resignation

Any officer may resign by giving written notice to the Co-Chairs of MDC or the Executive Committee.

Article 9 – Committees

Section 1 Executive Committee

The officers and Past Co-Chairs of MDC shall constitute the Executive Committee. The duties of the Committee include managing all the affairs of the MDC between general membership meetings. This includes setting agendas, proposing bylaws amendments and other rules for MDC, filling vacancies, expending club funds, as well as making any decisions regarding action to further the functioning of MDC.

Section 2 Standing Committees and Ad-Hoc Committees

MDC may set up committees as may from time to time be needed to act in an advisory capacity.

Section 3 Political Action Committee (PAC)

The PAC shall meet before each primary or general election to review candidates and propositions and to make recommendations to the general membership for endorsements. The PAC shall consist of all Regular members who attend a specially noticed meeting to conduct such business. The Corresponding Secretary shall preside. Members who attend the meeting must be present for presentations in order to be able to vote on candidates or propositions. There shall be no absentee ballots at the PAC meeting. A PAC quorum requires at least five (5) Regular members. The PAC may make such rules as necessary in order to assure a fair and democratic process. The PAC may choose to adopt an instant run-off or ranked choice process to endorse candidates or propositions.

Article 10 – Endorsements

Section 1 General Meetings for Endorsements

MDC may endorse candidates, ranked slates of candidates (for races in which the winner will be chosen by the ranked choice process) and propositions consistent with MDC's purposes. MDC shall not endorse any candidates for office who are not a registered Democrat. All endorsements shall occur at regularly noticed general meeting of MDC. In order for MDC to endorse any candidate, sixty percent (60%) of the Regular members present or voting by absentee ballot must vote for the candidate. A quorum for this meeting shall be fifteen (15) Regular members.

Section 2 Endorsements in Ranked-Choice Races

Ranked-Choice voting was passed by the voters as an amendment to the City Charter in March of 2002. Ranked-choice voting allows San Francisco voters to rank up to three candidates for a single office. Ranked-Choice voting is used to elect the Mayor, District Attorney, Sheriff, City Attorney, Treasurer, Assessor-Recorder, Public Defender and Members of the Board of Supervisors.

If the race is a Ranked-Choice race with three or more candidates and if no candidate achieves the required sixty percent (60%) of votes by Regular members and absentee ballots as outlined in Section 1 above, then MDC will utilize the same ranked-choice selection process used in San Francisco elections to endorse a first-choice candidate, a second-choice candidate and a third-choice candidate. The candidates will be selected as follows:

- a) To start, every first-choice selection is counted. Any candidate who receives a majority (more than 50%) of the first-choice selections will be endorsed as the 1st ranked candidate.
- b) If no candidate receives a more than 50% of the first-choice selections, the candidate who received the fewest number of first-choice selections is eliminated.
- c) Voters who selected the eliminated candidate as their first choice will have their vote transferred to their second choice.
- d) The votes are then recounted. If any remaining candidate receives more than 50% of the votes, he or she is declared the winner of the first-choice endorsement.
- e) If no remaining candidate receives more than 50% of the votes, the process of eliminating candidates and transferring votes to the next ranked candidate is repeated until one candidate has a winning majority (50% +1) and is endorsed as the first-choice candidate.
- f) The candidate with the second (2nd) most first-choice votes at the time another candidate receives more than 50% of the first-choice votes will be endorsed as the 2nd ranked candidate, so long as that candidate receives a minimum of 20% of the tallied votes.
- g) The candidate with the third (3rd) most first-choice votes at the time another candidate receives more than 50% of the first-choice votes will be endorsed as the 3rd ranked candidate, so long as that candidate receives a minimum of 20% of the tallied votes.

Section 3 Rescission of an Endorsement

A club member must make a motion for reconsideration to rescind an endorsement. A motion for reconsideration requires a two-thirds (2/3) vote of the Regular members present at a meeting. After a motion for reconsideration passes, the meeting shall vote on whether to rescind a club endorsement. The rescission of an endorsement requires a sixty percent (60%) vote of the Regular members present and voting. A quorum for this meeting shall be fifteen (15) Regular members.

Article 11 – Selection For Representatives At California Democratic Party Pre-Endorsement Conferences

Section 1 The Mission Democratic Club Executive Board shall choose the representatives for pre-endorsement conferences. Any representative chosen must be a "member in good standing" as defined in Article 4: Section 1; subsection b, of the Mission Democratic Club by-laws.

Section 2 The Mission Democratic Club shall provide a roster of only "members in good standing" to the Chartering Authority and the Regional Director.

Article 12 – Execution of Instruments, Deposits and Funds

Section 1 Execution of Instruments

The Executive Committee may authorize any officer or agent of MDC to enter into any contract or execute and deliver any instrument in the name and on behalf of MDC.

Unless so authorized, no officer or agent shall have any power or authority to bind MDC by any contract or engagement or pledge its credit or render it liable monetarily for any purpose or in any amount.

Section 2 Checks

Except as otherwise specifically determined by resolution of the Executive Committee, checks, drafts, promissory notes, orders for the payment of money, and any other evidence of indebtedness shall be signed by the Treasurer and countersigned by a Co-Chair.

Section 3 Deposits

All Funds of MDC shall be deposited at regular intervals in an account of MDC in such banks as the Executive Committee may select.

Section 4 Gifts

The Executive Committee may accept on behalf of MDC any contribution, gift, bequest or devise for the public purposes of MDC.

Article 13 – Corporate Records and Reports

Section 1 Maintenance of Records

MDC shall keep the following records:

- a) Minutes of all meetings of the members, officers and committees: these shall contain the time and place of such meetings, whether a regular or special, how called, the notice given and the names of those present and the proceedings.
- b) Adequate and correct books and records of accounts including assets, liabilities, receipts, disbursements, gains and losses.
- c) A record of all members including names, addresses, e-mail addresses, telephone numbers and the category of membership held by each member and the termination date of any membership.
- d) A copy of the bylaws and charter

Section 2 Officers' Inspection Rights

Every officer shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of MDC.

Section 3 Privacy Policy

All records of MDC including the membership list are subject to privacy and may not be disseminated to third parties for purposes of profit, advertising, or any other purpose, unless the membership is consulted at a Regular meeting.

Article 14 – Fiscal Year

The fiscal year of MDC shall be the calendar year, January 1 to December 31.

Article 15 – Indemnification

To the extent that a person who is, or was, an officer or other agent of MDC is successful on the merits in defense of any civil, criminal, administrative or investigative proceeding brought to procure a judgment against such officer or other agent for activities undertaken or failures to act as officer or agent for MDC, such officer or other agent shall be indemnified against expenses actually and reasonably incurred; provided, however, that MDC's obligations under this Article 15 shall not exceed Five Thousand dollars (\$5,000)

Article 16 – Amendment of Bylaws

Subject to any provision of the law applicable to the amendment of bylaws by political clubs, these Bylaws may be altered, amended or repealed and new Bylaws adopted as follows:

Bylaws changes may be proposed at the Annual Meeting of the MDC or at such time as the Executive Committee chooses. Written notice of any proposed changes shall be sent to all members by email at least five (5) days before a regularly scheduled meeting. A quorum of at least fifteen (15) Regular members must be present to vote on a change in the Bylaws. All proposals for Bylaws changes must be moved and seconded and require a sixty percent (60%) vote of the Regular members present and voting.

Attachment A

Members (25)

Joshua Addison Arce
Erick Arguello
Alfredo Bojórquez Loya
Michael Brown
Tracy Brown-Gallardo
Luis Cardenas
Anne Cervantes
Maritsa Cholmondeley
Janet R. Clyde
Jonathan Garcia
Gillian Elisabeth Gillett
Jennifer Nicholle Kwart
Marcos Leon
Erica Saltiel Levin
Jair Marquez
Maria Navarro
Jacquelyn Omosunbo Omotalade
Jose Luis Parra Jr.
Alfredo Pedroza
Chris Reyes
Carlos Rodriguez
Mawuli Kofi Doe Tugbenyoh
Alann Weissman-Ward
Lisa Nicole Weissman-Ward
Rahul Young

Attachment B

Officers

Co-Chair: Tracy Brown-Gallardo (gall6@aol.com)

Co-Chair: Jackie Omotalade (jomotalade@gmail.com)

Co-Corresponding Secretary: Michael Brown (browniemb@gmail.com)

Co-Corresponding Secretary: Vacant

Recording Secretary: Chris Reyes (chrisreyes77@gmail.com)

Treasurer: Janet Clyde (janet.clyde@gmail.com)