

**INTERIM BY-LAWS OF THE
ROSE PAK DEMOCRATIC CLUB**

ARTICLE I: NAME AND ORGANIZATION

Section 1. The name of this organization shall be the Rose Pak Democratic Club.

Section 2: The Rose Pak Democratic Club will be chartered with the Democratic Central Committee, and will work as closely as possible with all levels of the Democratic Party.

ARTICLE II: PURPOSE

Section 1. The Rose Pak Democratic Club shall work to elevate the voices of Asian Pacific Islander residents in San Francisco. The Rose Pak Democratic Club aims to engage residents to be more informed, involved, and active in the political process and to provide a forum to discuss issues of strong interest to the API community.

Section 2. The Rose Pak Democratic Club will commit to forming coalitions and supporting causes that advance our collective vision for social and economic justice.

Section 3. The Rose Pak Democratic Club shall commit to promoting civic engagement through community service activities.

ARTICLE III: MEMBERSHIP ELIGIBILITY AND DUES

Section 1. All registered Democrats who live or work in the San Francisco City and County shall be eligible for membership. General membership shall be predicated on payment of dues. Voting privileges will be extended to members in accordance with parameters as outlined in Article III, Section 4.

Section 2. Dues will be set by the Executive Board and adjusted as necessary.

Section 3. Membership shall be renewed annually at the first general meeting of the year. Inactive members shall not have membership privileges, including the privilege to vote on club business, endorsements, and

officer elections. If the Member has not renewed by the first February general membership meeting of the following year, they shall be removed and must re-join as a new member. Members who renew may resume all of their club privileges.

Section 4. Voting privileges will be extended to members in good standing and meet the following requirements: must be a resident of San Francisco over the age of 14, must have attended at least 3 meetings and committed to 20 hours of volunteering for Club activities or in Club-sponsored community service. A person shall not be granted voting privileges if that Member's dues were paid by someone else who has already or concurrently paid for at least three memberships that month.

Section 5. At the discretion of the Executive Board, a Member may be excused from payment of dues, if such payment would create an economic hardship.

ARTICLE IV: ELECTION OF OFFICERS AND THE EXECUTIVE BOARD

Section 1. Officers. The Rose Pak Democratic Club shall hold elections in January of each year. Elected officials shall include the following positions: One President or Two Co-Presidents, Vice President, Second Vice President, Secretary, Treasurer, and Membership Director.

Section 2: The Executive Board shall be comprised of Officers and two at-large seats elected by the membership.

Section 3: Nominations. Any member of the Rose Pak Democratic Club who is in good standing and has voting privileges may be nominated for an officer position or Executive Board position 10 days prior to the annual election.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The Co-Presidents or President

- A. Shall preside at all regular and special meetings of the Rose Pak Democratic Club.
- B. Shall preserve order and enforce the by-laws of the Rose Pak Democratic Club.
- C. Shall be ex-officio members of all committees.

D. Shall appoint, subject to the approval of the membership at a meeting, members of committees, when election is not called for.

E. Shall be responsible to the Executive Board for their individual actions that compromise the integrity of the club.

F. Shall be a delegate to all bodies to which the Rose Pak Democratic Club sends a delegate or shall appoint delegates to attend functions or meetings of other organizations as official representatives of the Rose Pak Democratic Club, unless a membership meeting decides an election shall be held.

G. Shall represent this organization at public and/or political functions within San Francisco City and County, or will appoint delegates to attend such functions, unless a membership meeting decides an election should be held.

H. Shall have the power to appoint members and officers in the event of a vacancy for a period of no more than two meetings.

Section 2. **The Vice President**

A. Shall assist the President in the performance of all duties and act in his or her absence.

B. Shall become the acting President on the death or resignation of the President until a special election can be held at the second regular meeting after the vacancy in the Presidency.

C. Shall coordinate outreach effort in regards to co-sponsored activities, and events.

D. Shall cast a vote to break a tie in the event that the Presidents disagree on a decision requiring a vote.

Section 3. **The Treasurer**

A. Shall collect dues, donations or other funds and shall keep and maintain an accurate record of all financial transactions of this organization and summarize such transactions in a report at the regular membership meeting.

B. Shall pay all bills and disbursements authorized by the Executive Board.

C. Shall prepare a report of the financial status of the organization annually in written form which shall be kept in a file accessible to all members for at least seven (7) years.

D. Shall complete and file all financial reports required by law and government regulations.

Section 4. **The Secretary**

- A. Shall take minutes and distribute the agenda of regular, special, annual and Executive Board meetings.
- B. Shall ensure that all members sign an attendance sheet at each meeting.
- C. Shall conduct correspondence as directed by the President, Executive Board or by the majority of the membership, and to read all correspondence or summary thereof at meetings.
- D. Shall perform any other such duties with the approval of the Executive Board as may be necessary for the proper and effective administration of the affairs of the Club

Section 5. **Membership Director**

- A. Shall keep an updated list of all registered members
- B. Shall be responsible for tracking the eligibility of voting privileges for each member
- C. Shall coordinate Club membership activities.

ARTICLE VI: EXECUTIVE BOARD DUTIES

Section 1. Between membership meetings, the Executive Board shall perform all the duties necessary to the proper administration of the affairs of the Club be consistent with the by-laws.

Section 2. All decisions of the Executive Board shall be by a majority vote of the members present.

Section 3. The Executive Board at any time may require from an officer a full and detailed statement of account of any action or business done in the name of Club.

Section 4. The Executive Board shall ensure that membership meetings are held on a regular basis with the time and location well publicized to members at least within 48 hours.

Section 5. The Executive Board shall notify the membership of the date, time and place of all Executive Board meetings at the regular monthly meetings. It shall notify all members of the date, time and place of any emergency meetings. All members in good standing may attend all Executive Board meetings.

ARTICLE VII: VACANCY

Section 1. If an office is vacated voluntarily, the Co-Presidents or presiding shall appoint the successor subject to confirmation by a majority of the Executive Board.

Section 2. If an office is vacated involuntarily, the President or presiding officer shall appoint the successor subject to confirmation by a majority of the membership at the next membership meeting. If the membership does not confirm the President's appointment, the members may nominate and elect the successor at the same membership meeting.

Section 3. If the office of the President becomes vacant, an election shall be called and held within 60 days.

Article VIII: REMOVAL FROM THE CLUB OR EXECUTIVE BOARD

Section 1. Grounds for Removal

A. Any Member who deliberately misrepresents the position the club or endorses a candidate in a non-partisan race not previously endorsed by this club while identifying himself or herself as an a Club member may be removed.

B. Any Member who misses four regularly scheduled meetings during the course of a one-year term shall lose voting privileges from the club according to Section 2 of this Article.

C. Any Member who fails to renew his/her dues shall forfeit their rights

D. Any Member who engages in conduct deemed to be unbecoming during the execution of club business shall be subject to removal from the club. Misconduct shall include but not be limited to sexual or other forms of harassment.

Section 2. Procedure for Removal from Club

A. Any Member who becomes aware that there has been a violation of the items listed in the Grounds for Removal Section of this article may forward a written complaint to the Executive Board or verbally notify the Board of the infraction.

B. Upon receipt of a complaint, the Executive Board can decide whether to pursue an investigation of the matter, or take other appropriate action.

C. Following an investigation, the Executive Board can decide whether to submit a recommendation for removal to the whole club.

D. Members subject to removal for cause under Article VIII, Section 1, A through E shall be notified and given an opportunity to respond. The secretary shall notify the member subject to removal, by mail, at least 30 days in advance of the next meeting of the Executive Board where the issue will be discussed.

E. Removal from the club shall become effective upon a two-thirds majority vote of club members present and voting.

F. Members failing to respond or appear at a meeting after mail notification has been made shall be considered to have resigned.

Section 3. Removal from the Executive Board

A. Any member of the Executive Board upon the third consecutive unexcused absence from a regularly scheduled Executive Board meeting may be removed as an officer of the club by a majority vote of the Executive Board.

B. If a majority of the Executive Board decides by vote that an officer has committed malfeasance or has been derelict in the performance of duties, a Committee of Inquiry shall be appointed consisting of 2 members of this club (non-officers) appointed by the majority of the Executive Board, two members appointed by the officer subject for removal and a fifth Member mutually agreed to by the other members. The Committee of Inquiry shall conduct an inquiry and report the results of its investigation and a recommendation for action to the club at the next scheduled meeting, or if this is not possible, at the second meeting following its appointment.

C. A petition by a majority of the voting members of this club may be presented to the President requesting that a special meeting of the club be convened for the sole purpose of deciding whether a specific member of the Executive Board should be removed from office for any cause. Upon receipt of the petition the

President shall make it an Agenda item at the next regular meeting of the club at which time a vote will be taken to decide if a special meeting will be called. If the vote fails, the matter is closed without prejudice. If the vote succeeds, a special meeting with attendance limited to voting members will be convened prior to the next regularly scheduled meeting of the club for the sole purpose of deciding the issue of removal from office the accused party.

D. Any member of the Executive Board removed for cause shall not be eligible for election to the Executive Board for the remainder of the current elective terms.

ARTICLE IX: MEETINGS

Section 1. Regular membership meetings shall be held monthly at a time and place determined by the Executive Board. When special circumstances require, the President may change the date and time of a regular meeting, provided at least 48 hours' notice is given to the members.

Section 2. Special meetings may be called by the President, the Executive Board, or on petition by the majority of the members at a general membership meeting shall be subject to 2/3 vote.

Section 3. Proxy voting shall not be allowed.

Section 4. Reasonable effort shall be made by the Executive Board to notify all members of meetings.

Section 5. The Club shall use the newly revised Robert's Rules of Order to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these bylaws.

ARTICLE X: COMMITTEES

Section 1. The Executive Board or the membership shall have the power to establish standing, select or ad hoc committees. Such committees may formulate plans, investigate issues, and conduct business and affairs. Each committee shall report to the general membership at all regular meetings.

Section 2. Meetings of standing committees shall be held as necessary.

Section 3. A standing committee shall publish a newsletter or website which shall report on all the activities of the Club, as well as report on areas of concern on state and national issues.

ARTICLE XI: ENDORSEMENT PROCEDURE

Section 1. The Rose Pak Democratic Club may endorse any nominee or candidate for public office who is a registered Democrat, and may endorse or support any position on any issue, provided such an endorsement falls within the function and purposes of the organization and its members and is not in conflict with rules governing endorsements of the California Democratic Party.

Section 2. Endorsements shall require a 60% vote of members in attendance at a scheduled meeting after due notice has been given to the entire membership.

Section 3. All endorsements shall be given active support. The type of support to be given an endorsement may be determined at the time of the endorsement or may be establish at subsequent meetings.

ARTICLE XII: BY-LAW AMENDMENTS

Section 1. The by-laws may be amended by a two thirds (2/3) vote of the members present after due notice has been given to the entire membership. Such notice shall be given not less than five (5) days prior to the said meeting at which the amendment proposal shall be submitted.