

Willie B. Kennedy Democratic Club

Preserving The Legacy of W B. Kennedy.

By-Laws for the regulation of the

Willie B. Democratic Club

(San Francisco, CA / Bay Area)

Toye Moses, President

Veronica Hunnicutt 1st Vice-President

*** 2nd Vice-President vacant**

Mary Jung, Parliamentarian

Darolyn Davis Treasurer

Mawuli Tugbbenyoh, Correspondence Secretary

Leah Pimentel, Communication Secretary

Micah Fobbs, Financial Secretary

Linda Fadeke Richardson, Chair PAC

Lisa Williams Co-Chair PAC

Shamann Walton, Chair Membership

Dion-jay Brookter, membership co-chair

Carol Tatum, Executive Board Member

Julius Turman, Executive Board Member

Dwayne Jones, Executive Board Member

Lamonte Bishop, Executive Board Member

Alma Robinson, Board Member

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Adopted by the General Membership
1/22/2014

Chartered By The SF. Democratic County Central Committee on Jan 22, 2014

Article I

The name of this organization shall be:
“Willie B. Kennedy Democratic Club”

Article II

A. The objectives of the Willie Kennedy Democratic Club (WBKDC) shall be:

1. Abide by the Rules and Regulations set forth in the California State Democratic Party Charter.
2. Share a vision of a Democratic party that believes government at all levels must be responsive and accountable to the needs of all people, particularly those who are African-American and underrepresented.
3. Enhance the visibility, preserve and promote positive image of former SF. Supervisor Willie B. Kennedy who left an enduring legacy of public service and community empowerment in San Francisco and the greater Bay Area.
4. Contribute to the growth of young African American middle/high school students in SF by educating, registering voters, developing leadership and mentorship, and encourage those that have reached the voting age to exercise their franchise.
5. Organize/partner and involve other ethnic groups, stake holders on issues affecting the African American and under represented communities.
6. Support and elect Democratic candidates at local, State and Federal levels of government who will advocate the values of Hon. Willie B Kennedy Democratic Club. REGISTERED DEMOCRATS shall be the only candidates considered for endorsement.
7. Campaign, review for/against City and State propositions and lobby for/against any proposed legislation that the Club believes to be of interest to the African American as well as underrepresented communities.
8. Generate funds for the support and implementation of Willie B. Kennedy Democratic Club's policies and endorsements and disseminate such endorsements widely to the City and most especially to the African American Community
9. Affirm Club's commitment to the traditional Democratic Party values of building a strong and diverse economy, honoring labor, providing human services and protecting the environment.
10. .More importantly, provides the African American Community the best possible leadership in the political sphere of San Francisco.

Article III Membership & Voting Eligibility

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MEMBERSHIP: Open to policy and action minded registered Democrat African Americans and others who share the vision of Democratic Party and more importantly willing to promote the image of Willie B. Kennedy legacy may apply for membership but must meet the following criteria's:

1. Officially, membership is acquired following sponsorship by three financial members, recommendation of the membership committee
2. Complete the club membership application form.
3. All applicants for membership must be a registered Democrat at the time of application.
4. If an applicant is ineligible to register and vote as a Democrat for any reason, that applicant may submit an application accompanied by a written declaration of intent to vote as a Democrat once becomes eligible.
5. Pays the current year's membership dues and upon the approval of the membership committee by a majority of those members present and eligible to vote.
6. Membership in the Club is terminated, and no refund of due shall be paid, when a members ceases to be a registered Democrat.
7. Regular Member: Any person who has satisfied the above requirements who is also registered to vote in San Francisco

Membership shall commence immediately upon payment of dues.

Article IV

Membership dues shall be recommended by the Executive Committee and determined by the General Membership.

Article V

Voting

Voting privileges are granted by these By-Laws only to those persons who qualify as members.

Eligibility to vote on Club matters(policy positions, endorsements, endorsement rescissions, and Club elections) begins 30 days after the date of membership becomes effective member has become a member, with the exception of the period following the Club's formatting.

Any disputes about procedural matters not covered by these By-Laws shall be resolved by the ruling of the Parliamentarian, or in her or his absence, the presiding officer in accordance with Robert's Rules of Order.

Voting by proxy shall not be allowed

Article VI

Officers, Governance & Committees

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The Club shall have the following Officers who shall perform the following duties to ensure the smooth operations of the club. The Club officers include:

1. President, 1st Vice-president, 2nd vice-president, Treasurer, Secretary, Parliamentarian, Financial Secretary, and Immediate Past President/President Emeritus. Working Committees Chairs shall be appointed by the President upon consultation with the 1st & 2nd Vice-president: Co-Chair Political Action (PAC), Membership Chair, and Chair Program/Events Committee & Executive Board Members.

1. **President:** The President shall be the Chief Executive Officer of the Club and shall preside at regular and special meetings of the General Membership. The President shall chair the Executive Committee and is adjunct member of all standing and ad hoc committees. The President is the primary official spokesperson for the Club. The President shall have the authority to assign the writing of outgoing correspondence to any officer as the need arises. The President or his/her designee shall serve as ex-officio member of all committees.
2. **1st Vice President:** The Vice President shall serve as assistant to the President and shall serve as President in the event of the death, resignation, removal from office or inability to act by the President. The 1st Vice- President shall serve as ex-officio of all committees.
3. **2nd Vice-President:** shall work with all other Club officers and assist them in the performance of their duties. THE 2ND VICE-PRESIDENT STAND IN FOR THE 1ST Vice-President stands in for the 1st Vice-President in her/his absence. The 2nd Vice-President may chair various committees/ad-hoc committees as directed by the President.
4. **Parliamentarian:** The Parliamentarian shall serve as Parliamentarian for all Club matters and shall be fourth in line to serve as President or 1st Vice President/2ndVice-President to continue to serve in their offices. Be responsible for keep the peace at all meetings.
5. **Secretary:** The Secretary shall keep records of the Club, including correspondence and minutes of regular and special meetings. Reports of the standing and ad hoc committees shall be furnished to the Secretary for the Club files. The Secretary should provide notice to the General Membership of regular and special meetings. In cooperation with the Treasurer, the Secretary shall maintain a record of the current members of the Club and their addresses and telephone numbers. The secretary will also assist the President as an official spokesperson for the Club, and shall be the coordinator of outgoing correspondence on Club matters.
6. **Treasurer:** The Treasurer shall be the Chief Financial Officer of the Club. The Treasurer shall collect all membership dues and any other fees or assessments set by the Executive Committee. The Treasurer shall issue receipts for all dues received from members. The Treasurer shall maintain any checking and saving accounts authorized by the General Membership or the Executive Committee and shall make a regular written

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report to the General Membership and the Executive Committee on the fiscal condition of the Club.

The Treasurer is responsible for monitoring, preparation and submission of all regulatory fillings to City, County, State and Federal agencies.

7. **Financial Secretary:** Shall plan and implement the fundraising activities of the Club, which will include, but not limited to the Willie B. Kennedy Memorial Awards Ceremony, and fundraising for the Club's slate card. Financial Secretary in conjunction with the Treasurer shall be responsible for the preparation, monitoring and submission of all the regulatory fillings to the City, State and Federal agencies.

Various duties of a procedural and/or clerical nature may be shared between officers as the need arises, and with the agreement of the Officers involved and with the knowledge and consent of the President.

8. **The Immediate Past President or President Emeritus** shall have voting rights at all meetings, voting rights in the PAC process, and be included on the Willie B. Kennedy Democratic Club E-Mail distribution list. Responsibilities of the Immediate past President or President Emeritus shall include attending at least 50% of the Club meetings, attending and supporting the Club events and fundraising functions, and being a member of of the Nominating and Executive Committees.

Article VII

Term of Office

1. Newly elected Officers of the Club shall resume office immediately upon election as serve as follows: President – two (2) years, 1st & 2nd Vice Presidents – two (2) years, Parliamentarian – two (2) years, Secretary – two (2) years, Treasurer – two (2) years. Financial Secretary (2) years.
2. In the event a vacancy occurs in the office of the President, the 1st Vice President will serve the remainder of the term and will call a special election for 2nd Vice President, properly noticed, for the General Membership meeting. If a vacancy occurs in the Office of Parliamentarian, Secretary or Treasurer, the President will call a special election, properly noticed, for the next regular meeting. Officers so elected will serve the remaining portion of the term of the office in which the vacancy occurred. Or the President upon consultation with the 1st and 2nd Vice=President may appoint a current financial board member to fill the vacancy/vacancies.

Article VIII

Nominations/Elections of Officers

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When a vacancy occurs, officers are elected by the General Membership, during the specifically noticed meeting.

Election requires a simple majority vote of the General Membership present. (50 plus 1) If no candidate receives a majority vote there shall be a run-off election between the top two vote-getters.

Article IX

Removal of Officers

Officers may be dismissed from office by the General Membership. Reasons for dismissal include but are not limited to:

- Misrepresentation of Club positions
- Breach of fiduciary duties
- Waste of Club's assets
- Mediation in case of dispute or suit

Any officer of the Club shall be dismissed from office if all of the following conditions are met:

1. The Executive Committee, at a regular meeting, has voted by majority vote to recommend such removal from office to the general membership; and
2. If the recommendation comes from the Executive Committee it will be made properly noticed item on the agenda for the next membership; and
3. The recommendation is approved by a majority of the Regular members present and members voting by absentee ballot.

Article X

Committees

Executive Committee. The Executive Committee is comprised of seven (7) elected officers, President Emeritus and three Standing/working Committee Chairs. The President of the Club shall serve as the Chair of the Executive Committee. It shall be the duty of the Executive Committee to plan the agenda of the regular membership meetings, to act on behalf of the Club on routine matters and in emergency situations, and to oversee the standing and ad hoc committees. The Executive Committee shall meet no less than six times a year.

Political Action Committee:

1. The Political Action Committee Chair along with the President shall be responsible for convening the PAC meetings.
2. The PAC Chairs shall coordinate all Club lobby 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 propositions amendments.

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3. The Political Action Committee shall be comprised of the Chair, Executive Committee plus one Regular member in good financial standing and be appointed by the President.
4. Meetings of the PAC may be attended by members of the PAC.
5. Candidates and representatives of ballot propositions may enter and address a PAC meeting only when invited by the PAC Chair or the President.

Membership Committee:

Shall seek to attract and recruit new members by planning, organizing, and implementing outreach efforts into the deferent ethics communities,

The Membership Chair is responsible for verifying the party affiliation of members and maintaining and updating the Club's membership database. (Only registered Democrats may apply for membership and must be sponsored by at least three financial club members).

Program Committee:

The Program Committee Chair shall be responsible for arranging locations for special social events, and fundraisers, including but not limited to food, set-up, etc,

Standing Committees. In addition to the Political Action Committee, Membership Committee and Program Committee there shall be such standing committees as created by resolution of the general membership or the Executive Committee. The President, with the concurrence of the Executive Committee, shall designate the Chair of the Standing Committees (with the exception of the Political Action Committee) of the Club.

Ad hoc Committees. The President may appoint ad hoc committees members to study and report on specific issues or problems as needed.

Article XI

Meetings & NOTICES

1. The General Membership of the Club shall be held on the 1st Wednesday of the month unless otherwise noticed at a San Francisco location.
2. For good cause, the date, time and place of regular scheduled meetings may be changed by resolution of the Executive Committee.
3. Notice of any such change must be made to the General Membership.
4. Special meetings may be called for by resolution of the Executive Committee. Notice of special meetings must be made to the General Membership.
5. A quorum shall consist of at least 50% plus 1 of members in good financial standing.
6. Robert's Rules of Order—most revised edition—shall govern procedures to the extent that they are consistent with the By-laws of the Club.

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Article XIII

Quorum for Meetings

Executive Committee: A quorum for meetings of the Executive Committee will be half of the total number of members plus one.

General Membership Meetings: A quorum for meetings of the General Membership shall be 50% of the financial membership plus one.

Article XIII

Endorsements

The Club may endorse candidates and measure consistent with the Club's statement of purpose.

In no event shall the Club endorse any Candidate for office who is not a registered Democrat. Endorsements shall be made by the Political Action Committee after consultation with the General Membership. The Political Action Committee will present its recommendation of the Political Action Committee and the committee's recommendations can only be overturned by a 50% plus one vote of the financial members present at the regular membership endorsement meeting.

Notice of endorsement meetings shall be provided to the General Membership and shall include the names of the candidates to be endorsed, and for ballot measures, a brief description of each measure.

The Club may endorse by a single majority vote of the regular financial members present and members

EARLY ENDORSEMENT:

In an extraordinary circumstance an early endorsement may be approved by the General Membership according to the following procedure: The Political Action Committee in conjunction with the Executive Committee may convene to discuss and consider the merits of holding an early endorsement ballot or candidates.

The General Membership must receive notice not more than 3 days following the PAC recommendation to hold an early endorsement vote and no less than three days prior to a General Membership meeting.

The General Membership must approve the recommendation to hold an early endorsement by a simple majority 50% plus 1.

If approved by the General Membership, the early endorsement ballot will be scheduled for the next regularly scheduled membership meeting and shall be noticed accordingly,

Article XIV

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Amendments

These By-Laws shall be reviewed annually.

These By-Laws may be amended by the following procedure:

1. Any Regular member of the Club may move an amendment.
2. If a motion to amend is seconded by a Regular member, the matter shall be referred to the Executive Committee for consideration and action at its next regular meeting, as specified in **Article XI** (Meetings).
3. At the next regular meeting of the Club, the Executive Committee will make its recommendations to the Regular Members concerning the proposed amendment. The Club may only amend its By-Laws by a 50% plus one vote of the financial membership.

Article XV

Suspension of By Laws

The By Laws, or a specific section of the By Laws may be suspended by the general membership according to the following Procedure:

1. Intent to offer a motion to suspend the By Laws must be noticed to discuss and for action to recommend suspension of the By Laws to the general membership.
2. A two-third affirmative action vote by the Executive Committee is required to recommend suspension of the By Laws to the general membership.
3. The general membership must receive notice no more than three days following the Executive Committee recommendation to suspend and no less than three days prior to a general membership meeting.
4. The By Laws shall be suspended if a motion to amend receives at least a 60% affirmative vote of the financial membership present at meeting.

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