

BY-LAWS of THE LATIN@ YOUNG DEMOCRATS of SAN FRANCISCO

ARTICLE I

NAME

Section 1. The organization shall be known as the Latin@ Young Democrats of San Francisco, hereinafter called LYD.

Section 2: LYD will be chartered with the California Young Democrats, and the Democratic Central Committee, and will work as closely as possible with all levels of the Democratic Party.

ARTICLE II

FUNCTION AND PURPOSE

Section 1. The function and purpose of LYD shall be to promote and increase engagement of the Young Latin@ Democrats within San Francisco City and County toward the goals of increasing the ranks of Latin@ Democrats, electing Latin@ Democrats to public office, and promote the principles of the Democratic Party. Additionally, the LYD function is to participate countywide in the Democratic Party, to cooperate and communicate with other Democratic Associations, Committees and Clubs, to assist Democratic functions in San Francisco County, and to perform such other activities as the membership may decide. Most importantly, the LYD specific area of focus is to empower Young Latin@'s to become more informed, involved, and active in the political process and provide a forum for the Democratic Party to engage with Young Latin@ Democrats.

Section 2. The LYD shall engage in such legislative, political, educational, civic, welfare and other activities as will further the interests of the membership of the organization, advance ethical standards in the political system, and promote equal participation in the political process without regard to race, religion, nationality, physical disability, creed, gender, sexual orientation, gender identity, age, ethnic origin or economic status.

Section 3. All activities of the LYD shall be in conformance with State law and the basic principles of the Democratic Party.

ARTICLE III

MEMBERSHIP

Section 1. All duly registered Democrats residing, working, or attending school within the jurisdictional boundaries of 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. The membership year shall run for twelve months from the month in which dues are paid on a pro-rated basis and to be renewed annually every January thereafter. Membership renewals shall

extend the term of membership for an additional twelve months. Payment of dues are to be submitted by January 1, and payable by January 31 of each calendar year.

Section 4. Voting privileges of Membership will only be granted following attendance at three monthly meetings, or two monthly meetings and two qualified events. Voting privileges will be extended to members on the third successive general membership meeting attended.

Section 5. Dues The annual dues for Members of this Club shall be as follows:

A. Regular Members, \$20.00.

B. Student Youth (18 and under)/Senior Members, \$10.00

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

Section 6. Disposition of Treasury In the event of the dissolution or revocation of its charter, the LYD will dispose of its treasury by a split donation. Half of all monies will be donation to the Coleman Advocates, located at 459 Vienna Street, San Francisco, CA, 94112. The other half will be donated to United Playaz, located at 1083 Howard Street, San Francisco, CA 94103.

ARTICLE IV

OFFICERS AND EXECUTIVE BOARD

Section 1. Elective officers of LYD shall be Co-Presidents one male and one female, Vice President of Political Affairs, Treasurer, Secretary, Director of Membership, Director of Youth Initiatives, and a Political Liaison. All officers will at the time of elections not be holding any state or city office, and will not be an appointed statewide commissioner.

Section 2. The Executive Board shall consist of the 9 officers of Sec. 1.

ARTICLE V

DUTIES OF OFFICERS

Section 1. The Co-Presidents

A. Shall preside at all regular and special meetings of LYD and Executive Board.

B. Shall preserve order and enforce the by-laws of LYD.

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 LYD sends a delegate or shall appoint delegates to attend functions or meetings of other organizations as official representatives of LYD, 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.

J. The President's, or the President's designee, may authorize and make combined expenditures of up to \$100 per month without the prior approval of the Executive Board or Voting Membership and subsequently noticed or disclosed to the General Membership at the next meeting. The Executive Board may authorize expenditures of up to \$500 per month without the prior approval of the Executive Board or Voting Membership and subsequently noticed or disclosed to the General Membership at the next meeting.

Section 2. **The Vice President of Political Affairs**

A. Chair the Political Action committee

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 develop LYD policies as they pertain to the Latino community and the Democratic Party issues.

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.

E. Shall maintain an accurate membership list.

Section 4. **The Recording 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 LYD.

Section 5. **Director of Membership**

A. Chair the membership committee.

B. Recruit, retain, and organize members.

C. Shall maintain an accurate membership list.

Section 6. **The Director of Issues**

A. Chair the issues committee.

B. Research and develop LYD policies as they pertain to Latino community and the Democratic Party issues.

Section 6. **Director of Youth Initiatives**

A. Chair the Youth Caucus committee.

B. Research and inform the club on issues that pertain to San Francisco Latino youth 18 and younger.

C. Develop Youth Leadership initiative.

Section 6. **Political Liaison**

A. Act as the liaison for official LYD business at the state and local level, as determined by the Eboard.

B. Will assist all in coordinating events, speakers, and venues as determined by the Eboard.

ARTICLE VI

ELECTION OF THE EXECUTIVE BOARD

Section 1. The Executive Board shall have the power to regulate and supervise all LYD elections.

Section 2: The nominating committee, appointed by the President, shall submit its report at the general meeting prior to the January election meeting. Nominations for all officer positions may be made from the floor at the election endorsement meeting. All candidates shall have full and prompt access to the current mailing list of all members.

Section 3. The election shall be held at the regular meeting held in January of each year.

Section 4. Contested elections shall be conducted by a written ballot. A majority of votes is not required. The candidate with the highest vote total shall be declared the winner.

Section 5. Newly elected officers shall assume their duties on February 1, following the election in January.

Section 6. The Executive Board shall have the power to fill all vacancies, which is subject to confirmation by membership by majority vote.

Section 7. A member of the Executive Board may be recalled by a two thirds vote of the entire membership of LYD by a mail ballot following a membership meeting at which the recall question was discussed after at least ten days' notice to members. A special election shall be held to fill any vacancy created by a recall election.

Section 8. Vacancy in Office.

A. 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.

B. 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.

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

Section 9. Voting Rights of Members

A. If a member who has previously achieved voting rights status is not able to participate in the January election meeting, they forfeit that voting rights status and must requalify by the procedure outlined in Article III, Section 4.

B. The LYD will make voting as easy as is technologically possible. This may include voting via the club website, by email, or by some other method agreed upon by the Executive Board.

ARTICLE VII

THE EXECUTIVE BOARD

Section 1. Between membership meetings, the Executive Board shall perform all the duties necessary to the proper administration of the affairs of LYD 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. At least half of the Executive Board shall constitute a quorum.

Section 4. 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 LYD.

Section 5. The Executive Board shall ensure that membership meetings are held on a regular basis, as required in Article IX, with the time and location well publicized to members a week in advance.

Section 6. 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 VIII

REMOVAL FROM THE CLUB OR EXECUTIVE BOARD

Section 1. Grounds for Removal

- A. Any Member who deliberately misrepresents the position of LYD, or endorses a candidate in a non-partisan race not previously endorsed by this club while identifying himself or herself as an "LYD Member" may be removed.
- B. Any Member other than an Ex-officio 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 in accordance with Article III, Section 5 shall forfeit their voting rights in accordance with Section 2 of this Article.
- 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 term.

ARTICLE IX

MEETINGS

Section 1. Regular membership meetings shall be held at least quarterly, and as frequently as 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 seventy-two (72) 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. A quorum shall be the lesser of ten (10) voting members or twenty-five percent (25%) of the general membership, one of whom shall be an officer, and no official business of the YLD shall be taken in the absence of a quorum.

Section 4. Proxy voting shall not be allowed.

Section 5. Reasonable effort shall be made by the Executive Board to notify all members of meetings.

Section 6. The Club shall use the newly revised Roberts 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 LYD, as well as report on areas of concern on state and national issues.

Section 4. Chairs of committees shall have no vote in committee meetings, except to break a tie.

ARTICLE XI

ENDORSEMENTS

Section 1. The LYD 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 two-thirds (2/3) vote of members in attendance at a regularly scheduled meeting after due notice has been given to the entire membership of LYD. Such notice shall be given no less than 15 days prior to the meeting, an additional notice is to be sent out at least 3 days before the actual proposed meeting. A two thirds vote at the meeting at which the endorsement is considered shall override the requirement for notice.

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

AMENDMENTS

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

ADOPTED THIS 15th DAY OF APRIL, 2015. Certified by: _____ Jonathan Jacobo _____