

Laurels San Francisco Bylaws

Article I: Name

The name of this organization shall be Laurels San Francisco, hereinafter known as Laurels.

Article II: Purpose

Laurels San Francisco is a Democratic club committed to advocating for accessible public higher education within the Democratic Party and California. We believe in improving, expanding, and defending our public institutions of higher education. We believe that these institutions should be responsive to the students and communities they serve. We believe that all people should have access to higher education regardless of their background. We believe that an educated electorate is the basis of a free and just society.

Article III: Membership

- i. Any individual qualifies for Laurels membership if:
 - i. The individual is a registered Democrat; and
 - ii. The individual is eligible to vote in San Francisco, or was eligible to vote in San Francisco within the last year, or is enrolled as a student at a public institution of higher education in San Francisco but is not a faculty member or administrator thereof, or was enrolled as a student at a public institution of higher education in San Francisco within the last year but is not a faculty member or administrator thereof; and
 - iii. The individual supports and affirms the purpose of Laurels as stated in Article II; and
 - iv. The individual is not an officer or member of the executive board of another Democratic club; and
 - v. The individual is not pursuing or has not attained an elected or appointed office other than one of an Associated Student government or any other student member organization pursuant to California Education code; and

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- vi. The individual is not a member of a party political organization other than one of the Democratic Party.
- ii. A member shall attain voting member status if:
 - i. The member has attended four or more monthly meetings of the previous 12; and
 - ii. The member has paid annual or monthly dues.
- iii. A member shall lose voting member status and be removed from the member roster if:
 - i. The member fails to pay dues by the date required in these bylaws; or
 - ii. The member is a member of, or joins, a political organization affiliated with or chartered by a political party other than the Democratic Party; or
 - iii. The member becomes an officer or a member of the executive board of another Democratic club; or
 - iv. The member pursues or attains an elected or appointed office other than one of an Associated Student government or any other student member organization pursuant to California Education code; or
 - v. The member publicly endorses or supports a candidate affiliated with a political party other than the Democratic Party in any election occurring after attaining membership.
- iv. The secretary may, at their sole discretion, waive the requirement for meeting attendance as stated in Article III(ii)(i) to grant voting member status to new members if it is the same calendar year in which Laurels is seeking charter, or is newly chartered, or is newly re-chartered.

Article IV: Dues

- i. Laurels shall collect dues from its members in an amount determined by the officers and affirmed by a majority of voting members except if it is the same calendar year in which

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Laurels is seeking charter, or is newly chartered, or is newly re-chartered, in which case the dues will be an amount determined by the treasurer at their sole discretion.

- ii. Members shall pay dues on an annual or monthly basis.
 - i. Annual dues are due on the first day of each calendar year. Annual dues owed by new members shall be prorated on a monthly basis.
 - ii. Monthly dues shall be paid on or before the first day of each calendar month.
- iii. Membership is effective after treasurer's receipt of dues.
- iv. The treasurer may, at their sole discretion, waive a member's obligation to pay dues on an annual basis, as stated in Article IV(ii), if the member attests financial hardship.
- v. Dues may be reduced by up to but no more than 50 percent, except as stipulated elsewhere in these bylaws, if a member renders voluntary service to Laurels; such service to be determined by the treasurer at their sole discretion.

Article V: Meetings

- i. Laurels shall hold regular monthly membership meetings at a time and in a venue to be selected by the president and affirmed by a majority of voting members.
- ii. Meetings may be held in an online venue maintained by Laurels or in an offline venue accessed by Laurels; in either event officers shall secure a means by which members of the public may view meeting proceedings, submit public comment, and communicate with officers.
- iii. Regardless of meeting venue, officers shall make any and all reasonable accommodations to make monthly membership meetings accessible to people with disabilities.
- iv. Notice of regular monthly membership meetings shall be given two or more weeks in advance to all members in writing by email or by phone message.

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- v. Regular monthly membership meetings may be canceled by the president or, in the absence of the president, two or more officers. Regular monthly membership meetings shall not be canceled more than three times within any calendar year.
- vi. A quorum shall consist of 25 percent of members or 20 members, whichever is smaller.
- vii. Special meetings may be called at any time if:
 - i. The president elects to do so; or
 - ii. In the absence of the president, two or more officers elect to do so; or
 - iii. 30 percent or more of voting members petition by written demand to do so.
- viii. Notice of special meetings shall be given to all members at least 24 hours in advance if the meeting venue is to be online or 72 hours in advance if the meeting venue is to be offline.
- ix. Notice of special meetings shall be given to members in writing by email or by phone message.
- x. Any individual participating in Laurels meetings shall identify themselves with their real name.
 - i. This provision shall not be construed in such a way as to exclude individuals whose chosen name corresponds to a gender other than the one they were assigned at birth; in such cases an individual who identifies by a chosen name which corresponds to a gender other than the one they were assigned at birth shall be referred to by their chosen name.
 - ii. The secretary shall authenticate the real names of individuals participating in Laurels meetings.
- xi. Laurels shall use the newly revised Roberts Rules of Order to govern parliamentary procedure at all official meetings of the organization.

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Article VI: Officers

- i. Laurels officers shall consist of a president, secretary, and treasurer. They shall be elected by voting members in January to serve one-year terms of office.
- ii. The president shall officiate at all Laurels meetings; act as spokesperson to members of the community or appoint, organizations, and press; engage in member development; and any other responsibilities enumerated in these bylaws.
- iii. The secretary shall maintain an accurate member roster, maintain an accurate record of meeting attendance and participation, ensure that all members are notified of Laurels meetings, and any other responsibilities enumerated in these bylaws.
- iv. The treasurer shall collect dues from members; maintain all financial records; manage bank accounts; ensure FPPC/FEC financial reports are submitted in a timely fashion; provide a monthly financial report at regular monthly membership meetings; and any other responsibilities enumerated in these bylaws.
- v. The president may appoint members to fill un-expired terms of office on a temporary basis, subject to a special election by voting members at the next meeting; such a special election shall occur within 45 days of the office becoming vacant.
- vi. If it is the same calendar year in which Laurels is seeking charter, or is newly chartered, or is newly re-chartered, the organizing members of Laurels shall select from among themselves officers to serve one-year terms.

Article VII: Committees

- i. Laurels shall maintain an Executive Committee consisting of officers, chairs of institutional committees, and chairs of ad-hoc committees, to be chaired by the president.

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- ii. Laurels shall maintain an Institutional Committee for each public institution of higher education operating in the City and County of San Francisco for which Laurels has five or more voting members who are current students or were students within the last year, excluding current faculty members or administrators of that institution who are also students. Institutional committees shall be chaired by a member of that committee elected by a plurality of no fewer than five qualified voting members.
- iii. Laurels may charter ad-hoc committees if:
 - i. The president elects to do so; or
 - ii. In the absence of the president, two or more officers elect to do so.
- iv. Ad-hoc committees may be formed on a temporary basis and the continued operation of an ad-hoc committee shall regularly be reviewed by officers and voting members.
- v. Ad-hoc committees may be terminated on recommendation of the president and by a majority of voting members present at a monthly membership meeting.

Article VIII: Endorsements

- i. A process to endorse candidates must be approved by the Executive Committee prior to any suggestion of endorsements.
- ii. Laurels shall not endorse more than one candidate for an elected office of which there is only one seat.
- iii. Laurels shall not endorse a candidate for public office who is not a registered Democrat.

Article IX: Amendments

- i. These bylaws may be amended by a vote of two-thirds of the voting members at a regular monthly membership meeting provided that:

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- i. The proposed amendment has been presented at a preceding regular monthly membership meeting; and
- ii. Two weeks notice has been given for each meeting.