

STONEWALL DEMOCRATIC CLUB

BY-LAWS

AS OF

July 27, 2020

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STONEWALL DEMOCRATIC CLUB BY-LAWS

ARTICLE I: NAME

The name of the organization shall be the **STONEWALL DEMOCRATIC CLUB**.

ARTICLE II: PURPOSE

A. We have formed the **STONEWALL DEMOCRATIC CLUB** in recognition of the growing awareness within the Democratic Party that lesbians, gay men, bisexuals, transgender, queer/questioning, intersex, and asexual people (LGBTQIA) should be fully and equally represented both in the community and the national body politic.

STONEWALL DEMOCRATIC CLUB is open to all Democrats who subscribe to our goals and purposes regardless of their sexual orientation.

- B. It shall be our purpose to make the **Democratic Party**, the body politic and its elected officials responsive to, and responsible for, the needs of all people, particularly, though not exclusively, the LGBTQIA and feminist communities.
- C. We shall seek to eliminate discrimination based upon real or perceived sexual orientation, gender identity/expression, race, age, and/or disability; promote freedom of choice and human and civil rights; and further economic and social justice for all people.
- D. Further, we shall seek to promote legislation in conjunction with our goals and purpose and to vigorously oppose legislation which oppresses and/or restricts basic human rights. We will also encourage LGBTQIA and Feminist candidates for public office who are competent, qualified, viable, and who are registered to vote as members of the Democratic Party.
- E. We firmly believe that we have a responsibility to ourselves and to society in general to affirm our role in the political arena.
- F. In pursuit of our goals, the **STONEWALL DEMOCRATIC CLUB** will work within the Democratic Party and other institutions.

ARTICLE III: TERMS

All references in these By-Laws to:

- A. "Democrat" or "registered Democrat" shall mean a voter who disclosed a preference for the Democratic Party on their voter registration card.
- B. "Self-Identified as a Democrat" or "Self-Identified Democrat" shall mean a candidate who has successfully filed for their office as "Party Preference: Democratic".
- C. "Partisan Primary" shall mean the voter-nominated top-two open primary.

ARTICLE IV: MEMBERSHIP

- A. All members of This Club shall be registered Democrats. If under the age of eighteen (18) years, or otherwise ineligible, they shall declare their intention of so registering. A member shall be considered in good standing, if their dues are current, or have been waived due to economic hardship, their voting rights being subject to compliance with the other provisions of these bylaws.
- B. Dues shall be payable annually at rates established by the Steering Committee subject to ratification by the membership present at the next membership meeting for which due notice of the proposed change can be given and must include a provision providing for membership for those with limited income or economic hardship; provided, however, that:

1. The Steering Committee may provide for Life-Time memberships at rates of no less than \$500.00.
 2. Except for Life-Time Memberships, all memberships shall be valid for one year from date of purchase and expire thereafter;
 3. A grace period of fifty-six (56) days [i.e. – eight (8) weeks] following expiration of membership shall be granted during which a person may make application for renewal of their dues without incurring any of the limitations or penalties provided herein below.
 4. Renewals within the grace period shall be valid for one year from the date of renewal.
- C. All persons under the age of eighteen (18) years shall be referred to as ASSOCIATE MEMBERS and shall have the same privileges and obligations as members with the exception of serving as delegates to conventions when the by-laws of the convening organization prevent their so serving.
- D. Application for membership, whether written or on-line, original or renewal, shall only be deemed completed and effective upon the receipt of both payment of dues and a fully completed hard-copy or digital membership form fully completed by either the member joining and/or a member authorized by the Steering Committee to do so. The rights to voice, motion, and vote shall be accorded thereafter, subject to the following limitations:
1. Dues for no more than four (4) memberships may be paid for from the same source of funds (e.g. individual, committee, or other entity) in any twelve (12) month period, unless purchased as part of a Steering Committee approved promotional event package.
 2. The right of any new member of This Club to vote on matters governed by Article VI (Nominations and Elections), Article X (Endorsements), or Article XI (Removal) of these Bylaws shall only be accorded fifty-six (56) days [ie. – eight (8) weeks] after receipt of both dues and a fully completed membership form. This provision shall also apply to any prior member of This Club whose membership renewal has not been completed and effective within the grace period of fifty-six (56) days [ie. – eight (8) weeks] referred to above.
- E. With regard to Membership Lists:
1. As defined herein, the membership list of This Club consists of the name, address, phone number, email address, and political and financial data (e.g. – districts, contributions, and dues status) pertaining to those persons who are, or have been members of This Club. Only officers of This Club, and the Chair of the Committee on Credentials and Membership Retention, shall possess copies of the membership list. Other members of the Steering Committee may have access to the list with the concurrence of a Club Officer. This Club shall comply with the reporting requirements of the Democratic Party and/or any other affiliating organization.
 2. The Recording Secretary and Controller shall insure the confidentiality of the membership computer files. They may authorize members of the Membership Committee to update the computer files as required and to print mailing labels for authorized purposes only.
 3. All persons provided with access to the membership list are to make use of it for authorized purposes only.
 4. Except as provided herein, authorization for access to the membership list shall only be granted by a majority vote of the Steering Committee.

ARTICLE V: OFFICERS

- A. The officers of This Club and order of succession to the Presidency shall be the:

President,
 Operations Vice-President,
 Political Vice-President,

Community Outreach Vice-President,
Communications Vice-President,
Financial Development Vice-President
Recording Secretary, and
Controller.

- B. The President and Vice-Presidents must have been members of This Club for at least six (6) months prior to the date of their election.
- C. A member may hold only one elected position at any given time.
- D. The term of office of all elected officers shall be two (2) years.
- E. All officers shall hold office until their successors are elected to assume their responsibilities.
- F. Officers other than the President shall do everything necessary to assist the President in the performance of the President's duties and, as may be requested, report to the President.
- G. Shall, as may be requested, report to the Steering Committee regarding their activities.
- H. Shall supervise Standing Committees by, among other methods, meeting with their Committee Chairs and Vice Chairs jointly at least quarterly and be ultimately responsible for the duties of each such Committee, as follows:
 - 1. Operations Vice-President:
 - a. Credentials and Membership Renewal, and
 - b. Database Management
 - 2. Political Vice-President:
 - a. Endorsements,
 - b. Leadership Development and Appointments,
 - c. Legislative Action, and
 - d. Political Action
 - 3. Community Outreach Vice-President:
 - a. Constituency Outreach,
 - b. Membership Recruitment and Events,
 - c. Pride Festivals, and
 - d. Program.
 - 4. Communications Vice-President:
 - a. Email Marketing and List Communications,
 - b. Produced Media,
 - c. Public and Media Relations and Brand Management, and
 - d. Social Media and Website.
 - 5. Financial Development Vice-President

- a. Major Events,
 - b. Donor Cultivation and Solicitation, and
 - c. Donor Stewardship.
6. Recording Secretary:
- a. Historical Preservation
7. Controller:
- a. Budget, and
 - b. Assist the Financial Development Vice-President in supervising the Standing Committees under that office.
- I. Shall, no later than the conclusion of the second meeting of the Steering Committee after elections, appoint the Chairs of the Standing Committees which they supervise subject to the ratification of the Steering Committee
- J. Shall be a member of the Standing Committee(s) which they supervise.
- K. Shall appoint one (1) member to each of the Standing Committees which they supervise.
- L. Shall perform such other duties as are implicit in the title.
- M. Each Officer serves most other Officers, Standing Committees, and This Club as a whole.
- N. In addition to the duties listed above and the various Standing Committees of This Club, the duties of the officers shall be:
- 1. President:
 - a. Shall be the principal executive officer and primary spokesperson of This Club, responsible for leading and directing the overall direction of its Officers and various Committees and Liaisons;
 - b. Shall carry out the policies and be governed by the by-laws of the STONEWALL DEMOCRATIC CLUB;
 - c. Shall do everything necessary to carry into effect policies of this organization as voted upon by the membership;
 - d. Shall appoint a professional Treasurer, who need not be a member and who may be compensated; any compensation for the Treasurer must be approved by both the Steering Committee and the General Membership; no such contract for services shall bind Stonewall past the end of the term of the officers unless approved by both the General Membership and the Steering Committee;
 - e. Shall, upon the failure of any Officer to do so by conclusion of the second meeting of the Steering Committee after their election, appoint a Chair of any Standing Committee to which a Chair has not been confirmed by the Steering Committee, all upon and only with the consent of the Steering Committee, with the exception of the Nominating Committee, whose chair shall be selected by its members;
 - f. Shall appoint one member to each Standing Committee;
 - g. Shall serve as an Ex-Officio member of each Standing Committee;
 - h. May create up to four (4) special committees and assign oversight to an appropriate Vice-President, as necessary to the functioning of This Club, whose chairs shall be elected by the General Membership; and,

- i. Shall appoint a Parliamentarian, subject to ratification of the Steering Committee.
2. Operations Vice-President:
 - a. Shall be in charge of all meeting locations of This Club;
 - b. Shall create and maintain the functionality of portals for contributions such as ActBlue;
 - c. Shall ensure that Ownership of and Passwords for all internet programs are held by the President and each Vice-President;
 - d. Shall ensure that all committees meet as needed and that they report on their activities at membership/Steering Committee meetings;
 - e. Shall prepare an agenda, in consultation with the President, and each Chair of a Standing Committee, which shall be subject to amendment prior to adoption, and shall distribute sufficient copies for the meeting;
3. Political Vice-President:
 - a. Shall be responsible for the conduct, implementation, and execution of This Club's endorsement process and all political activities of This Club;
 - b. Shall regularly report to the Steering Committee, in time for review at each of its meetings, a list of all races and ballot measures which are known to be subject to a vote of the electorate in Los Angeles County in the upcoming four (4) months. Said list shall indicate which races and ballot measures:
 - 1) have already been endorsed in,
 - 2) have been considered but no candidate or position has been endorsed,
 - 3) have not been considered, and/or,
 - 4) consideration is intended to take place, and when.
 - c. Shall, in consultation with the Chair of the Endorsement Committee determine which races, if any, need not complete the standard candidate questionnaire based upon the race involved, the known positions of the candidates, and the best interests of The Club, and,
 - d. Shall perform such other duties as are implicit in the title.
4. Community Outreach Vice-President:
 - a. Shall be in charge of all community outreach activities of This Club, including visibility and participation in community functions.
5. Communications Vice President:
 - a. Shall be responsible for the conduct of all press conference and other media or press related events called, or participated in, by This Club;
 - b. Shall also be responsible for issuing and/or reviewing and offering advice regarding all press releases, and other written communications with nonmembers and other organizations, including other Party organizations, as approved by the Steering committee or the membership or as may be required by the other officers in the performance of their duties;
 - c. Shall support the other Officers and Standing Committees in coordinating community visibility efforts and communication of the activities and actions of This Club;

- d. Shall, in the absence or temporary disability of the Recording Secretary, perform the duties of that office;
6. Financial Development Vice-President:
- a. Shall primarily be responsible for all the fundraising and development activities of This Club including donor development, membership incentive programs, and other fundraising activities;
7. Recording Secretary
- a. Shall record and distribute the minutes of all Steering Committee and membership meetings;
 - b. Shall maintain all records of this organization, maintain This Club's mailing list, serve all required notices, and, in coordination with the Credentials and Membership Retention Committee, maintain the membership roster with current addresses, phone numbers, and, where appropriate, email addresses;
 - c. Shall be responsible for ensuring the confidentiality and security of all records and membership lists;
 - d. Shall be responsible for maintaining a comprehensive calendar of events, activities, deadlines and Programs or This Club;
 - e. Shall develop and maintain a proposed Officers' and Committee Chairs' Policy and Procedures Handbook outlining job duties, responsibilities, forms, timelines, and other information necessary to the successful execution of their offices.
8. Controller:
- a. Shall secure written reports within 48 hours from those responsible for all fund-raising activities;
 - b. Shall report to the membership the current financial status of This Club at each monthly membership meeting.
 - c. Shall be responsible for the preparation and timely filing of all financial reports as required by law;
 - d. Shall be responsible for ensuring the confidentiality and security of all records and membership lists;
 - e. All financial records shall be subject to review by any officer upon reasonable notice;

ARTICLE VI: NOMINATIONS AND ELECTIONS

[NOTE: Amendments to this Article concerning at-large members shall take effect August 1, 2019]

- A. Officers, and the persons filling the offices of the four at-large members of the Steering Committee, are to be elected at a regular membership meeting with due notice of such election to all members whose dues are current.
- B. In order to achieve gender equity in the offices of all Vice Presidents, the following procedures shall be followed:
 - 1. Of the five (5) Vice-Presidents, at least two shall be self-identified female unless no qualified person of the appropriate self-identified gender stands for election.
 - 2. Of the persons filling the offices of the four (4) at-large members of the Steering Committee, two shall be self-identified female and two shall be other than self-identified female, unless no qualified person of the appropriate self-identified gender stands for election.
 - 3. Officers shall be elected in the following order:
 - a. President;
 - b. Operations Vice President and Political Vice President;
 - c. Community Outreach Vice President and Communications Vice President; and then,

- d. Financial Development Vice-President, Recording Secretary and Controller, and then,
 - e. the persons filling the offices of the four at-large members of the Steering Committee.
4. In the filling of vacancies in the five (5) vice-president's office's, gender equity shall be maintained unless no qualified person of the appropriate gender stands for election.
- C. The months referred to in this Article VI are those occurring in odd numbered years.
- D. Nominating Committee:
1. After having solicited volunteers at the March membership meeting for possible appointment to the Nominating Committee, a Nominating Committee, consisting of a chair and four members, shall be selected by the Steering Committee in April of each year.
 2. The Nominating Committee shall recommend no more than one candidate for each office the terms of which expire in July, or as may be extended pursuant to Section I, below. With regard to nominations for the five (5) Vice-Presidential offices by the Nominating Committee, to ensure gender equity, at least two must be self-identified females.
 3. If the Nominating Committee is unable to make nominations in compliance with this requirement, the nomination must not be made.
 4. No member of the Nominating Committee shall be a candidate for any such office.
- E. If a member accepts nomination to an office by the Nominating Committee, the member must stand for election for the office to which the member has been nominated by the Nominating Committee, prior to accepting a nomination for any other office.
- F. Nominations:
1. At the May membership meeting, the Nominating Committee shall report its recommendations.
 2. Additional names may only be placed in nomination, at either the May or June General Membership Meeting, by any member present, unless no person has been nominated by the time of the election meeting, in which case additional nominations may be accepted from the floor.
 3. All persons nominated must, at the time of their nomination, give verbal or written consent and must have all dues and outstanding obligations to This Club paid prior to their acceptance of the nomination.
 4. Due notice of these nominations shall be sent to the membership prior to the election meeting.
 5. At the June membership meeting a final call shall be made for nominations from the floor for all positions to be elected at the July General Membership Meeting, unless no person has been nominated by the time of the election meeting, in which case additional nominations may again be accepted from the floor.
 6. Candidates may submit an 8-1/2" x 11" campaign sheet, one printed side only, which shall be published at the expense of This Club and included in said notice.
- G. Election
1. The election of officers, and the persons filling the offices of the four at-large members of the Steering Committee, shall take place at the July membership meeting. Voting for officers shall be by secret ballot, upon request of any member, with those members present whose dues have been paid more than fifty-six (56) days in advance for this meeting being issued ballots by the Recording Secretary.

2. A simple majority is necessary to fill an office, unless the gender parity procedures require otherwise. In the event a candidate does not receive this majority, a runoff must take place at the same meeting between the two highest vote-getters. In the event of a tie, nominations from the floor and a new election will take place at the following monthly membership meeting, with the membership being sent due notice of such election.
- H. Newly elected officers shall assume their duties upon adjournment of the meeting at which they are elected.
- I. In the event that the April, June, or July membership meeting cannot be held, the nomination and election procedures specified for that meeting shall take place at the next monthly membership meeting with each succeeding month's procedures being moved to the following membership meeting. Due notice of the election procedures scheduled for that month's meeting shall be given.
- J. In the event of a vacancy in the office of President, the Operations Vice President shall succeed to the office of President.
- K. In the event of a vacancy in any office except that of the President, a special election shall be called by the Steering Committee at the next regular membership meeting for which due notice of the vacancy can be given to the membership. At said meeting, nominations from the floor shall be made, and the election shall be held. The procedure shall be the same as set forth in Article VI, G, 1 & 2 above.
- L. Selection of Representatives to California Democratic Party (CDP) Pre-Endorsing Conferences:
1. Club representatives shall be allocated as follows: one representative, resident in the Assembly District and duly registered as a member of the Democratic Party of California, for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who were listed on the roster submitted to Los Angeles County Democratic Party and to the appropriate Regional Director of the CDP no later than a date that is announced by the Chair of the California Democratic Party and is between 300 and 310 days prior to the following statewide primary election of the year immediately prior to the endorsing process.
 2. For purposes of this Section:
 - a. Only members in good standing as of the date that is announced by the Chair of the California Democratic Party, for the purposes of determining the cut-off for inclusion in the roster (which is, per CDP Bylaws, between 315 and 325 days prior to the following statewide primary election), and is 14 days prior to the date specified in Article VI, Section L, 1, above, shall be included on the roster;
 - b. "Member in Good Standing" shall mean a member whose dues are current, or have been waived due to economic hardship;
 - c. The status of such members shall be certified by This Club's President, Secretary, or Treasurer; and,
 - d. This Club's representatives to any particular pre-endorsing conference be from the roster described above and that the overall list of representatives to all conferences be equally apportioned between men and women, to the extent possible.
 3. Said representatives shall be selected by majority vote of a Selection Committee comprised of the President, Operations Vice-President, Political Vice-President, Community Vice-President, and Communications Vice-President, a quorum being present. The Selection Committee shall not select one of its own members unless it first determines that no other viable option is available. If such a determination is made, they shall inform the membership of their decision, and the reasons therefor, at the next General Membership meeting.

4. The Club shall, between 13 months and 1 year prior to the following statewide primary election, or at the earliest date practical under the circumstances, inform its membership, of the process for selection as a Representative to the California Democratic Party (CDP) Pre-Endorsing Conferences, via both WEB Posting on its site and email to those members who have provided email addresses for notice purposes. While greater and more specific notice is both encouraged and expected, a posting of this section of the bylaws shall be deemed sufficient to satisfy this requirement.
5. In order for a member's name to be submitted as one of This Club's representatives to California Democratic Party (CDP) Pre-Endorsing Conferences, the member must submit a signed written declaration of intent to the Selection Committee declaring their intent to support This Club's endorsed candidates at the Pre-Endorsing Conferences by voting for them thereat.

ARTICLE VII: MEMBERSHIP MEETINGS

- A. Monthly membership meetings shall be held at least eight (8) times per year, with due notice being mailed to each member.
- B. A printed agenda shall be made available and adopted at each meeting.
- C. A quorum at a regular or special meeting shall consist of fifteen (15) members, provided a majority of the officers are present.
- D. Special meetings of the membership may be called at the discretion of the membership or by a majority of the Steering Committee, with notice to all members by phone, mail or personal contact.
- E. Members shall have a right to obtain their voting credential at any time during a meeting, other than when the question has been called on a particular matter and/or a matter is being put to a vote. During the period between the calling of a question and/or the matter being put to a vote on a question, no credential shall issue until the voting on that matter has concluded. A credentials report shall be given prior to the first vote conducted during the meeting, and at any other time prior to a vote being conducted, upon request.

ARTICLE VIII: THE STEERING COMMITTEE

- A. The Steering Committee shall be responsible for Administrative, procedural, and political implementation of Club policy and actions and shall act on behalf of the General Membership when it is not in session, except with regard to the dues structure, election(s) of Officers, or endorsement(s), except as otherwise specifically stated herein. This body shall also ratify or reject the President's nomination for retention of a professional Treasurer, who need not be a member, recommend policy, shall recommend the dues structure, shall ratify or reject the appointment of Standing Committee chairs, shall select the Nominating Committee, shall call special elections and shall dispense funds in accordance with Article XII, E, 2 and 3. Shall approve the mailing of non-Stonewall material to the membership, such approval requiring affirmative votes of five (5) of seven (8) elected officers. May fill vacancies pursuant to Article VIII, Section B, 6. May endorse pursuant to a delegation of power by the General Membership pursuant to Article X, Section G.
- B. Composition:
 1. The Steering Committee shall be composed of: the President, Operations Vice President, Political Vice President, Community Outreach Vice President, Communications Vice President, Financial Development Vice-President, Secretary, Controller, immediate past President, Parliamentarian, the chairs of all standing committees, the appointed liaisons referred to in Article X, Section C, 1 below, and the Chairs of each of the four (4) Special Committees, which may be created by the President.

2. The Vice-Chairs of Standing Committees shall serve on the Steering Committee as alternates for their respective Committee Chairs, and shall have voice and motion thereon, but shall only vote in the absence of the Chair of their Standing Committee.
 3. Four (4) members of This Club who shall be elected to serve on the Steering Committee in the office of At-Large members. These at-large members may be assigned specific functions during the course of the year and shall be automatically removed upon their failure to be represented at regular Steering Committee meetings, at any four such meetings within a twelve month period. Each at-large member, in consultation with the President, and to avoid duplication and overlap, shall select two different Standing Committees to serve upon, such that the four (4) At-Large members shall be members of eight (8) different Standing Committees.
 4. Liaisons shall be members of the Steering Committee during their tenure.
 5. The four (4) potential Special Committee seats, two of which shall be self-identified female, shall be filled by election at This Club's first meeting after creation of the position, for which due notice of the election can be given.
 6. Vacancies in Special Committee Chairs and at-large Steering Committee positions shall be filled by election by the Steering Committee.
 7. All members of the Steering Committee shall, within 45 days of election or appointment, sign the Stonewall Democratic Club Code of Conduct, and Policy Against Harassment and Workplace Violence. Failure to do so shall be considered an automatic resignation.
- C. The Steering Committee shall meet at least eight (8) times per year. Due notice to Steering Committee members shall be given for each meeting. Anyone may attend Steering Committee meetings, all Club members having the right of voice.
- D. A quorum of the Steering Committee shall consist of forty percent (40%) of the voting members of the Steering Committee, provided a majority of the persons holding officer positions are also present.
- E. The President, any three (3) Vice-Presidents, or twenty percent (20%) of the members of the Steering Committee may call an emergency meeting of the Steering Committee at any time: such meeting shall require reasonable notice by phone or by mail to all members of the Steering Committee and a quorum to conduct business.

ARTICLE IX: COMMITTEES, COMMITTEE CHAIRS, AND LIAISONS

A. Standing Committees

1. There shall be nineteen (19) Standing Committees of This Club to be formed at the first Steering Committee meeting following the election of officers and dissolved at the end of the membership meeting at which new officers are elected.
2. The Chairs of Standing Committees shall be appointed by the supervising Officers noted herein below, subject to ratification of the Steering Committee.
3. In the event a Chair is not appointed by the second meeting of the Steering Committee after the supervising Officers' election, the President shall appoint a Chair for each Standing Committee, subject to ratification by the Steering Committee.
4. All Committee members must be members in good standing of This Club or within the "grace period" in order to participate in the business of the Committee.
5. Each Standing Committee serves most other Standing Committees, Officers, and This Club as a whole.

B. Each Chair of a Standing Committee shall:

1. In consultation with their supervising Officer, appoint a Vice Chair subject to ratification by the Steering Committee;
 2. Ensure that Committee members are assigned specific tasks;
 3. Prepare and distribute three (3) days in advance of each regular monthly Steering Committee meeting a written report of their Committee's plans and activities and be prepared to present and discuss same thereat;
 4. Ask for volunteers from among the membership to serve on their Standing Committee and appoint those found to be qualified by the Committee Chair to serve at the discretion of the Committee Chair along with those members appointed by the supervising Officer and the President; and
 5. Provide a roster of their Committee to the Recording Secretary on a regular basis.
- C. These Standing Committees, their supervising Officers, and their duties shall be as follows:
1. Operations Vice-President:
 - a. Credentials and Membership Renewal:
 - 1) Shall provide a copy of the membership list to the President and Operations Vice-President one week prior to each General Membership Meeting;
 - 2) Shall print mailing labels as specified in Article IV, E, 2 upon request of the President or Operations Vice-President;
 - 3) Shall keep rosters of Standing Committee membership and forward the contact information of members who volunteer for Standing Committees to the appropriate Standing Committee Chair on a regular basis;
 - 4) Shall conduct credentialing at meetings;
 - 5) Shall develop, implement and maintain a plan for membership renewal and retention, and increasing the efficacy of same;
 - 6) Shall devise, and revise as necessary, the membership application, and provide copies of same to the Steering Committee for distribution; and,
 - 7) Shall develop, implement and maintain a plan for membership renewal and retention, and increase the efficacy of same, in co-operation with the Membership Recruitment Committee
 - b. Database Management:
 - 1) Shall insure that all members of This Club are qualified as specified in Article IV, Section A, and maintain up to date and accurate membership data files, which reflect their names and addresses as registered to vote, if applicable;
 - 2) Shall maintain up to date donor lists in cooperation with the Standing Committees for Donor Cultivation and Solicitation and Donor Stewardship; and,
 - 3) Shall maintain up to date records of attendance at meetings and events of This Club in cooperation with the applicable standing committees responsible for them.
 2. Political Vice-President:
 - a. Endorsements:
 - 1) Shall interview candidates for races and review ballot measures referred to it by the Political Vice-President, Steering Committee, or General Membership as set forth in Article X, Section B, 1 below;

- 2) Shall make recommendations with regard to This Club's endorsements which shall be considered as set forth in Article X, below;
- 3) Shall effectuate the goal of This Club to conduct interviews in all races prior to a race being considered for endorsement unless the Political Vice-President, the Endorsements Committee, or the Steering Committee determine it is not necessary to do so.
- 4) Subject to the recommendation of the Political Vice-President and approval of the Steering Committee shall develop, maintain, and update a standard questionnaire, with addenda for different offices taking into consideration the nature and jurisdiction of each office with particular concern for the judiciary, which questionnaire shall be for the use of the Political Vice-President and Endorsement Panels in considering candidate endorsements in each election cycle.
- 5) The Chair of which shall recommend to the Political Vice-President who shall determine which races, if any, need not complete the standard candidate questionnaire based upon the race involved, the known positions of the candidates, and the best interests of This Club. In all other races, the execution and submission of the candidate questionnaire shall be required as a prerequisite to endorsement, if served on all candidates.

b. Leadership Development and Appointments:

- 1) Shall be responsible for determining who may be interested in, and best suited for, Leadership Development Training and/or appointment to a State, County or Local Board, Commission, or Committee.
- 2) Shall conduct Leadership Development Training Process on an as needed basis, at least annually.
- 3) Shall promote and encourage the appointment of members of This Club, who have successfully completed the Leadership Development Training Process for appointment to a State, County or Local Board, Commission, or Committee."

c. Legislative Action:

- 1) Shall develop, implement, and maintain a plan for managing This Club's review and endorsement of (or opposition to) legislation, including, but not limited to, a chart that tracks This Club's positions on various bills;
- 2) Shall review relevant proposed legislation and keep the membership informed as to the existence and status of legislation relative to the furtherance of the purposes of This Club;
- 3) Shall seek to expand This Club's focus by providing information and expertise so that This Club may discuss and formulate positions on the broad spectrum of issues that concern members as citizens of the larger community;
- 4) Shall identify and recommend to This Club lobbying action and shall conduct "Lobby Days" to carry out such lobbying efforts as authorized by the membership, including at least one "Annual Lobby Day" each for Federal, State, and local legislation, either independently, or in conjunction with other organizations;
- 5) Shall, in conjunction with the Chair of the Standing Committee on Public Relations and Social Media, publicize This Club's positions on pending legislation;
- 6) Shall draft position statements, subject to ratification by the Steering Committee; and,
- 7) Shall propose opportunities to work in conjunction with other progressive organizations to advance our positions and leverage This Club's voice.

d. Political Action:

- 1) Shall be responsible for development of political position papers, coordination of such political activities as rallies, demonstrations, marches and candidates and issues evaluation forums, and development and distribution of political leaflets and election year slate cards, subject to approval of the Steering Committee;
 - 2) Shall organize year-round voter registration efforts including promoting the use of permanent absentee voter status;
 - 3) Shall identify and encourage Stonewall members who would be willing to, and capable of, working with California Democratic Party Chartered Organizations whose primary purpose is political organizing on the precinct level and engagement in electoral political activity, and help facilitate such involvement;
 - 4) Shall communicate This Club's endorsement process to candidates and the public and work in consultation with the Standing Committee on Media & Information in order to publicize same;
 - 5) Subject to the recommendation of the Political Vice-President and approval of the Steering Committees Shall develop, maintain, and update a standard candidate questionnaire, with addenda for different offices taking into consideration the nature and jurisdiction of each office with particular concern for the judiciary, which questionnaires shall be for use by the Political Vice-President and Candidate Interview Panels in considering candidate endorsements in each election cycle;
 - 6) The Chair of which, along with the Political Vice-President, shall determine which races, if any, need not complete the standard candidate questionnaire based upon the race involved, the known positions of the candidates, and the best interests of This Club. In all other races, the execution and submission of the candidate questionnaire shall be required as a pre-requisite to endorsement, if served on all candidates.
 - 7) Shall develop goals and guidelines for the use of the Stonewall Membership list for endorsed and non-endorsed candidates/propositions in state-wide and local campaigns;
 - 8) Shall organize opportunities for Stonewall members to volunteer in targeted endorsed candidates' campaigns;
 - 9) Shall coordinate Stonewall's assistance, both financial and technical, for endorsed candidates and propositions;
 - 10) Shall develop, implement, and maintain a GOTV program to increase voter turnout in the LGBT and feminist communities; and,
 - 11) Shall conduct ongoing educational and training activities for This Club's members to increase their skills, capabilities, opportunities, and involvement in the political system.
3. Community Outreach Vice-President:
- a. Constituency Outreach:
 - 1) Shall review This Club's practices on an ongoing basis to ensure that This Club is actively and aggressively engaged in the lesbian, gay, bisexual, and transgendered communities and its inter-sectional constituencies, including, but not limited to the disabled, veterans, and other communities;
 - 2) Shall develop, implement and maintain a plan for outreach to, and activities that encourage the participation of, our many diverse and under-represented communities of interest;
 - 3) Shall support the work of the Standing Committee on Membership Outreach, and;
 - 4) Shall develop, implement and maintain a plan for This Club's participation in Community Service projects.
 - b. Membership Recruitment and Events:
 - 1) Shall be responsible for outreach to and recruitment of new members;

- 2) Shall work to increase participation by current members in This Club's activities;
- 3) Shall develop, implement and maintain, on an ongoing basis, membership welcoming activities at each general membership meeting;
- 4) Shall, in cooperation with the Standing Committee on Historical Preservation, oversee the production of, a brochure describing This Club's history, achievements, and purpose, which brochure shall be for the use of the Standing Committees on Membership Outreach and Community Outreach, as needed;
- 5) Shall develop, implement, and maintain a membership recruitment plan to organize activities, including interaction with other organizations, to recruit new members; and,
- 6) Shall develop, implement, and maintain a membership involvement plan to organize activities to encourage renewal of membership and foster a sense of belonging amongst existing members, in conjunction with the Credentials and Membership Retention Committee.
- 7) In cooperation with This Club's Financial Development Vice-President, produce and develop events of interest such as:
 - a) Bingo Nights,
 - b) Pool Parties,
 - c) Debate Watch Parties, and,
 - d) Other events of interest to the broader community.

c. Pride Festivals:

- 1) Shall develop, implement, and maintain a plan, which includes This Club's participation in the L.A. Pride parade and festival, and other community events to be chosen by the Pride Festivals Chair and Community Outreach Vice-President, subject to ratification of the Steering Committee;
- 2) Shall be responsible for timely completion and submission of all applications and attachments thereto, securing any necessary insurance, obtaining volunteers to help staff the Festival Booths, and organizing parade participation including marchers and vehicles if any; and,
- 3) Shall work with the Standing Committee on Public Relations and Social Media and WEB Site and Social Media to publicize such events.

d. Program:

- 1) Shall work in close cooperation and conjunction with the Operations Vice-President and Political Vice-President in the execution of its duties;
- 2) Shall, plan monthly general membership meetings, including identifying relevant and interesting topics, securing speakers, venues other than those for meetings of This Club, and necessary equipment for the successful presentation thereof; and,
- 3) Shall develop, implement, and maintain a calendar of programs, at least three months in advance, and present and distribute same at each Steering Committee meeting.

4. Communications Vice-President:

a. Email Marketing and List Communications:

- 1) Shall, develop, implement, and maintain a plan for publishing and promoting the activities and events of This Club, as needed and/or as requested by the Officers, including but not limited to:

- a) Required notices,
- b) This Club’s Calendar of Events,
- c) This Club’s Newsletter, Stonewall Speaks
- d) Political Activities, including but not limited to:
 - i. Endorsements,
 - ii. Slates,
 - iii. Rallies,
 - iv. Protests,
 - v. Get Out The Vote (GOTV), and,
 - vi. Lobby Days,
- e) Events, including but not limited to:
 - i. The Stoneys Awards Dinner
 - ii. Pride Festivals,
 - iii. Summer Bar-B-Que,
 - iv. Winter Holiday Party,
 - v. Membership Drives, and,
 - vi. This Club’s Programs, and,
- f) Such other matters as may be appropriate.

b. Produced Media:

- 1) Shall, develop, implement, and maintain a plan for all forms of media produced by and for This Club including:
 - a) Pod casts,
 - b) Video content,
 - c) Live-Streaming, and,,
 - d) Still photography,
- 2) Shall work with other Standing Committees and Officers to promote This Club’s activities through produced media;
- 3) Shall insure that This Club’s activities are “cross-promoted” in other venues and organizations.

c. Public and Media Relations and Brand Management:

- 1) Shall, develop, implement, and maintain a plan for Public Relations & Social Media outreach on an ongoing basis;

- 2) Shall be primarily responsible for:
 - a) Writing Press Releases,
 - b) Developing, implementing, and maintaining a plan to edit, produce and publish, on a monthly basis, Stonewall Speaks, which shall be This Club's newsletter and a principal means of written communication with members and other interested persons. Said plan shall include details on soliciting, editing, and writing, articles and blurbs on relevant and timely topics as well as printing and distributing the completed newsletter in the form most appropriate to the particular issue;
 - c) Working with the Standing Committee on Financial Affairs to develop, implement, and maintain a plan for advertisements in the Newsletter to help fund This Club;
 - d) Preparing and mailing of special, authorized This Club's mailings as provided in Article VIII, A;
 - e) Developing, implementing, and maintaining a plan for media outreach on an ongoing basis;
 - f) Working with other Standing Committees and Officers to promote This Club's activities through print and electronic means, including press releases, articles, advertorials, ads, and the like;
 - g) Writing and posting events on Social Media sites, such as Facebook,
 - h) Moderating social media groups such as Yahoo, and,
 - i) Developing and implementing a strategy for the prolific use of social media in conjunction with the Communications Vice-President and the Committee on WEB Site & Social Media.
- 3) Shall work with other Standing Committees and Officers to promote This Club's activities through social media;
- 4) Shall ensure that This Club's activities are "cross-promoted" in other venues and organizations.

d. Social Media and Web Site:

- 1) Shall, develop, implement, and maintain a plan for WEB Site & Social Media
- 2) Shall, develop, implement, and maintain a plan for Social Media outreach on an ongoing basis;
- 3) Shall be primarily responsible for:
 - a) Working with other Standing Committees and Officers to promote This Club's activities through Social Media and Website content;
 - b) Maintaining and continually updating This Club's Website, including content, such as posting of endorsement, and linking to relevant sites;
 - c) Distributing meeting reminders, via social media and the Website,
 - d) Developing and implementing a strategy for the prolific use of social media in conjunction with the Communications Vice-President and the Committee on Public Relations & Social Media.
- 4) Shall insure that This Club's activities are "cross-promoted" across other platforms.

4. Financial Development Vice-President:

a. Major Events:

- 1) Shall be responsible for the procurement and logistics for major events such as:

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- a) The Stoney Awards Dinner,
 - b) Summer Bar-B-Que, and,
 - c) Winter Holiday Party
- 2) Shall assist the Membership Recruitment Chair in the performance of their duties when called upon to do so.

b. Donor Cultivation and Solicitation:

- 1) Shall manage a database of previous and perspective major donors and sponsors to the organization, in cooperation with the Database Management Committee.
- 2) Shall manage the group organizational efforts at securing sponsorships for major events including:
 - a) Securing and providing all assets the organization needs to effectively make sponsorship asks (including pitch decks, script language, and targeted lists of sponsorship asks),
 - b) Managing commitments to host committees, and,
 - c) On-going management of organizational efforts at ticket sales, and sponsorships for all events,
- 3) Shall lead efforts to secure sponsorships for appropriate events hosted by the organization outside of those major events.

c. Donor Stewardship:

- 1) Shall be responsible for the procurement and logistics for the following types of Events:
 - a) Limited Capacity,
 - b) Major Donor Events,
- 2) Shall be responsible for “Thank you” notes to all donors and special partners.
- 3) Shall lead a program to give special recognition to major donors unconnected to event sponsorship purchases.

5. Recording Secretary:

a. Historical Preservation:

- 1) Shall be chaired by the Historian;
- 2) Shall develop and implement an archives plan to preserve the Stonewall Democratic Club’s history, papers, documents, and effects (of whatever media) adequate to meet the needs of an evolving community, including scanning and WEB based means, both as to the past and on an on- going basis;
- 3) Shall preserve This Club’s history, deeds, accomplishments, and activities, and its leaders’ and members’ roles therein, and provide back-up thereof;
- 4) Shall document, in written and photographic form, the activities and achievements of This Club on an ongoing basis;
- 5) Shall archive minutes in usable and accessible form;

- 6) Shall assist the Public Relations and Social Media Chair by providing photographs, documents and other information, as necessary.

6. Controller:

a. Budget

- 1) Shall, in consultation with the Financial Development Vice-President, Controller, and Treasurer, prepare a budget for This Club's income and expenditures as projected for each calendar year;
- 2) Shall establish procedures to ensure that the most efficient and economical methods of printing and mailing are used, taking into consideration This Club's commitment to the use of Union Labor, whenever appropriate and feasible;
- 3) Shall prepare a monthly written reconciliation report on the budget to be provided to the Steering Committee 1 week in advance of its regular monthly meeting;
- 4) The Chair of the Standing Committee on Budget, or in their absence the Vice-Chair, shall present the monthly written report on the budget to the Steering Committee at its regular monthly meeting.

b. Financial Affairs:

- 1) Shall be supervised by the Financial Development Vice-President, with the assistance of the Controller, both of whom shall also be a member of the committee;
- 2) Shall, in consultation with the Financial Development Vice-President, Controller, and Treasurer, prepare a budget for This Club's income and expenditures as projected for each calendar year;
- 3) Shall develop and implement a plan for fund raising projects, including events, direct solicitation (including written, telephonic, email, and other means), to finance This Club's operations;
- 4) Shall establish procedures to ensure that the most efficient and economical methods of printing and mailing are used, taking into consideration This Club's commitment to the use of Union Labor, whenever appropriate and feasible;
- 5) Shall prepare a monthly written reconciliation report on the budget to be provided to the Steering Committee 1 week in advance of its regular monthly meeting;
- 6) The Chair of the Standing Committee on Financial Affairs shall also be a member of the Standing Committee on the Stoney's; and,
- 7) The Chair of the Standing Committee on Financial Affairs, or in their absence the Vice-Chair, shall present the monthly written report on the budget to the Steering Committee at its regular monthly meeting.

D. Liaisons:

1. In the event that This Club is affiliated with an organization in which Stonewall is accorded a vote, This Club's shall be represented by liaison(s), appointed by the President, subject to confirmation by the Steering Committee, who shall be responsible for effectuating liaisons with the specific organization This Club is affiliated with, such as:
 - a. National Stonewall Democrats;
 - b. Los Angeles County Democratic Party; and,
 - c. Democratic Party of the San Fernando Valley;

2. The tenure of such liaisons shall be from the date of their confirmation until the resignation, removal, or end of tenure of their appointor.
3. Such Liaisons shall prepare and distribute three (3) days in advance of each regular monthly Steering Committee meeting a written report of their plans and activities and be prepared to present and discuss same thereat and shall be a member of the Steering Committee during their tenure.

E. Special Committees:

1. The President of This Club may create and form up to four (4) Special Committees, subject to ratification by the Steering Committee, to meet those needs of This Club which from time to time may arise. The following process and rules shall govern the creation and responsibilities of such Special Committees:
 - a. The President shall notify the Steering Committee of the creation of a Special Committee,
 - b. Such notification shall include the designation of the Vice-President who shall be responsible for over-sight and appointment of one member of the Special Committee,
 - c. The creation of the Committee, and designation of the Vice-President who shall be responsible for over-sight, is ratified by the Steering Committee,
 - d. At the next General Membership meeting for which due notice can be given, the General Membership shall elect a Chair and Vice-Chair of the Special Committee, at least one of which must be a self-identified female,
 - e. The President shall appoint three members of the Special Committee, from among those members who wish to serve, at least one of which must be a self-identified female,
 - f. The Chair, and Vice-Chair, shall, as may be requested, report to the President, and to the Steering Committee, regarding their activities, and,
 - g. Special Committee(s) shall dissolve at the conclusion of the meeting at which the election of officers takes place, or upon notice to the Steering Committee that the President has determined the Special Committee is no longer necessary.

F. Ad Hoc Committees:

1. The President of This Club may create and form Ad Hoc Committees, appoint their Chairs, Vice-Chairs, and members, as may be needed, for a set-time period not to exceed one (1) year, The Chairs of such Ad Hoc Committees (or in their absence the Vice-Chair) shall report to the President and Steering Committee and shall have the right of voice and motion, but no vote, at meetings of the Steering Committee. These Ad Hoc Committees shall expire, unless renewed, one (1) year after their creation, and may be dissolved at any time by the President, or majority vote of the Steering Committee.

G. Committee Meetings:

1. Committees shall meet monthly on set dates and times, prior to the day of This Club's General Membership meeting, which committee meetings shall be publicized in Stonewall Speaks, on the WEB, by email, and such other means as will insure notice to all interested parties with face to face meetings at a noticed physical location being preferred, but utilization of technology to effectuate meetings by other means is allowed.

H. Vacancies and Removal:

1. Vacancies in the Chair of any Standing Committee shall be filled by appointment by the supervising officer, within 30 days of the vacancy, subject to ratification by the Steering Committee.
2. Upon failure of the supervising officer to nominate a replacement within 30 days of the vacancy, the right of appointment shall devolve upon the President, subject to ratification by the Steering Committee.
3. A chair shall be deemed to be vacant upon the resignation or removal of the person appointed.
4. Standing Committee chairs shall be automatically removed upon their failure to be represented at regular Steering Committee meetings whether in person, or by their Vice- Chair, at any four such meetings within a twelve-month period.

ARTICLE X: ENDORSEMENT

Stonewall Democratic Club may endorse candidates or support, oppose, take no position on, or indicate a lack of consensus on ballot measures in any election as provided below.

A. General Provisions:

The following general provisions shall govern all endorsement recommendation proceedings of Stonewall Democratic Club's Candidate Interview Panels or Measure Evaluation Panels as well as all endorsement proceedings of Stonewall Democratic Club:

1. Candidate Interview and Measure Evaluation Panels: Candidate Interview Panels and Measure Recommendation Panels (hereinafter Recommendation Panels) shall be appointed as necessary by the Political Vice President.
2. Percentage Required for Endorsement or Recommendation for Endorsement:
 - a. Stonewall Democratic Club, by affirmative vote of sixty percent (60%) of those members voting, abstentions not counting towards the total, may:
 - 1) endorse any Democrat who has filed as a candidate for public office; or,
 - 2) take a position on a ballot measure.
 - b. Recommendation Panels may recommend endorsement of any Democrat who has filed as a candidate for public office, or position on a Ballot Measure, by majority vote of those members voting, abstentions not counting towards the total.
3. Calculation of Percentages: The sixty percent (60%) threshold is calculated by multiplying the number of votes cast--excluding abstentions--by .6 and if a whole number is not obtained, rounding up to the next whole number. In the case of votes cast by ballot:
 - a. Blank ballots shall be counted as abstentions; and,
 - b. Void ballots shall not be counted as part of the total.
4. Prohibition on Multiple Endorsements: Stonewall Democratic Club shall not endorse more candidates for an office than the number to be elected for that office.
5. Only One Form of Endorsement: Stonewall Democratic Club shall make no form of endorsement, take any position, nor provide support to any candidate or ballot measure, except by an official endorsement as expressly described in these bylaws.
6. Prohibition on Supporting or Endorsing Non-Democrats:

- a. Stonewall Democratic Club shall not in any way support or endorse a candidate who is not a registered Democrat.
 - b. If This Club endorses a candidate who is a non-Democrat, or endorses candidate who was not a registered Democrat as of the time the Recommendation Panel first meets, or any time thereafter, the endorsement shall be void.
 - c. In partisan Primary elections, Stonewall Democratic Club will only endorse candidates who have filed for their office as “Party Preference: Democratic” (hereinafter: Self-Identified as a Democrat).
 - d. Because endorsement may occur prior to the close of Candidate filing, any endorsement is contingent on the candidate successfully filing for their office as “Party Preference: Democratic” and any such failure to do so shall nullify any endorsement. In the event of such nullification, the Political Vice- President, or an absolute majority of the Steering Committee may, in their sole discretion, convene a new Recommendation Panel to make further recommendations to the General Membership of This Club, or, if they have delegated their power, may refer the endorsement to the Steering Committee without need for further action by a Recommendation Panel.
7. Continuity of Endorsements Between Primary and General/Run-Off Elections: If a candidate was endorsed in the Primary, partisan or otherwise, that endorsement shall remain in effect for the General/Run-Off Election, unless rescinded, or a new endorsement position is adopted after reconsideration, as provided hereinbelow, or the endorsement is revoked as provided by the latest edition of Roberts’ Rules of Order.
8. Partisan General Elections: In Partisan General Elections, when an endorsed candidate of Stonewall Democratic Club from the Primary Election is not among the voter-nominated top-two candidates:
- a. A candidate shall be eligible for listing on the Consent Calendar in the following order of preference:
 - 1) the highest vote-getting Self-Identified Democrat, and if none,
 - 2) the highest vote-getting registered Democrat, and unless severed therefrom, shall be endorsed upon adoption of the consent calendar unless a motion for no endorsement, no position, no consensus, or qualified endorsement, receives a sixty (60) percent affirmative vote of those members present and eligible to vote at a general membership meeting; abstentions not being counted towards the total, due notice of consideration of the race having been given.
 - b. Stonewall Democratic Club shall not in any way support or endorse a candidate who is a non-Self-Identified Democrat, if a Self-Identified Democrat is among voter-nominated top-two candidates.
9. Use of Funds and Lists:
- a. Stonewall Democratic Club may only expend funds or provide access to its mailing list to candidates who have been endorsed in accordance with the procedures in this Article XI.
 - b. Direct contributions to a candidate over \$250.00, or which cumulatively total more than \$250.00 to any one candidate, in addition to the other procedures outlined in these by-laws, must be approved by a two-thirds (2/3) vote of those members present and eligible to vote at any duly noticed membership meeting, abstentions not being counted toward the total.
 - c. This paragraph shall also apply to committees which support or oppose ballot measures.
10. Due Notice: Due notice shall be given of all general membership meetings at which endorsement will be considered.

11. Endorsements for Non-political or Appointive Office: Endorsements for individuals seeking nonpublic or appointive office shall only be made by the membership upon prior petition of ten (10) members. Such endorsements shall be made upon the affirmative vote of sixty (60) percent of those members present and eligible to vote, abstentions not being counted toward the total.
 12. Reconsideration of a Motion or Endorsement: If a motion to make any particular type of endorsement for an office or measure failed to pass, and consideration of that endorsement has not been terminated:
 - a. Any member may move to reconsider, and,
 - b. Adoption of such a motion requires sixty percent (60%) of those members voting, abstentions not counting towards the total.
 13. Termination of Consideration: Consideration of an endorsement of a candidate or position on a measure may be terminated by adoption of one of the following:
 - a. A position with regard to a candidate or measure,
 - b. A motion to Terminate All Further Consideration,
 - c. A motion for Order of the Day, or,
 - d. A motion for No Consensus.
 14. Adoption of a motion to Terminate All Further Consideration shall result in a position of "No Consensus".
 15. Adoption of a motion for Order of the Day shall leave open the possibility of consideration of the race or measure at a subsequent meeting, if properly set on the agenda with due notice.
 16. Rescinding an Endorsement Position: Once the consideration of an endorsement has been terminated, other than termination by calling for Orders of the Day, the resulting position may only be revisited by a motion to rescind. An endorsement may only be rescinded by a two-thirds (2/3) vote of the Steering Committee concurred in by a two-thirds (2/3) vote of the general membership present and voting, abstentions not being counted toward the total, at a subsequent membership meeting, due notice of consideration of the motion to rescind having been given.
 17. Reconsideration of a Position of No Consensus: A motion for reconsideration of a position of "No Consensus" may not be revisited via the preceding provisions regarding a motion to rescind, and may only be revisited via a motion for reconsideration as provided for in the latest edition of Robert's Rules of Order (Newly Revised), provided due notice of the motion has been given.
- B. Prerequisites to Endorsement Process: It is the goal of This Club to consider those races in which endorsement is requested by any candidate, or in which at least 10 members of This Club's membership resides, provided the following conditions are met:
1. Initiation of Endorsement Process: It is the goal of This Club to consider those races in which:
 - a. endorsement is requested by any candidate, or,
 - b. at least 10 members of This Club's membership resides.
 - c. Despite the above, endorsement proceedings may only be initiated by:
 - 1) the Political Vice-President, who shall inform the Steering Committee of which races or measures he intends to place before This Club for consideration at the upcoming General Membership Meeting,
 - 2) the Steering Committee, or

3) a sixty percent (60%) vote of the membership present and voting.

d. A "Request to Consider Endorsement" form, shall be made available on This Club's webpage. Completion of the "Request to Consider Endorsement" form, and submission of same to the Secretary, shall be a mandatory pre-requisite to a Candidate requesting, or a Steering Committee member making a motion to consider, that endorsement proceedings be initiated in any particular race, unless waived by a sixty (60) percent vote of those members present and voting.

2. Restriction on Timing of Endorsement: Endorsements shall only take place after the closing of filing of Notices of Intent (or if none, the close of filing of candidacy), unless a finding is made that it is in the best interests of This Club and the Community that an earlier endorsement be made and that all likely serious candidates have publicly indicated their intention to seek office;

a. By the Political Vice-President, concurred in by a majority vote of the Steering Committee, or,

b. By an absolute majority of the filled positions of the Steering Committee.

Nothing in this section shall prevent the scheduling of meetings, nor the Notice of Endorsement Proceedings and/or Service of a Standard Candidate Questionnaire, along with any addenda, prior to any close of filing referred to herein.

3. Submission of Standard Candidate Questionnaires: The Candidate, or the Candidate's designee, shall, if requested, submit a signed copy of the completed Standard Candidate Questionnaire, along with any addenda, developed by the Political Action Committee, to the Political Vice President prior to consideration of that particular race. In all such races where the request is made, the execution and submission of the candidate questionnaire and addenda shall be required as a pre-requisite to endorsement, if served on all known Democratic candidates in that race. The failure to execute and submit the Standard Candidate Questionnaire, and any addenda, shall bar a candidate from being considered or receiving the endorsement of This Club. Questions not answered by a candidate shall be brought to the attention of the Membership prior to consideration of endorsement for that race.

C. Recommendation Panels and Process:

1. Recommendation Panel Meetings, Options and Actions:

a. Recommendation Options: A Recommendation Panel may, by majority vote of those members present and voting, abstentions not counting towards the total, make any of the following endorsement recommendations:

1) Stonewall Democratic Club endorse a particular candidate or measure.

2) Stonewall Democratic Club make a qualified endorsement (attachment of an explanation to the endorsement), or,

3) Stonewall Democratic Club take an endorsement position of "No Endorsement" (no candidate is acceptable).

4) Alternatively, the Recommendation Panel may report that it was unable to make a recommendation and/or recommend "No Consensus".

b. Recommendation of Finding of Unacceptability: In rare circumstances, a Recommendation Panel may also recommend Stonewall Democratic Club make a finding that a specific candidate is "Unacceptable".

D. Endorsement Process:

1. Consent Calendar: A consent calendar may be used at the discretion of the Political Vice-President. In those cases in which a Consent Calendar is utilized, it shall be the goal of This Club that the Consent Calendar shall be developed and distributed to the Steering Committee, and publicly posted via electronic means, at the earliest opportunity and in no event later than 7 days prior to each General Membership Meeting, absent an Interview Committee intending to consider making a recommendation within that time period, in which case it shall be noted that said race is subject to possible consideration at said meeting; and further, that a printed Consent Calendar be available at the meeting at which the race is considered.
2. Prohibition on Voting on Multiple Candidates Simultaneously, and Exceptions Thereto:
 - a. No Vote may be taken on more than one candidate at a time, except as specified hereinbelow.
 - b. When placed on the consent calendar, after an opportunity to sever races has been given as set-forth hereinbelow, all candidates remaining on the consent calendar shall be voted on in a single motion.
 - c. When the Political Vice President has convened a Forum of Candidates for a particular office before the General Membership, a ballot, with the names of all of the candidates eligible to receive This Club's endorsement and the position of No Endorsement shall be listed thereon, shall be utilized to determine endorsement.
 - 1) In the event that the number to be elected for that office does not equal the number of candidate(s) who have received the sixty percent (60%) majority required for endorsement on the first ballot, any candidate not receiving twenty percent (20%) shall be dropped, and a second ballot shall be conducted listing the remaining candidate eligible for consideration and the position of No Endorsement. In the event no candidate receives a sixty percent (60%) majority on the first ballot but all candidates receive at least twenty (20%) of the vote, balloting shall cease.
 - 2) In the event that the number to be elected for that office does not equal the number of candidate(s) who have received the sixty percent (60%) majority required for endorsement on the second ballot, any candidate not receiving twenty (20%) shall be dropped and a third ballot shall be conducted listing the remaining candidates eligible for consideration. In the event no candidate receives a sixty percent (60%) majority on the second ballot but all candidates receive at least twenty percent (20%) of the vote, balloting shall cease.
 - 3) In the event no candidate is endorsed it shall be deemed that This Club has taken a position of "No Consensus."
3. Severance from Consent Calendar: Recommendations may be severed from the consent calendar upon objection of any member, concurred in by nine (9) concurring members of Stonewall Democratic Club who are eligible to vote on endorsements. The objecting member shall have a right to make up to a one (1) minute explanation of the reason for the pull prior to determination of whether or not there are sufficient concurring members
4. Severance of Multi-Candidate Races: Recommendation Panels may present multiple recommendations as a single motion. Upon request of any member of Stonewall Democratic Club, individual candidates and/or positions recommended in a particular race may be severed from the Recommendation Panel's motion, whether the election is for a specific or at-large seat, without affecting other candidates seeking endorsement for the same office.

5. Presentation of Recommendation Panel Report: Unless presented as a consent calendar, the chair or designated spokesperson of an Recommendation Panel shall present a report on the Panel's recommendation including a brief description of the Panel's process and setting forth in full the reason for the Panel's recommendation, including the names of all persons on the recommendation panel and all known Democratic candidates in the race and whether or not interviews were conducted. An abbreviated report regarding items on the consent calendar may be given in the discretion of the Political Vice- President. Failure to participate in a requested interview process shall not be a bar to consideration for endorsement. However, in all cases in which a candidate was requested to participate in an interview process, but failed to do so, whether that race is on the Consent calendar or not, the chair or designated spokesperson of an Recommendation Panel shall announce the names of any such candidates.
6. Order of Consideration: The order of endorsement recommendation consideration shall be as follows:
 - a. The consent calendar, or Recommendation Panel recommendation, excluding any severed items;
 - b. All Candidates or positions severed from a consent calendar or Recommendation Panel recommendation in a given jurisdiction, with the first vote being on the Recommendation Panel's recommendation. No other motion, of any type, shall be in order in a particular race in that jurisdiction until the recommendation(s) of the panel for that race is (are) disposed of by either being adopted or rejected, however, if it is rejected, the next vote shall be on floor motions on that particular race until such time as Termination of Consideration has resulted, or the body otherwise decides to proceeding to other panel recommendations in that particular jurisdiction, and if none to another jurisdiction or agenda item. (For example: if three even numbered City Council Districts are severed in a particular jurisdiction, and a Panel Recommendation is defeated in one race, floor motions shall be taken and considered in that particular race before any other motion will be considered, including Recommendation Panel recommendations in other races, even in that particular jurisdiction).
 - c. Floor motions.
7. Debate:
 - a. Except for items presented as a consent calendar, because they are all voted upon at once, or in the case of a Candidate Forum as noted above, because there is no recommendation but rather a ballot, after the presentation of a Recommendation Panel report, the members of Stonewall Democratic Club shall be given the opportunity to debate the recommendation. No motion to limit or terminate debate shall be in order until at least three (3) speakers in favor and three (3) speakers opposed, with a time limit of no more than one (1) minute per speaker, have been given an opportunity to speak. The number of speakers or time allotted may be extended, or limited, by a majority vote of those present and voting, provided, however, that a limitation on debate may only be considered after this opportunity has been given.
 - b. In the event a race is severed from a Recommendation Panel's report, debate and the first vote will be held on the Endorsement Recommendations Panel's recommendation for the severed race.
 - c. Candidates may only address the General Membership at a meeting at which their endorsement is to be considered, if:
 - 1) The candidate is a member in Good Standing, or within the grace period, or,
 - 2) The Political Vice-President has invited all candidates for that race to address the membership prior to consideration of their endorsement, or,
 - 3) If time is ceded by a member, as part of the debate on an Endorsement motion.
8. Failure to Adopt Panel Recommendation:

- a. In the event the Recommendation Panel's recommendation is not adopted, then second and subsequent votes shall be conducted, in the manner provided above, on a motion, made and seconded, of members present and eligible to vote until one of the following motions receives the affirmative vote of sixty (60) percent of those members present and voting, abstentions not being counted towards the total, or consideration of the matter is terminated:
 - 1) Endorsement of a particular candidate,
 - 2) Endorsement of support of or opposition to a measure,
 - 3) No Endorsement (no candidate is acceptable), or,
 - 4) Qualified endorsement (the membership wishes to attach an explanation to the endorsement).
 - b. If neither the recommendation of the review panel nor any other motion receives the affirmative vote of sixty (60) percent of those members present and eligible to vote, abstentions not counting toward the total, then Stonewall Democratic Club may, by a fifty percent (50%) vote of those members present and eligible to vote, abstentions not counting toward the total, adopt a position of "No Consensus" with respect to that office or ballot measure.
 - c. In addition to any other position with respect to a candidate, in rare circumstances the membership may make a finding that a candidate is unacceptable.
9. Determination of Publication: In the event a position of "No Consensus" becomes the position of Stonewall Democratic Club, the President, Political Vice-President, and Chair of the Financial Affairs Committee of Stonewall Democratic Club shall, by majority vote, determine whether such race shall be listed in any publication of Stonewall Democratic Club.
 10. Erroneous Endorsement of Non-Democrats: If an endorsed candidate was not a registered Democrat as of the time the Recommendation Panel first meets, or any time thereafter, the endorsement shall be void.
- E. Communication of Registration Status: Nothing in this Article XI shall preclude Stonewall Democratic Club from communicating to its members that any candidate for public office is not registered to vote as a Democrat.
 - F. Provisions for Steering Committee Endorsement in Special Elections: If a special election is to take place within thirty (30) days after the close of filing, the Steering Committee may endorse on behalf of Stonewall Democratic Club any Democrat who has filed for that office. Any such endorsement shall require a sixty percent (60%) affirmative vote of those Steering Committee members present and voting, blank ballots, void ballots, and abstentions not counting towards the total. If there is a scheduled meeting of Stonewall Democratic Club prior to the election the Steering Committee may delegate its endorsement power to the General membership.
 - G. Delegation of Authority to Endorse: The general membership may delegate to the Steering Committee the authority to endorse or take a position with respect to any candidate or measure.
 - H. Delegates to California Democratic Party (CDP) Convention, Elected by Assembly District Election Meetings (ADEMs):
 1. No later than October 1, of each even numbered year, This Club shall inform its membership, the process for election as a Delegate to the CDP Convention at ADEMs, and of this procedure for endorsement, via both on its website and via email to those members who have provided email addresses for notice purposes.

2. This Club does not endorse candidates for Election to the California Democratic Party (CDP) Convention, Elected by Assembly District Election Meetings (ADEMs); however, This Club shall publicize the names of its members running in the ADEM Elections who have filed a request with the Political Vice-President, provided they have been members of This Club, in good standing, for at least 56 days prior to the first ADEM Election that year

I. Delegates to Los Angeles County Democratic Central Committee;

1. This Club does not endorse candidates for Election to the Los Angeles County Democratic Central Committee; however, This Club shall publicize the names of its members running for Los Angeles County Democratic Central Committee, who have filed a request with the Political Vice-President, provided they have been members of This Club, in good standing, for at least 56 days prior to the close of filing for that office.

ARTICLE XI: RESIGNATION, GRIEVANCE PROCEDURE, DISCIPLINARY ACTION, AND REMOVAL

- A. Sole Process: The procedures set forth in this Article are the sole process for effectuating resignation, the process for handling a grievance, disciplinary action, and/or removal from This Club or any position held in This Club.
- B. Terms: The term “Officer” as used below, are those persons as specified Article V, Section A of these bylaws and the persons holding the offices at-large member of the Steering Committee. Liaisons and Special Committee chairs shall serve at the pleasure of the President and may be removed by the President at any time, and shall be automatically removed upon their failure to be represented at regular Steering Committee meetings, at any four such meetings within a twelve month period.
- C. Voluntary Resignation: The resignation of any member from This Club, or any position held in This Club, is effective immediately upon communication to the President or Secretary, or as set forth herein below.
- D. Automatic Resignation: Except in the case of a member on Active Military Duty, or Active Duty in the National Guard, (in which case the Steering Committee shall be empowered to appoint a temporary replacement), failure to attend any four (4) meetings within a twelve (12) month period, or any three (3) consecutive meetings, of one of the bodies noted below, shall be considered an automatic resignation of the member from the positions noted below:
 1. The General Membership by any Officer,
 2. The Steering Committee by any member thereof.
 3. A Standing, Special, or Ad Hoc Committee, by any Chair, Vice-Chair or member, of that Standing or Special Committee, or,
 4. The Organization in which Stonewall has been accorded a vote, by any Liaison.
 5. An absence from one body may not be combined with absences from another body to create the condition of “Automatic Resignation” noted herein.
- E. Grievance Procedure: Stonewall Democratic Club seeks to initially employ the principles of Restorative Justice in handling grievances. Prior to processing a complaint, the Grievance Committee shall, if it determines the matter to be amenable to these principles, make attempts to bring the parties together in a safe space to address situations face-to-face in order to repair harm, promote healing and learning, and build community.

If such efforts are determined to be inappropriate to the situation presented, or if such efforts are unsuccessful, the Grievance Procedures described below shall be undertaken.

The timelines described below shall be tolled until engagement in the Restorative Justice Process is concluded or determined to be inappropriate or unsuccessful.

1. Grievance Committee:
 - a. A Grievance Committee consisting of five (5) members and four (4) alternate members shall be appointed within twenty-eight (28) days of the election of the officers scheduled to take place in each odd-numbered year as set forth in Article VI of these bylaws. Any person not so appointed shall be elected by the membership at its next regularly scheduled meeting for which due notice can be given.
 - b. Each of the five (5) Vice-Presidents shall appoint one (1) person each, to the Grievance Committee and each of the four (4) At-large members of the Steering Committee shall appoint one (1) member of This Club as an alternate member of the Grievance Committee. None of these appointments can be a Vice-President or person holding the office of At-Large member of the Steering Committee. Alternate members will be chosen to serve by lot in the event a regular member of the Grievance Committee is unable to serve, or has a conflict of interest.
 - c. Persons appointed by the Vice-Presidents need not be members of This Club, provided they are either members of the Policy Committee of the Los Angeles County Democratic Party or Members of the Executive Board of the California Democratic Party.
 - d. The Grievance Committee may meet in person, or by telephone, but may only interview witnesses in person.
 - e. Meetings of the Grievance Committee fall under the “Member Disciplinary and Other Proceedings Involving the Right to Privacy” exception to the “Policy Statement By the Rules Committee of the California Democratic Party on the Open Meeting Rule” and therefore need not be public.
 - f. The Grievance Committee shall meet and elect its own chair within fourteen (14) days of the appointment of its full membership.
 - g. Once a member is appointed, in the event a vacancy occurs, it shall be filled within twenty-eight (28) days of the notice of vacancy by the person holding the same position as the original appointor. In the event the vacancy is not so filled, a member shall be elected by the membership at its next regularly scheduled meeting for which due notice can be given.
2. Grounds and Jurisdiction: The sole grounds for a member filing a grievance, and the jurisdiction of the Grievance Committee shall be an alleged:
 - a. Violation of Local, State, or Federal laws or regulations having a direct impact on:
 - 1) This Club, or,
 - 2) the complainant
 - b. Violation of these bylaws, including the Code of Conduct and/or the Policy Against Harassment and Workplace Violence attached as appendices hereto.
3. Standing: A complainant must be a member of This Club, in good standing, and be directly and adversely affected by the actions or conduct of another member of This Club, in order to file a grievance.
4. Remedy: If a grievance is found to have merit, it may lead to any of the following:
 - a. Private Admonishment,
 - b. Public Admonishment,
 - c. Suspension of Rights for a time certain not to exceed 60 days,
 - d. Removal from Office, and/or,

- e. Removal from membership.
5. Initiating a Grievance: A grievance may be initiated by filing a timely Written Statement with the Secretary of This Club (or President, if the Secretary is the accused) and the Chair of the Grievance Committee:
 - a. Setting forth, with specificity, the text of the Code of Conduct, Policy Against Harassment and Workplace Violence, regulation, and/or law alleged to have been violated,
 - b. A statement of facts supporting the allegation, and,
 - c. The requested remedy.
 6. Initial Determinations and Actions:
 - a. Within fourteen (14) days of receipt of the Written Statement, the Grievance Committee shall make an initial determination, based solely upon the Written Statement, subject to change after rebuttal evidence is received, of standing, jurisdiction, and actionable allegations.
 - b. If it is initially determined that standing, jurisdiction, and actionable allegations are present, the Chair of the Grievance Committee shall contact the accused within seven (7) days of the determination and advise as to the allegation(s), without disclosure of the identity of the complainant, and make an offer of the remedy requested by the complainant.
 - c. If rejected by the accused, the Grievance Committee shall provide the accused with a copy of the complaint, and identity of the complainant, and request a written response, after instructing the accused not to contact the complainant, during the duration of this process.
 - d. If, in the determination of the Grievance Committee, the accusation involves a potential violation of criminal law, the complainant shall be advised to contact the appropriate Law Enforcement Agency. This process will continue parallel to any Law Enforcement action at the discretion of the Grievance Committee.
 - e. The Grievance Committee may, by a two-thirds vote, also make an initial determination, based upon the Written Statement, that the situation warrants temporarily suspending the membership rights of the accused, pending further action.
 7. Confidentiality: The identity of all persons involved in the process, and all information regarding the allegation(s), shall be treated with confidentiality, and protected to the extent possible and will, except as otherwise specified herein.
 8. Hearings:
 - a. Hearings are not required for the issuance of Admonishments, or Suspensions of Rights, but must be held if the remedy sought is removal from office, and/or removal from membership in This Club.
 - b. Despite the above, after review of the Written Response, any two (2) members of the Grievance Committee may determine that a hearing shall be held, regardless of the remedy sought.
 - c. The determination of whether or not to hold a hearing shall be made within seven (7) days of receipt of the Written Response.
 - d. If a hearing is determined to be required due to the remedy sought, or by four members of the Grievance Committee, it shall be held within fourteen (14) days of that determination.
 9. Orders:

- a. Orders of the Grievance Committee shall be made within fourteen (14) days of the determination that no Hearing is required, or, fourteen (14) days of the conclusion of any Hearing.
- b. The Grievance Committee may, by majority vote, issue any admonishment, temporary suspension of rights, or dismissal of the Complaint.
- c. The Grievance Committee may by a two-thirds (2/3rds) vote, concurred in by a majority vote of the Steering Committee, remove an accused from office, and/or membership in This Club.
- d. If the matter did not proceed to hearing, the Grievance Committee may only impose a remedy equal to, or lesser than, the remedy sought by the complainant.
- e. If the matter proceeded to hearing, the Grievance Committee may impose any remedy set forth herein.
- f. At any stage of this process the Grievance Committee may issue an Order Extending Time.
- g. If no remedy is imposed within fourteen (14) days of the determination that no Hearing is required, or, fourteen (14) days of the conclusion of any Hearing, the complaint shall be deemed dismissed, unless time has been extended.
- h. All Orders shall be sent to the accused by first class mail, and, if an email is on file with This Club, by email.
- i. A written decision shall be rendered at the conclusion of the Process, setting forth the allegations made, facts determined, and remedy imposed, if any, and shall be sent to the complainant, and the member who is the subject of the Written Statement.
- j. Proof of the date and manner of delivery of any notices required under this Article shall be maintained.

10. Appeals:

- a. The accused may, within fourteen (14) days of the mailing of the Order(s), appeal any Suspension of Rights, or Removal from office or membership, to the Steering Committee, which shall hear the matter at its next regularly scheduled meeting for which due notice can be given.
- b. Admonishments and Dismissals of Complaints are not subject to appeal.

F. Removal of Committee Chairs and Vice-Chairs by President or Appointing Officer:

1. In addition to the methods set forth below, any Chair, Vice-Chair, or member of a Standing, Special, or Ad Hoc, Committee, or Liaison position, may be removed by The President, their Supervising Officer, or their Chair, upon notifying (in writing) the Chair, Vice-Chair, or member of that Standing or Special Committee, and the President and Secretary of This Club, of their removal.
2. The Chair, Vice-Chair, or member of a Standing, Special, or Ad Hoc Committee may seek reinstatement by notifying the Secretary and President of This Club of their intent to seek reinstatement at the next Steering Committee meeting that is at least fourteen (14) days after their removal.
3. The Chair, Vice-Chair, or member of a Standing, Special, or Ad Hoc Committee shall be reinstated, subject to such terms and conditions as may be imposed by the Steering Committee, upon a 2/3rds vote of the Steering Committee present and voting, a quorum being present.

G. Removal from Office and/or Membership for Cause, by Membership: In addition, and as an alternative, to the above Grievance Procedure, any Member may be removed from This Club, and any Officer may be removed from their Office, for cause, as set forth below, upon a 2/3 vote of the membership, present and voting, provided that:

1. A written Petition for Removal signed by a majority of the Steering Committee or by ten (10) Club members giving grounds for removal for cause, is presented to the Secretary and President of This Club, and,
2. Due notice of a copy of the Petition for Removal has been sent to all members, and,
3. The member, or officer, and/or their designee, is given reasonable time at this meeting to reply to charges, and,
4. A quorum is determined to be present, and,
5. No grievance procedure requesting removal from Office and/or membership, has been instituted and/or denied, based on essentially the same grounds.

H. Removal of Committee Chairs and Vice-Chairs, for Cause, by Steering Committee:

In addition to the method set forth above, any Chair, Vice-Chair, or member of a Standing, Special, or Ad Hoc Committee, or Liaison, may be removed from their position, for cause, as set forth below, upon a two-thirds vote of the filled positions of the Steering Committee (whether voting or not), in the following manner:

1. A written Petition for Removal signed by 1/3 of the Steering Committee members giving grounds for removal for cause, is presented to the Secretary and President of This Club, and,
2. Due notice of a copy of the Petition for Removal shall have been sent to all Steering Committee members, and,
3. The member, or officer, is given reasonable time at this meeting to reply to charges, and,
4. A quorum is determined to be present.

I. Grounds for Removal for Cause: Grounds for Removal for Cause include:

1. Registering to vote as anything other than Party Preference Democratic,
2. Ceasing to be a Registered Democrat (except as may be allowed by Article IV, Section A),
3. Publicly avowing preference for another political party,
4. Publicly advocating that the voters should not vote for the endorsed candidate of This Club; provided, however, that mere advocacy for an opposing candidate does not satisfy this ground,
5. Publicly gives support to, or avows a preference for, a candidate registered as other than Party Preference Democratic,
6. Commits This Club to a financial expense without authority or approval,
7. Fails to perform a significant activity or action for which they are responsible,
8. Fails to contribute to, or impedes, the substantial work of This Club,
9. Violation of Local, State, or Federal laws or regulations having a direct impact on This Club, or a member of This Club,
10. Violation of these bylaws, including the Code of Conduct and/or the Policy Against Harassment and Workplace Violence attached as appendices hereto, or,
11. Engages in conduct or actions, whether in the name of This Club, or not, which have a tendency to call This Club into disrepute, or which are prejudicial to the best interests of This Club.

- J. Prohibition on Election or Appointment After Removal for Cause: Any person removed, for cause, from Membership, their Office, or position as Chair, Vice-Chair, or member of a Standing, Special, or Ad Hoc, Committee, or Liaison position, as distinguished from automatic removal, as stated herein, shall not be eligible for election or appointment to any office, or position, or to rejoin This Club, except up a 2/3rds vote of the Steering Committee.

ARTICLE XII: PROCEDURE

- A. The latest edition of Robert's Rules of Order shall govern for all matters not covered by these by-laws.
- B. There shall be no proxies nor duplicate voting at any meeting.
- C. There shall be no mail or absentee ballots on any issue.
- D. Due Notice
1. "Due notice" as used herein is defined to mean written notice mailed at least seven (7) days prior to the meeting.
 2. Due notice may be given by means of e-mail to those members who have consented to receive due notice in that manner and have been advised of their obligation to inform the Membership Chair of any change in their e-mail address.
 3. Each renewing member and each new member shall be given the option of receiving notice by US Postal Mail, or by email, if applicable.
 4. Any member who has not affirmatively exercised their option to receive notice by US Postal Mail upon joining or renewing, may be given notice by This Club by email, if an email address was provided on the latest membership form; provided, however, that all members shall be informed of their obligation to inform the Membership Chair of any change in their e-mail address on the membership form and in each subsequent email sent.
- E. The Treasurer shall:
1. Open and maintain bank accounts as required for the deposit of Club funds,
 2. Disburse funds as necessary, provided that if an expenditure occurs less often than every three months and exceeds \$500.00, the approval of either the Steering Committee or the membership shall be required, unless provided for in a budget adopted by the General Membership,
 3. Disburse funds as necessary, provided that any expenditure exceeding one-thousand (\$1,000.00) must be approved by the Steering Committee and the membership, unless provided for in a budget adopted by the General Membership,
 4. Require that all checks not signed by the Treasurer shall bear the signatures of two of the following three: President, Administrative Vice-President, or Controller,
 5. Require that all expenses and disbursements be supported by receipts or vouchers and signed by the responsible members,
 6. Take custody of and properly deposit all funds raised or received by This Club, directly or indirectly, and,
 7. Be responsible for the filing of all campaign finance reports required by law.
- F. Voting at General Membership meetings shall be by secret ballot when requested by any member.
- G. No vote shall be taken by secret ballot at any meeting of the Steering Committee.
- H. Conflict of Interest Provisions in Endorsement Recommendation Committees:

1. A member of This Club may not, in any committee proceeding, vote on, nor make a motion, concerning a matter in which the member has a direct conflict of interest.
2. A member of This Club may not vote on, nor make a motion concerning, recommendation for endorsement of a candidate in a particular race, or on a particular ballot measure, during proceedings of an Endorsement Recommendation Committee if:
 - a. The member is a candidate for the public office under consideration; or,
 - b. The member is a paid employee or independent contractor of the controlled committee of a candidate for the office, or ballot measure, under consideration; or,
 - c. The member is an employee who serves or works in paid employment at the pleasure of a person standing for election to the office, or ballot measure, under consideration; provided, however, that nothing in this rule shall preclude any person serving on a non-salaried basis as an appointee to a public panel, board or commission from voting on such a recommendation for endorsement.
3. Disqualified members may not participate in discussion and debate.
4. Members are encouraged, but not required, to disqualify themselves in the event of the appearance of a conflict of interest, as opposed to the existence of an actual conflict of interest as described herein.

ARTICLE XIII: TRANSFER OF RECORDS

With the election of new officers or appointment of new chairs, removal from office, resignation or protracted illness, the President shall appoint two officers or chairs of the STONEWALL DEMOCRATIC CLUB, whose responsibility shall be to ensure the safe and intact transfer of all records, correspondence, files, books, financial records and documents as they pertain to the STONEWALL DEMOCRATIC CLUB to the newly elected or appointed officers or chairs to ensure the continued operation and function of said office and/or committee.

ARTICLE XIV: DISSOLUTION

- A. In the event of the dissolution of STONEWALL DEMOCRATIC CLUB, the President shall direct the Recording Secretary and the Controller to donate all property, records and books to the Gay/Lesbian Archives, provided that the institution is, at the time, non-profit and the materials transferred to it by This Club shall be open to students and research persons, and further provided that in no event are the membership lists of this organization to be so donated and if these conditions are not met, to the Los Angeles County Democratic Party or the LA Gay and Lesbian Center, in the discretion of the President, after consultation with the remaining members of the Steering Committee.
- B. Whatever remaining cash funds exist after all obligations of This Club have been met shall be specifically disbursed to such political or non-profit organizations as the Steering Committee shall determine.

ARTICLE XV: AMENDMENTS

These by-laws may be amended by a two-thirds (2/3) vote of those present and voting at a regular membership meeting, provided that due notice of the text of the amendment is given to the membership.

DOCUMENT CONTIUNUES NEXT PAGE WITH APPENDICES I AND II WHICH ARE CONSIDERED AS PART OF THESE BYLAWS

APPENDIX I of II CODE OF CONDUCT

The **STONEWALL DEMOCRATIC CLUB (SDC)** is committed to fostering an environment that is free from discrimination and harassment, including sexual harassment. The SDC Steering Committee expects that all members, including officers and board members, and our associated party allies will conduct themselves in a respectful manner to ensure that all events and meetings are places where members feel welcomed and comfortable.

The Steering Committee and affiliated agents of This Club are dedicated to doing everything in our power to ensure this is the case. Our goal is to guarantee that any club member or ally who comes forward to share their story about harassment, assault, or a violation of any kind can expect their story to be taken seriously – regardless of who the perpetrator is, whether a club member, a club leader, a party leader, a candidate, a staffer, or an elected official.

Prohibited Behaviors:

1. ***Discrimination***—The unfair treatment of a person or group because of that person’s or group’s category status, including race, religion, sex, gender identity and expression, sexual orientation, disability status, national origin, veteran status, and immigration status,
2. ***Harassment***—Physical or verbal hostility, or any unwelcome or offensive conduct or communication, directed toward someone or toward a group of individuals, because of their category status,
3. ***Sexual Harassment***—Unwelcome sexual advances; requests for sexual favors; or any other unwelcome verbal or physical conduct or communication of a sexual nature, and,
4. ***Sexual Assault***—any physical sexual act (including touching and grabbing) perpetrated upon a person, without their consent, where:
 - a. the assailant uses physical force, threat, coercion, or intimidation to overpower or control another;
 - b. the victim fears that he or she, or another person, will be injured or otherwise harmed if he or she does not submit;
 - c. the victim’s ability to give or withhold consent is impaired due to the influence of alcohol or other drugs; OR,
 - d. consent is otherwise not freely given.

Reporting Violations & Disciplinary Action

SDC strongly encourages all survivors to report violations to a trusted person or to the authorities. We also strongly encourage and expect third parties, when and if possible and not endangering individual safety and/or emotional well-being, to report knowledge of violations of this Code of Conduct. By a vote of the membership of SDC this Code of Conduct is considered an Appendix to, and part of, the SDC Bylaws, by reference thereto. Violation of this Code of Conduct may include disciplinary action up to and including termination of rights to SDC membership, and leadership positions, attendance at club events, consideration for endorsements, and other applicable privileges.

This Code of Conduct may be amended from time to time by the Steering Committee. Amended versions shall replace prior versions and shall have the same force and effect. This Code of Conduct shall be posted on the SDC web page.

ACKNOWLEDGMENT

By signing below, I acknowledge that I have read and understood the above Code of Conduct and understand that it has been incorporated into the SDC Bylaws by reference and that violation of this Code of Conduct, may result in disciplinary action up to and including termination of rights to SDC membership, and leadership positions, attendance at club events, consideration for endorsements, and other applicable privileges. I further acknowledge that this Code of Conduct may be amended from time to time by the Steering Committee and shall be posted on the SDC web page and that amended versions shall replace prior versions and have the same force and effect.

Dated: ___/___/___

Print Name: _____

Sign Name: _____

APPENDIX II of II POLICY AGAINST HARASSMENT AND WORKPLACE VIOLENCE

The Democratic Party is committed to the goal of each worker, contractor, volunteer and member of the public interacting with any of the foregoing having a work environment free from harassment and workplace violence. In keeping with this goal STONEWALL DEMOCRATIC CLUB (herein after: SDC) is committed to providing each employee, contractor and volunteer with a work environment free of unlawful harassment and workplace violence. SDC will not tolerate any form of discrimination or harassment by anyone involved in the operation of SDC and, as such, prohibits unlawful discrimination against or harassment by all such persons, including by employees, officers, applicants, volunteers, interns, members, and persons providing services pursuant to a contract (hereinafter collectively “covered persons”). SDC considers discrimination and/or harassment to be the kind of serious violation of Party norms which can result in disciplinary action to the offending person.

1. Anti-Harassment Policy

Prohibited harassment or discrimination refers to harassment or discrimination on the basis of sex, race, color, ancestry, citizenship, national origin, religion, age, physical or mental disability, medical condition, pregnancy, marital status, military and veteran status, sexual orientation, or gender identity or expression, being transgender or a gender non-conforming individual or any other characteristic protected by federal, state, or local laws. Prohibited harassment and discrimination also includes conduct based on the perception that anyone has any of the aforementioned characteristics, or is associated with a person who has or is perceived as having any of those characteristics. “Military and veteran status” is defined broadly as “a member or veteran of the United States Armed Forces, United States Armed Forces Reserve, the United States National Guard, and the California National Guard.” All such harassment, whether or not unlawful, is prohibited; and the SDC has a zero-tolerance policy when it comes to prohibited harassment. SDC’s anti-harassment policy applies to all persons involved in the operation of any campaign headquarters funded or operated by the SDC and it applies to prohibited and unlawful harassment by any such headquarters employee, contractor, or volunteer, including supervisors, those one supervises and coworkers.

The SDC’s prohibition of unlawful discrimination and harassment specifically includes, is but not limited to, the following behavior to the extent it is violative of applicable law or constitutes an unlawful hostile or discriminatory workplace or condition of employment:

- VERBAL CONDUCT such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- VISUAL CONDUCT such as derogatory and/or sexually-oriented posters, photography, videos, cartoons, drawings, or gestures;
- PHYSICAL CONDUCT including assault, unwanted touching, intentionally blocking normal movement, or interfering with work directed at an individual because of the individual’s sex, race, or any other protected characteristic;
- THREATS AND DEMANDS to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors.
- ANY RETALIATION for having reported or threatened to report harassment.

Depending on the circumstances, examples of these behaviors include but are not limited to:

- unwanted sexual advances or requests for sexual favors;
- sexual jokes and innuendo;
- verbal abuse or advances of a sexual nature;
- commentary about an individual’s body, sexual prowess or sexual deficiencies;
- leering, catcalls or touching;
- insulting or obscene comments or gestures;
- display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and
- other unwelcome physical, verbal or visual conduct of a sexual nature.

No covered person may threaten or insinuate, either explicitly or implicitly, that an individual's refusal to submit to sexual advances will adversely affect the individual's employment, compensation, advancement, assigned duties, or any other term or condition of employment or career development.

Harassment based on any other protected characteristic is likewise strictly prohibited. This policy prohibits unacceptable conduct in all interactions arising in connection with the operation of the SDC.

This policy is meant to be expansive and also includes a prohibition of harassment by visitors to or "customers" of the SDC's office or other facilities where the SDC operates.

The obligation to treat others with dignity and respect extends to cyberspace. "Cyberbullying" is the willful and repeated use of cell phones, computers, and other electronic communication devices to harass and threaten others. Instant messaging, chat rooms and other social media, e-mails, and messages posted on websites are common means of engaging in this type of misconduct. It is not limited to words, but includes images, sounds, data or intelligence. Cyberbullying can include, but is not limited to, defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material (including so-called "sexting"), and sometimes includes efforts to embarrass or bombard another.

Cyberbullying incidents frequently runs afoul of the other prohibitions in this policy with no less serious disciplinary consequences, but even when it does not, it is severe misconduct for which there is a zero tolerance.

If you believe that you have been unlawfully harassed or witnessed unlawful harassment, submit a written complaint to the Chair of SDC, one of the SDC's officers, or THE CHAIR OF THE LOS ANGELES COUNTY DEMOCRATIC PARTY as soon as possible after the incident. You are never required to file a complaint with the harasser(s). Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses.

If you are uncomfortable providing details of the incident to the person to whom you report the incident, SDC will use its best efforts to provide you with access to a non-employee, non-officer to collect that data. The SDC will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the SDC determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the SDC to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. To the extent consistent with law, Management ordinarily will advise all parties concerned of the results of the investigation. SDC will not retaliate against any employee, member, volunteer or other covered person for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

SDC encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment.

EEOC, LA District Office
Roybal Federal Building
255 East Temple St., 4th Floor
Los Angeles, CA 90012
Phone: 1-800-669-4000
Fax: 213-894-1118
TTY: 1-800-669-6820
ASL Video Phone: 844-234-5122

California DFEH, Los Angeles Office
320 W. 4th Street, 10th Floor
Los Angeles, CA 90013
Phone: 800-884-1684
(TTY) or California's Relay Service at 711
TTY: 800-700-2320
Email: contact.center@dfeh.ca.gov

If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

Revised as of 7/27/2020

If you have any questions concerning this policy, please feel free to contact SDC's President, or THE CHAIR OF THE LOS ANGELES COUNTY DEMOCRATIC PARTY.

2. Workplace Violence Policy

SDC is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, the SDC has established a policy that provides "zero tolerance" for actual or threatened violence against one's co-workers, supervisors, visitors or any other persons who are either on our premises or have contact with our employees, contractors, and volunteers. Safety and security is everyone's responsibility.

Compliance with this anti-violence policy is a condition of your employment (if you are an employee) or your permission to be on our premises (if you are a non-employee).

Every verbal or physical threat of violence must be treated seriously and reported immediately to the Chair of the SDC, one of the SDC's officers or THE CHAIR OF THE LOS ANGELES COUNTY DEMOCRATIC PARTY. You are never required to file a complaint with the person making the threat. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. If you are uncomfortable providing details of the incident to the person to whom you report the incident, SDC will use its best efforts to provide you with access to a non-employee, non-officer to collect that data. The SDC will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If SDC determines that workplace violence or other misconduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the SDC to be responsible for workplace violence or other such misconduct will be subject to appropriate disciplinary action, up to and including termination. To the extent consistent with law, Management ordinarily will advise all parties concerned of the results of the investigation. COMMITTEE will not retaliate against any employee for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

In situations where an employee, contractor, or volunteer becomes aware of an imminent act of violence, threat of imminent violence or actual violence, emergency assistance should be sought immediately. In such circumstances, the employee, contractor, or volunteer should notify someone in charge and/or appropriate law enforcement authorities, as the circumstances demand. When promptly and properly notified of such an emergency, it is the policy of the COMMITTEE to do whatever it can to ensure that appropriate action is taken.

Other resources you may wish to access include:

Domestic Violence: 800-766-SAFE

Trans Lifeline: 877-565-8860

Suicide Prevention: 800-273-8255

Sexual Violence: 800-656-HOPE

Please sign and date below to indicate that you have received and reviewed these policies and to acknowledge that you understand that they apply to you.

Dated: _____

Print Name

Signature