

## **I. NAME**

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The name of this organization shall be the Laguna Beach Democratic Club (LBDC).

## **II. PURPOSE**

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The Laguna Beach Democratic Club (hereinafter called the Club) shall focus its efforts within the City of Laguna Beach (hereinafter collectively called the City) to advance the goals of the Democratic Party as defined by the platforms of the California Democratic Party (hereinafter called the CDP) and the Democratic National Committee (hereinafter called the DNC).

The Club's objectives are to stimulate an active interest in government, to increase participation at every level, to elevate and foster the ideals and principles of the Democratic Party, to instill respect for the constitution, to preserve the individual liberties declared by the Bill of Rights, to strive for equal justice for all, we associate ourselves together to establish the Laguna Beach Democratic Club.

## **III. AFFILIATION**

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- A. The Club is officially chartered with the Democratic Party of Orange County (hereinafter called the DPOC) and was duly chartered by the DPOC in 2021.
- B. As a chartered and affiliated Club of the DPOC, the Club shall comply with the bylaws of the DPOC and the CDP, as they apply to fully chartered local affiliates.
- C. The Club shall not take a position in support of a candidate other than a Democrat, and contrary to candidate endorsements by the DNC, the CDP, and the DPOC.

## **IV. MEMBERSHIP REQUIREMENTS**

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- A. Qualifications: Any individual qualifies for Club membership if:
  - a. The individual supports the purpose of the Club as stated in Article II above.
- B. Member in Good Standing (MIGS): A qualified individual shall be considered a member in good standing only if
  - a. The member is a registered Democrat; and
  - b. The member has attended at least 1 meeting in the current or previous calendar year prior to voting;
  - c. The member has paid all Club dues (or has had them waived) in the prior calendar month;
  - d. The member has agreed to be bound by the Code of Conduct.
- C. Non-Discrimination: This organization does not require or use any test of membership or oath of loyalty which has the effect of requiring prospective or current members to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, physical ability, sex, age, religion, ethnic identity, sexual orientation, gender identity or economic status.
- D. A member may have his/her membership revoked from the Club for violating the California Democratic Party Code of Conduct (Code of Conduct).<sup>1</sup>

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<sup>1</sup> <https://cadem.org/wp-content/uploads/2020/07/Code-of-Conduct-FINAL-1.pdf>

- E. Removal of a member may be affected in the following manner:
- a. At least 3 members of the Executive Board or 20 members of the Club must sign and submit to the Secretary a written statement of charges containing the grounds for removal. If the accused member is the Secretary, then the Chair shall assume the following duties in place of the Secretary.
  - b. The Secretary, upon receipt of the statement of charges, must send in writing to the accused member the statement of charges and a letter stating that the accused member may either resign his/her club membership or have a hearing before the Executive Board where at such hearing, the accused member shall be afforded an opportunity to respond to the statement of charges.
  - c. If the accused member does not resign, the Secretary shall send in writing the statement of charges to all members of the Executive Board along with a notice of the hearing date.
  - d. At the hearing, the Executive Board shall examine the statement of charges brought against the accused member and determine if a sanction is appropriate. The sanction may include one or more of the following: a censure, a temporary suspension of membership, or a revocation of membership.
  - e. Any finding of a violation, and the imposition of an appropriate sanction for that violation, shall require a vote of not less than two-thirds of the full Executive Board.
  - f. The accused member may appeal the finding of the Executive Board in writing to the Secretary.
  - g. Upon receipt of the appeal, the Secretary shall send in writing the statement of charges to all club membership along with a notice of the hearing date.
  - h. At the hearing, the elected officer(s) shall examine the statement of charges brought against the accused member in full view of the club membership. The accused member shall be afforded an opportunity to respond to the charges, to confront any witnesses against such members, and to present documentation and witnesses of his/her own.
  - i. After such hearing, a sanction may be imposed where appropriate. The sanction may be a censure, a temporary suspension of membership, or a revocation of membership.
  - j. Any finding of a violation, and the imposition of an appropriate sanction for that violation, shall require a vote of not less than two-thirds of the membership present and voting.

## **V. DUES**

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- A. Dues shall be recommended by the Executive Board and reviewed at the meeting immediately prior to the start of each fiscal year and presented to the General Membership for approval.
- B. Dues are due at the beginning of the fiscal year and payable throughout the fiscal year.
- C. The fiscal year shall start on January 1 of each calendar year.
- D. Membership is effective starting the first of the month after the month in which dues are received or waived by the Executive Board. For the purposes of the first general meeting of the fiscal year, all members in good standing as of the last day of the previous month shall be deemed to be MIGS.

- E. Payment of dues shall not be obligatory for anyone for whom it constitutes an economic hardship, and after due consideration with the approval of the Chair.

## **VI. MEETINGS**

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- A. Regular Meetings
  - a. The Club shall hold regular meetings open to all Democrats at least once quarterly.
- B. Special Meetings
  - a. Special meetings may be called by the Chair at any time with 3 days notice.
- C. Executive Board Meetings
  - a. The Chair shall hold regular meetings of Club officers and members-at-large as necessary to conduct Club business.
  - b. Executive Board voting procedures shall be by majority votes by voice, email, or ballots.
  - c. Special Executive Board meetings may be called by the Chair or two (2) officers with 1 day notice.
- D. Notice of Meeting
  - a. Notice of regular meetings shall be given at least two weeks in advance to all active members by email.

## **VII. RULES FOR MEETING**

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- A. The Club shall use the current Robert's Rules of Order to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these bylaws.
- B. A quorum for any official meeting of the Club shall be 25 percent of the total organizational membership as of 24 hours before the meeting, or ten members, whichever is smaller, as reported by the Secretary. A quorum for any Executive Board meeting shall be majority of the Executive Board.
- C. Unless otherwise specified in these Bylaws, the Club may adopt events, pass resolutions, and conduct regular business with a vote of 50 percent plus one of the members present at any meeting. Voting in Executive Board meetings shall be by simple majority.
- D. Voting may only be exercised by Members in Good Standing (MIGS).
- E. Voting may be by show of hands or by ballots, as determined by the Executive Board.
- F. For voting on CDP Pre Endorsements, refer to Article XI of these bylaws on CDP Pre-Endorsement Voting.
- G. For voting on DPOC Endorsements, refer to Article XII of these bylaws on DPOC Endorsement Voting.

## **VIII. BOARD OF DIRECTORS**

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- A. The Board of Directors consists of club officers and members-at-large
  - a. Club officers shall consist of Chair, Vice-Chair, Secretary, and Treasurer.
    - i. A Co-Vice Chair position may be appointed at the discretion of the Board of Directors and brought to the club members for approval
  - b. Members-at-large shall be appointed by the Executive Board

- c. The Club Officers shall be elected at the regularly noticed (month) meeting or if there is no (month) meeting, as soon thereafter as is practical. The elected officers and members-at-large shall serve 2 year terms of office starting at the beginning of the new fiscal year, with the exception of the founding year when interim officers and members-at-large will serve until elections.
- d. Only Members in Good Standing may be considered as candidates for office.
- B. If the Chair vacates the office, the Vice-Chair shall ascend to the position of chair, until an election is held to fill the Chair's remaining term of office.
- C. In the temporary absence of the Chair, the Vice-Chair shall serve as Chair. If the position of Vice-Chair is vacant, the Secretary or Treasurer shall serve as Vice-Chair.
- D. The Chair shall officiate at all meetings of the Club.
- E. The Chair may appoint members temporarily to fill unexpired terms of office of Club officers, subject to election by the membership.
- F. The Chair may appoint Club members to serve in other capacities as needed.
- G. The Club may elect such other officers as may be deemed necessary from time to time to conduct Club business.
- H. An elected officer or member-at-large may be removed from office for misconduct or neglect of duty including one or more of the following:
  - a. Non-performance of duties.
  - b. Publicly endorsing anyone other than a Democrat in any election.
  - c. Publicly advocating that the voters should not vote for the Democratic endorsed candidate for any office.
  - d. Conduct unbecoming involving any act prejudicial to the best interests of the Club as determined by the Executive Board.
- I. An elected officer or member-at-large may be removed by the same procedures as those for regular members, as defined in Article IV under Membership Requirements.

## **IX. EXECUTIVE BOARD MEMBERS & MEMBERS AT LARGE DUTIES**

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- A. The Executive Board shall be responsible for implementing the Club's goals and maintaining financial viability.
- B. The Executive Board shall be composed of the Club officers and the Immediate Past President.
- C. Chair shall:
  - a. Be the Chief Executive Officer of the Club
  - b. Preside over all meetings of the Club and the Executive Board.
  - c. Make appointments to other non-elected committee positions as required.
  - d. Act as the official spokesperson of the Club.
  - e. Stimulate active interest in the political process.
  - f. Provide a constructive role for the active volunteer.
  - g. Promote harmony within the Club membership, between other clubs and within the Democratic Party of Orange County.
- D. Vice-Chair shall:
  - a. Serve at the direction of the Chair,

- b. Preside at meetings if the Chair is unable to do so, or is requested by the Chair to do so.
  - c. Take over the duties of the Chair in the absence of that officer.
- E. Secretary shall:
  - a. Keep the minutes of the general meetings and the executive committee meetings.
  - b. Conduct correspondence and maintain the Club's communication records.
  - c. Chair meetings in the absence of the Chair and Vice-Chair.
- F. Treasurer shall:
  - a. Prepare a budget.
  - b. Collect all funds and dues from the membership.
  - c. Receive and deposit all funds into the checking account.
  - d. Pay and reimburse for expenditures.
  - e. Pay annual charter fee for Democratic Party of Orange County (DPOC).
  - f. Make the record of Club receipts and expenditures available to any member of the Audit Committee when requested.
  - g. Provide a report of the Club financial status at club meetings as requested.
  - h. Provide an annual written report of the Club's financial status by end of the fiscal year.
  - i. See that the Club meets federal, state, and local political campaign reporting requirements.
  - j. The Treasurer shall maintain all financial records of the Club, be responsible for bank accounts, ensure FPPC/FEC financial reports are submitted on time.
  - k. Check the PO Box and make sure it is paid for the upcoming year.
- G. Immediate past President shall:
  - a. Serve as a non-voting, advisory member of the Executive Board
  - b. Advise on parliamentary procedure
  - c. Head the Nominating Committee for the biennial elections
  - d. Work with the Membership Chair to attract new Club members
- H. The Executive Board shall appoint officers to serve as the club representatives
- I. Club Representatives:
  - a. The Club is represented at Council of Club meetings
  - b. The Club is represented at monthly meetings of the DPOC Central Committee by an Associate Member.
    - i. The club's Associate Member may be appointed or elected. If appointed, the Associate Member must be an elected officer. The Associate Member may be elected, recalled, or replaced upon a majority vote of the membership at any noticed meeting.
    - ii. The Associate Member and all elected officers shall adhere to the official positions of the club, to the extent possible, when voting and participating in endorsement discussions.
    - iii. In the absence of the Associate Member, the club may be represented at the DPOC Central Committee meetings by an alternate. The alternate may be appointed by the Chair.
    - iv. The Club shall notify the DPOC Secretary of the names of the Associate Member and alternate.

- J. The Executive Board has the authority to approve expenditures of \$400 or less; expenditures over \$400 must be approved by a majority vote of MIGs at a Regular or Special Meeting.
- K. The Members at Large shall be appointed by the Executive Board and will undertake specific responsibilities at the time of their election and will aid the Executive Board in extraneous tasks.
- L. Member at Large - Membership Chair shall:
  - a. Attract new members by organizing and implementing community outreach efforts.
  - b. Develop a feeling of community among club members, Call and welcome new members to the club.
  - c. Verify the party affiliation of members and update the membership database.
  - d. Keep an accurate record of membership meeting attendance to verify voting eligibility.
  - e. Make sure members are current on their dues.
  - f. Organize and submit a roster of club members who are registered democrats to DPOC.
  - g. Import new members and guests into the newsletter database.
- M. Member at Large - Social Media Chair shall:
  - a. Maintain the club's social media outlets weekly.
  - b. Contribute content to all social media platforms, such as: Instagram, Twitter, Facebook, TikTok, etc.
- N. Member at Large - Communications Chair shall:
  - a. Design and write the monthly newsletter and newspaper ads.
  - b. Communicate with the Executive Board, other clubs and DPOC to gather relevant content.
  - c. Provide news releases to such media coverage
  - d. Handle inquiries by the media and public on club activities
- O. Member at Large - Legislative Chair shall:
  - a. Monitor federal and state legislative, Executive Branch, and judicial actions
  - b. Prioritize and propose members' lobbying positions and actions for Board approval
  - c. Present them to members at meetings, in the Newsletter, and in other ways deemed advisable
- P. Member at Large - Outreach Chair shall:
  - a. Develop relationships and coordinate goals and messaging with DPOC and local clubs
  - b. Keep the Board and membership informed about upcoming events
  - c. Identify events where the presence of the Club may be beneficial
  - d. Manage Club events which seek to contact Democratic voters
- Q. Member at Large - Events Chair shall:
  - a. Be responsible for the beverages and food at events
  - b. Work with the board to develop a volunteer committee to help with monthly and annual club events
  - c. Work with the board to develop a fundraiser committee to help raise money for candidates and the club
- R. Member at Large - Website Chair shall:

- a. Update the content of the Club's website.

## **X. CLUB ELECTIONS**

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An Elections/Nominating Committee shall be formed 2 months prior to the election and shall consist of 5 Members in Good Standing (MIGS). The criteria for MIGS is defined in the bylaws.

### **A. Election/Nominee Submission Process**

- a. The Election Committee shall set the deadline to submit candidacy. The Election Committee may accept nominations from the floor on the day of the election.
- b. The Election/Nominating Committee shall contact the nominee to confirm the nomination.
- c. The Election/Nominating Committee shall request the Board to verify that the nominees are MIGS.
- d. The method of submission of candidacies shall be determined by the Election Committee.
- e. The criteria for candidate submission are as follows:
  - i. Candidate must be a MIGS.
  - ii. Candidate must provide the name, email, phone, and position for which the candidate seeks.
  - iii. Candidates must provide a statement of up to 200 words.
  - iv. If elected, the candidate agrees to meet with the outgoing Board during the transition period.

### **B. Election Day Process**

- a. The Election/Nominating Committee shall prepare paper ballots if there is more than one candidate running for a position. In an uncontested race, the Election Committee may choose to call for a vote by a show of hands.
- b. The Election/Nominating Committee shall introduce each candidate on election day and each candidate shall make a statement and take questions within a timeframe determined by the Election Committee.
- c. The Election/Nominating Committee shall determine the winner by a simple majority of the electorate present.
- d. If there are paper ballots, the Election/Nominating Committee shall triple count the votes in full view of the membership on election day.
- e. In the case of a tie, the vote is rerun.
- f. The criteria for voting are as follows:
  - i. Voting members must be MIGS.
  - ii. Voting members must be present to vote. Our bylaws do not allow proxy voting or by any other means.
- g. The Election/Nominating Committee will announce the winner of each position to the general membership on Election Day.
- h. Should a position be unfilled after the election, the newly elected Chair shall appoint an interim person for the position and/or choose to call for another election to fill the position.

### C. Board Transition

- a. Immediately following the election, the newly elected members will meet with the outgoing Board at board meetings.
- b. The outgoing Board shall assist the newly elected Board by discussing ongoing projects and project status, transferring key project documents and contacts, and handing over all properties of the Club including financial, social media, website, and email accounts, etc. as well as necessary passwords and documents.

## **XI. CDP PRE-ENDORSEMENT VOTING**

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- A. The number of Assembly District (AD) Club Representatives shall be allocated as provided for by the bylaws of the California Democratic Party based on AD residency.
- B. AD Club Representatives must be registered to vote in the Club's Assembly District(s) and listed on the roster submitted to the DPOC and the CDP by the deadlines provided.
- C. AD Club Representatives may vote only in the districts in which they reside.
- D. Only MIGS as of the deadline shall be included on the roster.
- E. The status of such members shall be certified by the Club's Chair, Vice-Chair, Secretary, or Treasurer.
- F. AD Club Representatives shall be equally apportioned between men and women, to the extent possible. (Should reflect the percentage of women to men ratio in the overall club membership.)
- G. Potential AD Club representatives shall be selected by a vote of the Club's members in good standing as approved on the roster prepared pursuant to Section B of this Article. The vote shall be held at the general meeting prior to the submission of potential representatives to the DPOC and the appropriate Regional Director. The names of potential AD Club representatives shall be submitted in their order of priority as determined by the number of votes each potential representative received. The Executive Board shall adopt, in its discretion, an appropriate procedure to administer the election and may, if it wishes, delegate that responsibility to a special Pre-Endorsing Selection Committee of not less than three Club members to manage this process, conduct the election, and report the results. If formed, the members of the Pre-Endorsing Selection Committee shall be ineligible to serve as AD Club representatives.
- H. Club representatives described in this Article, when participating in voting and discussion in that capacity, shall adhere to and represent the Club's official positions on endorsements and other matters wherever applicable, and shall agree to do so prior to voting on the Club's behalf. The binding provisions of this section apply retroactively to pre-endorsement delegates already elected.
- I. Voting on instructions to the Club's pre-endorsing representatives may be by show of hands or by ballots as determined by the Executive Board, and shall be conducted in a simple, single round of voting. The Club may adopt a process for pre-endorsement other than a simple, single round of voting, but such process must be approved by the membership. Under no circumstances may the Club consider the endorsement of a candidate for public office who is not registered with the Democratic Party. The minimum threshold for pre-endorsement in a race with multiple Democratic candidates is 60% of the Members in Good Standing present and voting. The failure of any candidate to attain that threshold shall result in an official Club position of No Endorsement.



## **XII. DPOC ENDORSEMENT VOTING**

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In accordance with the DPOC bylaws, the club shall establish the following procedures and rules in order to participate in the DPOC endorsement process:

### **A. Associate Member**

- a. See the provision on Club Representatives in the Article on Officers.

### **B. Membership Roster**

- a. The club shall submit to the DPOC a roster of at least 20 members who designate the club as their exclusive “home club” (to vote in a particular city, the club must have at least 10 unique members or 30% of the membership in that city, whichever is lower, who have designated the organization as their exclusive “home club”).
- b. The club shall submit a list of races in which it is qualified to vote per DPOC bylaws.

### **C. Club Endorsement**

- a. Prior to instructing the club's Associate Member on how to vote, the club shall determine its position by at least 11 affirmative votes and at least 60% of MIGS present and voting. The club's endorsement procedure is as follows:
  - i. Voting on the endorsement of candidates or ballot propositions, or on instructions to the Club’s pre-endorsing representatives or to the DPOC Associate Member, may be by show of hands or by ballots as determined by the Executive Board, and shall be conducted in a simple, single round of voting.
  - ii. The Club may adopt a process for endorsement other than a simple, single round of voting, but such process must be approved by 2/3 of those present and voting at any meeting. The failure of any candidate or ballot measure to attain that threshold shall result in an official Club position of “No Endorsement.”
  - iii. The Club shall not take a position in support of a candidate for partisan office other than a Democrat endorsed by the CDP or the Democratic National Committee (hereinafter the “DNC”) or contrary to the DPOC local candidate endorsements.
  - iv. In the event the Club publicly supports a candidate, and subsequently the CDP, DNC, or DPOC take an endorsement position contrary to the Club’s position, the Club’s position shall be deemed automatically rescinded, and the Chair shall issue a public statement to that effect.

## **XIII. TERMINATION**

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Should this Club be dissolved, the monies remaining in the treasury, after payment of all obligations, shall be disbursed to the Democratic Party of Orange County.

## **XIV. AMENDMENTS**

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These bylaws may be amended by a 2/3 vote at a general membership meeting after the proposed amendment has been presented to the membership at a preceding meeting. Two weeks’ notice must be provided for each meeting.

**RATIFIED by the membership as amended on: April 12, 2023**

**SIGNED by *Carrie Reynolds* (LBDC Club Secretary)**

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