

# **San Francisco Working Families Democratic Club**

## **BY-LAWS**

### **ARTICLE I. Organization**

#### **Section 1. NAME**

The organization shall be known as the San Francisco Working Families Democratic Club, hereinafter called the Club.

#### **Section 2. Affiliation**

The Club shall be affiliated with the San Francisco Democratic Party (“SFDFCC”) and the California Democratic Party (“CDP”). The Club shall charter in accordance with SFDFCC Bylaws and Policies and with the CDP in order to be eligible for pre-endorsement conference participation.

#### **Section 3. Purpose**

The purpose of the Club is to develop an engaged citywide membership of multiracial working-class Democrats to support initiatives and candidates, support the Democratic Party, and to perform such other activities as the membership may decide.

### **ARTICLE II**

#### **MEMBERSHIP**

##### **Section 1. Club Membership**

Membership shall be open to registered Democrats. General Members must:

1. A registered Democrat or, if ineligible to register to vote, have declared their intention to register as Democrats upon becoming eligible to vote;
2. Signed up as a member of the club; and
3. Met dues obligations.

**Section 2.** A member will be considered “in good standing” once dues are paid. A membership shall run for twelve months from the month in which dues are paid.

**Section 3.** Voting privileges will be extended to members in good standing who have attended 3 qualifying events in the receding 12 months. Voting privileges will be

extended at the third qualifying event. A qualifying event is a general membership meeting, or an event that is deemed as qualified by the Executive Board.

**Section 4.** Dues will be set by the Executive Board and adjusted as necessary. At the discretion of the Executive Board, a member may be excused from payment of dues, if such payment would create an economic hardship.

**Section 5.** Disposition of Treasury in the event of the dissolution or revocation of its charter, the Club will dispose of its treasury by a split donation. All monies will be divided equally amongst the following San Francisco nonprofits: Coleman Advocates, Hospitality House, and San Francisco Safehouse.

## **ARTICLE III**

### **OFFICERS AND EXECUTIVE BOARD**

**Section 1.** Elected officers of the Club shall be as follows: President, Vice President, Director of Political Affairs, Treasurer, Secretary, Director of Membership.

**Section 2.** The Executive Board shall consist of the 6 officers of Sec. 1, the immediate past president(s)/ ex-officio and any appointed officers.

**Section 3.** Immediate Past president shall be Ex-Officio with full voting privileges, unless one or both hold a current Executive Board position.

**Section 4.** Appointed Board Members:

- A. Executive Board officers will determine the need for appointed board positions and engage in recruitment efforts. All applications received will be reviewed and considered. Candidates will be appointed by a vote of the Executive Board.
- B. Appointed officers will have full voting privileges as part of the Executive Board.

## **ARTICLE IV**

### **DUTIES OF OFFICERS**

#### **Section 1. President**

- A. Shall preside at all regular and special meetings of the Club and Executive Board.
- B. Shall preserve order and enforce the by-laws of the Club.
- C. Shall be an ex-officio member of all committees.

D. Shall represent this organization at public and/or political functions in accordance with (preamble/ code of ethics). In the event that the president is unavailable, Vice-President shall become the representative.

E. Shall have the power to appoint members and officers in the event of a vacancy.

F. May authorize and make combined expenditures of up to \$100 per month without the prior approval of the Executive Board and disclosed immediately to the Treasurer. Co-Presidents must get prior approval from the Executive Board for expenditures of over \$100.

## **Section 2. Vice President**

A. Shall assist the President in the performance of all duties and act in his or her absence.

B. Shall become the acting President on the death or resignation of the President until a special election can be held, which must happen within 60 days.

## **Section 3. Director of Political Affairs**

A. Chair of Political Action committee

B. Shall coordinate events, speakers, co-sponsored activities, and venues in collaboration with the E-board.

C. Shall identify policies as they pertain to the multiracial working class and the Democratic Party issues and recommend actions or activities for membership.

## **Section 4. Treasurer**

A. Must attend training sessions provided by the San Francisco Ethics Commission (i.e.: *Training Sessions for Treasurers of General Purpose Recipient Committees*).

B. Shall collect dues, donations or other funds and maintain an accurate record of all financial transactions of this organization and summarize such transactions in a report at the regular membership meeting.

C. Shall pay all bills and disbursements authorized by the Executive Board.

D. Shall prepare an annual report of the financial status of the organization which shall be kept in a file accessible to all members for at least seven (7) years.

E. Shall complete and file all financial reports required by law and government regulations.

F. Shall maintain an accurate membership list in collaboration with the Director of Membership.

### **Section 5. Secretary**

A. Shall record minutes during general membership meetings and executive board meetings.

B. Shall perform any other such duties with the approval of the Executive Board as may be necessary for the proper and effective administration of the affairs of the Club.

C. Shall maintain a file of minutes, correspondence, and all historical records pertaining to the Club.

### **Section 6. Director of Membership**

A. Shall be the chair of the Membership Committee.

B. Recruit, retain, and organize members.

C. Shall maintain an accurate membership list and attendance records in collaboration with Treasurer.

C. Membership outreach (via phone, and other mediums) to promote attendance to all upcoming meetings and events.

E. Shall ensure that all members sign an attendance sheet at each meeting.

## **ARTICLE VI**

### **ELECTION OF THE EXECUTIVE BOARD**

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

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

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

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

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

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

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

**Section 8.** Vacancy in Office.

A. If an office is vacated voluntarily, the President shall appoint the successor subject to confirmation by a majority of the Executive Board.

B. If an office is vacated involuntarily, the President or presiding officer shall appoint the successor subject to confirmation by a majority of the membership at the next membership meeting. If the membership does not confirm the President's appointment, the members may nominate and elect the successor at the same membership meeting.

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

**Section 9.** Voting Rights of Members

A. If a member who has previously achieved voting rights status is not able to participate in the January election meeting, they forfeit that voting rights status and must requalify by the procedure outlined in Article II, Section 3.

B. The Club will work in good faith to make voting as accessible possible. This may include voting via the club website, by email, or by some other method agreed upon by the Executive Board. The Executive Board will make good faith efforts to accommodate timely requests for voting assistance in specific languages.

## **ARTICLE VII**

### **THE EXECUTIVE BOARD**

**Section 1.** Between membership meetings, the Executive Board shall perform all the duties necessary to the proper administration of the affairs of the Club consistent with the by-laws.

**Section 2.** All decisions of the Executive Board shall be by a majority vote of the members present.

**Section 3.** At least half of the Executive Board shall constitute a quorum.

**Section 4.** The Executive Board at any time may require from an officer a full and detailed statement of account of any action or business done in the name of the Club.

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

**Section 6.** The Executive Board shall notify the membership of the date, time and place of all Executive Board meetings at the regular monthly meetings. It shall notify all members of the date, time and place of any emergency meetings. All members in good standing may attend all Executive Board meetings.

## **Article VIII**

### **REMOVAL FROM THE CLUB OR EXECUTIVE BOARD**

#### **Section 1. Grounds for Removal**

A. Any member other than an Ex-officio member, who misses four regularly scheduled meetings during the course of a one-year term shall lose voting privileges from the club according to Section 2 of this Article.

B. Any Member who fails to renew his/her dues in accordance with Article II shall forfeit their voting rights in accordance with Section 2 of this Article.

C. Any Member who engages in conduct deemed to be unbecoming during the execution of club business shall be subject to removal from the club. Misconduct shall include but not be limited to sexual or other forms of harassment.

D. Any Member who intentionally misrepresents a position or endorsement of the club shall be subject to removal from the club.

#### **Section 2. Procedure for Removal from Club**

A. Any Member who becomes aware that there has been a violation of the items listed in the Grounds for Removal Section of this article may forward a written complaint to the Executive Board or verbally notify the Board of the infraction.

B. Upon receipt of a complaint, the Executive Board can decide whether to pursue an investigation of the matter, or take other appropriate action.

C. Following an investigation, the Executive Board can decide whether to submit a recommendation for removal to the whole club.

D. Members subject to removal for cause under Article VIII, Section 1, shall be notified and given an opportunity to respond. The secretary shall notify the member subject to removal, by written notice (mail or email), at least 30 days in advance of the next meeting of the Executive Board where the issue will be discussed.

E. Removal from the club shall become effective upon a two-thirds majority vote of club members present and voting.

F. Members failing to respond or appear at a meeting after mail notification has been made shall be considered to have resigned.

## **Section 2. Removal from the Executive Board**

A. Any member of the Executive Board upon the third consecutive unexcused absence from a regularly scheduled Executive Board meeting may be removed as an officer of the club by a majority vote of the Executive Board.

B. If a majority of the Executive Board decides by vote that an officer has committed malfeasance or has been derelict in the performance of duties, a Committee of Inquiry shall be appointed consisting of 2 members of this club (non-officers) appointed by the majority of the Executive Board, two members appointed by the officer subject for removal and a fifth Member mutually agreed to by the other members. The Committee of Inquiry shall conduct an inquiry and report the results of its investigation and a recommendation for action to the club at the next scheduled meeting, or if this is not possible, at the second meeting following its appointment.

C. A petition by a majority of the voting members of this club may be presented to the President requesting that a special meeting of the club be convened for the sole purpose of deciding whether a specific member of the Executive Board should be removed from office for any cause. Upon receipt of the petition the President shall make it an Agenda item at the next regular meeting of the club at which time a vote will be taken to decide if a special meeting will be called. If the vote fails, the matter is closed without prejudice. If the vote succeeds, a special meeting with attendance limited to voting members will be convened prior to the next regularly scheduled meeting of the club for the sole purpose of deciding the issue of removal from office the accused party.

D. Any member of the Executive Board removed for cause shall not be eligible for election to the Executive Board for the remainder of the current elective term.

## **ARTICLE IX**

### **MEETINGS**

**Section 1.** Regular membership meetings shall be held at least quarterly, and as frequently as monthly, at a time and place determined by the Executive Board. When special circumstances require, the President may change the date and time of a regular meeting, provided at least seventy-two (72) hours' notice is given to the members.

**Section 2.** Special meetings may be called by the President, the Executive Board, or on petition by the majority of the members at a general membership meeting shall be subject to 2/3 vote.

**Section 3.** A quorum shall be the lesser of ten (10) voting members or twenty-five percent (25%) of the general membership, one of whom shall be an officer, and no official business of the WFDC shall be taken in the absence of a quorum.

**Section 4.** Proxy voting shall not be allowed.

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

**Section 6.** The Club shall use the newly revised Roberts Rules of Order to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these bylaws.

## **ARTICLE X**

### **COMMITTEES**

**Section 1.** The Executive Board or the membership shall have the power to establish standing, select or ad hoc committees. Such committees may formulate plans, investigate issues, and conduct business and affairs. Each committee shall report to the general membership at all regular meetings.

**Section 2.** Meetings of standing committees shall be held as necessary.

**Section 3.** A standing committee shall publish a newsletter or website which shall report on all the activities of the Club, as well as report on areas of concern on state and national issues.

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

## **ARTICLE XI**

### **ENDORSEMENTS**

**Section 1.** The Club may endorse any nominee or candidate for public office who is a registered Democrat, and may endorse or support any position on any issue, provided such an endorsement falls within the function and purposes of the organization and its members and is not in conflict with rules governing endorsements of the California Democratic Party.

**Section 2.** Endorsements shall require a 60% vote of members in attendance at a regularly scheduled meeting after due notice has been given to the entire membership of the Club. Such notice shall be given no less than 15 days prior to the meeting, an



additional notice is to be sent out at least 3 days before the actual proposed meeting. A two thirds vote at the meeting at which the endorsement is considered shall override the requirement for notice.

**Section 3.** All endorsements shall be given active support. The type of support to be given an endorsement may be determined at the time of the endorsement or may be establish at subsequent meetings.

## **ARTICLE XII**

### **AMENDMENTS**

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

## **ARTICLE XIII**

### **SELECTION FOR REPRESENTATIVES AT THE CALIFORNIA DEMOCRATIC PARTY PRE-ENDORSMENT CONFERENCES**

**Section 1.** The elected officers shall choose the representatives for the pre-endorsement conferences. Any representative chosen must be a “member in good standing” as defined by the Club’s bylaws.

**Section 2.** The club shall provide a roster of only “members in good standing” to the Chartering Authority and the Regional Director.