

**PLACER WOMEN DEMOCRATS**  
**PLACER COUNTY, CALIFORNIA**  
**Ratified February 27, 2018**

**Article I – Name**

This organization shall be known as Placer Women Democrats

**Article II – Purpose**

The purpose of this club is to elect Democratic women to office, with a focus on identifying and supporting qualified women Democratic candidates; to keep abreast of and educate voters on local, state and national issues. This Club will not endorse any candidate who is not a registered Democrat.

**Article III – Membership**

Section 1. Composition

All members of the club shall be registered Democrats primarily from Placer County, California. Members shall be considered in good standing if their dues are current, or have been waived due to economic hardship, and their voting rights subject to compliance with the other provisions of these bylaws.

Section 2. Dues

Membership follows fiscal year July 1 to June 30. Dues are:

Student	\$20 annually
Senior	\$35 annually
General Membership:	\$50 annually

Section 3. Anti-Discrimination Provisions

The Placer Women Democrats are committed to non-discrimination on the basis of economic status, class, race, color, creed, age, ethnic identity, ethnicity, national origin, language, culture, gender, gender identification, sexual orientation, religion, or disabilities as defined by the Americans with Disabilities Act of 1990 or any other factor unrelated to membership and the mission of the PWD. Any conduct by any official or official body of the PWD contrary to this non-discrimination commitment should immediately be brought to the attention of the

PWD Board. Membership in the PWD shall not be denied on the basis of age, race, creed, ethnic origin, gender, physical handicap, religion, or sexual orientation.

#### Section 4. Jurisdiction and Accountability

The PWD is established and operates under charter of the Placer County Democratic Central Committee and is bound by the rules and bylaws of the PCDCC. The Club shall comply with bylaws of the PCDCC and the California Democratic Party, as they apply to fully chartered local affiliates and operates in compliance with the appropriate laws of the State of California.

All items within this club's charter and bylaws are within the jurisdiction of the Placer County Democratic Central Committee (PCDCC), the Charter and Bylaws of the California Democratic Party (CDP), and all California Statutes.

### **Article IV – Board of Directors**

#### Section 1. Composition

The Board of Directors shall consist of nine (9) elected officers

#### Section 2. Powers and Duties

The Board of Directors shall have full authority to conduct the business of the Club and to create such committees as may be necessary to carry out the functions of the Club.

#### Section 3. Quorum

Six of the members of the Board of Directors shall constitute a quorum.

#### Section 4. Number of Officers

The officers of this club shall be President, Vice President, Secretary, Treasurer, Membership Chair, Legislative Chair, Candidate Services Chair, Communications Chair and Member at Large.

#### Section 5. Prohibitions

No member who declares publicly to be a candidate for public office or is

subsequently elected to office in a primary, special or general election may simultaneously be an officer of this organization.

## Section 6. Terms of Office

Officers shall be elected every two years at the General Meeting held in May in accordance to the following schedule:

Even numbered years:

- President
- Secretary
- Membership Chair
- Legislative Chair
- Member at Large

Odd numbered years:

- Vice President
- Treasurer
- Candidate Services Chair
- Communications Chair

## Section 7: Term Limits

A member of the Board shall serve no more than two (2) consecutive terms in any one position.

## **Article V - Duties of Officers**

### Section 1. President

The President shall preside at all meetings of the membership and the Board of Directors. The President shall appoint all chairpersons or co-chairpersons of committees and be an ex-officio member of such committees with the exception of the Nominating Committee. The President shall perform such other duties, as the Board of Directors deems necessary to carry on functions appropriate to this club.

### Section 2. Vice President

The Vice President shall attend all general and Board of Directors meetings and shall preside at all meetings when the President is absent. The Vice President will assume additional board duties as the Board directs.

### Section 3. Treasurer

The Treasurer shall be custodian of all club funds and shall be responsible for depositing and disbursing these funds under the direction of the Board of Directors. **The Treasurer shall present to the general membership a monthly accounting of the club's general financial status.**

### Section 4. Secretary

The Secretary shall keep the minutes of the Board meetings and the General Membership meetings. Minutes shall be distributed to the Board prior to the next Board meeting, where they will be corrected and/or approved. After Board approval of General Membership minutes, those minutes shall be shared at the next general membership meeting.

### Section 5. Membership Chair

The Membership Chair shall promote membership, maintain current membership rolls and coordinate membership activities and shall oversee those activities wherein PWD interacts within our electoral districts community and keeps members informed of those activities.

### Section 6. Legislative Chair

The Legislative Chair shall inform the membership on current legislation research, education and endorsement, work with members to evaluate state and federal legislation and its effect on our community. In the absence of both the President and Vice President, the Legislative Chair shall preside over the meeting.

### Section 7. Candidate Services Chair

The Candidate Services Chair shall search for Democratic women for local, state and federal offices and support candidate development. Efforts on behalf of said candidates shall be conducted maintaining public neutrality, not publicly endorsing any singular candidate through the primary.

## Section 8. Communications Chair

The Media Publicity Chair shall assume tasks, programs and projects related to media publicity at the direction of the Board.

## Section 9. Member at Large

The Member at Large shall serve on the Board and assume tasks, programs and projects at the direction of the Board.

## Section 10. Vacancies

If the office of President is vacated, the Vice President shall assume the duties of President. The Legislative Chair shall assume the duties of the Vice President.

If an elected office becomes vacant for any reason other than suspension or removal and there are fewer than six months remaining in the term, the President, with the approval of the Board, shall appoint a successor to fill the remainder of the term. If there are six or more months remaining in the term, the same procedures shall be used for filling the vacancy as are used for the election of Officers.

## **Article VI – Meetings**

Section 1. Regular general meetings shall be held monthly on the fourth Tuesday at 6:30 pm.

### Section 2. Annual Meeting

The May meeting shall be designated the Annual General Meeting for the purpose of electing the officers of the club. Special general membership meetings may be called by the Board of Directors.

### Section 3. Board Meetings

The Board of Directors shall meet-monthly prior to the general meeting to set the agenda for each month. Board members who have missed 3 consecutive meetings without excuse may be removed from the Board of Directors.

## **Article VII - Nominations**

### Section 1. Nominating Committee

There shall be a Nominating Committee consisting of five members. Two members shall be members of the Board of Directors and three shall be chosen from the general membership. The names shall be approved by the Board of Directors. The Chairperson shall be chosen by the members of the Nominating Committee. Members of the Nominating Committee are not barred from becoming officers of the Club.

### Section 2. Report of the Nominating Committee

The Nominating Committee shall make a written report to the general membership at least one month prior to the May General Meeting at which the election for officers is to be held. All candidates for office must agree to serve prior to nomination and must have paid their dues for the upcoming year.

## **Article VIII - Election of Officers**

### Section I. Voting

Paper ballots shall be available for the election process and shall be counted by the members of the candidate service committee and observed by 2 board members not up for election that year. Ties shall be decided by drawing lots.

### Section 2. Installation of Officers

All officers shall be installed immediately following their election.

## **Article IX – Quorum**

A simple majority of those present constitutes a quorum at a General Meeting and six of the officers constitutes a quorum at a Board Meeting.

## **Article X – Amendments**

These By-Laws may be amended by a 2/3 majority vote of the members present and voting at a general membership meeting, provided that the Board of Directors has approved the amendments and the general membership has had

at least two weeks written notice prior to the meeting.

The Board shall assign a Bylaws Review Committee to insure Bylaws are updated yearly.

**Article XI - Parliamentary Authority**

Roberts Rules of Order, Newly Revised, shall govern the Club in all cases in which they are not inconsistent with these bylaws.

**Article XII – Official Notice to Members**

Email delivery shall be considered sufficient notice for all purposes. All pertinent correspondence shall be published on the club’s website in accordance to open meeting laws.

All notices by The Club via email will be considered valid if: the sender and receiver have both consented, in writing, to sending and receiving notice in this manner, the notice was sent to or from the email address specified when giving consent, or most recent email address specified on a subsequent notice of change of address by sender or receiver, and the obligation to inform and procedure for informing of any change in email address has been specified in writing.

Adopted November 20, 2016  
Amended February 10, 2018  
Amended January 7, 2017  
Amended March 12, 2017  
Amended July 25, 2017

We, the undersigned, certify that the foregoing is a true and correct copy of the bylaws of the Placer Women Democrats, and that these bylaws, consisting seven (7) pages, were duly adopted by a majority vote of the members of the Placer Women Democrats.

Officers present and voting on the 10<sup>th</sup> day of February, 2018

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Susan Gutowsky, PWD President

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Holly Hisel, PWD Vice President

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Diana Madoshi, Legislation Chair

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Jennifer Reece, Secretary

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Liz Moore, Candidate Services Chair

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Melissa Harty-Swaleh, Communications Chair

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Barbara Smith, Membership Chair