

Placer Women Democrats

Policies and Procedures

POLICIES:

1. **Goals:** The purpose of Placer Women Democrats (PWD) 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.

2. **Membership:** All members of PWD 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.

3. Board of Directors:

A. **Composition:** The Board of Directors shall consist of the following nine (9) Officers:

- 1) President
- 2) Vice-President
- 3) Treasurer
- 4) Secretary
- 5) Membership Chair
- 6) Legislative Chair
- 7) Candidate Services Chair
- 8) Communications Chair
- 9) Member at Large

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

4. Meetings:

A. **General Meetings** shall be held monthly on the fourth Tuesday at 6:30 P.M. Additional Special General Meetings may be called by the Board of Directors.

B. **Annual Meeting:** The May General Meeting shall be designated the Annual General Meeting for the purpose of electing the officers of the club.

C. Board of Directors Meetings: The Board of Directors shall meet monthly, prior to the general meeting, to set the agenda for each month.

D. Board members who have missed three (3) consecutive meetings without excuse may be removed from the Board of Directors.

5. Committees:

A. To be appointed by the Board:

1. **Bylaws Committee:** appointed annually to review and recommend amendments to the bylaws.

2. **Nominations Committee:** appointed annually to submit a slate of candidates for the election of officers.

3. **Finance Committee:** to work with the Treasurer to meet the financial requirements of PWD.

4. Any other committees established by the Officers.

B. General Membership Committees – see Procedures, Section 1

6. Elections of Officers:

A. Elections shall be held annually at the May meeting and officers shall be installed immediately.

B. Those members in attendance who are eligible to vote shall be considered a quorum for the purpose of elections.

7. Endorsements: PWD will make no formal candidate recommendations prior to an official endorsement by the California Democratic Party. In the event of no endorsement from the CDP, PWD may choose to make no recommendation for a candidate or for an issue until after the primary election.

8. Budget: The Board shall develop a program plan for the year and a supporting budget to be presented to the membership for their approval at the September General Meeting.

9. Ethics: Board members shall enforce the PWD Bylaws and Policies & Procedures, collect and preserve PWD's financial resources, and insure PWD's assets against loss.

A. It is expected that each PWD Board member will uphold a code of conduct: stay informed and act in good faith; focus on issues, not personalities, and treat each other with respect; put aside personal interests and act for the greater good of PWD; comply with legal, regulatory, and reporting requirements; maintain the confidentiality of the content of Executive Board meetings; serve as a guardian of PWD's message. As with the Democratic Party, our goal is to speak with one voice. Board members agree to act in accordance with Board decisions, and will not act unilaterally or contrary to the Board's Decisions.

B. The goal of PWD is to promote and support qualified women Democratic candidates. Therefore, the Board Members shall, in their words and deeds, maintain neutrality toward all candidates prior to an official CDP endorsement via the CDP convention or primary election.

C. Violations of PWD bylaws, complaints by members, and/or unforeseen issues will be addressed by the Board.

PROCEDURES:

1. Achieving club goals: PWD shall establish committees to accomplish specific goals and to encourage participation of the membership.

- A. Candidate Services Committee
- B. Legislative Committee
- C. Community Action Committees
- D. Fundraising Committee
- E. Social Committee
- F. Communication/Publicity
- G. Technology Assistance
- H. Appointed committees and representatives:
 - 1) Bylaws Committee
 - 2) Nomination Committee
 - 3) Finance

2. Membership:

Dues: Membership dues follow the fiscal year from July 1 to June 30.

A. Dues are:

General membership.....\$50 annually

Senior Membership (55 years & older).....\$35 annually

Student Membership (with valid student ID).....\$20 annually

B. Dues adjustments are dealt with by the Board on a case by case basis.

C. A new member joining any time after January 1st shall be considered paid in full for the current fiscal year to June 30 and for the next fiscal year, July 1 to June 30.

D. Dues renewal: Members may begin renewing their dues for the upcoming membership year on May 15 of any calendar year. Any member who hasn't paid by July 1st is no longer a member "in good standing." Any member who is not paid in full by September 30 will be dropped from the roster.

E. Any member wishing to run for a Board office shall be a paid member as of January 1 of the year in which the office vacancy occurs. All candidates for office must agree to serve prior to nominations and must have paid their dues for the upcoming year.

3. Board of Directors:

A. President shall:

- 1) be the principal spokesperson for the group
- 2) provide leadership for the achievement of goals
- 3) assure that all functions of PWD are being successfully fulfilled.
- 4) arrange for an internal audit of the Treasurer's accounting annually prior to the June meeting
- 5) appoint the Fundraising Committee to provide annual Fundraising events (see Committees, item D)
- 6) shall be the Club Representative to the PCDDC monthly general meeting
- 7) create agenda for both general and board meetings and have them available for members to 3 days prior to each meeting.

B. Vice-President shall:

- 1) serve in the absence of the President and perform other duties as requested by the President.
- 2) serve as Social Activities Chair.
- 3) be responsible for
 - the monthly Social
 - the Member's Holiday Party
 - all monthly meeting arrangements, contracts, speaker contacts, refreshments and/or facilitating publicity with Membership and Publicity Committees
- 4) If the office of the President is vacated, the Vice-President will serve as the Interim President until the next election is held according to the stipulations of Article V, Section 10 of the Bylaws.
- 5) Serves as the alternate PCDCC Club Representative to the PCDCC monthly general meeting in the event that the President cannot attend

C. Treasurer:

- 1) Shall receive all funds of the group and deposit them in a bank designated by the Board of Directors.
 - a) shall establish a process to be used by another Board member she designates to deposit funds in the PWD bank account.
- 3) Shall disburse funds and prepare financial reports.
- 4) The signature of the Treasurer shall be required on documents submitted for authorization. In the event two (2) officers are not available for signatures, approval can be by email.
- 5) Signatures of the Treasurer or the President shall be required on all checks.
- 6) All expenditures, in excess of \$100, shall be approved by the Board of Directors.
- 7) The use of an authorized PWD credit card shall be given to the President and Treasurer and/or any other Board member temporarily so designated.
- 8) Neither the President nor the Treasurer can be the sole signatory on checks that are reimbursement to themselves.
- 9) When there is cash to be counted, funds will be verified by the Treasurer and a second Board member.

10) Shall verify that any member standing for an office on the PWD Board is a member “in good standing.”

D. Secretary:

- 1) shall record the minutes and officer attendance of each meeting and submit them to the Board for correction/approval. These approved minutes shall be posted/distributed at the next general meeting. These minutes shall include the first, second, relevant discussion and final vote of every agenda item and motion.
- 2) shall handle all correspondence as directed by the board, keep a copy of club activities with the Secretary's records.
- 3) shall have a current copy of PWD Bylaws and Policies & Procedures

E. Membership Chair:

- 1) shall promote membership, maintain current membership rolls and coordinate membership activities.
- 2) shall oversee those activities wherein PWD interacts with our electoral districts' community and keep members informed of those activities.
- 3) shall oversee the Community Action Committee subcommittees.
- 4) shall maintain a current copy of the membership roster.
- 5) prepare and submit a yearly member survey.

F. Legislative Chair:

- 1) shall oversee all activities of the Legislative Committee.
- 2) shall plan and prepare a yearly program for a general membership meeting to present proposed and pending legislation on topical issues as guided by a membership survey.
3. If the office of the President is vacated and the Vice-President becomes Interim President, the Legislative Chair shall serve as Interim Vice-President until the next election is held according to the stipulations of Article V, Section 10 of the Bylaws.

G. Candidate Services Chair:

1. shall oversee all activities of the Candidate Services Committee, including candidate debates, and advice & counsel with candidates.
2. shall act as the point of contact for the elected officials or candidates regarding any public events sponsored by PWD.

H. Communications Chair:

- 1) shall assume tasks, programs and projects related to media and publicity at the direction of the Board.
- 2) shall maintain the confidentiality of the PWD media list
- 3) shall maintain the PWD calendar.

I. Member at Large:

1. shall have a current copy of and oversee an annual review of the PWD Bylaws and Policies & Procedures prior to the May elections.
2. Shall ensure that PWD is in compliance with all PCDDC Bylaws
3. shall assume tasks, programs and projects at the direction of the Board.

J. Additional requirements of the Board of Directors:

- 1) The Board shall develop a tentative program plan and a supporting budget for the year to be presented to the membership at the September meeting.
- 2) Each board member shall preserve records of transactions and plans in a file that will be presented to each successor. Entries shall include all events, correspondence, activities and notes on procedures used, successes and failures for future planning, and a copy of the PWD Bylaws and Policies & Procedures. Files shall be brought to each board meeting for reference and record keeping.
- 3) Each board member should be prepared to present a report at each monthly meeting.
- 4) In the interest of maintaining neutrality towards Democratic candidates prior to the official CADEM endorsement, the board members shall follow these guidelines:
 - a) attendance at a candidate fundraiser – acceptable
 - b) donations to any/all candidates – not acceptable
 - c) volunteering for campaigns – not acceptable

d) **all** posts, comments, shares, tweets, retweets or likes on social media pertaining to Democratic candidates and campaigns shall be **positive** and shall be made with best effort to maintain candidate neutrality

e) hosting a house party – not acceptable

5) Vacancies: If an elected office becomes vacant for any reason and there are fewer than six (6) months remaining in the term, the President shall appoint a successor to fill the remainder of the term. If there are six (6) 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.

4. Meetings

A simple majority of those present constitutes a quorum at a General Meeting, unless otherwise specified in the bylaws, and six (6) Officers constitute a quorum at Board Meetings.

5. Committees

A. Candidate Services Committee: shall search for Democratic women for local, state and federal offices and support candidate development and campaigns in an unbiased manner.

- 1) Shall hold forums for local Democratic candidates
- 2) Shall host training sessions for local potential candidates.
- 3) Shall offer other assistance to candidates as determined by the Chairperson.

B. Legislative Committee: shall inform the membership on current legislation, research, education and shall recommend support or opposition of a bill to the Board.

- 1) Shall evaluate local, state and federal legislation/ordinances and its effect on our community.
- 2) Facilitate participation in local events that pertain to PWD's mission.

C. Community Action Committees, which include:

- 1) Community Service – provide opportunities for interaction with other organizations in programs/events that benefit the community.

- 2) Voter Registration – to find and register voters at all PWD events.
- 3) Letter writing/Op-ed - to respond to current events and in support/opposition of legislative action.
- 4) Post cards to voters – to remind and encourage voters to vote.

D. Fundraising Committee: to plan and implement two fundraising events during the year in support of the PWD budget.

E. Social Committee: will assist the Vice President in planning PWD social events.

F. Technology Committee: will maintain the PWD website and create/facilitate the use of the approved payment technology system to receive donations to PWD.

G. Communications/Publicity Committee: will assist in communications to inform members of upcoming events and meetings and to assist the Communications Chair in publicizing all PWD events and the maintenance of the PWD calendar.

H. Bylaws Committee:

- 1) The Member at Large shall recommend to the Board two (2) members in good standing for approval to serve on the committee no later than the February Board meeting.
- 2) The Bylaws Committee shall submit proposed amendments to the Board prior to the April board meeting for approval by the Board at that meeting.
- 3) After approval by the Board, the proposed Amendments to the Bylaws will be submitted to the general membership with at least two (2) weeks' notice prior to the May general meeting.
- 4) The Bylaws may be amended and must be adopted by a 2/3 majority vote of the members present and voting at the May general meeting.

I. Nominating Committee:

- 1) shall be constituted of five (5) members; two (2) from the Board and three (3) members in good standing from the general membership (per Article 7, Section 1 of the PWD Bylaws)

2) The Chair shall be selected from within the members of the committee.

6. Elections of Officers:

A. Candidate Services shall provide a paper ballot containing the names of all the candidates for office and collect and count all submitted ballots. The President shall appoint a general member as observer to the ballot count.

1) Each candidate shall have the opportunity to speak to members for a maximum of 2 minutes.

2) The winner shall be determined by a simple majority (50%+1). If no candidate receives a majority, a re-vote will be taken between the two candidates receiving the greatest number of votes for that office. If there is a tie, the winner be decided by a roll of one die, the highest number rolled determines the winner.

7. Budget – The Board shall determine a budget for the coming year based on a report from the Treasurer, including Profit & Loss and current status of funds. Each Board member shall submit a budget request and shall be able to provide records to support their request. The budget shall be completed and submitted to the membership for approval at the September general meeting.

8. Ethics –

Board members who violate the PWD Ethics Policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including, but not limited to:

- Censure
- Removal as an officer of the Board
- Request for resignation from the Board
- Recall by the membership

Prior to taking any of the action described above, the Board shall appoint a three (3) person executive committee to investigate the violation. The

committee shall review the evidence of violation, will endeavor to meet with all parties concerned and present its findings and recommendations to the full Board for appropriate actions. Any complaint must be in writing.

I have read the Policies and Procedures and pledge to act in accordance with my obligations as described in this document.

Signed on March 11, 2018

Holly Hisel, Interim President

Diana Madoshi, Interim Vice President

Sharleen Finn, Treasurer

Jennifer Reese, Secretary

Barbara Smith, Membership Chair

Legislative Chair – Vacant

Liz Moore, Candidate Services Chair

Melissa Harty-Swaleh, Communications Chair

Member at Large - Vacant