

# Bylaws of the Democratic Women’s Council of the Conejo Valley

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# **Bylaws of the DEMOCRATIC WOMEN’S COUNCIL OF THE CONEJO VALLEY**

*To stimulate an active interest in governmental affairs, including supporting and electing Democratic candidates, and to foster and perpetuate the ideals and principles of the Democratic Party, we hereby associate ourselves and establish the Democratic Women’s Council of the Conejo Valley.*

## **Article I – NAME**

The name of this organization, chartered by the Ventura County Democratic Central Committee (VCDCC), shall be the Democratic Women's Council of the Conejo Valley, hereinafter referred to as the DWCCV.

## **Article II – OBJECTIVES**

### **Section A. Democratic Candidates**

Recruit, develop, promote and elect Democratic candidates with emphasis on Democratic women.

### **Section B. Educate and inform**

Educate and inform Conejo Valley voters on Democratic interests, candidates and issues within our supervisorial districts, and at the city, county, state, and national levels.

### **Section C. Scholarships**

Provide scholarship awards to young women graduating from public high schools in the Conejo Valley.

### **Section D. Voters**

Register Democratic voters to support these objectives.

### **Section E. Fundraising**

Raise funds to achieve these objectives.

## **Article III – GOVERNANCE**

### **Section A. Order of Precedence**

The DWCCV is governed in order of precedence by:

1. The Constitution and laws of the United States and the State of California.
2. The Bylaws and Standing Rules of the Ventura County Democratic Central Committee (VCDCC), California Democratic Party (CDP), and the Democratic National Committee (DNC).

## Section B. Parliamentary Authority

1. The VCDCC Bylaws and Standing Rules.
2. The Bylaws and Standing Rules of the DWCCV.
3. Roberts Rules of Order, Newly Revised Current Edition, shall prevail at all meetings, except where in conflict with the Bylaws, public laws governing political organizations, or the policies of the DNC or CDP.

## **Article IV – MEMBERSHIP**

## Section A. Qualifications for Membership

1. Membership is open to all registered Democrats.
2. Associate Membership is open to:
  - a. Those below the age of eighteen (18).
  - b. Non-citizens who intend to register as Democrats when eligible.
3. All members shall pay annual dues, as defined in the Standing Rules:
  - a. The Executive Board has the authority to waive, defer, or reduce membership dues on an individual basis, because of financial hardships. This decision is confidential.
  - b. A written request to the Executive Board is required to request a financial hardship exception. The request is kept on file by the Controller.

## Section B. Rights of Membership

1. Members have equal rights and privileges.
2. A Member has one (1) vote and cannot vote by proxy.
3. Associate Members have all the rights of full membership except the right to vote or hold office.
4. A new Member is defined as one who pays dues for the first time or after an absence of one (1) year or longer.
5. Membership Participation:
  - a. A new Member is eligible to vote upon completing these requirements:
    - i. Two months after payment of dues
    - ii. After attending at least two meetings over three months
  - b. Members responsibilities include, but are not limited to:
    - i. Being acquainted with and abide by DWCCV's Bylaws and Standing Rules
    - ii. Support the election of Democratic Party nominees
    - iii. Attend DWCCV meetings and events, along with VCDCC functions, to best of their abilities

## Section C. Membership Levels

1. There shall be five (5) levels of membership.
  - a. General Membership
  - b. Premier Membership

- c. Associate Membership
  - d. Sustaining Membership
  - e. Honorary Life Member
2. Requirements for Premier Membership, Sustaining Membership, and Honorary Life Membership are defined in the Standing Rules.

**Section D. Membership Termination**

The membership termination process is defined in the Standing Rules. Violations that may lead to termination include but are not limited to:

- 1. Non-payment of dues.
- 2. By written resignation to the President.
- 3. Political registration other than Democratic.
- 4. Conduct at General Meetings and events that is contrary to the mission and objectives of DWCCV.

## **Article V – OFFICERS**

**Section A. Eligibility**

New members are eligible to hold office within one (1) year following the payment of dues, except for the restrictions stated in Article IX – ELECTION OF OFFICERS, Section C.

**Section B. Officers**

- 1. The officers of the Executive Board are: President, Executive Vice President, Administrative Vice President, Recording Secretary, Corresponding Secretary, Controller, and Immediate Past President.
- 2. Officers are elected for a term of two (2) years:
  - a. In the first year of implementing these Bylaws, three of the Executive Board Officers will serve for two (2) years and the others will serve for one (1) year:
    - i. One Year – Executive Vice President, Recording Secretary, and Corresponding Secretary.
    - ii. Two Year – President, Administrative Vice President, and Controller
  - b. Thereafter, all officers in ensuing elections will serve two (2) -year terms.
- 3. Vacancies:
  - a. The members are notified of the vacancy a minimum of fifteen (15) days prior to the next General Meeting provided six (6) months or more remain in the term of office.
  - b. A special election is held to fill the vacancy by a majority of those present and voting at the next General Meeting of the DWCCV.
  - c. When fewer than six (6) months remain in a term of office, vacancies are filled by majority of the Executive Board present and voting.
- 4. Recall of Officers:
  - a. Any officer may be recalled at Closed Session of the Executive Board by a

two-thirds (2/3) affirmative vote of the members present and voting, provided that:

- i. A written text of the grounds for the proposed recall has been mailed to each Executive Board member at least seven (7) days prior to the Closed Session Executive Board Meeting.
- ii. The grounds for the recall shall be discussed prior to the vote.

#### Section C. Duties of Officers

1. President:
  - a. Calls and conducts all General and Executive Board Meetings. When the President and a Vice President agree, the Vice President has the option of conducting any General or Executive Board meetings.
  - b. Appoints all committee chairs
  - c. Serves as the official spokesperson and representative of the DWCCV.
  - d. Is an ex-officio member of all Standing and Special Committees, except the Nominating Committee.
  - e. Prepares and delivers an agenda to the Recording Secretary within seventy-two (72) hours prior to all meetings.
  - f. Calls special meetings.
  - g. Vote only to break a tie.
  - h. Keeps the IRS ID number and Fair Political Practices Committee (FPPC) number.
  - i. Oversees the actions of the Sergeant-At-Arms.
2. Executive Vice President:
  - a. The following Committee Chairs report to the Executive Vice President:
    - i. Fundraising
    - ii. Hospitality
    - iii. Membership
    - iv. Scholarship
    - v. Voter Outreach
  - b. Assists the President in performing such duties as assigned.
  - c. Coordinates annual rechartering with VCDCC.
  - d. In the absence or incapacity of the President, assumes the duties of the President.
3. Administrative Vice President:
  - a. The following Committee Chairs report to the Administrative Vice President:
    - i. Bylaws
    - ii. Communications
    - iii. Historian
    - iv. Parliamentarian
  - b. The Administrative Vice President is the Program Chair
4. Recording Secretary:
  - a. Records and keeps the minutes of all General, Executive Board and Special Meetings.

- b. Receives a copy of the agenda from the President within seventy-two (72) hours prior to all meetings.
  - c. Makes available to the President, a copy of the minutes of the Executive Board Meeting, seven (7) days prior to the General Meeting. If the Executive Board Meeting is fewer than fourteen (14) days prior to the General Meeting, the minutes will be made available as soon as possible.
  - d. Maintains an attendance sheet at Executive Board Meetings and attaches to the original copy of the minutes.
  - e. Attaches written reports to the original copy of the minutes.
5. Corresponding Secretary:
- a. Provides written communications with other Democratic Clubs and other entities as directed by the Executive Board.
  - b. Sends thank you notes to speakers and others who support DWCCV.
  - c. Sends appropriate greeting cards to members and friends of DWCCV.
6. Controller:
- a. Acts as liaison to the Professional Treasurer.
  - b. Collects monies and sends deposits to Professional Treasurer.
  - c. Keeps accurate and current records.
  - d. Prepares a monthly report for the Executive Board Meetings and other meetings as requested by the Executive Board.
  - e. In conjunction with the Professional Treasurer, monitors FPPC.
  - f. Authorizes payment of properly documented bills by the Professional Treasurer. Proper documentation includes receipt with name, description of item and date of purchase.

## **Article VI – COMMITTEES AND CHAIRS**

### Section A. Standing Committees and Chairs

- 1. Bylaws & Parliamentary
- 2. Communications
- 3. DWCCV Representative to the VCDCC
- 4. Endorsements & Resolutions
- 5. Fundraising
- 6. Historian
- 7. Hospitality
- 8. Membership
- 9. Phone Tree
- 10. Program
- 11. Scholarship
- 12. Sergeant-At-Arms
- 13. Voter Outreach

Section B. Ad Hoc Committees and Chairs

1. Finance Committee
2. Nominating Committee
3. Other Ad Hoc Committees may be established by the President as necessary to accomplish the objectives of the DWCCV in accordance with these Bylaws.

Section C. Committee Members

Chairs, in consultation with the President, appoint committee members as necessary.

Section D. Committee Reporting

Chairs report at the Executive Board and General Meetings, as appropriate. Presents a written report to the Executive Board at the end of a term and submits it to the Recording Secretary.

Section E. Duties of Chairs and Committees

1. Bylaws & Parliamentarian:
  - a. Reviews Bylaws and Standing Rules annually and recommends amendments as needed.
  - b. Assists the President to ensure that proper procedures are followed as specified in Article III – GOVERNANCE.
2. Communications:
  - a. Corresponding Secretary
  - b. Phone Tree
  - c. Publicity
  - d. Social Media
    - i. Email Blasts
    - ii. Facebook
    - iii. Meetup
    - iv. Website
3. DWCCV Representative to the VCDCC:

In the event the president cannot represent DWCCV on the VCDCC, a representative is appointed.
4. Endorsements & Resolutions:

Leads execution of procedures specified in Article X – ENDORSEMENTS & RESOLUTIONS.
5. Fundraising:
  - a. Develops ideas for fundraising and obtains approval from the Executive Board on projected events.
  - b. Executes the event, including:
    - i. Budget
    - ii. Publicity
    - iii. Sponsors



- iv. Ticket Sales
  - v. Program and Entertainment
  - vi. Location
  - vii. Food and Beverages
  - c. Gives a written final report to the Executive Board and submits to the Recording Secretary.
6. Historian:  
Maintains records of the activities of DWCCV.
7. Hospitality:  
Oversees activities that build and support interactions within DWCCV and with other Democratic organizations.
8. Membership:
- a. Recruits and cultivates new members and retains existing members.
  - b. Maintains the official roster, including contact information of members in good standing, and reports to Executive Board. Also provides a regularly updated list of contacts for notifications via phone about upcoming General Meetings and Fundraising Events.
  - c. Provides membership applications and other materials at all meetings.
  - d. Notifies all members that annual dues are payable in January. Facilitates collection of dues (cash or checks) with the Controller.
  - e. Coordinate distribution of permanent badges made for Premier Members.
  - g. Presents a written report to the Executive Board at the end of a term and submits it to the Recording Secretary.
9. Phone Tree
- a. Supervises volunteers in making phone calls to DWCCV roster about upcoming General Meetings and Fundraising Events. Then reports RSVP information to the Controller.
  - b. Notifies the Membership Committee Chair about changes in phone numbers and other contact information.
10. Program
- a. Plans programs to meet the objectives of DWCCV.
  - b. At the start of each term of office, discusses program topics with the Executive Board.
  - c. Arranges for an appropriate speaker or program for each General Meeting and has an alternative program ready in case of an emergency.
  - d. Confirms with the speaker(s) the location, date and time of the presentation. Also provides information on the length of time for the presentation. Obtains information on any materials, audio-visual or other equipment that will be needed.
  - e. Keeps the Executive Board updated on all programs.
  - e. Notifies Corresponding Secretary to email or send thank-you notes to speakers or program providers.

- f. Notifies the Communications Chair on the details of the next program, no later than three (3) weeks prior to the next General Meeting.
11. Scholarship
    - a. Promotes the Fran Pavley Scholarship for Empowering Young Women
    - b. Determines the topic of the written competition with committee members and gets approval from the Executive Board.
    - c. Distributes applications, necessary materials and instructions to the participating high schools.
    - d. Along with committee members, judges the written applications.
    - e. Arranges with the participating high schools for presentation of the awards.
    - f. Participates in the acknowledgement of the Award Recipients at the DWCCV Special Awards Meeting and/or Event.
  12. Sergeant-At-Arms
 

Aids the presiding officers in keeping order at meetings and events.
  13. Voter Outreach
 

Oversees voter registration and outreach activities

Section F. Duties of Ad Hoc Committees and Chairs

1. Finance Committee
 

Assists the President to ensure that proper procedures are followed as specified in Article XI – FINANCIAL MATTERS, SECTION C.
2. Nominating Committee
 

Assists the President to ensure that proper procedures are followed as specified in Article IX – ELECTION OF OFFICERS, SECTION A.

## **Article VII – EXECUTIVE BOARD**

Section A. Composition of the Executive Board

1. All elected officers, immediate past president and standing committee chairs
2. The president invites person(s) with special expertise, as needed.

Section B. Duties

1. Administers the affairs of the DWCCV in accordance with these Bylaws and Standing Rules.
2. Acts on behalf of the DWCCV between General Meetings. Those actions requiring approval by the membership will be presented at the next General Meeting.
3. Proposes and plans DWCCV activities and programs and submits when appropriate at the General or Special Meetings.
4. Meets a minimum of eleven (11) times yearly at the call of the President or the majority of the Executive Board. Gives at least three (3) days' notice.

5. Sets meeting times and dates for General and Special Meetings of the DWCCV.
6. Waives, defers, or reduces membership dues on an individual basis as circumstances dictate.
7. Temporarily fills vacancies of elected officers, until the DWCCV can elect replacements, in accordance with Article V – OFFICERS, Section B – 3. c.
8. Approves all expenditures.
9. Creates special committees necessary to carry out the business of the DWCCV.
10. Removes any member from the Executive Board or a committee for just cause; e.g., failure to perform assignments or obstruction of a committee's business.
11. Approves a non-member to address the DWCCV.
12. Proposes and aids in planning activities other than meetings; e.g., social, fundraising and community events.

Section C. Attendance and Voting

1. All members of the Executive Board have equal voice and vote.
2. All DWCCV members in good standing may attend Executive Board meetings with voice but no vote.

## **Article VIII – MEETINGS**

Section A. Schedules

1. General Meetings are held a minimum of nine (9) times a year plus two (2) fundraising events. The locations and dates are set by the Executive Board.
2. Executive Board Meetings are held a minimum of eleven (11) times a year. The date and place is set by the President and the Executive Board.
3. Special Meetings are called by the President and/or the Executive Board.

**Section B. Notification of Meetings**

1. Members are notified of General and Special Meetings at least seven (7) days in advance.
2. Notifications are by phone and electronic means.
3. Notifications will include date, time, place, scope of business to be presented and program.

**Section C. Quorum**

1. The quorum for General and Special Meetings includes fifteen (15) members.
2. The quorum for Executive Board Meetings is five (5) members.

**Section D. Attendance**

Any member of the DWCCV, not on the Executive Board, may attend an Executive Board Meeting and has a voice, but no vote.

## **Article IX – ELECTIONS OF OFFICERS**

**Section A. Nominating Committee**

1. Each August, the President appoints a Nominating Committee Chair.
2. The President in consultation with the Nominating Committee Chair, appoints three (3) members, in good standing to serve on the committee.
3. The Nominating Committee selects at least one (1) nominee for each elected office. The consent of each nominee is secured, before the name is placed on the slate.
4. The report of the Nominating Committee is made at the September General Meeting.

**Section B. Elections**

1. Election of Officers takes place at the October General Meeting. Nominations may come from the floor, for each elected office, with the consent of the nominee. New officers' terms begin in January.
2. Nominations are taken separately for each office. Voting is by a majority of those present and voting by a show of voting cards or signed ballots. There is no secret ballot. If the election is not contested, a motion to elect by acclamation is made. If no candidate receives a majority vote, the two (2) candidates receiving the highest number of votes will compete in a run off election.

**Section C. Qualifications for Running for Elected Office**

1. A candidate for President is a member in good standing for at least one (1) year and who has served as an elected officer or Standing Committee Chair during the year prior to running for office.
2. A candidate for any other elected office is a member in good standing in accordance with Article IV – MEMBERSHIP.

## **Article X – ENDORSEMENTS & RESOLUTIONS**

### Section A. Qualifying Endorsements

The DWCCV may issue an endorsement of a Democratic candidate for partisan and non-partisan office in Primary and General Elections.

### Section B. Resolutions

Resolutions are made to indicate DWCCV's support or objection to pertinent issues.

### Section C. Approval

All DWCCV endorsements or resolutions are approved by three-quarters (3/4) of the membership present and voting at a General Meeting.

## **Article XI – FINANCIAL MATTERS**

### Section A. Fiscal Year

The fiscal year for the DWCCV is from January 1st to December 31st.

### Section B. Annual Budget

Preparation and monitoring of the annual budget is defined in the Standing Rules.

### Section C. Checks

Checks made in DWCCV PAC's name are signed by the Professional Treasurer.

### Section D. Finance Committee

In consultation with the Controller, the President appoints an ad hoc Finance Committee consisting of three (3) members, including the Controller (chair).

1. This committee conducts a financial review (income and expenditures) annually at the end of the fiscal year.
2. A written report is submitted at the next General Meeting following the financial review.
3. A financial review also is done:
  - a. If there is a change in the Controller.
  - b. When deemed necessary, by a majority of the Executive Board or by a majority vote of the members present at a General Meeting.

## **Article XII – AMENDMENT OF THE BYLAWS**

### Section A. Proposing Amendments

1. An amendment is proposed by the majority of the members present at an Executive Board or General Meeting.
2. A written text of the proposed amendment is made available to each member at least seven (7) days prior to the General Meeting for discussion.
3. An amendment proposed at a General Meeting, is not to be voted on until the next General Meeting.

Section B. Approval

The Bylaws are amended by a majority vote of the members present and voting at a General Meeting.

### **Article XIII – STANDING RULES**

Section A. Standing Rule Presentation

An existing Standing Rule or a new Standing Rule, is presented at a General Meeting by any member, or as a recommendation from the Executive Board.

Section B. Proposing Rule Changes or New Rules

1. The proposed rule change or new rule is presented by the Recording Secretary in writing.
2. Passage of a proposed rule change or new rule is by majority of the members present and voting at a General Meeting.

### **Article XIV – NON-DISCRIMINATION POLICY**

All public meetings at all levels of the Democratic Party are open to all members of the Democratic Party regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, economic status, or disability as defined by the Americans with Disabilities Act of 1990.

DWCCV will not require or use any test of membership, or oath of loyalty. This approach avoids the effect of requiring prospective or current members to acquiesce in, condone, or support discrimination on the grounds of race, color, creed, religion, national origin, ethnic identity, physical ability, mental ability, gender, age, sexual orientation, sexual identity, or economic status.

All public meetings of the DWCCV are publicly announced in a manner as to assure timely notice to all interested persons. Such meetings are held in places accessible to all DWCCV members and large enough to accommodate additional interested persons.

The Democratic Party, on all levels, supports the broadest possible registration without discrimination on the grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, economic status, or disability, as defined by the Americans with Disabilities Act of 1990.