

# **San Bernardino County Young Democrats**

## **BYLAWS**

### **ARTICLE I – NAME**

#### **I. Section 1: Name**

- A. The name of this organization is the San Bernardino County Young Democrats (SBCYD).

### **Article II – Purpose**

#### **I. Section 1: Name**

- A. The purpose of the San Bernardino County Young Democrats is to build and organize the Democratic Party within San Bernardino County, and encourage civic engagement to create positive change throughout San Bernardino County.

### **ARTICLE III – ORGANIZATION & MEMBERSHIP**

#### **I. Section 1: Relationship to the California Young Democrats and Young Democrats of America**

- A. San Bernardino County Young Democrats will be chartered with, and affiliated with the California Young Democrats (CYD), and by and through the California Young Democrats, will be affiliated with the Young Democrats of America (YDA).

#### **II. Section 2: Rules**

- A. These bylaws shall govern the organization, operation and functions of the San Bernardino County Young Democrats (SBCYD).
- B. In the case of irreconcilable differences and severe conflict, the bylaws of the California Young Democrats shall prevail.

#### **III. Section 3: Membership**

- A. Membership requirements for the San Bernardino County Young Democrats will be the same as those of the California Young Democrats.
- B. Members must reside in San Bernardino County or an adjoining county.
- C. Membership will not be affected by race, ethnicity, national origin, sex, disability, gender, socioeconomic status, sexual orientation, or religion.
- D. The membership consists of:
  - 1. Members in Good Standing
  - 2. Associate Members
  - 3. Inactive Members
    - a. A Member in Good Standing (MGS) with the SBCYD must:
      - i. Pay the annual membership fee unless waived by the Executive Board. Prorating is available for new members who become members after June 30<sup>th</sup>.
      - ii. Annual membership fee are defined by the Executive Board.

- iii. Lifetime membership fee is \$150.
  - b. Membership is active upon completion and approval of membership form.
  - c. A MGS has the right to:
    - i. Attend and participate in all General Body meetings;
    - ii. Vote in all committee meetings and General Meetings;
    - iii. Participate and serve on committees;
    - iv. Chair the creation of an ad-hoc committee;
    - v. Hold SBCYD officer positions.
  - d. Members must be a MGS for at least 56 days and have attended at least one (1) General Body meeting prior to voting in any endorsement meeting and officer election.
  - e. Individuals who struggle with financial hardship may be exempt from membership fees. The Treasurer should be made aware of such situations.
4. Membership shall be valid one (1) year from date of purchase.
  5. Membership shall be deemed effective upon both the payment of dues and completion of membership form.

#### IV. Section 4: Associate Membership

- A. A MGS may invite persons who do not qualify for traditional membership to join as Associate Members.
  1. Persons over the age of thirty-five (35) who is registered as a Democrat may be invited, and by majority vote of the Executive Committee, admitted as Associate Members with full voting powers in the General Meetings upon payment of the annual dues.
  2. Persons not registered as a Democrat in San Bernardino County, or adjoining county, but registered as a Democrat elsewhere, may be invited and, by majority vote of the Executive Committee, admitted as Associate Members with voting powers in the General Meetings upon payment of annual dues.
- B. Associate Members are not eligible to hold leadership positions within SBCYD or its committees.
  1. Associate Members may co-chair ad-hoc committees.
- C. Associate Members may not be counted when chartering with CYD.
- D. Associate Members may not vote to endorse candidates.
- E. Associate Members may vote in SBCYD officer elections

#### V. Section 5: Inactive Membership

- A. A membership will be deemed inactive if the member has five (5) consecutive unexcused absences from scheduled and noticed general meetings.
- B. An inactive member has the right to:
  1. Attend and participate in all General Body meetings;
  2. Participate and serve on committees. However they are not eligible to hold leadership positions within the organization or its committees;

3. Vote in all committee meetings and general meetings;
4. Inactive members may not vote to endorse candidates;
5. Inactive members may regain the right to vote to endorse candidates by regularly attending general meetings up to 30 days attending prior to endorsement meetings.

VI. Section 6: Finance

- A. The SBCYD's bank account must be co-signed by two (2) people of at least eighteen (18) years of age. Expenses of \$100 or less only require one (1) signature.
- B. The Treasurer must present a financial report to the General Body annually.
- C. Executive Board members have a discretionary expenditure limit of \$200.
- D. All expenditures must be documented with the Treasurer in line with the SBCYD's mission.

**ARTICLE IV – OFFICERS**

I. Section 1: Elected Officers

- A. The Elected Officers are the voting members of the Executive Committee.
- B. The Elected Officers are:
  1. President
  2. Vice President
  3. Membership Director
  4. Treasurer
  5. Clerk

II. Section 2: Appointed Officers

- A. The Appointed Officers, with the exception of the Parliamentarian, after being confirmed by the general membership, shall be voting members of the Executive Committee.
- B. The Appointed Officers are:
  1. Policy Director
  2. Political Director
  3. Communications Director
  4. Fundraising Director
  5. Parliamentarian

III. Section 3: Duties of Officers

- A. President
  1. The President will be the chief executive officer for the organization. They will preside over all chapter meetings.
  2. The President will have all of the following duties and powers. The absence of a specific power or duty from this list is not necessarily a denial of its existence:
    - a. Chair the Executive Board;
    - b. Establish administrative procedures not otherwise provided for by the

constitution or bylaws of this chapter;

- c. Act for and on behalf of the county chapter when they are not in session;
- d. Attend all meetings of the California Young Democrats. When the attendance of the President is not possible they will appoint a suitable replacement and give said person their voting proxy;
- e. Establish the agenda for each meeting of the county chapter (General and Executive);
- f. Serve as delegation chair to the California Young Democrats state convention;
- g. Be an ex-officio member of all committees;
- h. Remove anyone from any appointed position, pending the approval of three/fifths of the Executive Committee and counsel of the Parliamentarian;
- i. Co-sign SBCYD's bank account;
- j. Assure the members of the Executive Committee execute their respective duties;
- k. Vote in the Executive Board meetings;
- l. Be at least 18 years of age.

#### B. Vice President

1. The Vice President is second in the presidential line of succession. Additionally, they will have all the following duties and powers:
  - a. Oversee day-to-day operations of the SBCYD;
  - b. Ensure that directors carry out responsibilities directed by the President and Executive Committee;
  - c. Assist the President and Clerk in developing the agenda for Executive Committee meetings;
  - d. Chairs General and Executive Committee meetings in the event that the President cannot, or if requested by the President to do so;
  - e. Advises and assists the President.

#### C. Membership Director

1. The Membership Director is third in the presidential line of succession. Additionally, they will have all the following duties and powers:
  - a. Chair the Membership Committee;
  - b. Appoint a co-chairperson of the Membership Committee;
  - c. Serve as the Chief Ambassador of SBCYD to local Young, College, and High School Democrats clubs and chapters within the county;
  - d. Ensure the retainment of members;
  - e. Vote in the Executive Committee meetings;
  - f. Assist the President.

#### D. Treasurer

1. The Treasurer is fourth in the presidential line of succession. Additionally, they will have all the following duties and powers:

- a. Chair the Finance Committee
- b. Set-up and maintain a club bank account in accordance to the law;
- c. Renew the FPPC ID Number with the California Secretary of State;
- d. Keep accurate records of SBCYD's financial transactions;
- e. Co-sign SBCYD's bank account;
- f. Present a financial report to the General Body annually;
- g. Ensure the development of a fundraising plan with the Fundraising Coordinator;
- h. Vote in Executive Committee meetings;
- i. Assist the President.

#### E. Clerk

1. The Clerk is fifth in the presidential line of succession. Additionally, they will have all the following duties and powers:
  - a. Keep accurate minutes of all chapter meetings (General and Executive Committee);
  - b. Keep an accurate mailing list and phone directory of all members with the Vice President of Membership and Vice President of Finance;
  - c. Develop the agenda with the President;
  - d. Work with the Vice President of Communications to ensure the Membership is aware of upcoming events and meetings;
  - e. Vote in the Executive Committee meetings;
  - f. Assist the President.

#### F. Policy Director

1. Chairs the Policy Committee;
2. Advises the Executive Board on proposed legislation, policies, and propositions that will impact Young Democrats;
3. Works with the Executive Board to develop structures that will ensure the sustainability of SBCYD.

#### G. Political Director

1. Chairs the Political Committee and its Subcommittees;
2. Serves as the liaison between SBCYD and local campaign offices and candidates;
3. Works with the Membership Director to engage members in supporting the efforts of endorsed candidates;
4. Recruits and develops Young Democrats for candidacy.

#### H. Communications Director

1. Chairs the Communications Committee.
2. Propose and implement a communications plan, subject to the approval of the Executive Board, designed to improve and expand internal and external communications;

3. Announce and publicize all official meetings and events;
4. Draft all press releases and oversee all SBCYD social media exposure.

I. Fundraising Director

1. Vice Chairs the Finance Committee;
2. Develops and executes strategic fundraising campaigns for SBCYD with the Treasurer.

J. Parliamentarian

1. The Parliamentarian will have all the following duties and powers:
  - a. Chair the Rules Committee;
  - b. Strive to keep the bylaws of the SBCYD consistent with the aims and policies of SBCYD;
  - c. Propose special rules and amendments to the bylaws at his/her they discretion to be approved by the Rules Committee;
  - d. May be called upon by the President or three/fifths of the voting members of the Executive Board for the final interpretation of rules and/or the bylaws;
  - e. Inform and remind members and Officers of procedural requirements during meetings and voting sessions;
  - f. Oversee secret ballot votes that take place during Executive Board meetings;
  - g. Oversee removal of Appointed Officers and impeachment process of Elected Officers;
  - h. Remain as the objective non-voting member of the elected Executive Board.

IV. Section 4: Election of Officers

- A. Elections of officers will be held at the first General Body meeting of each year.
- B. The order of elections will be as follows: President, Membership Director, Vice President, Treasurer, Clerk, Parliamentarian.
- C. All contested officer elections must be held by secret ballot.
- D. Contested candidates may choose to give a speech prior to the casting of secret ballots in the contested race.
- E. Officers are elected by simple majority; if no candidate receives a majority the two (2) candidates with the most votes will have an instant runoff election.
- F. The out-going Parliamentarian and one MGS assistant designated by the out-going President will count the votes. In the case in which the outgoing Parliamentarian is also a candidate for the race they are counting the votes for, the out-going Vice President of Administration shall count and read the votes. If the Vice President of Administration is also a candidate for the respective race, the vote counter will follow the Presidential Line of Succession.

V. Section 5: Appointment of Officers

- A. The newly-elected Officers has a month following their election to appoint the five unfilled positions:
  1. Policy Director

2. Political Director
  3. Communications Director
  4. Fundraising Director
  5. Parliamentarian
- B. Any member of the elected-Executive Board can nominate a candidate to be appointed; three/fifths of the elected Executive Board must approve the nomination.
  - C. In the case in which there is no consensus, nominations can be made by the General Body and approved by such body with a simple majority.
  - D. Once confirmed by the general membership, these officers, with the exception of the Parliamentarian, shall be voting members of the Executive Board.

#### VI. Section 6: Term of Office & Vacancies

- A. The term of office shall be for two (2) years or until a successor is elected.
- B. In the event of a vacancy a special election would be conducted to complete the term.
- C. There are no term limits

#### VII. Section 7: Executive Committee

- A. The San Bernardino County Young Democrats Executive Board will be the chief policy and rules making body for the chapter.
- B. The Elected Officers of the Executive Board, with the exception of the Parliamentarian, will have all the powers necessary for the proper and legal execution of all duties of the San Bernardino County Young Democrats.
- C. The President may refer any item to the General Body for resolution in the case in which they feel the Elected Officers cannot reach a reasonable consensus.
- D. The Executive Board will meet no less than ten (10) times during the course of one (1) fiscal year.
- E. Teleconference Meeting: Meetings of the Executive Board may be held via conference call or other web/phone related technology. On phone meetings, all contested votes shall be cast by roll call vote. Each executive board member is entitled to speak on a motion at least once prior to a motion to close debate being passed by the body.
- F. Appointed Officers are ex-officio members of the Executive Board and must make every effort to attend and participate in Board meetings.
- G. The Clerk shall serve as the recording secretary for all Executive Board meetings.
- H. The Parliamentarian shall maintain order in all Executive Board meetings.
- I. The Executive Board shall also:
  1. Maintain, review, and interpret the bylaws;
  2. Propose new rules or amendments to the bylaws to the General Body;
  3. Counsel the Parliamentarian.

#### VIII. Section 8: Presidential Line of Succession

- A. In a case in which the President can no longer execute his/her role, the Vice President shall assume all powers and responsibilities of the President. In the case in which they cannot, the line of succession goes as follows: Vice President, Membership Director, Treasurer, Clerk

## **ARTICLE V - COMMITTEES**

- I. Section 1: Standing Committees
  - A. The Standing Committees are: Executive Committee, Rules Committee, Policy Committee, Membership Committee, Finance Committee, Communications Committee, and Political Committee.
  - B. Each respective chair shall set the mission of each committee upon their election or appointment, with the exception of the Executive Committee and Rules Committee.
- II. Section 2: Ad-Hoc Committees
  - A. A MGS may propose the creation of Ad-Hoc Committees to the Executive Committee.
  - B. Should three/fifths of the Board approve the request, the President shall appoint a Chair to the newly-formed committee.
  - C. The Chair shall set the mission of the committee upon their appointment.

## **Article VI – CAUCUSES**

- I. Section 1: Rules
  - A. Any member may make a motion to create a caucus.
  - B. A caucus shall have:
    - 1. No less than five (5) members and much contain a chair, vice chair, and secretary/treasurer.
  - C. The caucus shall meet at least six (6) times a year.
  - D. The chair shall be appointed by the Executive Board and once approved shall have 30 days to appoint a vice-chair and secretary/treasurer.
  - E. The caucus chair shall have one vote on the Executive Board.
- II. Section 2: Membership
  - A. Members of the Caucus shall be members of the SBCYD.
- III. Section 3: Standing Caucuses
  - A. There shall be four (4) standing caucuses:
    - 1. Western Caucus
      - a) The Western Caucus shall encompass the cities of Chino, Chino Hills, Montclair, Ontario, Upland, Rancho Cucamonga, and Fontana
    - 2. Central Caucus
      - a) The Central Caucus shall encompass the cities of Rialto, Bloomington, Colton, Grand Terrace, San Bernardino, and Muscoy
    - 3. Eastern Caucus
      - a) The Eastern Caucus shall encompass the cities of Loma Linda, Redlands, Yucaipa, Highland, and Mentone
    - 4. Northern Caucus
      - a) The Northern Caucus shall encompass Hesperia, Victorville, Apple Valley, Adelanto, Phelan, and Mountain Communities

## **ARTICLE VII – PROCEDURES**



## I. Section 1: Meetings

### A. General Meetings

1. All general meetings shall be open to all members of San Bernardino County, press, invited guests, and shall be governed by the most recent edition of Robert's Rules of Order, Newly Revised, unless other procedures are specified in these bylaws.
2. The General Body, members of the SBCYD, shall meet no less than six times during the course of one year.
3. A tentative agenda will be sent to members as least three (3) days prior to any general membership meeting.
4. Minutes of the General Meeting shall be distributed via email to the members within seven (7) days following each meeting of the SBCYD.

## II. Section 2: Quorum

- A. A quorum is defined as 15% of MGS or ten (10) General members and three (3) Executive Board members physically present, whichever is lower.
- B. A quorum is necessary for election of Officers, candidate endorsement, amendments to bylaws, and any binding resolutions.
- C. Associate members shall not be included as part of quorum for endorsement meetings.

## III. Section 3: Amendments to Bylaws

- A. Amendments to these bylaws must be submitted in writing to the Parliamentarian at least twenty-five (25) days prior to the meeting at which the amendment will be considered. The Parliamentarian must then call into session the Rules Committee and ask the Director of Communications to alert the General Membership of the proposed amendment.
- B. The amendment will be introduced to the General Body if approved by a simple majority in the Rules Committee. If the proposed amendment fails, the Director of Communications shall inform the General Membership. If the proposed amendment passes, the President shall include the amendment in the agenda for the next General Meeting.
- C. Two-thirds (2/3) of the general body (in attendance and if quorum is met) must vote in favor of the amendment for it to be adopted.
- D. If the amendment is adopted, it goes into effect immediately and the Parliamentarian shall make the appropriate changes to the bylaws within seven (7) days.

## IV. Section 4: Removal, Impeachment & Expelling

- A. The President reserves the right to remove anyone from an appointed position, pending a three/fifths approval of the voting members of the Executive Board.
- B. Only the elected offices may be subject to impeachment. Procedures for impeachment will be as follows:
  1. Any person holding an elected office within the chapter may be impeached if found guilty of failure to adequately perform his/her duties. This includes:
    - a. violating, or failing to fulfill responsibilities, under these bylaws or the bylaws

of the California Young Democrats;

- b. causing harm to the reputation and/or financial standing of the SBCYD;
  - c. publicly avowing preference for another political party;
  - d. publicly giving support to or avowing a preference for a candidate nominated by another party;
  - e. engaging in conduct that would cause embarrassment or damage to the reputation of the SBCYD;
  - f. in any way causing harm or disruption the SBCYD, or by acting in a manner contrary to the stated goals of the SBCYD;
  - g. or failing to perform the duties of the office.
2. The written charge must be brought by no fewer than five (5) members of SBCYD, or by a minimum of three (3) elected members of the Executive Board to the Parliamentarian.
    - a. Should the Parliamentarian be charged, the Vice President shall be notified.
  3. The Parliamentarian must then notify the accused Officer and all members of the Board of the charges no less than ten (10) days prior to the meeting in which the impeachment will be discussed.
    - a. Should the Parliamentarian be charged, the Vice President shall be notified.
  4. Elected members of the Executive Board who are not charged with negligence of their duties and the Rules Committee shall temporarily merge to form the Judicial Action Committee (JAC), chaired by the Parliamentarian, to hear the testimony of the person or persons charged.
    - a. Should the Parliamentarian be charged, the Vice President shall chair the committee.
  5. If the JAC finds, after a review, study and evaluation of evidence, that the evidence is insufficient to warrant or justify proceedings, the charge shall be dismissed.
  6. If the JAC finds, after a review, study and evaluation of evidence, that the evidence is sufficient to warrant or justify proceedings against the accused Officer, the JAC shall hold a hearing, after due and timely notice, to conduct a fact-finding hearing of the charges and the written response of the accused.
    - a. Witnesses for both the accuser and the accused may give testimony at the hearing.
    - b. After submission of all the evidence and the proper deliberations thereon, the committee will make ultimate resolution of the dispute.
    - c. Guilty verdicts require three/fifths approval of the JAC.
    - d. The findings of the committee shall be final and unappealable.
- C. A member may be expelled from the SBCYD if:
1. They have engaged in work contrary to SBCYD's mission or damaged SBCYD's organization or reputation;
  2. They cease to be a registered Democrat;
    - a. Exceptions can be made for undocumented Americans.

3. They have an outstanding balance for dues.

**ARTICLE VIII – ENDORSEMENTS**

I. Section 1: Endorsements

A. The SBCYD, as a body chartered within the California Young Democrats (CYD) and subject to its bylaws, may endorse or support the candidacy of any registered Democrat provided that the chartered chapter uses only its official name in conjunction with the endorsement and not the name of the California Young Democrats.

**APPROVED BY:**

**PRESIDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_