**SOUTH LAKE TAHOE DEMOCRATIC CLUB (SLTDC)**

**BYLAWS**

**Revised February 2018**

The South Lake Tahoe Democratic Club (hereinafter called the Club) is a social advocacy club whose purpose is to advance the views of the Democratic party while collaborating with other area organizations to promote the environmental and social sustainability of our communities; and, to engage and participate in community services and activities to be inclusive of all who share our values and goals.

It is pursuing tax exempt status as a 501(c)(4) organization.

**Purpose:**

1.  To advance the views of the Democratic Party on a local level.

2.  To promote candidates of the Democratic Party for local, regional, state and national elected offices.

3.  To communicate and coordinate with the El Dorado County Democratic Central Committee (EDCDCC).

3.  To collaborate with other organizations in the Lake Tahoe Basin to promote environmental and social sustainability of our communities.

4.  To engage and participate in community services and activities.

5.  To be inclusive of all who share our values and goals.

This Club is a nonprofit public benefit organization and is not organized for the private gain of any person.

**ARTICLE I**

**OFFICERS**

Officers shall be elected at a General Meeting in the 4th quarter of every even-numbered year and shall serve a 2-year term beginning the following January. All Officers are expected to attend the majority of Club and Executive Committee meetings. Officers’ duties and responsibilities include, but are not limited to:

Chair:

1.  Chair all Club meetings including agenda development.

2.  Chair all Executive Committee meetings.

3.  Serve as an ex officio member of all committees, both standing and ad hoc.

4.  Create and approve all standing committees and appoint their members.

5.  Approve all ad hoc committees.

6.  Call and/or approve all special meetings.

7.  Propose, along with the Treasurer, a budget each year for review by the Finance Committee. Obtain approval of the general membership.

8.  Obtain signatory approval on Club checking account.

9.  Fill vacancies of Officers.

10.  Serve as the spokesperson of the Club.

Vice Chair:

1.  Serve as Chair in the Chair’s absence.

2.  Confer with Chair to set Club agendas.

3.  Insure communication between the Executive Committee and the Club’s efforts to increase community involvement.

4.  Represent the Club at other organizations in South Lake Tahoe including the City Council and Chamber of Commerce.

Secretary:

1.  Record and distribute minutes of all general and Executive Committee meetings within 3 business days of the meeting’s conclusion.

2. Manage Post Office business and insure appropriate disposition of correspondence. 3. Make timely deposits of membership dues and other contributions, on behalf of Treasurer, and notify accordingly.

4. Obtain signatory approval on Club checking account, as warranted, to serve as backup to Treasurer.

5.  Receive, respond to, and report on correspondence of the Club.

6.  Establish, manage, and maintain all membership and club records.

Treasurer:

1.  Develop, in conjunction with the Chair, the annual budget for review by the Finance Committee and approval by the general membership.

2.  File financial reports with all authorities, required by law, and within established timeframes.

3.  Record receipts and expenditures and report them, in writing, to the

Executive Committee and general membership. Has expenditure authority up to $400.

4.  Manage collection of dues and other contributions.

5.  Establish, maintain, and control the Club checking account.

6.  Obtain signatory approval on Club checking account.

Webmaster:

1.  Maintain email contacts.

2.  Maintain websites established by the Club.

3.  Maintain Facebook groups/pages established by the Club.

4.  Insure members of the Executive Committeehave access to electronic means of communicating with the membership and mailing list(s).

5.  Collaborate, with the Chair and Secretary, to post information of interest to communities and the Club.

Community Liaison Officer:

1.  Keep the Club alert to actions in the community to which we need to become involved.

2.  Serve as liaison between the Club and other groups within area communities (i.e., immigrants, Hispanics, and Filipinos).

3.  Collaborate with groups such as Live Violence Free, Bread and Broth, and the Warming Room to help encourage community advocacy. Report their activities to the Club.

**ARTICLE II**

**STANDING COMMITTEES**

1.  Executive Committee (EC):

The EC shall consist of Club Officers and a representative of each Standing Committee. The EC shall:

a.  Plan Club meetings and activities.

b.  Set annual goals that tie to annual budget and program of work.

c.  Recommend local non-partisan candidate and local ballot measure endorsements to the general membership.

d.  Review and approve Club expenditures exceeding $400 per transaction or unusual transactions as requested by the Treasurer.

e.  Attend to other business not requiring membership approval (addressing correspondence and the like).

f.  Identify additional standing committees and any ad hoc committees as warranted for the conduct of regular and recurring or incidental Club business, respectively.

g.  Establish accountability standards for Standing and Ad Hoc committees.

2.  Standing Committees will include, but are not limited to:

a. **Finance Committee**: Consists of the Treasurer and up to five Club members appointed by the Club Chair. The committee shall:

 i. Develop the annual budget, in conjunction with the Chair, for approval by the general membership.

 ii. Manage fundraising activities.

 iii. Propose changes in membership dues or other fees or charges to the general membership for approval.

b.  **Social Committee:**  Plans social events each year; movie nights, potlucks, hikes, picnics, etc.

 c.  **Program Committee:**Produces a 15- to 30-minute program for each meeting; videos, speakers, activities, and any other appropriate program.

 d.  **Communications (IT) Committee:**  Keeps track of events and actions that are relative to our group and our community and relays that information to the membership; primarily, through electronic means including social media.

 e.  **Membership/Voter Registration Committee:**  Increases membership and registers democrats to vote. Involves reaching out to minority groups (Hispanic, Filipino) and youth through our schools and other appropriate venues.

 f.  **Community Service and Outreach Committee:**  Determines needs in the local community and proposes actions to support those needs. Orchestrates the Club’s involvement in special events where they can make a difference in our area. Collaborates with other groups in communities that are engaging in projects that share our democratic values.

 g.  **Candidate Identification and Endorsements, and Member Engagement Committee:**  Identifies people that would be willing to run for office and lends them support while they are campaigning. Recruits club members and officers to take leadership roles in the Club and EDCDCC.

 h.  **Public Relations/Legislative Affairs:**  Publicizes activities and initiatives of the Club to local communities and advertises future events to the larger community. Scans public websites using tools that identify legislative issues relative to our community.

3. Ad Hoc Committee(s) will be created, by the EC, for an activity or activities that is/are time-sensitive or of short duration.

**ARTICLE III**

**MEMBERSHIP REQUIREMENTS**

**Voting members:** All voting members of the Club must be registered or pre-registered to vote in local or general elections and must be registered as Democrats in El Dorado County.  We encourage young people to participate in the SLTDC. They can become members of the Club at the age of 16, when they pre-register to vote, if they pre-register as Democrats.

Registering as a member of another Party shall automatically terminate your voting rights in this Club.

**Non-voting members:** Members not registered or pre-registered in the Democratic party can still participate in Club meetings, committees, and all other activities of the Club.

**ARTICLE IV**

**CHECK SIGNATURES**

All checks issued by the Club shall be made valid by the signature of the Chair or the Treasurer, or the Treasurer’s backup so long as signatory authority is in place.

**ARTICLE V**

**QUORUM**

A quorum is at least ten (10) Club members; one of which must be an Officer.  A quorum must be present at a general or special meeting to approve motions made before the general membership for the conduct of Club business.

**ARTICLE VI**

**MEETINGS**

Regular meetings shall be held at least once per quarter.  Special meetings may be called by the Chair through concurrence by the Executive Committee.  All meetings shall be governed by Roberts’ Rules of Order.  Regular meetings shall include the following general business:

Introductions, sign-in, and determining a quorum; reading and approval of minutes from previous meeting; Chair and Treasurer reports; membership update; Standing Committee and affiliated group reports; ad hoc committee reports, as warranted; old and new business; and, adjournment.

Whenever possible, a short program will be incorporated into the agenda. This program will serve to educate and inform the membership on Club emphasis issues.

**ARTICLE VII**

**VOTING**

Each eligible voting member of the Club shall have one vote. Voting may be done in any face-to-face meeting or through secure electronic means such as Survey Monkey. Voting outcomes will be determined by majority.

**ARTICLE VIII**

**BUDGET & PROPERTY**

The annual calendar year budget for the Club shall be proposed, by the Finance Committee, for member approval at a general meeting during the 4th quarter of the calendar year preceding the next budget year.

The property of this Club is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or private person.

**ARTICLE IX**

**ENDORSEMENTS**

The California Democratic Party (CDP) endorses for all partisan offices. Clubs may not endorse or support partisan candidates independent of the CDP endorsements.

Only registered Democrats may be endorsed.

Clubs may endorse or support candidates for local non-partisan offices or local ballot measures, independent of the EDCDCC or CDP.

**ARTICLE X**

**NOMINATIONS AND ELECTIONS TO CALIFORNIA DEMOCRATIC PARTY PRE-ENDORSING CONFERENCES**

Selection of Representatives to California Democratic Party (CDP) Pre-endorsing Conferences

1. Club representatives shall be allocated as follows: one representative; resident in the Assembly District and duly registered as a member of the Democratic Party of California; for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who were listed on the roster submitted to EDCDCC and to the appropriate Regional Director of the CDP no later than July 15 of the year immediately prior to the endorsing process.

2. For purposes of this Section:

a. Only members in good standing, who are registered or pre-registered as Democrats as of the July 1 deadline, shall be included on the roster;

b. “Member in Good Standing” shall mean a member whose dues are current, or have been waived due to economic hardship;

c. The status of such members shall be certified by the Club’s President, Secretary, or Treasurer; and,

d. The Club’s representatives, to any particular pre-endorsing conference, be from the roster described above and that the overall list of representatives, to all conferences, be equally apportioned between self-identified females and other-than-self-identified females, to the extent possible.

3. Said representatives shall be selected by majority vote of the Executive Committee.

**ARTICLE XI**

**AMENDMENTS**

These Bylaws may be amended by presenting the amendment at a regular general membership meeting and approving, by 60 percent affirmative vote of the members present, at the next subsequent meeting.

**ARTICLE XII**

**DISSOLUTION**

Upon the dissolution or winding up of the Club, its assets remaining after payment, or provision for payment, of all debts and liabilities of the Club shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for social welfare purposes and which has established its tax-exempt status under Internal Revenue Code Section 501(c)(4).

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