

SOUTH LAKE TAHOE DEMOCRATIC CLUB (SLTDC)
BYLAWS
Revised February 2019

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.

-We will maintain our status as a Community Volunteer Organization until such time as we acquire a cash balance of \$25,000 at which time we will file, with the IRS, as a Section 527 Political Organization. This requirement must be met within 30 days of achieving this cash balance by submitting IRS Form 8871.

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.

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8. Obtain signatory approval on Club checking account.
9. Fill vacancies of Officers.
10. Serve as the spokesperson of the Club to include soliciting for media materials and insure these are communicated through Club media.
11. Research key legislative activities as they pertain to Congressional District 4, Statewide, and National policy areas of interest.
12. Monitor Club's gmail account and incorporate information, as warranted, into Club newsletter. Coordinate this information to Webmaster for additional media postings.

Vice Chair:

1. Serve as Chair, in the Chair's absence, in keeping with the above-listed responsibilities.
2. Confer with Chair to set Club agendas.
3. Insure communication between the Executive Committee, and the Club's efforts to increase community involvement, by staying engaged in Standing Committee work.
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. Serve as backup to Treasurer, as requested.
4. Obtain signatory approval on Club checking account, as warranted, to serve as backup to Treasurer.
5. Receive, respond to, and report on surface mail 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. Make timely deposits of membership dues and other contributions. Notify Secretary of membership receipts.
5. Establish, maintain, and control the Club checking account.
6. Obtain signatory approval on Club checking account.

Webmaster:

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1. Maintain and monitor Club newsletter contacts.
2. Maintain and monitor websites established by the Club.
3. Maintain and monitor Facebook accounts established by the Club.
4. Insure members of the Executive Committee-have 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(s):

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 Tahoe Coalition for the Homeless to help encourage community advocacy. Report their activities to the Club.

Member-at-Large:

1. Serve at the will of the Chair and Vice-Chair.
2. Provide help as needed, when needed.

**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. Make recommendations to officers regarding candidate identification and endorsement, and member engagement.
- g. Identify additional standing committees and any ad hoc committees as warranted for the conduct of regular and recurring or incidental Club business, respectively.
- h. Establish accountability standards for Standing and Ad Hoc committees.

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2. The following Standing Committees, who report activities and status back to the EC, 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 oversight of fundraising activities to insure financial accountability.
- iii. Propose changes in membership dues or other fees or charges to the general membership for approval.

b. **Social Committee (internal role):** Plans social events each year such as happy hour gatherings, movie nights, potlucks, hikes, picnics, etc.

c. **Program Committee:** Plans and produces periodic programs for meetings and special events.

d. **Community Service and Outreach Committee (external role, i.e., Clean Tahoe and Earth Day):** 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 such as participation in recruiting for Club Membership and Voter Registration drives.

Future additions/deletions to standing committees will be incorporated as an addendum to these Bylaws. This will insure a review of each committee through a tailored Charter to include comprehensive definitions, descriptions, and expectations.

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.

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Non-voting members: Members not registered or pre-registered in the Democratic party in El Dorado County 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**

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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-
ENDORING 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.

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**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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