

Democrats of Rossmoor Bylaws
(Approved by the Membership on May 28, 2015)

Article 1 — Name

The name of this organization shall be the Democrats of Rossmoor (DoR). The DoR shall annually renew its charter with the Central Committee of the Democratic Party of Central Contra Costa County (DPCCC).

Article II — Purposes

The purpose of the DoR is to inform DoR members about candidates, public issues, and ballot measures, and encourage participation in Democratic campaigns, programs, social events, and community service, in addition to other activities.

The DoR provides the means and opportunities for its members to contribute to both the selection and election of Democratic candidates for public office, but does not directly contribute financially to those candidates. The DoR also provides the means and opportunities for its members to disseminate information about issues and urge Democratic elected officials to support those issues.

Article III — Membership

All registered Democrats living within Rossmoor (or elsewhere to the extent allowed by Golden Rain Foundation [GRF] rules) are eligible for DoR membership. A member is in good standing if his or her dues are current (or have been waived in cases of financial hardship). In order to be a voting member of the DoR a member in good standing must also be a registered Democrat in California's 16th State Assembly District. Only voting members may serve on the Board or chair committees.

Article IV — Dues

Annual DoR dues are due and payable on January 1 of every year. Dues shall be set by the Board of Directors (Board) at the October Board Meeting and approved by a majority of the membership present at the October General Meeting (as long as a quorum of 10 percent of the voting membership is present). The Board may establish policies regarding dues payment as necessary.

Article V — Meetings

General meetings shall be held monthly unless the Board determines otherwise. The Board President shall set the business agenda, if any, for General meetings. At General meetings, when business is conducted, a quorum shall consist of 10 percent of voting members in good standing. When not otherwise specified in these Bylaws, meetings shall be conducted according to *Robert's Rules of Order*.

Article VI — Officers

Officers of the DoR shall be President, First Vice President, Second Vice President, Recording Secretary, and Treasurer. Terms shall be for two (2) calendar years. The

Democrats of Rossmoor Bylaws
(Approved by the Membership on May 28, 2015)

President and both Vice Presidents may serve two (2) consecutive terms in the same office, for a total of four (4) years. The President and both Vice Presidents may serve for an unlimited number of non-consecutive terms. Only the Recording Secretary and Treasurer may serve more than two (2) consecutive terms in the same office. An appointment by the Board to fill a vacant office shall not count as a full term in office.

The President shall preside over General meetings, Executive Committee meetings (see Article VIII), and the Board. The President shall also appoint or remove Committee chairs and heads of Activities, subject to Board approval. The President shall be the DoR spokesperson. Other Board members may publicly represent the Board with the prior knowledge and approval of the President. The President is an ex-officio member of all DoR committees.

The First Vice President shall assume the duties of the President in the President's absence.

The Second Vice President shall assume the duties of the President in the absence of both the President and the First Vice President.

The Recording Secretary shall record the minutes of Board meetings and maintain the records of those meetings, as well as the Bylaws and job descriptions for each Board position.

The Treasurer shall receive and distribute DoR funds, maintain bank accounts in the name of "Democrats of Rossmoor," and make required reports to county, state, and federal authorities as mandated. The Treasurer shall provide, in writing, monthly reports on income and expenditures. Those records shall be reviewed at Board meetings, shared as appropriate with the membership to promote transparency, and available for review by a Board appointee at the end of each fiscal year. The fiscal year begins on January 1 and ends on December 31.

Article VII — The Board

The Board shall consist of the five (5) elected officers, the immediate Past President, elected Directors, Co-Directors, and heads of Committees and Activities, as authorized in Article IX. The Board's term shall be for one (1) calendar year. Officer terms are as noted in Article VI. The Directors and Activity chairs may serve for an unlimited number of either consecutive or non-consecutive terms in the same position. An interim appointment to fill a vacancy shall not count as a full term in office.

The Board shall be the governing body of the DoR. The Board may delegate management and decision-making authority to the Executive Committee (see Article VIII), but only between Board meetings. The Board shall set policies, recommend the date, time, and locations of General meetings, Board meetings, and any additional meetings, as needed. The Board shall also approve expenditures both within and outside of the budget, recommend membership dues, and approve or deny all appointments to and removals from any DoR position.

Democrats of Rossmoor Bylaws
(Approved by the Membership on May 28, 2015)

Both elected and appointed Board members, Committee chairs, Activity chairs, and delegates may be removed from their positions for cause by the President, with the approval of two-thirds (2/3) of Board members. Causes for removal may include, but are not limited to, inadequate performance, inappropriate use of position, or missing three (3) consecutive Board meetings.

Each member of the Board shall have one (1) vote. Board meetings are open to all DoR members except when matters of confidentiality require a closed Executive session. The Board shall determine, by majority vote, when such confidentiality is required.

Article VIII — The Executive Committee

The Executive Committee shall consist of the five (5) elected Officers and the Immediate Past President and shall serve concurrently with the Board. The Executive Committee shall exercise managerial and decision-making authority between Board meetings as authorized by Article VII.

Article IX — Committees and Activities with Leaders

Book Club — Chair	Newsletter — Director
Candidates and Issues — Director	Nominating — Director
Film — Chair	Posters — Chair
Communications — Director	Publicity — Director
Hospitality: Catered events — Director	Speakers — Director
Hospitality: Meetings — Director	Voter Registration — Director
Membership — Director	Webmaster — Director

Although some Directors may head up committees, it is not a requirement. Some committees can be led by chairs who are not members of the Board. The President, subject to Board approval, may create additional committees and activities. All committees and activities shall terminate at the end of the calendar year. They may be reauthorized at the start of the new calendar year.

The head of each committee or activity must be both a registered Democrat and a member in good standing. Committee and activity heads may select a Vice Chair to act in his or her absence and appoint members to the committee or activity group as needed.

Article X — Nominations, Elections, and Filling Vacancies

1) Officers and Directors of the Board

At the July Board Meeting a Nominating Committee shall be appointed by the President, with approval of the Board, for a term of two (2) years. The Nominating Committee shall consist of three (3) to five (5) persons, the majority of whom may not be DoR Board members. The Nominating Committee shall be advised of any specific skills or experience required of prospective Board candidates, e.g., accounting or bookkeeping experience for the Treasurer.

Democrats of Rossmoor Bylaws **(Approved by the Membership on May 28, 2015)**

At the September Board Meeting the Nominating Committee shall submit a slate of five (5) proposed Officers and eight (8) to twelve (12) proposed Directors or Co-Directors. At least seven (7) days before the October General Meeting the Publicity Director shall publish—in both the *Rossmoor News* and by email—the date, time, and location of the meeting, as well as the slate of proposed Board candidates.

At the October General Meeting, in the presence of a quorum of members in good standing (see Article V), the Nominating Committee will conduct an election. Nominations may also be made from the floor for any Board position on the slate. Only members in good standing who are also registered Democrats may vote. Contested elections shall be resolved by secret ballot. Election results are determined by majority vote.

Any Board vacancy that occurs after an election shall be filled by the President, with approval by the Board. These interim terms shall remain in effect until the next annual election. The Board shall determine when vacancies develop and need to be filled.

2) Delegates to California Democratic Party Pre-Endorsement Conferences

Under the rules of the California Democratic Party (CDP), the DoR is required to maintain a roster of members in good standing who are also registered Democrats in California's 16th State Assembly District as of July 1. The status of such members shall be certified by the Club President, Secretary, or Treasurer. The DoR must submit said roster to both the DPCCC and the appropriate Regional Director of the CDP no later than July 1 of the year immediately prior to the endorsement process. From this roster, the DoR may choose one delegate for each (full, not a fraction of) twenty (20) members. The DoR Candidates and Issues Committee shall nominate delegate candidates for the DPCCC Pre-Endorsement Conference. Delegates shall then be selected by a majority vote of the DoR Board of Directors (Article VII). In the fall, the DoR will submit the list of the certified, selected delegates.

Article XI — Endorsements

When judged to be consistent with DoR's stated goals and purpose, the DoR may endorse and provide non-financial support to candidates and/or issues. Establishing or rescinding endorsements may result from, but are not limited to:

- 1) Official Democratic Party endorsement of candidates and/or issues
- 2) DoR Board votes, provided a quorum of two thirds (2/3) of the Board is present, and at least two thirds (2/3) of those Board members vote to either endorse or rescind endorsement.
- 3) Vote of the DoR membership, provided:
 - The membership has received at least seven (7) days notice of the Endorsement meeting.
 - A quorum of 10 percent of members in good standing is present at the Endorsement meeting.
 - At least two thirds (2/3) of the DoR members present vote to either endorse or rescind endorsement.

Democrats of Rossmoor Bylaws
(Approved by the Membership on May 28, 2015)

When identifying himself or herself as a DoR Board member, he or she may not publicly support a candidate or issue that the DoR has not endorsed, nor oppose a candidate or issue that the DoR has endorsed.

Article XII — Bylaws Amendment

Amendments to these Bylaws may be adopted by a two-thirds (2/3) majority vote at any General meeting, provided that the membership receives at least seven (7) days prior notice of the intention to amend and a quorum of 10 percent of the members in good standing is present.

.....
These Bylaws were adopted on September 26, 1996, by the Democrats of Rossmoor, replacing the Rules of Operation adopted on April 16, 1969, and amended on November 20, 1986, and on November 16, 1989.

The 1996 Bylaws were amended on:

- *October 23, 1997,*
- *July 22, 1999,*
- *May 24, 2001,*
- *November 20, 2003,*
- *September 22, 2011 (to take effect January 1, 2012), and on*
- *April 30, 2015 (accepted by unanimous vote at the May 1, 2015, DoR Board Meeting and a 2/3 majority vote of the membership at the May 28, 2015, General Meeting), to take effect on June 1, 2015.*

These signatures certify that these amended Bylaws of the Democrats of Rossmoor were approved by a two-thirds (2/3) vote of members present and qualified to vote, and passed by majority vote at the May 28, 2015 General Meeting.

Jane Walter, President _____ *May 28, 2015*

Susan De Carlo, Secretary _____ *May 28, 2015*