

Constitution and Bylaws

Pass Democratic Club

Constitution and Bylaws

PREAMBLE

In order to stimulate an active interest in government affairs, to increase the efficiency of political activities, to foster and perpetuate the ideals and principles of the Democratic Party, and to provide through its administration the highest degree of justice and social welfare for all the people, we do establish and associate ourselves as the Pass Democratic Club.

ARTICLE I: PURPOSE

Section 1. Promote the activities of Democratic politics and develop leadership within the community.

Section 2. Lead and assist in precinct registration and Get Out The Vote drives.

Section 3. Participate in recruiting Democratic candidates and supporting their campaigns.

ARTICLE II: MEMBERSHIP

Each member is a registered Democrat or is a person devoted to the principles of the Democratic Party, but is ineligible to register as a voter at this time. Any such ineligible person must have expressed the intent to register as a Democrat immediately upon becoming eligible. Members in good standing are defined as eligible to vote by having paid dues or having dues waived due to economic hardship.

Section 1. The Pass Democratic Club does not require or use any test of membership or oath of loyalty which has the effect of requiring prospective or current members to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, physical ability, sex, age, religion, ethnic identity, sexual orientation or economic status.

Section 2. A Club Member will be automatically removed from membership for the following reasons:

1. Nonpayment of dues without waiver in place.
2. Change in registration from Democrat.
3. Publicly advocating the election of another party's candidate opposing a Democrat.

ARTICLE III: SELECTION OF REPRESENTATIVES TO THE CALIFORNIA DEMOCRATIC PARTY (CDP) PRE-ENDORSING CONFERENCE

The “Pre-endorsing Conferences” are a public meeting of the Democratic Party and shall be open to all Democrats. These conferences provide for Democratic Clubs to participate in casting their vote in the endorsement process through the process described herein.

Section 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 the appropriate Regional Director of the CDP no later than date requested by the appropriate Regional Director of the year immediately prior to the endorsing process.

Section 2. For purposes of this Section:

- A. Only members in good standing as of the July 1 deadline shall be included on the roster;
- B. “Members in Good Standing” shall mean a member who’s 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 will be from the roster described above and that the overall list of representatives to all conferences be equally apportioned between men and women, to the extent possible.

Section 3. Said representatives shall be selected by majority vote of a Selection Committee comprised of the President, Vice-President(s), Secretary and Treasurer, a quorum being present. The Selection Committee shall not select one of its own members unless it first determines that no other viable option is available. If such determination is made, they shall inform the membership of their decision, and the reasons therefore, at the next General Membership meeting.

Section 4. No later than date requested by the appropriate Regional Director of each odd number year, this Club shall inform its membership, of the process for selection as a Representative to the CDP Pre- Endorsing Conferences, by email to those members who have provided email addresses and by US mail to those members who have not provided email addresses.

Section 5. In order for a member ‘s name to be submitted as one of This Club’s representatives to CDP Pre-Endorsing Conferences, the member must submit a

signed written declaration of intent to the Selection Committee declaring his/her intent to support this Club's endorsed candidates at the Pre-Endorsing Conferences by voting for them at the Pre-Endorsing Conferences.

ARTICLE IV: NOMINATION AND ELECTION OF OFFICERS

Section 1. The Executive Board shall appoint a Nominating Committee of three members. This Committee shall present a slate of nominees for Officers at the October meeting. The slate of nominees shall be read at the November meetings and printed in the December newsletter. Additional nominations may be made from the floor. An election shall be held at the December meeting.

Section 2. The officers shall be as follows: President, First Vice-President of Membership, Second Vice-President of Voter Registration and Political Action, Secretary and Treasurer.

Section 3. Officers must be members in good standing.

Section 4. The term of office shall be one calendar year beginning at the January meeting of the next year.

Section 5. All active members in good standing who have been members for 60 days or more are eligible to vote in officer elections by having paid dues or having dues waived.

ARTICLE V: CLUB ENDORSEMENTS

Section 1. Local (Non-Statewide) Endorsements. This Club shall support only candidates and nominees of the Democratic Party for election to partisan and nonpartisan office, in accordance with the following list of rules, so as to ensure compliance with the bylaws of the club's chartering organization, the RCDP, specifically the RCDP's latest updated bylaws sections regarding endorsements by "chartered clubs":

- We will endorse and provide financial support only to registered Democrats.
- Non-Democratic candidates shall not be endorsed or rated in any way.
- Club members will be notified at a club meeting, by a prior notification, (e-mail, post, or as otherwise opted for by the member) that endorsement consideration will be made for a particular race or races at least seven (7) days prior to the endorsement consideration.

- None of the club's endorsements or ratings shall be construed as the official ratings or endorsement that are not the endorsement(s) of either the CDP or the RCDP. Words to that effect shall be included and clearly visible whenever and wherever our club's rating is referenced or made.
- The club may endorse by affirmative vote sixty percent (60%) of those active members present and voting, any Democrat who has filed as a candidate for non-partisan office or partisan office. The same sixty percent (60%) shall apply to endorsements in support of or opposition to ballot measures. (See Standing Rules for detailed process.)
- All active members in good standing who have been members for sixty (60) days or more are eligible to vote on endorsements by having paid dues or having dues waived.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1. The President shall preside at all meetings of the Club and the Executive Board, sign all official documents of the Club, appoint chairpersons of Standing Committees and chairpersons of special projects, appoint the Parliamentarian, and shall be an ex-officio member of all committees, except the Nominating Committee. The President may sign checks for approved expenditure payments. The President and the Treasurer shall be custodians of official documents.

Section 2. The First Vice-President shall preside at all meetings in the absence of the President, shall be the Membership Committee Chairperson, and shall assume the Presidency in the absence of the President. The holder of this office shall maintain a list of members.

Section 3. The Second Vice-President shall preside at all meetings in the absence of the President and First Vice-President and shall be the Voter Registration Committee Chairperson, coordinating all registration and Get-Out-The-Vote Drives.

Section

Section 4. The Secretary shall keep all the minutes of the Executive Board and general membership meetings and shall be the custodian of all official documents.

Section 5. The Treasurer shall receive and disperse the funds of the Club and manage the preparation of all required financial documents and reports and shall pay expenditures that are authorized by the membership or the Executive Board.

ARTICLE VII: REPLACEMENT AND RECALL OF OFFICERS

Section 1. Upon a vacancy by resignation of an Officer, the President or presiding officer shall at the next meeting call for nominations, including self-nomination for the vacancy and announce the date of the election to fill such vacancy, not to exceed ninety (90) days. Election will by written ballot of majority members present and voting.

Section 2. A Club Officer will be automatically removed for the following reasons:

1. Unexcused absence from three Executive Board meetings in a row.
2. Change in registration from Democrat
3. Publicly advocating the election of another party's candidate opposing a Democrat.

Section 3. A Club Officer may be removed for the following reasons:

1. Fraud or malfeasance, such as mismanagement of funds.
2. Failure to perform the duties of the office to which elected.

ARTICLE VIII: EXECUTIVE BOARD AND STANDING COMMITTEES

Section 1. The Executive Board shall consist of the duly elected officers, a President-appointed Parliamentarian and President-appointed chairpersons of Standing Committees. Presidential appointments will be ratified by a two-thirds majority of the elected officers.

Section 2. The Executive Board shall manage the business of the Club between regular meetings of the members.

Section 3. The Executive Board shall approve all programs for Club meetings.

Section 4. One-third (1/3) of the Executive Board membership shall constitute a quorum for transacting business.

Section 5. The Executive Board shall order an annual financial review.

Section 6. The Following shall be Standing Committees: Membership, Voter Registration, Fundraising, Communication and Media Relations, Logistics, Hospitality, Legislation and Program.

ARTICLE IX: DUES

Section 1. The amount of annual dues shall be established by a two-thirds (2/3) vote of the members present at the regular December meeting. Dues are for the calendar year.

ARTICLE X: MEETINGS

Section 1.

- **MONTHLY:** Regular meetings of the Pass Democratic Club shall be held on the third Wednesday of the month, unless the venue is not available. Members will be notified one month in advance of change of date or location.
- **NOTICE:** Notice of regular meetings or other communications from the Pass Democratic Club shall be sent by email to all members at least seven (7) days in advance. When notice is sent regarding a meeting or other event, notice of the date, time and place shall also be posted electronically on website including the agenda.
- **ALTERNATE COMMUNICATIONS:** Members who wish to receive notices and communications from this club by a means other than email shall notify this Club's President, and shall, in that notification, provide direction as to how the member wishes to receive such notices and communications. (The onus is on the member, but the Club must comply.)
- **OPEN MEETINGS:** This Club adopts and incorporates as its own, and open meeting policy consistent with the RCDP and the CDP. The rule that all public meetings of this club will be open to all registered Democrats applies with full force and effect to the club's meetings.
- **QUORUM:** One-fifth (1/5) of the voting members of the Club shall constitute a quorum for transacting business, provided however, that at least two elected officers of the club must be present, one of whom must be either the President or a Vice-President.
- **SPECIAL MEETINGS:** Additional or special meetings shall be scheduled by the President when necessary or upon a vote of the membership or written request of one-third (1/3) of the total membership of the Club with seven (7) days written notice and the notice shall state the nature of the business for which the meeting is called.

Section 2. Voting privileges shall be extended only to members in good standing.

Section 3. Financial contributions to candidates and expenditures over \$500.00 shall be presented to and voted on by the members at a regular or special meeting.

Section 4. Meetings shall be governed by Club By-laws and by Roberts Rules of Order.

ARTICLE XI: OTHER PROVISIONS

Section 1. Pass Democratic Club members and officers shall be subject to the rules, regulations and jurisdiction of the Riverside County Democratic Party as set forth in its Bylaws and in the standing rules of the RCDP. The PDC, as a chartered club, is obligated to follow the CADEM and RCDP Codes of Conduct.

Section 2. If a conflict occurs between the Pass Democratic Club Bylaws and Riverside County Democratic Party, the language of the CADEM and RCDP Bylaws shall prevail.

Section 3. Upon notification of a Code of Conduct complaint, the President will acknowledge the complaint and notify the accused. The President will appoint the Vice President of Membership, Secretary, and 1 member of the general membership to investigate the complaint. If the complaint is regarding one of the above, then the President will appoint an alternate officer. The committee shall report findings in writing to the President within 10 days of the complaint. The President will then call a meeting of the board within 7 days. The investigating committee will present the findings to the board. The board will make the final decision - either: take no action, verbal warning, written warning, or expulsion. The accused may appeal the decision to the RCDP.

ARTICLE XII: AMENDMENTS

Section 1. Amendments to these Bylaws may be enacted by two-thirds (2/3) vote of a quorum present at any regular meeting one month after the amendments are first presented for consideration at any regular meeting. Due notice must be transmitted in writing, informing members of the proposed amendments.

Pass Democratic E-Board approved on: October 1, 2025

General Membership Approved on: December 17, 2025

Proposed Bylaws read at General Membership Meetings on: November 19 and December 17, 2025