

Metropolitan Democratic Club

Bylaws

July 2005

I. Name

The name of this organization shall be The Metropolitan Democratic Club.

II. Purpose

The primary purpose as The Metropolitan Democratic Club is to unify and organize as Democrats in this community in order to uphold the Democratic Party's basic values which include respect, tolerance, and equalities, and the pursuit of a better life for all people. We will also advocate on behalf of the party's specific issues such as the provision of health care for all, the safeguarding of Social Security benefits, the preservation of women's rights, children's rights, immigrants' rights and the protection of the environment. We will also work to ensure that Democratic candidates are elected at the local, state, and federal levels.

The Metropolitan Democratic Club (hereinafter called the Club) shall focus its efforts within the Downtown, Pico-Union, MacArthur Park and Westlake areas; and shall seek to publicize activities, and to build its membership from registered Democrats within the proposed boundaries. The Club may become involved with activities outside of the city by a 2/3 vote of those present and voting at any Club meeting. The Club shall develop a work plan (including action items with evaluation criteria), which shall be evaluated by the membership at least once every six months. This work plan shall include a goal to increase the Club membership, to increase the number of registered Democrats, a report on the number of registered Democrats within the Club's geographical areas, a report on Democratic voter turnout in said area, and a comparison of local Democratic statistics to other political affiliations.

III. Affiliation

- A. The Club intends to affiliate with the Los Angeles County Democratic Central Committee (hereinafter called the Central Committee) and will apply to be chartered by the Committee on or after July 21st, 2005.
- B. As a chartered and affiliated club of the Central Committee, the Club shall comply with bylaws of the Central Committee and the California Democratic Party, as they apply to fully chartered local affiliates.

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- C. The Club may apply for membership in the California Democratic Council. Membership above the minimum affiliation level shall be permitted if approved by a majority vote of the club, or 2/3 of its officers.
- D. The Club shall create an affiliated youth caucus club with members under the age of 36, which shall be called The Metropolitan Young Democrats (MYD).
- 1) Provided the Club has at least ten members under the age of 36, the MYD may apply each year for affiliation with the California Young Democrats, and the Club shall pay all necessary annual charter fees, or annual dues, on behalf of the MYD.
 - 2) The MYD shall elect officers, provided that all members of the MYD shall first be members of the Club.
 - 3) Any member of the Club who is under the age of 36 qualifies to be a voting member of the MYD, and may participate in any MYD meetings if desired.

IV. Membership Requirements

- A. Qualifications: Any individual qualifies for Club membership if:
- 1) The individual is a registered Democrat; or
 - 2) The individual is ineligible to vote (due to minority, non-residency, or other legal impediment), but pledges to register as a Democrat when eligibility is attained; and
 - 3) Supports the purpose of the Club as stated in Article II, above.
- B. To become a member an individual shall pay the Club membership fee (see V.) and become engaged in the Club's activities.
- C. Eligibility for voting for club activities, candidate endorsements, and election of officers – an individual shall have the right to vote / be considered qualified to vote only if:
- 4) The member has paid all club fees
 - 5) the member has paid the Club's membership fee at least 30 days prior and
 - 6) The member has attended at least one meeting within the last 4 months
- D. Current membership shall be verified at each Club meeting by assigned Club volunteers also referred to as the Credentials Committee (a committee whose purpose is to verify membership, update member information and collect club fees.)

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V. Membership Fees

A. Each member shall pay membership fees on an annual basis (1 year = Jan - Dec) as follows:

Individual	\$12
Senior (over age 60)	\$6
Student	\$6

B. Household membership fees on an annual basis, as follows:

Household of 3 or more	\$10	per person
Household of 7 or more	\$8	per person

C. Other

Patron	\$100
Sponsor	\$250

D. Membership Fees are due on January 1st, and payable by January 31 of each calendar year.

E. Annual fees for new active Club members shall be prorated on a monthly basis.

F. The membership fee may be waived when a member registers in the Club's geographical area new "democratic party" voters corresponding to the fee amount (i.e. Student Fee \$12 = 12 new registered voters), for higher fee amounts the number of registered voters by the Club member may be prorated (for example: Household Fee of \$54 that only registered 10 new democrats will pay an outstanding balance of \$44). To qualify for membership credit: a copy of the new "democratic party" voter registration must be submitted to the Club's 'new' voter log book. The Member is responsible for mailing the voter registration form by respected deadlines.

G. In case of financial hardship, membership fees may be waved. The waiver is based on the individual's honor.

VI. Meetings

A. Regular Meetings

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- 1) The Club shall hold regular monthly meetings on such day as the membership may determine from time to time.
- 2) Regular meetings shall not be canceled more than 3 times within any calendar year and in no event shall more than 2 regular meetings be canceled in succession.
- 3) The Executive Board members shall meet at least 5 days prior to the scheduled at large membership meeting.

B. Special Meetings

- 1) Special meetings may be called by the chair at any time, on notice as specified below.
- 2) In the absence of the chair, any two officers may call a special meeting, on notice as specified below.

C. Notice of Meeting

- 1) Notice of regular meetings shall be given at least 10 days in advance to all members, in any manner as follows:
 - a. Notice in writing by US mail
 - b. Notice in writing by e-mail
 - c. Telephone message
- 2) Notice of Special meetings shall be given at least 2 days in advance to all members in any of the manners noted on item 1 above.
- 3) Notice of the meeting shall be deemed sufficient by any manner specified above if such notice includes the date, time, place of the meeting, list of action items or important business items and is calculated to be received at least 10 days prior to the meeting.

VII. Rules for Meetings

- A. The Club shall use the newly revised Roberts Rules of Order to govern parliamentary procedure at all official meetings of the Club, except as specifically noted in these bylaws.

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- B. A quorum for any official meeting of the Club shall be 15 percent of the total Club membership, or ten members, whichever is smaller, as of the most updated membership, as reported by the secretary.
- C. Unless otherwise specified in these Bylaws, the Club may adopt events and conduct regular business with a vote of 50 percent plus one of the members present at any meeting.
- D. The Club may pass resolutions not related to endorsements with a vote of 2/3 of those present and voting at any meeting.
- E. A process to consider the endorsement of candidates must be approved prior to any suggestion of endorsements. If the discussion of an endorsement process is noticed in the meeting agenda, such process must be approved by at least 2/3 of those present and voting at any meeting. If the discussion of an endorsement process is brought up from the floor as New Business, such process must be approved by at least three-fourths of those present and voting at any meeting. Under no circumstances may the Club consider the endorsement of a candidate for public office who is not registered with the Democratic Party. The minimum threshold for endorsement in a race with multiple Democratic candidates is two-thirds of the members present and voting. AND, under no circumstances can an executive board member endorse on behalf of the Club without a unanimous Club approval.

VIII. Officers

- A. Club officers shall consist of chair, first vice-chair (committees 1, 2, & 3 relations – see below), second vice-chair (committees 4 & 5 relations – see below), secretary and controller/treasurer. They shall be elected to serve one-year terms of office.
- B. Election of officers shall be held in January. If the chair vacates office, the first vice-chair shall ascend to the position of chair, until an election is held to fill the chair's remaining term of office.
- C. In the temporary absence of the chair, the first vice-chair shall serve as chair. If the position of first vice-chair is vacant, the second vice chair shall serve as first vice-chair.

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- D. The secretary, with the help of the Outreach Committee, shall be responsible to ensure that all members are notified of Club meetings. The secretary takes written record of meetings, proceedings and actions taken.
- E. The Controller / Treasurer shall maintain all written and financial records of the Club, and shall work with the professional Treasurer on the Club's financials. The Controller / Treasurer shall report on the Club's financial status on a regular basis.
- F. The chair shall officiate at all meetings of the Club.
- G. The chair may appoint members temporarily to fill un-expired terms of office, subject to election by the membership at the next Club meeting 30 days after the office is vacated.
- H. The Club shall be represented at meetings of the Central Committee and any Assembly District Committee meetings at which it may be entitled to membership, and at meetings of the California Democratic Council. A person may serve as representative to more than one outside body if the Club membership approves.
- I. The Club is encouraged to appoint a publicity officer, who shall have the responsibility to develop and to implement a plan to increase the visibility of the Club among Democrats within the city of Los Angeles.
- J. The chair may appoint Club members to serve in other capacities as needed.
- K. The Club may elect such other officers as may be deemed necessary from time to time to conduct Club business.

VIII. FINANCE

- A. The executive board shall propose a yearly budget for the Club's approval.

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- B. The chair and the treasurer can approve for discretionary expenditures for up to one hundred dollars, not to aggregate 200 dollars; not to exceed four times a year. Any expenditure above 200 dollars must be presented to the Club for approval.
- C. Authorized account signatures shall be the chair, the treasurer, and the vice chairs. Only the chair and the treasurer can issue payment or release of funds from Club or executive board approved expenses. In the event, the chair is unavailable; the first vice chair and the treasurer shall approve release of funds.
- D. All pre-approved expenses can be reimbursed by the authorized signatures.

IX. Committees

- A. The chair of the Club shall appoint members to be chairs to the standing committees. The initial standing committees shall be but not limited to, Public Relations/Media, Outreach, Activities/Events, Volunteer Coordinator, Community Affairs, said committees shall make present activities to the Club.
 - a. The Public Relations/Media Committee's purpose is to publish the Club's newsletter, to promote the Club, respond (in a coordinated effort) to media inquiries / media articles, to counter negative publicity in our community, to put a positive face to our community, to highlight our members as good standing citizens in our community – all with the approval of at least two executive board members.
 - b. The Outreach Committee's purpose is to help develop, maintain, retain and increase membership to our Club in a coordinated effort with other committees within the Club.
 - c. The Activities/Events Committee's purpose is to help develop member inclusive activities such as but not limited to Guest Speaker series, Community Forums, and Fundraisers.
 - d. The Volunteer Coordinating Committee shall help organize our members as well as other participating community volunteers during special events/activities and campaign cycles in efforts that best represent our Club, the community and the Democratic Party.

The Community Affairs Committee shall actively seek the Club's participation in community events all year long including but not limited to street fairs, parades, cultural events/affairs, and other miscellaneous fairs/shows.

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X. Executive Board

- A. The duties of the executive board are to help ensure that the Club's working plan is implemented, committees' goals are met, develop and publish the monthly agenda, and act in the best interest of the Club.
- B. The executive board is comprised of the Club officers, and committee chairs.

XI. By laws changes

- A. Changes to the constitution and bylaws must be presented for discussion to the membership at least in the prior meeting before the vote in question, and must be approved by a majority vote of the Club.
- B. All changes to take effect immediately upon approval (see A this section).

ADOPTED THIS DAY OF JULY 21st , 2005.

Amended Thursday, Jan 26th, 2006 (Pg 2. IV. C5)

Certified by:

Secretary