

DNOC BY-LAW's

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1 **I. ARTICLE 1-NAME AND PURPOSE**

2 **Section 1** The name of this organization shall be the Democrats of North Orange County
3 (DNOC).

4 **Section 2** The DNOC is a Democratic Club, chartered by the Democratic Party of Orange
5 County (DPOC). These bylaws shall be the governing document of the DNOC.
6 Matters on which these bylaws are silent, shall be resolved by the bylaws of,
7 first, the Democratic Party of Orange County (DPOC); then the California
8 Democratic Party (CDP); then by Robert’s Rules of Order, latest edition
9 (Robert’s Rules). The DNOC will be affiliated with the California Democratic
10 Council.

11 **Section 3** The DNOC shall focus its efforts to advance the goals of the Democratic Party
12 through public policy and political issue analysis, education, fund-raising,
13 candidate recruitment and support, voter registration, Democratic outreach
14 programs, coordination with other Democratic groups, and other activities to
15 benefit the Party. The club shall seek to publicize activities, and to build its
16 membership.

17 **II. ARTICLE 2- MEMBERSHIP**

18 **Section 1** This organization does not require or use any test of membership or oath of
19 loyalty which has the effect of requiring prospective or current members to
20 acquiesce, condone, or support discrimination on the grounds of race, color,
21 creed, national origin, physical ability, sex, age, religion, ethnic identity, sexual
22 orientation, gender identity orientation, or economic status.

23 **Section 2** Any individual is eligible for membership who is a registered Democrat, or an
24 individual ineligible to register, but who has declared an intention to register as
25 a Democrat upon becoming eligible. If under the age of eighteen (18) years, or
26 otherwise ineligible, they shall declare their intention of so registering.

27 **Section 3** A member in good standing is one who has paid his/her dues for the current
28 calendar year. The dues are payable beginning in October of each year for the
29 following year. The amount of annual dues shall be established by the
30 Executive Board and will be reviewed bi-annually by the Board. A member
31 shall be considered in good standing, if her/his dues are current or have been
32 waived due to economic hardship, members’ voting rights being subject to
33 compliance with the other provisions of these bylaws.

34 **Section 4** A member may be removed from the club roster for non-payment of dues by
35 the date required in these bylaws, or for publicly endorsing or financially
36 supporting other than a Democrat in any election.

37 **Section 5** Maintenance of the roster of members in good standing shall be the
responsibility of the Secretary.

1 **Section 6**

The Executive Board may distribute copies of the membership roster as appropriate; any member may request that their contact information not be included in any distributed roster.

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4 **Section 7**

A member may be expelled for a violation of the DNOC Bylaws, principles, or purposes according to the following procedure:

- 5
- 6 A. The member shall be informed of the proposed action 30 days
- 7 before the Executive Board meeting, and may invite supporting
- 8 witnesses.
- 9
- 10 B. There shall be a closed hearing with the member present before
- 11 the Executive Board to consider the question.
- 12
- 13 C. The question shall be decided upon by a 2/3 vote of the Executive
- 14 Board present, and voting, at the meeting.

15 **Section 8**

Selection of Representatives to California Democratic Party (CDP) Pre-Endorsing Conferences shall comply with the following provisions:

- 16 A. Club representatives shall be allocated as follows: One representative,
- 17 resident in the Assembly District and duly registered as a member of the
- 18 California Democratic Party for each full (not a fraction thereof) twenty
- 19 (20) members in good standing registered to vote in the Assembly District
- 20 who were listed on the roster submitted to the Democratic Party of Orange
- 21 County and to the appropriate Regional Director of the CDP, no later than
- 22 July 1 of the year immediately prior to the endorsing process.
- 23 B. For purposes of this Section:
- 24 1. Only members in good standing who are registered Democrats as of
- 25 the July 1 deadline shall be included on the roster.
- 26 2. "Members in Good Standing" shall mean a member whose dues are
- 27 current, or have been waived due to economic hardship.
- 28 3. The status of such members shall be certified by the Club's
- 29 President, Secretary, or Treasurer; and
- 30
- 31 4. The Club's representatives to any particular pre-endorsing
- 32 conference shall be selected from the roster described above and that
- 33 the overall list of representatives to all conferences be equally
- 34 apportioned between women and men to the extent possible.
- 35 C. Said representatives shall be selected by a majority vote of the DNOC
- 36 Executive Board.

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1 **III. ARTICLE 3-OFFICERS AND DUTIES**

2 **Section 1** The elected officers of the DNOC shall be:

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4 A. President

- 5 1) Preside over the meetings of the general membership and the
6 Executive Board;
7 2) Represent the DNOC with other groups and organizations;
8 3) Be responsible for carrying out the official activities and purposes of
9 the DNOC;
4) Sign correspondence; and be an ex-officio member of all committees.

10 B. Vice President

- 11 1) Assist the President;
12 2) Preside in the President's absence;
13 3) Act as an ex-officio member of all committees and may be chairperson
14 of a standing committee.

15 C. Secretary

- 16 1) Keep minutes of all Executive Board and General Membership
17 meetings and provide reports of the minutes to the DNOC;
18 2) Maintain the roster of members in good standing;
3) Be responsible for handling all correspondence of the DNOC, as
19 directed by the President.

20 D. Treasurer

- 21 1) Develop bi-annual proposed budget guidelines;
22 2) Receive and disburse all funds as appropriate and be responsible for
23 timely filing of financial reports as may be required by the state of
24 California Fair Political Practices Commission (FPPC) and the U.S.
25 Federal Elections Commission (FEC), submitting copies to the
26 President and Recording Secretary at the time of filing; (the Executive
27 Board may designate a professional accountant to assist the treasurer
28 in preparing and filing statements required to be filed under the
29 political campaign finance laws to which the DNOC is subject);
30 3) Submit and have available, a Treasurer's report at each Executive
31 Board Meeting and each General Membership meeting.

32 **Section 2** All officers shall be elected in January of odd numbered years and serve two-year
33 terms.

34 **IV. ARTICLE 4-EXECUTIVE BOARD**

35 **Section 1** The elected officers and Chairpersons of Standing Committees shall constitute the
36 Executive Board.

37 **Section 2** The Executive Board shall meet once each month for the purpose of planning and
directing the policies and activities of the organization. A quorum will consist of
at least 2/3 vote of the Executive Board.

1 **Section 3** The Executive Board must present, at a general meeting, any recommended
2 expenditure of more than \$500 to the general membership for their approval, if
3 said expenditures are not covered within the budget guidelines.

4 **Section 4** The Executive Board shall appoint a member in good standing to fill any vacated
5 elected office.

6 **Section 5** The Executive Board shall appoint a member in good standing to chair each
7 Standing Committee or any other Optional Committee deemed necessary to
8 promote the goals of the Club.

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10 **V. ARTICLE 5-COMMITTEES AND OTHER APPOINTED**
11 **POSITIONS**

12 **Section 1 Standing Committees**

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14 A. **Program Committee** will work with the Executive Board members
15 to plan meaningful programs for the DNOC general membership
16 meetings. The Program Chair will extend invitations to guest
17 speakers, obtain their biographical information for the newsletter,
18 and be responsible for obtaining a speaker's confirmation during the
19 week prior to the meeting.

20 B. **Membership Committee** shall include the recording secretary,
21 treasurer and at least one or two other DNOC members. They will
22 promote membership, collect dues, and maintain an up-to date roster
23 and name tags.

24 C. **Communications Committee** will include those who are
25 contributing to the DNOC newsletter, website, the social media, and
26 outreach to members of the DNOC and our communities.

27 D. **Fund Raising/Events Committee** will work with Executive Board
28 members to plan and coordinate events and activities to raise funds
29 for the DNOC.

30 E. **Political Action Committee** will work with the Executive Board to
31 plan and execute political strategies for Democratic local, state, and
32 national initiatives.

33 **Section 2** **Nominating Committee** will be selected by November of each even-
34 numbered year. See Article VI, Section 1.

35 **Section 3** **Optional Committees** may be created with a 2/3 vote of the Executive
36 Board. The Optional Committees may include but are not limited to the
37 following committees:

- 38 A. Young Democrats Committee
- 39 B. Headquarters Committee
- 40 C. Bylaws Committee
- 41 D. Women's Caucus Committee

VI. ARTICLE 6-ELECTIONS

Section 1 Nominating Committee

- A. The Executive Board shall select the Nominating Committee Chairperson by no later than the October general meeting during the even numbered years.
- B. Two Nominating Committee Members shall be selected by the Nominating Committee Chairperson. The Executive Board shall approve the selection of the two Nominating Committee Members with a 2/3 vote.
- C. Nomination Committee members will recruit potential candidates by contacting local community leaders and other interested members to encourage interest in DNOC leadership. The Nomination Committee should solicit leadership candidates by publishing the open Executive Board positions on the DNOC website, newsletter, social media accounts and/or via email. Nomination Committee meetings and procedures will be carried out according to the time frames established by the Nomination Committee Chair. The Nomination Committee will review and discuss potential nominees for each elected office. After thorough review and discussion, the Nomination Committee members shall prepare a ballot for Executive Board approval via e-mail or at the Executive Board Meeting in December. Screening guidelines, to be considered at the time of the Nominating Committee ballot preparation, will include but not be limited to validation of eligibility. Potential leadership nominees not chosen for the office for which they were nominated may be considered for an alternate position with the nominee’s approval.
- D. Members of the Nominating Committee are not eligible to seek an elected position for DNOC leadership.

Section 2

The Chairperson of the Nominating Committee shall make a preliminary report on nominations, at the December general meeting in each even-numbered year. This shall include a list of members who have agreed to serve in Board positions, if elected. Nominations shall also be open from the floor. A nominee must have been a dues paying member for the previous three months. A nominee must have attended a minimum of two of the past three monthly meetings.

Section 3

A notice of election and a list of all nominees shall be published in the DNOC newsletter and sent to the general membership prior to December 31st of even-numbered years.

Section 4

The election shall be held at the General Membership meeting in January of odd-numbered years. No person shall be eligible to vote in any election of the DNOC unless he or she is a member in good standing and

1 has been a member for at least three months prior to the election. Proxy
2 voting shall not be valid in the DNOC.

3 **Section 5**

Voting shall be by secret ballot unless only one candidate has been
4 nominated for a specific office, in which case balloting may be
5 accomplished by a motion for election by acclamation. Voting for each
6 office shall be done separately for each of the four (4) elective offices,
7 beginning with the office of President.

8 **Section 6**

At the completion and upon verification of the tally process, the names
9 of the successful candidates for each office shall be announced by the
10 Nominating Committee Chairperson. The four elected officers shall be
11 installed by the acceptance of the Oath of Office administered by the
12 Nominating Committee Chairperson. The Oath of Office script is
13 included as Attachment A to these Bylaws.

14 **VII. ARTICLE 7-MEETINGS**

15 **Section 1**

The DNOC shall hold regular monthly meetings on such day as the
16 membership/Executive Board may determine.

17 **Section 2**

A quorum shall be declared to exist at any regularly called membership
18 meeting of the organization, or at any special meeting, at which 20
19 members in good standing are present. All members shall have been
20 informed of time and place of meeting, one week in advance.

21 **Section 3**

Unless otherwise specified in these Bylaws, the DNOC may plan events
22 and conduct regular business with a simple majority of the members in
23 good standing, present and voting at any meeting.

24 **VIII. ARTICLE 8-BUDGET AND FINANCE**

25 **Section 1**

The Treasurer shall develop bi-annual proposed budget guidelines to be
26 submitted to the Executive Board prior to the March Executive Board
27 Meeting of odd-numbered years. After Executive Board approval, budget
28 will be submitted to members for majority approval.

29 **Section 2**

Funds may be collected and expended by the DNOC only as approved by
30 the Executive Board or General Membership as designated in Article IV:
31 Section 3.

32 **Section 3**

Appropriations and bills shall be presented to the Treasurer for payment.
33 The Treasurer and either the President, or any other officer designated by
34 the Executive Board, shall sign all checks. The Treasurer or his/her
35 authorized representative shall report all such expenditures at the next
36 meeting of the Executive Board and General Membership Meeting.

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1 **Section 4**

In any event, all funds collected or expended must comply with all applicable laws, and the bylaws of the DPOC.

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3 **IX. ARTICLE 9-ENDORSEMENTS**

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5 **Section 1**

The DNOC may support Democratic candidates in a primary election, general election, or special election, upon approval as designated in Section 4. Under no circumstances may the DNOC consider the endorsement of a candidate for public office who is not registered with the Democratic Party. DNOC endorsements must be in line with DPOC endorsements. No federal candidate shall be endorsed if not endorsed by the CDP.

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11 **Section 2**

The DNOC may support or oppose a nonpartisan local issue upon recommendation by the Executive Board and approval of 60% of members in good standing present at a general meeting.

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14 **Section 3**

The DNOC may support or oppose Initiatives or Propositions on a state ballot upon recommendation of Executive Board and approval of 60% members in good standing present at a general meeting.

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17 **Section 4**

Candidates for endorsement shall be considered by the Executive Board, who will then bring recommendations to the general membership. Recommended endorsements of candidates or issues may be acted on by the DNOC with an approval of a 60% vote of the members in good standing, present at the next General Meeting. All recommended endorsements shall have been publicized prior to the meeting by inclusion in the regular newsletter.

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23 **Section 5**

Funds in support of issues and candidates must be recommended by the Executive Board and approved by the General Membership.

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25 **X. ARTICLE 10-RESOLUTIONS**

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27 **Section 1**

The DNOC may prepare and issue resolutions on matters of interest or concern.

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29 **Section 2**

Any member of the DNOC may recommend a resolution for consideration.

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32 **Section 3**

The Executive Board shall review a proposed resolution and if it approves, shall present it to the members for consideration at the next General Membership meeting.

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35 **Section 4**

A resolution previously un-reviewed may be presented for consideration to the members at a general meeting provided that 10 members at that meeting have signed a petition, prior to the meeting, requesting its consideration.

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Section 5

Adoption of a reviewed resolution shall require a simple majority of members in good standing, present and voting. Adoption of an un-reviewed resolution shall require a 60% majority of members in good standing, present and voting.

IX. ARTICLE 11-GOVERNANCE

Section 1

The Bylaws may be amended by a majority vote upon the recommendation of the Executive Board, or by a two-thirds majority vote in lieu of such recommendation.

Section 2

Where there is no provision stated herein, or provided for in the CDP Bylaws, DPOC Bylaws, or Robert’s Rules, the discretion of the Executive Board shall be the prevailing authority.

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ATTACHMENT A
OATH OF OFFICE SCRIPT

Nominating Committee Chairperson Reads Oath of Office Script Aloud:

“These candidates (insert candidate name and position) for elected officers of the Democrats of North Orange County do most solemnly swear that they will faithfully and diligently perform the duties of the office to which they have been elected, without equivocation or mental reservation whatsoever.

They swear to uphold and abide by the Constitution and Bylaws of the California Democratic Party, the Democratic Party of Orange County, and the Bylaws of the Democrats of North Orange County.

In addition, they pledge their support to the programs of the DNOC, as determined from time to time by the Executive Board, and will exert effort, to the best of their ability, toward strengthening the influence of the Democratic Party in North Orange County.

To all this do you most solemnly swear?”

Candidate States:

“I do”

Nominating Committee Chairperson States:

“You may lower your right hand. I now declare that you are properly and dutifully installed in the offices to which you were elected. Congratulations. You may now assume the duties of your office.”

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