

BYLAWS OF THE DEMOCRATS OF NORTH ORANGE COUNTY DEMOCRATIC CLUB

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1 **Article I. NAME AND PURPOSE**

2 Section 1.01 The name of this organization shall be the Democrats of North Orange County
3 (DNOC).

4 Section 1.02 The DNOC is a Democratic Club, chartered by the Democratic Party of Orange
5 County (DPOC). The DNOC shall focus its efforts to advance the goals of the Democratic Party
6 through public policy and political issue analysis, education, fund-raising, candidate recruitment
7 and support, voter registration, Democratic outreach programs, coordination with other
8 Democratic groups, and other activities to benefit the Party. The club shall seek to publicize
9 activities, and to build its membership.

10 **Article II. AFFILIATION**

11 Section 2.01 The DNOC is a Democratic Club, chartered by the Democratic Party of Orange
12 County (DPOC).

13 Section 2.02 As a club of the DPOC, the club shall comply with bylaws of the DPOC and the
14 California Democratic Party (CDP) as they apply to fully chartered local affiliates.

15 Section 2.03 The club shall not take a position in support of a candidate other than a Democrat,
16 and contrary to candidate endorsements by the Democratic National Committee (DNC), the
17 CDP, and the DPOC.

18 **Article III. MEMBERSHIP**

19 Section 3.01 Any individual is eligible for membership who:

- 20 (a) is a registered Democrat, or,
21 (b) is an individual ineligible to register, but who has declared an intention to register as a
22 Democrat upon becoming eligible. If under the age of eighteen (18) years, or otherwise
23 ineligible, they shall declare their intention of so registering. And,
24 (c) supports the purpose of the club as stated in Article II above.

25 Section 3.02 A member in good standing (MIGS) is one who has paid or waived his/her dues
26 (see Article IV) for the current calendar year and meets the requirements defined above. MIGS
27 are eligible to vote on club business items.

28 Section 3.03 This organization does not require or use any test of membership or oath of
29 loyalty which has the effect of requiring prospective or current members to acquiesce, condone,
30 or support discrimination on the grounds of race, color, creed, national origin, physical ability,
31 sex, age, religion, ethnic identity, sexual orientation, gender identity orientation, or economic
32 status.

33 Section 3.04 A member may be removed from the club roster for non-payment of dues by the
34 date required in these bylaws, or for publicly endorsing or financially supporting anyone other
35 than a Democrat in any election.

1 Section 3.05 A member may be expelled for a violation of the DNOC bylaws, principles, or
2 purposes according to the following procedure

- 3 (a) The member shall be informed of the proposed action 30 days before the Executive Board
4 meeting, and may invite supporting witnesses.
- 5 (b) There shall be a closed hearing with the member present before the Executive Board to
6 consider the question.
- 7 (c) The question shall be decided upon by a 2/3 vote of the Executive Board present (see
8 Section 5.05(c)) at the meeting.

9 Section 3.06 The Executive Board may distribute copies of the membership roster as
10 appropriate; any member may request that their contact information not be included in any
11 distributed roster.

12 **Article IV. DUES**

13 Section 4.01 The dues are payable beginning in October of each year for the following year.
14 The amount of annual dues shall be established by the Executive Board and will be reviewed
15 bi-annually by the Executive Board. The fiscal year shall start on January 1st of each calendar
16 year. A member shall be considered in good standing, if her/his dues are current or have been
17 waived due to economic hardship, members' voting rights being subject to compliance with the
18 other provisions of these bylaws.

19 **Article V. MEETINGS AND RULES**

20 Section 5.01 The DNOC shall hold regular monthly meetings on such day as the
21 membership/Executive Board may determine.

22 Section 5.02 Unless otherwise specified in these bylaws, the DNOC may plan events and
23 conduct regular business with a simple majority of the MIGS, present and voting at any meeting.

24 Section 5.03 A quorum shall be declared to exist at any regularly called membership meeting
25 of the organization, or at any special meeting, at which 20 MIGS are present.

26 Section 5.04 All members shall have been informed of time and place of meeting.

27 Section 5.05 The Executive Board shall meet at least once each month for the purpose of
28 planning and directing the policies and activities of the organization.

- 29 (a) The elected members of the Executive Board include: President, Vice President,
30 Secretary, and Treasurer.
- 31 (b) The elected officers and Chairpersons of Standing Committees shall constitute the
32 Executive Board.
- 33 (c) A quorum will consist of at least 50% of the Executive Board with at least 2 of those
34 present being elected officers.

1 (d) Executive Board meetings are open to any person meeting the criteria of a club member
2 as defined in Article III, but voting is reserved for members of the Executive Board as
3 defined in (b) above.

4 Section 5.06 Notice of general meetings and Executive Board meetings is typically given in
5 person at the current general meeting (providing one month notice for general meetings and two-
6 weeks notice for Executive Board meetings).

7 Section 5.07 These bylaws shall be the governing document of the DNOC. Matters on which
8 these bylaws are silent, shall be resolved by the bylaws of, first, the DPOC; then the CDP; then
9 by Robert's Rules of Order, latest edition (Robert's Rules).

10 **Article VI. OFFICERS AND DUTIES**

11 Section 6.01 The elected officers of the DNOC shall be:

12 (a) President

- 13 (i) Preside over the meetings of the general membership and the Executive Board;
- 14 (ii) Represent the DNOC with other groups and organizations;
- 15 (iii) Be responsible for carrying out the official activities and purposes of the DNOC;
- 16 (iv) Sign correspondence; and be an ex-officio member of all committees.

17 (b) Vice President

- 18 (i) Assist the President;
- 19 (ii) Preside in the President's absence;
- 20 (iii) Act as an ex-officio member of all committees and may be chairperson of a
21 standing committee.

22 (c) Secretary

- 23 (i) Keep minutes of all Executive Board and general membership meetings and
24 provide reports of the minutes to the DNOC;
- 25 (ii) Maintain the roster of members in good standing;
- 26 (iii) Be responsible for handling all correspondence of the DNOC, as directed by the
27 President.

28 (d) Treasurer

- 29 (i) Develop bi-annual proposed budget guidelines;

- 1 (ii) Receive and disburse all funds as appropriate and be responsible for timely filing
2 of financial reports as may be required by the state of California Fair Political
3 Practices Commission (FPPC) and the U.S. Federal Elections Commission (FEC),
4 submitting copies to the President and Recording Secretary at the time of filing;
5 (the Executive Board may designate a professional accountant to assist the
6 treasurer in preparing and filing statements required to be filed under the political
7 campaign finance laws to which the DNOC is subject);
- 8 (iii) Submit and have available, a Treasurer's report at each Executive Board Meeting
9 and each general membership meeting.

10 Section 6.02 Budget and Finance

- 11 (a) The Treasurer shall develop bi-annual proposed budget guidelines to be submitted to the
12 Executive Board prior to the March Executive Board Meeting of odd-numbered years.
13 After Executive Board approval, budget will be submitted to members for majority
14 approval in the April general meeting and to the Chartering authority of the DPOC by the
15 annual chartering deadline.
- 16 (b) Funds may be collected and expended by the DNOC only as approved by the Executive
17 Board as defined in Section 5.05(b) or general membership as defined in Section 5.02.
- 18 (c) Appropriations and bills shall be presented to the Treasurer for payment. The Treasurer
19 and either the President, or any other officer designated by the Executive Board, shall
20 sign all checks. The Treasurer or his/her authorized representative shall report all such
21 expenditures at the next meeting of the Executive Board and general membership
22 meeting.
- 23 (d) In any event, all funds collected or expended must comply with all applicable laws, and
24 the bylaws of the DPOC.

25 Section 6.03 The immediate past President may act as a non-voting advisor to the Executive
26 Board.

27 Section 6.04 All officers shall be elected in January of odd numbered years and serve two-
28 year terms.

29 Section 6.05 Board Transition

- 30 (a) The newly elected board members will meet with the outgoing Executive Board at the
31 first Executive Board meeting following the election.
- 32 (b) The outgoing Executive Board members will assist the newly elected board members by
33 handing over all properties of the club, including social media, website, and email
34 accounts, related passwords, etc., as well as any financial account access, and any paper
35 and/or electronic documentation related to the club's operation, governance, and history.

1 Section 6.06 Committees and Other Appointed Positions

2 (a) Standing Committees:

- 3 (i) Program Committee will work with the Executive Board members to plan
4 meaningful programs for the DNOC general membership meetings. The Program
5 Chair will extend invitations to guest speakers, obtain their biographical
6 information for the newsletter, and be responsible for obtaining a speaker's
7 confirmation during the week prior to the meeting.
- 8 (ii) Membership Committee shall include the recording secretary, treasurer and at
9 least one or two other DNOC members. They will promote membership, collect
10 dues, and maintain an up-to date roster and name tags.
- 11 (iii) Communications Committee will include those who are contributing to the
12 DNOC newsletter, website, the social media, and outreach to members of the
13 DNOC and our communities.
- 14 (iv) Fundraising/Events Committee will work with Executive Board members to plan
15 and coordinate events and activities to raise funds for the DNOC.
- 16 (v) Political Action Committee will work with the Executive Board to plan and
17 execute political strategies for Democratic local, state, and national initiatives.

18 (b) Nominating Committee will be selected by November of each even-numbered year. See
19 Section 7.01.

20 (c) Optional Committees may be created with a 2/3 vote of the Executive Board. The
21 Optional Committees may include but are not limited to the following committees:

- 22 • Young Democrats Committee
- 23 • Headquarters Committee
- 24 • Bylaws Committee
- 25 • Women's Caucus Committee

26 Section 6.07 Executive Board Duties

27 (a) The Executive Board must present, at a general meeting, any recommended expenditure
28 of more than \$500 to the general membership for their approval, if said expenditures are
29 not covered within the budget guidelines.

30 (b) The Executive Board shall appoint a member in good standing to fill any vacated elected
31 office.

32 (c) The Executive Board shall appoint a member in good standing to chair each Standing
33 Committee or any other Optional Committee deemed necessary to promote the goals of
34 the Club.

1 **Article VII. ELECTIONS**

2 Section 7.01 Nominating Committee

- 3 (a) The Executive Board shall select the Nominating Committee Chairperson by no later than
4 the October general meeting during the even numbered years.
- 5 (b) Two Nominating Committee Members shall be selected by the Nominating Committee
6 Chairperson. The Executive Board shall approve the selection of the two Nominating
7 Committee Members with a 2/3 vote.
- 8 (c) Nomination Committee members will:
- 9 (i) Recruit potential candidates by contacting local community leaders and other
10 interested members to encourage interest in DNOC leadership.
- 11 (ii) Solicit leadership candidates by publishing the open Executive Board positions on
12 the DNOC website, newsletter, social media accounts and/or via email.
- 13 (iii) Hold meetings and follow procedures according to the time frames established by
14 the Nomination Committee Chair.
- 15 (iv) Review and discuss potential nominees for each elected office, and after a
16 thorough review and discussion,
- 17 (v) Prepare a ballot for Executive Board approval via e-mail or at the Executive
18 Board Meeting in December.
- 19 (d) Screening guidelines, to be considered at the time of the Nominating Committee ballot
20 preparation will include but not be limited to validation of eligibility.
- 21 (e) Potential leadership nominees not chosen for the office for which they were nominated
22 may be considered for an alternate position with the nominee's approval.
- 23 (f) Members of the Nominating Committee are not eligible to seek an elected position for
24 DNOC leadership.
- 25 (g) The Chairperson of the Nominating Committee shall make a preliminary report on
26 nominations, at the December general meeting in each even-numbered year.
- 27 (i) This shall include a list of members who have agreed to serve in Board positions,
28 if elected.
- 29 (ii) Nominations shall also be open from the floor.
- 30 (iii) A nominee must have been a MIGS (see Article III) for the previous three
31 months.
- 32 (iv) A nominee must have attended a minimum of two of the past three monthly
33 meetings.

1 Section 7.02 A notice of election and a list of all nominees shall be published in the DNOC
2 newsletter and sent to the general membership prior to December 31st of even-numbered years.

3 Section 7.03 The election shall be held at the general membership meeting in January of odd-
4 numbered years.

5 Section 7.04 No person shall be eligible to vote in any election of the DNOC unless he or she
6 is a MIGS (see Article III) AND has been a member for at least three months prior to the election.

7 Section 7.05 Proxy voting shall not be valid in the DNOC.

8 Section 7.06 Voting shall be by secret ballot unless only one candidate has been nominated
9 for a specific office, in which case balloting may be accomplished by a motion for election by
10 acclamation. Voting for each office shall be done separately for each of the four (4) elective
11 offices, beginning with the office of President.

12 Section 7.07 At the completion and upon verification of the tally process, the names of the
13 successful candidates for each office shall be announced by the Nominating Committee
14 Chairperson. The four elected officers shall be installed by the acceptance of the Oath of Office
15 administered by the Nominating Committee Chairperson. The Oath of Office script is included
16 as Attachment A to these bylaws.

17 **Article VIII. SELECTION OF CLUB REPRESENTATIVES FOR CDP PRE-ENDORSEMENT**
18 **CONFERENCE**

19 Section 8.01 Selection of Representatives to the CDP Pre-Endorsement Conferences shall
20 comply with the following provisions:

21 (a) Club representatives shall be allocated as follows:

22 (i) The roster of eligible membership will only consist of MIGS of DNOC (see
23 Article III) who are also registered as Democrats and whose voting addresses are
24 current by the CDP-defined deadline for eligible voter registration.

25 (ii) The roster will be verified by the club's President, Secretary, or Treasurer, with
26 help from other Executive Board members as appropriate.

27 (iii) The roster of eligible MIGS will then be submitted to the DPOC and the
28 appropriate Regional Directors of the CDP no later than the CDP-defined deadline
29 for roster submission.

30 (iv) For every full 20 (not a fraction thereof) of eligible MIGS registered in the same
31 Assembly District (AD), one representative will be selected as a club
32 representative.

33 (v) Said representatives shall be selected by a majority vote (see Section 5.05) of the
34 DNOC Executive Board.

35 (vi) The overall list of representatives to all conferences shall be equally apportioned
36 between women and men to the extent possible.

1 **Article IX. ENDORSEMENTS**

2 Section 9.01 The DNOC may support Democratic candidates in a primary election, general
3 election, or special election, upon approval as designated in Section 9.02 below. Under no
4 circumstances may the DNOC consider the endorsement of a candidate for public office who is
5 not registered with the Democratic Party. DNOC endorsements must be in line with DPOC
6 endorsements. No federal candidate shall be endorsed if not endorsed by the CDP.

7 Section 9.02 Candidates for endorsement shall be considered by the Executive Board, who
8 will then bring recommendations to the general membership. Recommended endorsements of
9 candidates or issues may be acted on by the DNOC with an approval of a 60% vote of the MIGS
10 (see Article III and Section 5.03) present at the next general meeting. All recommended
11 endorsements shall have been publicized prior to the meeting by inclusion in the regular
12 newsletter.

13 Section 9.03 The DNOC may support or oppose a nonpartisan local issue upon
14 recommendation by the Executive Board and approval of 60% of MIGS (see Article III and
15 Section 5.03) present at a general meeting.

16 Section 9.04 The DNOC may support or oppose Initiatives or Propositions on a state ballot
17 upon recommendation of Executive Board and approval of 60% of MIGS (see Article III and
18 Section 5.03) present at a general meeting .

19 Section 9.05 Funds in support of issues and candidates must be recommended by the
20 Executive Board and approved by the general membership.

21 **Article X. RESOLUTIONS**

22 Section 10.01 The DNOC may prepare and issue resolutions on matters of interest or concern.

23 Section 10.02 Any member of the DNOC may recommend a resolution for consideration.

24 Section 10.03 The Executive Board shall review a proposed resolution and if it approves, shall
25 present it to the members for consideration at the next general membership meeting.

26 Section 10.04 A resolution previously un-reviewed may be presented for consideration to the
27 members at a general meeting provided that 10 members at that meeting have signed a petition,
28 prior to the meeting, requesting its consideration.

29 Section 10.05 Adoption of a reviewed resolution shall require a simple majority of members in
30 good standing, present and voting. Adoption of an un-reviewed resolution shall require a 60%
31 majority of MIGS (see Article III and Section 5.03) present and voting.

32 **Article XI. TERMINATION**

33 Section 11.01 Should this club be dissolved, the monies remaining in the treasury, after
34 payment of all obligations, shall be disbursed to the DPOC.

Article XII. GOVERNANCE/AMENDMENTS

Section 12.01 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 12.02 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.

ADOPTED as amended: April 4, 2019 (Month, DD, YYYY)

Certified by: Danny Bryan (Print Name)

Secretary: (signature on file) (Signature)

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1 **ATTACHMENT A**

2 **OATH OF OFFICE SCRIPT**

3
4 Nominating Committee Chairperson Reads Oath of Office Script Aloud:

5
6 “These candidates (insert candidate name and position) for elected officers of the Democrats of
7 North Orange County do most solemnly swear that they will faithfully and diligently perform
8 the duties of the office to which they have been elected, without equivocation or mental
9 reservation whatsoever.

10
11 They swear to uphold and abide by the Constitution and Bylaws of the California Democratic
12 Party, the Democratic Party of Orange County, and the Bylaws of the Democrats of North
13 Orange County.

14
15 In addition, they pledge their support to the programs of the DNOC, as determined from time to
16 time by the Executive Board, and will exert effort, to the best of their ability, toward
17 strengthening the influence of the Democratic Party in North Orange County.

18
19 To all this do you most solemnly swear?”

20
21 Candidate States:

22 “I do”

23
24 Nominating Committee Chairperson States:

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

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