

**BYLAWS  
OF THE  
ROSEVILLE JUNCTION DEMOCRATIC CLUB**

**MISSION STATEMENT**

**As members of the Roseville Junction Democratic Club, it is our intention to support the Democratic Agenda that is promoted by the state and national Democratic Party, support candidates, who adhere to the Democratic platform on the local, state and national level, put special emphasis on the use of our party by providing opportunities for their participation in party activities and education, and always be aware of the image we are presenting as Democrats in our community and strive to be people of service and leadership.**

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**ARTICLE I – NAME AND PURPOSE**

**Section 1.1 Name**

The name of this organization shall be the Roseville Junction Democratic Club, herein referred to as the Club. RJDC shall be the official acronym of the Club.

**Section 1.2 Purpose**

This club is organized for the purpose of strengthening the Democratic Party.

**Section 1.3 Annual Goals and Objectives**

The general membership shall discuss general political goals and activity objectives of the Club for the year at the first General Membership Meeting of the calendar year.

**ARTICLE II – JURISDICTION AND ACCOUNTABILITY**

The Roseville Junction Democratic Club is established and operates under charter of the Placer County Democratic Central Committee and is bound by the rules and bylaws of the PCDCC.

All items within this club’s charter and bylaws are within the jurisdiction of the Placer County Democratic Central Committee (PCDCC), the Charter and Bylaws of the California Democratic Party (CDP), and all California Statutes.

## ARTICLE III – GENERAL MEMBERSHIP

### Section 3.1 Qualifications

Qualifications for membership in the Club shall be open to either of the following:

- A. Any person who has registered the Democratic Party as their political party preference with the California Secretary of State, or
- B. Any person, aged 13 years or older and residing in the City of Roseville, California, who has declared their support for the Democratic Party and the principles as expressed in party platforms to the general membership of the Club.

### Section 3.2 Membership in Good Standing

- A. A member shall be considered in good standing if their dues are current. A membership credential shall be issued by the Treasurer at the request of any member in good standing.
- B. Only members in good standing may vote in club activities, participate on committees, and serve as an officer or chair of a committee.

### Section 3.3 Dues

- A. All members shall pay dues on an annual basis, for each calendar year of January 1 through December 31.
- B. Member rates to be paid for the following calendar year shall be approved in the December General Membership Meeting or the first General Membership Meeting of the new calendar year.
- C. In the event that annual member rates are not approved after the first General Membership Meeting of the calendar year, dues shall remain the same as the previous calendar year.
- D. Discounted rates may be established to promote increasing the membership of the Club. Such rates may include but need not be limited to:
  1. Student rates
  2. Family rates
- E. The Executive Board may establish prorated rates for first time members who join the Club after the start of the calendar year.
- F. The Treasurer, with approval from the President, may waive the annual dues of a member for economic hardship.

### Section 3.4 Voting Rights

- A. All members in good standing shall be eligible to vote at any General Membership Meeting, Special Meeting, or Committee Meeting in which they participate.
- B. Each member's vote shall count as one vote.
- C. New members must be members in good standing for one (1) month before being eligible to vote for officers, committee chairs, or any other position that represents the Club and for seven (7) days before being eligible to vote in any other club activity.

## ARTICLE IV – EXECUTIVE BOARD

### Section 4.1 Membership

The membership shall consist of the currently elected officers.

### Section 4.2 Powers

The Executive Board shall be the governing body of the Club. The Executive Board shall discuss matters pertaining to the Club and make recommendations for action to the general membership of the Club. It shall conduct routine business as required between General Membership Meetings. Routine business includes those matters requiring immediate action that cannot wait until the next regular General Membership Meeting.

## ARTICLE V – OFFICERS

### Section 5.1 Officer Positions

The officers of the club shall consist of the following seven elected offices: President, First Vice President, Second Vice President, Secretary, Treasurer, First Member-At-Large/Central Committee Representative, and Second Member-At-Large/Special Committee Representative.

### Section 5.2 Term of Office

Officers shall serve a term of two years, beginning and ending at the June General Membership Meeting of every even numbered year. Officers may serve a maximum of two consecutive terms in the office to which they are elected.

### Section 5.3 Officer Nominations

A Nominating Committee shall be selected during the March General Membership Meeting of each even numbered year. It shall consist of the Second Member-At-Large and two members elected from the general membership. The Second Member-At-Large shall serve as chair of the Nominating Committee. Once the Nominating Committee is formed, it shall receive all nominations for the officer positions.

### Section 5.4 Notice and Nomination of Candidates

The Nominating Committee shall notify the membership at the April General Membership Meeting of each even numbered year of the nominees who have submitted themselves for nomination to the Nominating Committee and shall be asked for any additional nominations. After the April General Membership Meeting, the Nominating Committee shall not accept any more nominations for the election.

### Section 5.5 Officer Elections

- A. Elections of officers shall be held every even numbered year at the May General Membership Meeting.
- B. Ballots shall be counted by secret ballot. Ballots may either be cast in-person at the General Membership Meeting, through mail, or through email, as designated by the Nominating Committee Chair. Mailed and emailed votes must be received by the Nominating Committee the day before the May General Membership Meeting.
- C. There shall be a place on the ballot for write-in candidates for each office.
- D. The candidates who receive the most votes for each office shall win the election.

### Section 5.6 Installation of Officers

The installation of officers shall be held at the June General Membership Meeting following the election.

### **Section 5.7 Officer Vacancies**

- A. In the event of a vacancy of an elected office, the President shall be responsible for delegating and ensuring that the duties of the vacant office are carried out until the vacancy is filled.
- B. Vacancies in elected offices shall be filled at the next General Membership Meeting by approval of the membership present and voting.
- C. In the event that the office of the President becomes vacant, the First Vice President shall serve as Interim President until a new President is approved by the membership.

### **Section 5.8 Removal of an Officer**

- A. Officers may be removed by a two thirds vote of the membership present and voting at a General Membership or Special Meeting for failure to execute their duties or for misconduct.
- B. The Executive Board may suspend the duties of an officer prior to a vote for removal by the membership.

## **ARTICLE VI – DUTIES OF OFFICERS**

### **Section 6.1 Duties and Authorities of all Officers**

All officers shall:

- A. Be a point of contact for confidential member complaints regarding harassment, discrimination, or other serious issues pertaining to the conduct an officer or member of the Club.
- B. Raise issues received in complaints during Executive Board or General Membership Meetings as they deem appropriate. Officers are authorized to contact the Chair of the PCDC or law enforcement if they believe the issue must be addressed by an entity outside of the Club.
- C. All officers shall have the authority to establish committees to aid in the performance of their duties and to include the membership in those activities. Officers shall form committees related to their duties at the request of the general membership.

### **Section 6.2 Duties of the President**

The President shall:

- A. Preside at all General Membership, Special, and Executive Board Meetings.
- B. Serve as the official representative of the Club or appoint another member to do so.
- C. Perform other such duties as may reasonably pertain to the office.

### **Section 6.3 Duties of the First Vice President**

The First Vice President shall:

- A. Preside at meetings in the absence of the President.
- B. Shall be responsible for the monthly program at the general meeting, including but not limited to securing the location, set-up/take down, arranging for speakers, and refreshments.
- C. Serve as parliamentarian during meetings to settle rule disputes.
- D. Provide oversight of committees.

### **Section 6.4 Duties of the Second Vice President**

The Second Vice President shall:

- A. Preside at meetings in the absence of both the President and First Vice President.
- B. Keep the Club website and social media accounts maintained and up to date.
- C. Keep time during General Membership and Special Meetings
- D. Prepare and submit a yearly member survey of interests.

### **Section 6.5 Duties of the Treasurer**

The Treasurer shall:

- A. Be responsible for all club funds and membership dues.
- B. Pay all bills upon authorization by the general membership and/or the Executive Board.
- C. Maintain an up-to-date membership list and be responsible for verification that any member is paid and in good standing.
- D. Prepare a monthly report of all expenditures and income for the submission to the membership at the monthly General Membership Meeting.
- E. Give a financial report when called upon and prepare and present an annual report of the Club finances.
- F. Prepare reports as required by the county, state, or federal government.
- G. Maintain a log of all property belonging to the Club and where each item is stored.

### **Section 6.6 Duties of the Secretary**

The Secretary shall:

- A. Record the minutes of all General Membership, Special, and Executive Board Meetings.
- B. Prepare and send Club communications and any other correspondence as directed by the President.
- C. Maintain records of meeting minutes, bylaws, Club calendar, and any policy and procedures adopted by the Club.
- D. Maintain contact information of members.
- E. Give notice of General Membership, Special, and Executive Board Meetings.

### **Section 6.7 Duties of the First Member-At-Large/Central Committee Representative**

The First Member-At-Large shall:

- A. Serve as liaison to the general membership.
- B. Represent the Club at the PCDCC.
- C. Communicate monthly reports on the PCDCC either at General Membership Meetings or through email.

### **Section 6.8 Duties of the Second Member-At-Large/Special Committee Representative**

The Second Member-At-Large shall:

- A. Serve as liaison to the general membership.
- B. Serve as Special Committee representative as needed.
- C. Serve as chair of the Nominating Committee for the election of officers.
- D. Assist other officers in their duties, including temporarily assuming their responsibilities when they are unable to.

## ARTICLE VII – COMMITTEES

### Section 7.1 Committees in General

- A. Committees may be established to further the goals and objectives of the Club, engage in the interests of the members, or to facilitate the responsibilities of officers.
- B. Each committee shall have a chair that is elected by the members of the committee.
- C. Officers may form committees to facilitate the execution of their duties. Each officer shall serve as chair of their respective committee.
- D. A chair may appoint vice-chairs to assist in the responsibilities of the chair.
- E. The chair shall be responsible for
  - 1. Presiding over Committee Meetings.
  - 2. Coordinating with the First Vice President to discuss committee activities during a General Membership Meeting.
  - 3. Coordinating with the Second Vice President to publish committee activities on the Club webpage and social media accounts.
  - 4. Coordinating with the Secretary to include committee activities in communications to the general membership.
- F. There shall be no limit to the number of committees that a member in good standing may participate.
- G. Each committee shall have a mission statement for the purpose of giving the committee a clear role and focus. The mission statement shall be submitted to the First Vice President. Each committee shall update its mission statement after each election of a chair or as needed.
- H. Committees may form informal subcommittees or use electronic messaging to conduct committee business outside of Committee Meetings if approved by the committee.

### Section 7.2 Committee Formation:

For committees other than those formed by an officer to facilitate their duties or the Nominating Committee:

- A. A committee shall be formed by two or more members declaring their intent to form a committee during a General Membership Meeting.
- B. Upon the formation of a committee, membership in attendance shall be allowed the opportunity to announce their intent to participate in the committee.
- C. At the next General Membership Meeting or at a different time and place of the committee's choosing, the members of the committee shall elect a committee chair.

### Section 7.3 Dissolution of a Committee:

- A. A committee shall automatically dissolve if the committee's mission statement describes that it will do so upon the completion of a specific task or at a specified time.
- B. A majority of the membership of a committee may vote at a Committee Meeting to dissolve the committee. The First Vice-President must be notified of the dissolution.
- C. The general membership of the Club may vote to dissolve a committee upon one or more of the following reasons:
  - 1. The committee does not have a mission statement.
  - 2. The committee has been without a chair for an unreasonable amount of time or has not conducted a vote for chair in a reasonable time beyond one year if it is required to do so.
  - 3. The committee does not meet regularly and there has been a prolonged and unreasonable amount of time since the last committee meeting.
  - 4. There is strife or irresolvable conflict among the members of the committee that is preventing the committee from effectively fulfilling its purpose or is bringing negative attention to the Club.
  - 5. The committee is no longer needed.

## ARTICLE VIII – MEETINGS

### Section 8.1 Meetings in General

#### A. Official Notice to Members:

1. The Secretary and committee chairs are responsible for giving notice to members about upcoming meetings. Such notice shall include at a minimum the time, place, and location of the meeting. When possible, members should be informed of the agenda of the meeting.
2. Email delivery shall be considered sufficient notice for all purposes except in the case of members without email or members which have chosen not to receive notice by email which shall receive official notices by postal mail.
3. All notices by The Club via email will be considered valid if:
  - a. the sender and receiver have both consented, in writing, to sending and receiving notice in this manner,
  - b. the notice was sent to or from the email address specified when giving consent, or most recent email address specified on a subsequent notice of change of address by sender or receiver, and
  - c. the obligation to inform and procedure for informing of any change in email address has been specified in writing.

#### B. Meeting Format:

1. Meetings may be held either in-person, through a telephone conference call service, through an internet voice or video conferencing service, or by a combination of methods. The choice shall be made by the members of that meeting.
2. Presence at a meeting shall constitute attendance via the method designated in the meeting's notice, whether that being physically present at the designated meeting location, calling into the designated telephone conference line, joining the online video conference, or other chosen method of conducting the meeting.

#### C. Decisions on items at a meeting that were not properly noticed or had not achieved a quorum, shall have no force.

### Section 8.2 General Membership Meetings

- A. General Membership Meetings shall be held on the third Saturday of each month unless otherwise decided by the general membership.
- B. The Executive Board shall notify members of any temporary or permanent changes to the time, date, or location of General Membership Meetings at least three (3) days in advance of the newly scheduled General Membership Meeting or the previously scheduled date, whichever is earliest.
- C. The Executive Board may cancel a General Membership Meeting for any emergency. The Executive Board shall notify members of a cancelation as soon as reasonably possible after the decision is made.
- D. A quorum to begin a General Membership Meeting is established upon the presence of nine (9) members in good standing or one quarter (1/4) of the total number of members in good standing, whichever is fewer.

### **Section 8.3 Special Meetings**

- A. Special Meetings may be called at the discretion of the President or the Executive Board. The membership shall be notified as soon as possible in advance of all Special Meetings but with no less than three (3) days notice. Notice shall include a brief statement for the reasons for the Special Meeting and the items on the agenda.
- B. The items on the agenda of a Special Meetings shall be limited to issues that cannot wait to be discussed at the next scheduled General Membership Meeting. The Special Meeting shall be limited to only the items on the agenda.
- C. Quorum to begin a Special Meeting is established upon the presence of nine (9) members in good standing or one quarter (1/4) of the total number of members in good standing, whichever is smaller.

### **Section 8.4 Executive Board Meetings**

- A. Executive Board Meetings shall be held as deemed necessary by the President or a majority of the Executive Board. Executive Board Meetings shall be used to set the agenda for the following General Membership Meeting. The Executive Board, as a body, shall consist of all officers.
- B. The Executive Board and general membership shall be notified at least three (3) days in advance of an Executive Board Meeting.
- C. Quorum for an Executive Board Meeting is established upon the presence of a majority of the officers.
- D. Any member in good standing may attend an Executive Board Meeting and participate in discussions.
- E. For any item that is put to a vote at an Executive Board Meeting, only officers may cast votes, with each officer casting one vote. The President shall have the authority to break tied votes.

### **Section 8.5 Committee Meetings**

- A. Committee Meetings shall be held as often as decided necessary by the members of the committee.
- B. Members of the committee shall be notified at least three (3) days in advance of a Committee Meeting if they have provided contact information to the committee chair.
- C. Each committee shall determine its requirements for a quorum, but there shall be no quorum without the presence of the chair or a vice-chair.

## **ARTICLE IX – FINANCIAL OPERATIONS**

- A. The fiscal year shall run from January 1 to December 31.
- B. The annual budget shall be approved by a majority of the membership present and voting at the first General Membership Meeting of the fiscal year and may be amended by a majority of the membership present and voting at a General Membership or Special Meeting.
- C. All expenditures not specifically authorized in the annual budget must be submitted to the general membership for approval, except a majority of the Executive Board may approve the expenditure of up to a specified amount without first requiring approval from the general membership, as decided by the general membership as part of the annual budget.
- D. The Club may make financial donations to organizations and candidates. All donations from the Club must be approved by the general membership.
- E. Except as otherwise specifically determined by the general membership or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness of the Club shall be signed by the Treasurer and a second officer on record with the banking institution.



## ARTICLE X – AFFILIATIONS WITH OTHER ORGANIZATIONS

### **Section 10.1 County Central Committee**

The First Member-At-Large shall be a voting representative member of the PCDCC. The Second Member-At-Large shall serve as the alternate unless the President appoints another member in good standing.

### **Section 10.2 Local Democratic Party Clubs:**

The Club may coordinate with and participate in events with Democratic Party clubs located inside and outside of Placer County to further the goals of the Club. The Club shall follow any applicable rules set by the PCDCC and CDP.

### **Section 10.3 Campaign Committees:**

The Club may interact and engage with campaign committees in accordance with all laws and rules set by the PCDCC and CDP. Such interactions shall be only to further the goals of the Club.

### **Section 10.4 Advocacy Organizations:**

The Club may coordinate with and participate in events with local, state, and national organizations that share similar goals and values with the Club, to further the goals of the Club. The Club shall follow any applicable rules set by the PCDCC and CDP.

### **Section 10.5 Selection of Representatives to CDP Pre-Endorsement Conferences**

- A. The Club shall have representatives 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 PCDCC and to the appropriate Regional Director of the CDP no later than July 15 of the year immediately prior to the endorsing process.
- B. For purposes of this section:
  1. Only members in good standing, who are registered Democrats or profess they will be registered Democrats when of age, as of the July 1 deadline shall be included on the roster;
  2. The status of such members shall be certified by the President, Secretary or Treasurer; and
  3. The Club's representatives to any particular pre-endorsing conference be from the roster described above and that the overall list of representatives to all conferences equally apportioned between men and women, to the extent possible.

### **Section 10.6 Endorsements**

- A. The Club may endorse candidates for nonpartisan offices independent of the Placer PCDCC. The Club shall not endorse a candidate for nonpartisan office other than a candidate that is registered as a member of the Democratic Party.
- B. The CDP endorses for all partisan offices. The Club shall not endorse partisan candidates independent of the CDP endorsements.
- C. The Club may endorse local and state ballot measures but shall abide by any applicable rules set by the PCDCC and the CDP.

## **ARTICLE XI – AMENDMENTS TO BYLAWS**

These bylaws may be amended by presenting the changes in writing at a General Membership Meeting by any club member. Such amendments shall be duly publicized among the general membership and shall be voted upon at the following General Membership Meeting. A two-thirds majority of those present and voting shall be required for adoption of an amendment.

## **ARTICLE XII – PARLIAMENTARY PROCEDURE**

The rules of parliamentary practice as contained in Robert’s Rules of Order, Newly Revised, shall govern all proceedings of this Club, subject to such special rules as have been or may be adopted by the general membership or the Executive Board.

## **ARTICLE XIII – ANTI-DISCRIMINATION PROVISIONS**

The Roseville Junction Democratic Club, is committed to non-discrimination including but not limited to: economic status, class, race, color, creed, age, ethnic identity, ethnicity, national origin, language, culture, gender, gender identification, sexual orientation, religion, or disabilities as defined by the Americans with Disabilities Act of 1990 or any other factor unrelated to membership and the mission of the club.

Any conduct by any official or official body of the Club contrary to this non-discrimination commitment should immediately be brought to the attention of the club’s Executive Board and the PCDDC Executive Board.

Membership in the club shall not be denied on the basis of, but not limited to: age, race, creed, ethnic origin, gender, physical handicap, religion, or sexual orientation.

Upon violation of any of these provisions, the charter of the club shall be rescinded.

**Originally Adopted on the 27th of June, 2009.**

**Updated and Approved on the 16th of October, 2021.**

Steve Parker, President

Rebecca Golling, Secretary

\*\*\* All members will review and acknowledge that they have read the bylaws by initialing the membership roster annually.