

1 **BYLAWS**
2 **of the**
3 **DEMOCRATS OF GREATER RIVERSIDE**

4 **August 18, 2021**

5 **ARTICLE I: NAME**

6
7
8 The name of this organization shall be “Democrats of Greater Riverside,”
9 hereinafter referred to in these bylaws as the “Club” or “DGR.”

10 **ARTICLE II: OBJECTIVES**

11 **Section 1. Purpose.**

12 This Club is chartered for the purpose of fostering local involvement
13 in and promotion of the activities of the Democratic Party (the
14 “Party”), and to those ends may adopt a local platform; may endorse
15 candidates and ballot measures as allowed under the bylaws of the
16 Riverside County Democratic Central Committee (also known as
17 RCDCC or RCDP); may support campaigns for the Party and its
18 candidates for public office; may appoint committees and engage staff
19 as deemed desirable and appropriate; and may conduct such other
20 business as deemed necessary and advantageous by the Club to fulfill
21 these objectives.

22 The primary, but not exclusive, focus of DGR shall be to promote the
23 interests of the Democratic Party within the City of Riverside.

24 **Section 2. Code of Conduct.**

25 This Club and its members shall at all times strive to adhere to the
26 highest standards of conduct, professionalism, and ethics.

27 **Section 3. Non-discrimination.**

28 This Club and its members shall in all things and in all ways uphold
29 the democratic ideals that all persons are created equal, and shall not
30 discriminate based on ethnicity, nationality, color, gender, sexual
31 orientation, spiritual beliefs, economic status, or physical challenges.

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

6 **Section 4. Regulatory Compliance.**

7 This Club, in pursuing its objectives, shall follow all applicable state
8 and federal election and campaign laws and regulations.

9 **Section 5. Not for Profit.**

10 This Club is not organized for the profit or private gain of any person
11 or entities, and membership in the Club shall have no personal
12 economic value, nor be transferable or assignable in any manner.
13 Upon dissolution of the Club, any remaining assets of the Club shall
14 be distributed to organizations having objectives similar to the Club,
15 provided such transfer is in accordance with state and federal
16 campaign and election laws.

17 **Section 6. Endorsement of Candidates.**

- 18 a. DGR shall only endorse or financially support registered
19 Democrats for election to partisan and nonpartisan office. DGR
20 shall not endorse or financially support any candidates who are not
21 endorsed by the California Democratic Party (CDP) for partisan
22 elections, nor any candidates who are not endorsed by the
23 Riverside County Democratic Party (RCDP) for nonpartisan
24 elections. DGR shall take no position on any candidates who are
25 not Democrats and who are not endorsed by the CDP or the RCDP.
- 26 b. DGR Meetings in which a recommendation for endorsement(s)
27 will take place require at least 7 days notice to both the DGR
28 members in good standing (MGS) and any candidates being
29 considered for a recommendation for endorsement.
- 30 c. In order to be eligible to vote on a recommendation for
31 endorsement by DGR, a member in good standing must have been
32 a member of DGR for at least 30 days as reflected in the records of
33 the DGR membership chair.

- 1 d. Any recommendation for endorsement by DGR requires a vote by
2 a simple majority of the members in good standing who are present
3 and voting.
- 4 e. No vote taken by DGR members in good standing shall be by
5 secret ballot.
- 6 f. Recommendations for endorsement of candidates in nonpartisan
7 races or ballot/initiative measures will be sent by the DGR
8 elections chair (or designee) to the designated individual or the
9 Chair of the RCDP for consideration no less than 3 days prior to
10 the endorsement vote.

11 **Section 7. Yield Clause.**

12 If a conflict occurs between the Club bylaws and Central Committee
13 bylaws, the language of the Central Committee bylaws shall prevail.

14 **Section 8. Rules, Regulations and Jurisdiction.**

15 Club members and officers shall be subject to the rules, regulations
16 and jurisdiction of the Riverside County Democratic Central
17 Committee as set forth in the bylaws and the standing orders of the
18 RCDP.

19 **ARTICLE III: MEMBERSHIP**

20 **Section 1. Criteria.**

21 Any person who has been registered as a Democrat in Riverside
22 County for at least 30 days, and who supports the objectives of the
23 Club, may submit an application (electronic membership form or
24 paper membership form) for Regular Membership to the Club. Such
25 person's registration with the Democratic Party shall be confirmed
26 against the official and most current registration records of the
27 Riverside County Registrar of Voters before their membership
28 application is accepted. Every individual deemed eligible to be a
29 member of the Club, and whose annual dues are currently paid, shall
30 be considered a member in good standing.

31 **Section 2. Categories.**

1 This Club shall have the following categories of membership.

2 **a. Regular Member.** Any person meeting the membership
3 criteria in Section 1 of this Article may be accepted as a regular
4 member. Regular members in good standing shall be entitled to
5 all the obligations and privileges of membership including
6 those of making motions, voting, serving on and chairing
7 committees, and holding executive office. They shall be known
8 as members in good standing.

9 **b. Associate Member.** Associate members shall be entitled to all
10 of the obligations and privileges of membership including
11 serving on committees, but not making motions, voting,
12 chairing committees, or holding office.

13 i. The spouse or partner of any regular member in good
14 standing who pledges support for the objectives of the
15 Club and is a legal resident, but not a citizen of the
16 United States of America, may apply for Associate
17 Membership.

18 ii. American citizens who are registered Democrats not
19 living in Riverside County, but who provide verification
20 of their voter registration, may apply for Associate
21 Membership.

22 **c. Junior Member.** Any individual age 16 and above who
23 declares their intent to register as a Democrat may become a
24 Junior Member and shall be entitled to all the obligations and
25 privileges of membership including those of making motions,
26 voting, and serving on committees, but not chairing a
27 committee or holding office. They shall be known as members
28 in good standing.

29 **d. Honorary Life Member.** Upon the motion by any member in
30 good standing, seconded by another member in good standing,
31 and passed by a majority three-fourths vote, any person
32 meeting the membership criteria in Section 1 of this Article
33 may be named an Honorary Life Member in honor and
34 recognition of the person's exemplary service, support and/or
35 leadership on behalf of the Club or its objectives. An Honorary
36 Life Member shall have none of the obligations of membership

1 in the Club, but shall be entitled to all the privileges except
2 those of making motions, voting, and holding office.

3 **Section 3. Dues.**

4 The annual dues shall be due and payable in January and may be paid
5 during October of the previous year.

6 The amount of the annual dues for the subsequent year shall be
7 considered and voted on at the September Executive Board meeting,
8 and presented for membership approval by majority vote at the
9 September General Membership meeting.

10 The Membership Chair (or designee) shall notify all renewing
11 members in arrears. Members in arrears as of the first day of March
12 shall not be entitled to voting privileges until they bring their dues
13 current.

14 An individual may apply to become a Regular, Associate, or Junior
15 Member of DGR at any time and shall pay the current year's dues at
16 that time.

17 **ARTICLE IV: OFFICERS**

18 **Section 1. Elected Officers.**

19 The elected officers of the Club shall be: President, Vice-President,
20 Secretary, Treasurer, and Assistant Treasurer (core executive
21 positions), and the Chairs of the standing committees. Any regular
22 member in good standing who has been a member for at least 60 days
23 shall be eligible to be a candidate for an elected position.

24 The responsibilities of the standing committee chairs are described in
25 article VII. All officers shall be responsible and accountable for the
26 performance of the committees they chair.

27 **Section 2. Duties.**

28 The elected officers shall perform the duties required by these bylaws
29 and by the parliamentary authority adopted by this Club.

30 Specific duties shall include:

Bylaws of the Democrats of Greater Riverside

Adopted November 15, 2007

Amended August 18, 2021

1 **a. President.** In addition to the duties of the presiding officer
2 detailed in the parliamentary authority adopted by this Club, the
3 president shall represent the Club as required; may co-sign with
4 the treasurer all expenditures approved by the Club; and may
5 chair certain committees as allowed under these bylaws. The
6 president may be bonded as surety against financial loss.

7 **b. Vice President.** In addition to the duties detailed in the
8 parliamentary authority adopted by this Club, the vice president
9 shall represent the Club in the president's absence as required;
10 may, in the president's absence, co-sign with the treasurer all
11 expenditures approved by the Club. The vice president may
12 chair certain committees as allowed under these bylaws. The
13 vice president may be bonded as surety against financial loss.

14 **c. Secretary.** In addition to the duties of the secretary detailed in
15 the parliamentary authority adopted by this Club, the secretary
16 (or designee) shall take minutes at all executive and general
17 membership meetings and submit them for approval at the
18 following meetings respectively; serve as custodian of the
19 Club's secretarial records including minutes, and written reports
20 of officers and committees; may chair certain committees as
21 allowed under these bylaws, and may co-sign with the treasurer
22 or president all expenditures approved by the Club. The
23 secretary may be bonded as surety against financial loss.

24 Any member has the right to examine the records of the Club
25 kept by the secretary at a reasonable time and place.

26 **d. Treasurer.** In accordance with the duties detailed in the
27 parliamentary authority adopted by this Club and in accordance
28 with generally accepted accounting practices (GAAP) as
29 promulgated by the Financial Accounting Standards Board
30 (FASB), the treasurer shall collect and take charge of the
31 receipts of the Club; prepare and co-sign the disbursements of
32 the Club; manage the bank accounts of the Club; keep the
33 regular accounting records and ledgers of the Club, which shall
34 be open at reasonable times and places to inspection by any
35 member; present the financial statements of the Club showing
36 the amount of receipts, disbursements and balance ending each
37 month and the total for each year; prepare and present

1 additional reports when requested by approval of the members
2 or as requested by the Board; prepare and file in a timely
3 manner on behalf of the club all required state and federal
4 financial disclosure reports including, without limitation, tax
5 filings and disclosures under election and campaign laws; and
6 may chair certain committees as allowed under these bylaws.
7 The Treasurer may be bonded as surety against financial loss.

8 **e. Assistant Treasurer.** The assistant treasurer shall be a non-
9 voting officer except in absence of the treasurer; shall share
10 duties with the treasurer as appropriate; shall perform the duties
11 of the treasurer when the treasurer is absent; and shall act as
12 interim treasurer when the position of treasurer is vacant. The
13 position of assistant treasurer shall be filled as needed, and the
14 election for this office shall follow the same rules as for other
15 offices. The assistant treasurer may be bonded as surety against
16 financial loss.

17 **f. Other Officers.** The Club shall elect other officers as
18 necessary to chair standing committees established under these
19 bylaws. Such officers shall be elected at the same time and in
20 the same manner as the other officers.

21 **Section 3. Nomination Procedure, Time of Elections.**

22 At the regular membership meeting in September, a Nominating
23 Committee of five members shall be elected by the members of the
24 Club. No officer of the Board may chair or serve on the Nominating
25 Committee or Audit Committee. It shall be the duty of the
26 Nominating Committee to nominate candidates for the offices to be
27 filled at the annual meeting in November. The committee shall report
28 those nominations directly to the members at the regular membership
29 meeting in October and encourage additional nominations from the
30 floor. All nominations shall be given to the secretary in writing by the
31 end of the October meeting by the nominating committee chair (or
32 designee). Before the election at the annual meeting in November,
33 additional nominations from the floor shall again be solicited. The
34 elections shall immediately follow the close of nominations. Voting
35 shall be by voice, hand, or voting card.

1 In the event of exigent circumstances in which a revote of the
2 previous election is required, a new election shall be held following
3 the three month process as identified below.

4 i. Month One: Nominating Committee elected.

5 ii. Month Two: Nominating Committee shall report their
6 nominations directly to the members at the membership
7 meeting and encourage additional nominations from the
8 floor. The Nominating Committee chair (or designee)
9 shall give all nominations to the secretary in writing by
10 the end of that meeting.

11 iii. Month Three: Before the election, additional
12 nominations from the floor shall be solicited. The
13 elections shall immediately follow the close of
14 nominations. Voting shall be by voice, hand, or voting
15 card.

16 iv. The newly elected officers shall take office at the
17 conclusion of the meeting.

18 **Section 4. Vacancies.**

19 **a. President Vacancy.**

20 In the event the office of President becomes vacant, the vice
21 president shall automatically become president, shall be
22 presented to the membership at the subsequent general
23 membership meetings, and shall complete the term. The
24 secretary (or designee) shall provide notice to all members of
25 the need to fill the vacancy of the Vice Presidency.

26 Nominations and election shall proceed as for other Board
27 vacancies, as described in Section 4, b. below.

28 **b. Declaration of Vacancy.**

29 In the event of a vacancy, the secretary (or designee) shall
30 provide notice to all members of the need to fill the vacancy.
31 At the subsequent regular meeting after the vacancy occurs,
32 nominations to fill the vacancy shall be taken from the floor,

1 Before the election at the next subsequent meeting, additional
2 nominations from the floor shall be solicited.

3 **c. Presiding Officer to Call for Nominations.**

4 Upon recording the declaration of such vacancy, the presiding
5 officer shall at the subsequent regular membership meeting,
6 solicit nominations to fill the vacancy from the floor. Before
7 the election at the next subsequent meeting, additional
8 nominations from the floor shall be solicited.

9 **d. Temporary Vacancies.**

10 In the event an officer is temporarily unable to fulfill their
11 duties to the club for a period of no longer than two months, the
12 Executive Board may convene a special board meeting and
13 appoint an interim officer to act in that officer's place until they
14 are able to resume their duties. Appointment by the Board shall
15 be ratified by the members at the next following regular
16 meeting of the general membership. If an individual requests
17 an extension, they may appeal to the Board for an additional
18 two months.

19 **Section 5. Election, Term of Office.**

20 Officers shall serve for a term of one year or until their successors are
21 elected.

22 **Section 6. Transition Period & Responsibilities.**

23 All officers and committee chairs shall surrender all records and
24 documents at the end of their term of service.

25 **Section 7. Office-Holding Limitations.**

26 The president, vice president and secretary may also chair certain
27 committees as deemed necessary and appropriate by the members, and
28 no member shall be eligible to serve for more than two consecutive
29 terms in the same office unless elected by a supermajority (2/3) of the
30 DGR members in good standing. No officer of the Board may chair or
31 serve on the Nominating Committee or Audit Committee.

32 **Section 8. Resignation from Office.**

1 Any board member who is no longer able to perform the duties of the
2 office, or who for any other reason cannot fulfill the remainder of the
3 term of the office, shall submit a written resignation to the president
4 and secretary in writing. Upon receipt of a irrevocable written
5 resignation, the Club eboard shall deem it accepted.

6 Any board member who misses three (3) consecutive general
7 membership or executive board meetings, and who has not notified
8 the board that they are temporarily unable to fulfill their position, will
9 be considered to have resigned.

10 **Section 9. Removal from Office.**

11 The members of the Club may remove officers for misconduct,
12 egregious behavior, or dereliction of duty in office by rescinding their
13 election to office as allowed under the parliamentary authority
14 adopted by this Club.

15 Procedural details are found in Special Rules of Order of the
16 Democrats of Greater Riverside; Rule 1. Grounds for Removal of a
17 Member.

18 **Section 10. Reimbursement of Expenses.**

19 Officers shall not be compensated for the performance of their duties,
20 other than reimbursement of expenses approved by the Club.

21 **ARTICLE V: MEETINGS**

22 **Section 1. Balloting.**

23 No vote taken by the members of the Club shall be by secret ballot.
24 When a written ballot is required for any reason, the ballots shall be
25 signed by the voting member, then counted by not less than two
26 members chosen by the Chair, one of whom shall be the secretary, if
27 they are present, and the other a general member, or two general
28 members may be chosen in the secretary's absence. By majority vote,
29 the membership can reject any member from performing such
30 function, in which case the chair shall appoint a different member
31 until at least two persons have been chosen who have been accepted
32 by the membership.

1 All written ballots pertaining to any election requiring written ballots
2 shall be retained by the secretary for not fewer than 60 days following
3 the vote and shall be available for inspection by any general member
4 at reasonable times upon request.

5 **Section 2. Regular Meetings.**

6 The regular membership meetings of the Club shall be held on the
7 third Thursday of each month unless voted otherwise by a two-thirds
8 vote of Club members present and voting.

9 **Section 3. Annual Meeting.**

10 The regular general membership meeting in November shall be
11 known as the Annual Meeting, and shall be for the purpose of
12 receiving annual reports of officers and committees, electing officers,
13 and for any other business that may arise.

14 **Section 4. Special Meetings.**

15 Special meetings may be called by the president, the board, and/or
16 shall be called upon the written request of 10 members of the Club.
17 The purpose of the meeting shall be stated in the call.

18 At least seven days prior to the meeting, all members shall receive
19 notice by email or be contacted by phone in the case of those known
20 to not have an email address. The notice shall state the date, time and
21 place of such meeting and any matters on which a vote of the
22 members is to be taken.

23 **Section 5. Notice.**

24 Notice of regular meetings shall be sent to all members, the RCDP
25 Chair, and the RCDP AD Chair in which a majority of the
26 organization's members reside, at least ten days and not more than 60
27 days before the meeting, and shall state the date, time and place, and
28 include the agenda. When notice is sent, notice of the date, time and
29 place shall also be posted electronically.

30 All meeting notices are sent electronically via email. Members must
31 be given the option to opt out of receiving meeting notice in this
32 format. It is the responsibility of DGR members to notify DGR by

1 email at Membership.DGR@gmail.com if their email address
2 changes, or if the members wish to receive DGR notifications in
3 another manner, and specifically how they wish to receive DGR
4 notices.

5 **Section 6. Open Meetings.**

6 Meetings are open to anyone who wishes to attend. Only members
7 in good standing have the privilege of making motions and
8 voting.

9 **Section 7. Minutes of General Membership Meetings**

10 The minutes of the Club and reports of the officers shall be recorded
11 and kept by the secretary (or designee) as specified by the
12 parliamentary authority adopted by this Club. The minutes shall
13 contain mainly a record of the actions of the Club, not a transcript of
14 discussions. The minutes shall be kept in a book or binder, an
15 electronic form shared promptly with the members of the Board, and
16 shall be open for review by members of the Club at reasonable times
17 and places as may be arranged with the secretary. The beginning of
18 the minutes shall contain: the name of the Club; the kind of meeting
19 (General Membership, Regular, Special); the date, time and location
20 of the meeting; the names and positions of board members present;
21 and whether the minutes of the previous meeting were accepted as
22 written or accepted as amended, and the date, time and place of that
23 meeting.

24 **Section 8. Quorum.**

25 The number of members required to form a quorum for all General
26 Membership meetings of the Club shall equal double the number of
27 core officers on the Board (President, Vice President, Secretary,
28 Treasurer), not including committee chairs, plus one.

29 **ARTICLE VI: EXECUTIVE BOARD**

30 **Section 1. Composition.**

31 The officers of the Club, including the chairs of the standing
32 committees, shall constitute the Executive Board (herein referred to as
33 the "Board").

1 **Section 2. Board's Duties and Powers.**

2 The Executive Board shall have general supervision of the affairs of
3 the Club between its business meetings, fix the hour and place of
4 meetings, make recommendations to the Club, and perform such other
5 duties as are specified in these bylaws. The Board shall be subject to
6 the orders of the Club, and none of its acts shall conflict with actions
7 taken by the Club.

8 **Section 3. Board Meetings.**

9 Unless otherwise ordered by the board, regular meetings of the
10 Executive Board shall be held within the first five business days of
11 each month. Special meetings of the Board may be called by the
12 President and/or upon the written request of three members of the
13 Board. The Executive Board shall agree to the time, place and
14 location of each subsequent meeting. Notice of special meetings shall
15 be emailed to all members, or contacted by phone in the case of
16 members who are known to not have email access, at least seven days
17 before the meeting, and shall state the date, time and place of such
18 meeting and any matters on which a vote of the members is to be
19 taken.

20 **Section 4. Board Meetings, Open to Members.**

21 Any member in good standing may attend Board meetings to observe
22 and contribute as called upon but may not vote on the motions
23 considered.

24 **Section 5. Board Meetings, Closed Session Limited.**

25 The Executive Board may only hold meetings in closed session for the
26 following purposes: to discuss campaign strategy, to confer on
27 personnel or disciplinary issues, contract negotiations, or matters of
28 actual or pending litigation.

29 **Section 6. Minutes of the Board.**

30 The minutes of the Executive Board and reports of the officers to it
31 shall be recorded and kept as specified by the parliamentary authority
32 adopted by this Club. The minutes shall contain mainly a record of
33 the actions of the Board, not a transcript of discussions. The approved

1 minutes of the Board shall be kept in a book or binder, an electronic
2 form shared promptly with the members of the Board, and shall be
3 open for review by members of the Club at reasonable times and
4 places as may be arranged with the secretary.

5 The beginning of the minutes shall contain: the name of the Club; the
6 kind of meeting (Executive Board, Regular, Special); the date, time
7 and location; the names and positions of board members present;
8 whether the minutes of the previous meeting were accepted as written
9 or accepted as amended and the date, time and location of that
10 meeting, if other than a regular Executive Board meeting.

11 **Section 7. Board Quorum.**

12 To constitute a quorum for the transaction of business at a meeting of
13 the Executive Board, at least a majority of the officers must be
14 present.

15 **ARTICLE VII: COMMITTEES**

16 **Section 1. Membership Development.**

- 17 **a.** The Membership Development Committee shall be composed
18 of the chair and other members.
- 19 **b.** The duty of the Membership Development Committee shall
20 include to expand and enhance membership of the Club and the
21 Democratic Party by developing and implementing strategies
22 and opportunities for recruitment and retention; outreach;
23 marketing and visibility (in cooperation and coordination with
24 the Communications Committee); leadership development; and
25 other such activities that may benefit the Club and further its
26 objectives.

27 **Section 2. Finance/Fundraising.**

- 28 **a.** The Finance Committee shall be composed of the chair, the
29 treasurer and other members.
- 30 **b.** The duties of the Finance Committee shall include to organize
31 activities and propose policies to protect and enhance the
32 financial position of the Club; to lead discussion in the
33 preparation of a budget for the future fiscal year and to submit it

1 to the Club at the annual meeting in November; to submit from
2 time to time amendments to the budget for the current fiscal
3 year, which shall be adopted by a majority vote; to organize and
4 coordinate fundraising activities; to review and report to the
5 Club on the financial status of the Club; and other such
6 financial tasks and activities that may benefit the Club and
7 further its objectives.

8 **Section 3. Communications**

9 **a.** The Communications Committee shall be composed of the
10 chair and at other members.

11 **b.** The duties of the Communications Committee shall include to
12 develop and coordinate strategies and tools with which to
13 communicate with members of the Club and other Democrats
14 within the community; to draft and disseminate public relations
15 pieces and coordinate all contacts with the press; to organize
16 and coordinate training and opportunities to develop
17 communication skills; to organize and coordinate speakers and
18 writers bureaus; to organize and coordinate rapid response
19 efforts; and to initiate other such activities that may benefit the
20 Club and further its objectives.

21 **Section 4. Elections**

22 **a.** The Elections Committee shall be composed of the chair and
23 other members.

24 **b.** The duties of the Elections Committee shall include to
25 organize, coordinate and oversee voter registration efforts;
26 precinct operations; elections monitoring; candidate recruitment
27 and support; mailings (in cooperation and coordination with the
28 Communications Committee); related training and education;
29 and other such elections-related activities that may benefit the
30 Club and further its objectives.

31 **Section 5. Policy and Research**

32 **a.** The Policy and Research Committee shall be composed of the
33 chair and other members.

- 1 **b.** The duties of the Policy and Research Committee shall include
2 to organize activities, speakers and forums for the Club and the
3 community at large to facilitate open discussion and debate
4 regarding policy issues of interest to the Club; to research,
5 analyze and present policy issues to the Club, and upon request
6 of the Club, to draft and recommend positions for adoption by
7 the Club; to formulate a platform for adoption by the Club; to
8 monitor, track and make recommendations to the Club
9 regarding legislative activities at the local, state, federal and
10 international levels, most particularly with respect to policy
11 matters of direct concern to the members of the Club; to
12 monitor and track the voting records of public officials of
13 interest to the Club to research and make recommendations
14 regarding endorsement and support of candidates for public
15 office; and to provide the Club and other such research and
16 analyses that may benefit the Club and further its objectives.

17 **Section 6. Rules/Compliance**

- 18 **a.** The Rules/Compliance Committee shall be composed of the
19 chair and other members.
- 20 **b.** The duty of the Rules Committee shall be to keep these bylaws
21 and any rules adopted by the Club consistent with the
22 objectives of the Club; to propose changes in the rules and
23 bylaws when necessary; and to interpret the rules and bylaws
24 when called upon by the officers or members.
- 25 **c.** Additional duties of the Rules/Compliance Committee chair (or
26 designee) shall include (but not be limited to) ensuring that all
27 officers comply with the Bylaws and Standing Rules of this
28 body; ensure that all policies of this body are followed; and
29 assist with any compliance review matters.
- 30 **d.** Serve as a proactive Parliamentarian at all DGR meetings.
- 31 **e.** Following the first and second meeting at which nominations
32 for board positions are solicited, shall provide to all announced
33 candidates the bylaws and standing rules that apply to each
34 position as well as the checklist of duties and responsibilities
35 that has been provided by the outgoing core officers and
36 committee chairs.

1 **Section 7. Audit**

- 2 **a.** The Audit Committee shall be composed of a chair and other
3 members as deemed necessary and appropriate by the officers or
4 members of the Club. The chair of the Audit Committee shall not
5 be a voting member of the Executive Board; officers elected to the
6 Board may not also serve on the Audit Committee while serving
7 on the Board, nor for one (1) year subsequent to serving on the
8 Board.
- 9 **b.** The duty of the Audit Committee shall be to meet with the DGR
10 Treasurer and the DGR Membership Chair (or designee) in order
11 to conduct a quarterly internal review of the Club's accounting
12 records, oversee the auditing of the Club's annual financial
13 statements, and review and report on any other matters referred to
14 it by the officers or members of the Club.
- 15 **c.** A written report shall be prepared and provided quarterly by the
16 end of the second month following each quarter to the DGR e-
17 board and the DGR Membership.

18 **Section 8. Other Committees**

19 The Club may establish other standing or ad hoc committees as
20 deemed necessary to implement its objectives, policies, and activities.

21 **Section 9. Committee Quorum**

22 To constitute a quorum for the transaction of business at a meeting of
23 any committee, at least a majority of the members of such committee
24 must be present.

25 **ARTICLE VIII**

26 **SELECTION OF REPRESENTATIVES TO THE CALIFORNIA**
27 **DEMOCRATIC PARTY (CDP) PRE-ENDORSING CONFERENCE**

28
29 **Section 1. Allocation of Representatives:**

- 30
31 **a.** Club representatives shall be allocated as follows: one representative,
32 resident in the Assembly District and duly registered as a member of the
33 Democratic Party of California, for each full (not a fraction thereof) 20
34 members in good standing registered to vote in the Assembly District
35 who were listed on the roster submitted to Riverside County Democratic

1 Party and to the appropriate Regional Director of the CDP no later than
2 July 1 of the year immediately prior to the endorsing process.

3 **Section 2. For purposes of this section:**

- 4
- 5 a. Only members in good standing as of the July 1 deadline shall be
6 included on the roster;
- 7 b. “Members in good standing” shall mean a member whose dues are
8 current or have been waived due to economic hardship;
9
- 10 c. The status of such members shall be certified by the Club’s
11 President, Secretary or Treasurer; and
12
- 13 d. The Club’s representatives to any particular pre-endorsing conference
14 to be from the roster described above and that the overall list of
15 representatives to all conferences be equally apportioned between men
16 and women, to the extent possible.

17 **Section 3. Selection of Representatives**

- 18 a. Said representatives shall be selected by majority vote of a Selection
19 Committee comprised of the President, Vice-President(s), Secretary
20 and Treasurer, a quorum being present. The Selection Committee
21 shall not select one of its own members unless it first determines that
22 no other viable option is available. If such determination is made, they
23 shall inform the membership of their decision, and the reasons therefore,
24 at the next General Membership meeting.
- 25 b. In each odd number year, this Club shall inform its membership of
26 the process for selection as a Representative to the CDP Pre-
27 Endorsing Conferences, by email to those members who have
28 provided email addresses and by US mail to those members who
29 have not provided email.
- 30 c. In order for a member’s name to be submitted as one of this Club’s
31 representatives to the CDP Pre-Endorsing Conferences, the
32 member must submit a signed written declaration of intent to the
33 Selection Committee declaring his/her intent to support this Club’s

1 endorsed candidates at the Pre-Endorsing Conferences by voting
2 for them at the Pre-Endorsing Conferences.
3

4 **ARTICLE IX: PARLIAMENTARY AUTHORITY**

5 **Section 1. Rules of Order.**

6 The rules of order contained in the current edition of Robert's Rules
7 of Order shall govern the Club in all cases to which they are
8 applicable and in which they are not inconsistent with these bylaws
9 and any special rules of order the Club may adopt.

10 **ARTICLE X: BYLAWS AND CLUB RULES**

11 **Section 1. Accessibility.**

12 Bylaws and Rules shall be made available on the Club's official
13 website for availability to all members, as well as kept in the official
14 records of DGR by the secretary, and maintained and kept current by
15 the chair of the Rules Committee. In addition, a regular member
16 may make a request to the secretary, or designee, in writing that a
17 copy of these bylaws and/or other rules be delivered to such regular
18 member, and upon receiving such request the secretary, or designee,
19 shall provide such regular member with a written copy of the Rules
20 requested within 15 days of the request.

21 **Section 2. Bylaws**

22 **a. Amendment of Bylaws**

23 Amendments to these bylaws may be made at any regular meeting
24 of the Club provided the following:

25 i. Prior notice requirements shall be consistent with the
26 Club's notice policy [DGR Notice Policy: Article V,
27 Section5]

28 a) The proposed amendment(s) has been submitted in
29 writing to the members in good standing at the
30 previous regular membership meeting.

1 b) The proposed amendment(s) has also been sent to
2 the members in good standing at least 10 days and
3 no more than 30 days prior to the meeting at
4 which the vote shall be taken.

5 ii. Approval of the proposed amendment(s) requires at least
6 a two-thirds vote of the members in good standing
7 present and voting.

8 **b. Suspension of Bylaws**

9 Bylaws cannot be waived, set aside, suspended, or dismissed for
10 any reason, or for any period of time.

11 **Section 2. Special Rules of Order.**

12
13 Special Rules of Order shall be written as needed to modify or
14 supersede the Rules of Order the Club has adopted (Robert's Rules of
15 Order), and are related to conducting business meetings in an orderly
16 manner and the meeting-related duties of the officers.

17
18 **a. Initial Proposal to Executive Board.**

19 Any regular member wishing to propose a Special Rule of Order
20 shall make a written request to the Chair to place the matter on the
21 agenda of the next succeeding board meeting. Such request shall
22 be in writing and include a written draft of the proposed Special
23 Rule. Immediately following discussion, the Board shall vote to
24 either support, oppose, or take no position with regard to the
25 proposed Rule. Unless said member has elected to withdraw the
26 Rule, the Chair shall place the matter on the agenda of the next
27 succeeding General Membership meeting along with the text of the
28 proposed Special Rule and the position of the Executive Board.

29
30 **b. Consideration by General Membership.**

31 Regular members may, by majority vote, decide to table, approve
32 (either in its proposed or an amended form), or disapprove the
33 proposed Special Rule.

34
35 **c. Adoption of a Special Rule of Order**

1 Adoption of a Special Rule of Order shall require at least 10 days
2 previous notice and a 2/3 vote or a majority vote of the entire
3 membership.
4

5 **d. Amendment of a Special Rule of Order.**

6 Amendment of a Special Rule of Order shall require previous
7 notice and a 2/3 vote, or a majority vote of the entire membership.
8

9 **e. Suspension of a Special Rule of Order**

10 A Special Rule of Order cannot be suspended if the application is
11 outside a meeting or intended to continue to be suspended for more
12 than one meeting. It can be suspended for a particular session by a
13 two-thirds vote if the application is within the meeting.
14

15 **Section 3. Standing Rules**

16
17 Standing Rules will be created as needed to deal with the details
18 of policy and administration rather than parliamentary
19 procedure.
20

21 **a. Initial Proposal to Executive Board.**

22 Any regular member wishing to propose a Standing Rule shall
23 make a written request to the Chair to place the matter on the
24 Agenda of the next succeeding Board meeting. Such request shall
25 be in writing and include a written draft of the proposed Standing
26 Rule. Immediately following discussion, the Board shall vote to
27 either support, oppose, or take no position with regard to the
28 proposed Rule. Unless said member has elected to withdraw the
29 Rule, the Chair shall place the matter on the Agenda of the next
30 succeeding General Membership meeting along with the text of the
31 proposed Standing Rule and the Position of the Executive Board.
32

33 **b. Consideration by General Membership.**

34 Regular members may, by majority vote, decide to table, approve
35 (either in its proposed or an amended form), or disapprove the
36 proposed Standing Rule.
37

38 **c. Amendment of Standing Rule.**

Bylaws of the Democrats of Greater Riverside
Adopted November 15, 2007
Amended August 18, 2021

1 Amendment of a Standing Rule shall require a majority vote with
2 prior notice, or a two-thirds vote without prior notice, or a majority
3 vote of the entire membership.
4

5 **d. Suspension of Standing Rule.**

6 A Standing Rule cannot be suspended if the application is outside a
7 meeting. It can be suspended for the particular session by majority
8 vote if the application is in the meeting.
9

10 The undersigned President and Secretary of Democrats of Greater Riverside
11 (DGR) hereby attest that these Bylaws were passed with a unanimous vote of the
12 DGR Membership; present and voting on August 18, 2021.
13

14 Patricia Morgan

15 _____
16 Patricia Morgan, DGR President
17 8-22-2021

18 _____
19 Christine Roberts
20 Christine Roberts, DGR Secretary
21 8-23-2021
22
23
24
25