



# **BYLAWS OF THE DEMOCRATS OF GREATER RIVERSIDE**

**October 19, 2022**

## **Article I. NAME**

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

## **Article II. OBJECTIVES**

### **Section 2.01 PURPOSE**

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

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

### **Section 2.02 CODE OF CONDUCT**

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

### **Section 2.03 NON-DISCRIMINATION**

This Club and its members shall in all things and in all ways uphold



the democratic ideals that all persons are created equal, and shall not discriminate based on ethnicity, nationality, color, gender, sexual orientation, spiritual beliefs, economic status, or physical challenges.

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

#### **Section 2.04 REGULATORY COMPLIANCE**

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

#### **Section 2.05 NOT FOR PROFIT**

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

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#### **Section 2.06 ENDORSEMENT OF CANDIDATES**

- (a) DGR shall only endorse or financially support registered Democrats for election to partisan and nonpartisan office. DGR shall not endorse or financially support any candidates who are not endorsed by the California Democratic Party (CDP) for statewide partisan elections, nor any candidates who are not endorsed by the Riverside County Democratic Party (RCDP) for countywide and local nonpartisan elections even if the members of those bodies voted in majority for “No Endorsement”.
- (b) An outcome of a “No Consensus” result from an endorsement vote of the CDP or RCDP where no one clear majority winner (including “No Endorsement”) results from said endorsement vote of a) either of



these bodies as applicable, AND b) where either or both of these bodies have expressly stated that independent endorsements may occur at the Democratic club level, will be the exception.

- (c) Any endorsement from DGR that is not the endorsement of the CDP or RCDP as allowed by these bylaws will state that it is solely the endorsement of the Club and shall not be used in any other capacity to imply endorsement from those other governing bodies.
- (d) DGR Meetings in which a recommendation for endorsement(s) will take place require at least 7 days' notice to both the DGR members in good standing and any candidates being considered for a recommendation for endorsement.
- (e) In order to be eligible to vote on a recommendation for endorsement by DGR, a member in good standing must have been a member of DGR for at least 30 days as reflected in the records of the DGR Membership Chair.
- (f) Any recommendation for endorsement by DGR requires a vote by a simple majority of the members in good standing who are present and voting.
- (g) No vote taken by DGR members in good standing shall be by secret ballot.
- (h) Recommendations for endorsement of candidates in nonpartisan races or ballot/initiative measures will be sent by the DGR Elections Chair (or designee) to the designated individual or the Chair of the RCDP for consideration no less than 3 days prior to the endorsement vote.

## **Section 2.07 YIELD CLAUSE**

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



## **Section 2.08 RULES, REGULATIONS, AND JURISDICTION**

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

## **Article III. MEMBERSHIP**

### **Section 3.01 CRITERIA**

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

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### **Section 3.02 CATEGORIES**

This Club shall have the following categories of membership.

- (a) **Regular Member.** Any person meeting the membership criteria in Section 3.01 of this Article may be accepted as a regular member. Regular members in good standing shall be entitled to all the obligations and privileges of membership including those of making motions, voting, serving on and chairing committees, and holding executive office. They shall be known as members in good standing.
  
- (b) **Associate Member.** Associate members shall be entitled to all of the obligations and privileges of membership including serving on committees, but not making motions, voting, chairing committees, or holding office.



- i) The spouse or partner of any regular member in good standing who pledges support for the objectives of the Club and is a legal resident, but not a citizen of the United States of America, may apply for Associate Membership.
  - ii) American citizens who are registered Democrats not living in Riverside County, but who provide verification of their voter registration, may apply for Associate Membership.
- (c) **Junior Member.** Any individual age 16 and above who declares their intent to register as a Democrat may become a Junior Member and shall be entitled to all the obligations and privileges of membership including those of making motions, voting, and serving on committees, but not chairing a committee or holding office. They shall be known as members in good standing.
- (d) **Honorary Life Member.** Upon the motion by any member in good standing, seconded by another member in good standing, and passed by a majority three-fourths vote, any person meeting the membership criteria in Section 3.01 of this Article may be named an Honorary Life Member in honor and recognition of the person's exemplary service, support and/or leadership on behalf of the Club or its objectives. An Honorary Life Member shall have none of the obligations of membership in the Club but shall be entitled to all the privileges except those of making motions, voting, and holding office.

### **Section 3.03 DUES**

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

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



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

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

## **Article IV. OFFICERS**

### **Section 4.01 ELECTED OFFICERS**

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

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

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### **Section 4.02 DUTIES**

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

Specific duties shall include:

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

- (b) **Vice President.** In addition to the duties detailed in the



parliamentary authority adopted by this club, the vice president shall represent the Club in the president's absence as required; may, in the president's absence, co-sign with the treasurer all expenditures approved by the Club. The vice president may chair certain committees as allowed under these bylaws. The vice president may be bonded as surety against financial loss.

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

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(d) **Treasurer.** In accordance with the duties detailed in the parliamentary authority adopted by this Club and in accordance with generally accepted accounting principles (GAAP) as promulgated by the Financial Accounting Standards Board (FASB), the treasurer shall collect and take charge of the receipts of the Club; prepare and co-sign the disbursements of the Club; manage the bank accounts of the Club; keep the regular accounting records and ledgers of the Club, which shall be open at reasonable times and places to inspection by any member; present the financial statements of the Club showing the amount of receipts, disbursements, and balance ending each month and the total for each year; prepare and present additional reports when requested by approval of the members or as requested by the Board; prepare and file in a timely manner on behalf of the club all required state and federal financial disclosure reports including, without limitation, tax filings and disclosures under election and campaign laws; and may chair certain committees as allowed under



these bylaws, including such to discuss preparation of a budget for the subsequent calendar year to submit at the Annual Meeting in November; and to submit necessary amendments to the budget for the current calendar year upon adoption by majority vote. The treasurer may be bonded as surety against financial loss.

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

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

### **Section 4.03 NOMINATION PROCEDURE, TIME OF ELECTIONS**

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





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

- (a) **Month One:** Nominating Committee elected.
- (b) **Month Two:** Nominating Committee shall report their nominations directly to the members at the membership meeting and encourage additional nominations from the floor. The Nominating Committee chair (or designee) shall give all nominations to the secretary in writing by the end of that meeting.
- (c) **Month Three:** Before the election, additional nominations from the floor shall be solicited. The elections shall immediately follow the close of nominations. Voting shall be by voice, hand, or voting card.
- (d) The newly elected officers shall take office at the conclusion of the meeting.

#### **Section 4.04 VACANCIES**

- (a) **President Vacancy.** In the event the office of President becomes vacant, the vice president shall automatically become president, shall be presented to the membership at the subsequent general membership meetings, and shall complete the term. The secretary (or designee) shall provide notice to all members of the need to fill the vacancy of the Vice Presidency. Nominations and elections shall proceed as for other Board vacancies, as described in Section 4.04(b) below.
- (b) **Declaration of Vacancy.** In the event of a vacancy, the secretary (or designee) shall provide notice to all members of the need to fill the vacancy. At the subsequent regular meeting after the vacancy occurs, nominations to fill the vacancy shall be taken from the floor, before



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

- (c) **Presiding Officer to Call for Nominations.** Upon recording the declaration of such vacancy, the presiding officer shall, at the subsequent regular membership meeting, solicit nominations to fill the vacancy from the floor. Before the election at the next subsequent meeting, additional nominations from the floor shall be solicited.
- (d) **Temporary Vacancies.** In the event an officer is temporary unable to fulfill their duties to the club for a period of no longer than two months, the Executive Board may convene a special board meeting and appoint an interim officer to act in that officer's place until they are able to resume their duties. Appointment by the Board shall be ratified by the members at the next following regular meeting of the general membership. If an individual requests an extension, they may appeal to the Board for an additional two months.

#### **Section 4.05 ELECTION, TERM OF OFFICE**

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

#### **Section 4.06 TRANSITION PERIOD & RESPONSIBILITIES**

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

#### **Section 4.07 OFFICE-HOLDING LIMITATIONS**

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



#### **Section 4.08 RESIGNATION FROM OFFICE**

Any board member who is no longer able to perform the duties of the office, or who for any other reason cannot fulfill the remainder of the term of the office, shall submit a written resignation to the president and secretary. Upon receipt of an irrevocable written resignation, the Club Executive Board shall deem it accepted.

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

#### **Section 4.09 REMOVAL FROM OFFICE**

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

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

#### **Section 4.10 REIMBURSEMENT OF EXPENSES**

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

### **Article V. MEETINGS**

#### **Section 5.01 BALLOTING**

No vote taken by the members of the Club shall be by secret ballot. When a written ballot is required for any reason, the ballots shall be signed by the voting member, then counted by not less than two members chosen by the Chair, one of whom shall be the secretary, if they are present, and the other



a general member, or two general members may be chosen in the secretary's absence. By majority vote, the membership can reject any member from performing such function, in which case the chair shall appoint a different member until at least two persons have been chosen who have been accepted by the membership.

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

### **Section 5.02    REGULAR MEETINGS**

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

### **Section 5.03    ANNUAL MEETING**

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

### **Section 5.04    SPECIAL MEETINGS**

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

At least seven (7) days prior to the meeting, all members shall receive notice by email or be contacted by phone in the case of those known to not have an email address. The notice shall state the date, time, and place of such meeting, and any matters on which a vote of the members is to be taken.



### **Section 5.05 NOTICE**

Notice of regular meetings shall be sent to all members, the RCDP Chair, and the RCDP AD Chair in which a majority of the organization's members reside, at least ten (10) days and not more than 60 days before the meeting, and shall state the date, time, and place, and include the agenda. When notice is sent, notice of the date, time, and place shall also be posted electronically.

All notices are sent electronically via email. Members must be given the option to opt out or opt in to receiving notices in this format. It is the responsibility of DGR members to notify DGR Membership Chair by email if their email address changes, or if they wish to opt in or out of electronic communications.

### **Section 5.06 OPEN MEETINGS**

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

### **Section 5.07 MINUTES OF GENERAL MEMBERSHIP MEETINGS**

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



## **Section 5.08 QUORUM**

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

## **Article VI. EXECUTIVE BOARD**

### **Section 6.01 COMPOSITION**

The officers of the Club, including the chairs of the standing committees, shall constitute the Executive Board (herein referred to as the “Board”).

### **Section 6.02 BOARD’S DUTIES AND POWERS**

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

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### **Section 6.03 BOARD MEETINGS**

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



#### **Section 6.04 BOARD MEETINGS, OPEN TO MEMBERS**

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

#### **Section 6.05 BOARD MEETINGS, CLOSED SESSION LIMITED**

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

#### **Section 6.06 MINUTES OF THE BOARD**

The minutes of the Executive Board and reports of the officers to it shall be recorded and kept as specified by the parliamentary authority adopted by this Club. The minutes shall contain mainly a record of the actions of the Board, not a transcript of discussions. The approved minutes of the Board shall be kept in a book or binder, an electronic form shared promptly with the members of the Board and shall be open for review by members of the Club at reasonable times and places as may be arranged with the secretary.

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

#### **Section 6.07 BOARD QUORUM**

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

### **Article VII. COMMITTEES**



### **Section 7.01 MEMBERSHIP DEVELOPMENT**

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

### **Section 7.02 FUNDRAISING AND EVENT PLANNING**

- (a) The Finance Committee shall be composed of the Chair and other members.
- (b) The duties of the Fundraising and Event Planning Committee shall be to identify, organize, coordinate, and execute fundraising activities that support candidates and the furtherance of the Club and the Democratic Party; to plan, organize, and execute social, political, and fundraising events and adhering to policies that protects and enhances the financial position of the Club. The goal of both fundraising activities and Club sponsored events is to further the purpose, goals, and initiatives of the Democrats of Greater Riverside and the Democratic Party.

### **Section 7.03 COMMUNICATIONS**

- (a) The Communications Committee shall be composed of the chair and other members.
- (b) The duties of the Communications Committee shall include to develop and coordinate strategies and tools with which to





communicate with members of the Club and other Democrats within the community; to draft and disseminate public relations pieces and coordinate all contacts with the press; to organize and coordinate training and opportunities to develop communication skills; to organize and coordinate speakers and writers bureaus; to organize and coordinate rapid response efforts; and to initiate other such activities that may benefit the Club and further its objectives.

#### **Section 7.04 ELECTIONS**

- (a) The Elections Committee shall be composed of the chair and other members.
- (b) The duties of the Elections Committee shall include to organize, coordinate, and oversee voter registration efforts; precinct operations; elections monitoring; candidate recruitment and support; mailings (in cooperation and coordination with the Communications Committee); related training and education; and other such activities that may benefit the Club and further its objectives.

#### **Section 7.05 POLICY AND RESEARCH**

- (a) The Policy and Research Committee shall be composed of the chair and other members.
- (b) The duties of the Policy and Research Committee shall include to organize activities, speakers and forums for the Club and the community at large to facilitate open discussion and debate regarding policy issues of interest to the Club; to research, analyze and present policy issues to the Club, and upon request of the Club, to draft and recommend positions for adoption by the Club; to formulate a platform for adoption by the Club; to monitor, track and make recommendations to the Club regarding legislative activities at the local, state, federal and international levels, most particularly with respect to policy matters of direct concern to the members of the



Club; to monitor and track the voting records of public officials of interest to the Club to research and make recommendations regarding endorsement and support of candidates for public office; and to provide the Club and other such research and analyses that may benefit the Club and further its objectives.

### **Section 7.06 RULES AND COMPLIANCE**

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

### **Section 7.07 AUDIT**

- (a) The Audit Committee shall be composed of a chair and other members as deemed necessary and appropriate by the officers or



members of the Club. The chair of the Audit Committee shall not be a voting member of the Executive Board; officers elected to the Board may not also serve on the Audit Committee while serving on the Board, nor for one (1) year subsequent to serving on the Board.

- (b) The duty of the Audit Committee shall be to meet with the DGR Treasurer and the DGR Membership Chair (or designee) in order to conduct a quarterly internal review of the Club's accounting records, oversee the auditing of the Club's annual financial statements, and review and report on any other matters referred to it by the officers or members of the Club.
- (c) A written report shall be prepared and provided quarterly by the end of the second month following each quarter to the DGR Executive Board and the DGR Membership.

#### **Section 7.08 OTHER COMMITTEES**

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

#### **Section 7.09 COMMITTEE QUORUM**

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

### **Article VIII. SELECTION OF REPRESENTATIVES TO THE CALIFORNIA DEMOCRATIC PARTY (CDP) PRE-ENDORSEMENT CONFERENCE**

#### **Section 8.01 ALLOCATION OF REPRESENTATIVES**

- (a) Club representatives shall be 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 Riverside County Democratic Party and to the appropriate Regional Director of the CDP no later than July 1 of the year immediately prior to the endorsing process.

**Section 8.02 FOR THE PURPOSES OF THIS SECTION**

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

**Section 8.03 SELECTION OF REPRESENTATIVES**

- (a) Said representatives shall be selected by majority vote of a Selection Committee comprised of the President, Vice-President(s), Secretary and Treasurer, a quorum being present. The Selection Committee shall not select one of its own members unless it first determines that no other viable option is available. If such determination is made, they shall inform the membership of their decision, and the reasons therefore, at the next General Membership meeting.



- (b) In each odd number year, this Club shall inform its membership of the process for selection as a Representative to the CDP Pre-Endorsing Conferences, by email to those members who have provided email addresses and by US mail to those members who have not provided email.
- (c) In order for a member's name to be submitted as one of this Club's representatives to the CDP Pre-Endorsing Conferences, the member must submit a signed written declaration of intent to the Selection Committee declaring his/her intent to support this Club's endorsed candidates at the Pre-Endorsing Conferences by voting for them at the Pre-Endorsing Conferences.

## **Article IX. PARLIAMENTARY AUTHORITY**

### **Section 9.01 RULES OF ORDER**

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

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## **Article X. BYLAWS AND CLUB RULES**

### **Section 10.01 ACCESSIBILITY**

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



## **Section 10.02 BYLAWS**

(a) **Amendment of Bylaws.** Amendments to these bylaws may be made at any regular meeting of the Club provided the following:

- i) Prior notice requirements shall be consistent with the Club's notice policy (DGR Notice Policy; Article V, Section 5).
  - a. The proposed amendment(s) has been submitted in writing to the members in good standing at the previous regular membership meeting.
  - b. The proposed amendment(s) has also been sent to the members in good standing at least ten (10) days and no more than 30 days prior to the meeting at which the vote shall be taken.
- ii) Approval of the proposed amendment(s) requires at least a two-thirds vote of the members in good standing present and voting.

(b) **Suspension of Bylaws.** Bylaws cannot be waived, set aside, suspended, or dismissed for any reason, or for any period of time.

## **Section 10.03 SPECIAL RULES OF ORDER**

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

- (a) **Initial Proposal to Executive Board.** Any regular member wishing to propose a Special Rule of Order shall make a written request to the Chair to place the matter on the agenda of the next succeeding board meeting. Such request shall be in writing and include a written draft of the proposed Special Rule. Immediately following discussion, the Board shall vote to either support, oppose, or take no position with regard to the proposed Rule. Unless said



member has elected to withdraw the Rule, the Chair shall place the matter on the agenda of the next succeeding General Membership meeting along with the text of the proposed Special Rule and the position of the Executive Board.

- (b) **Consideration by General Membership.** Regular members may, by majority vote, decide to table, approve (either in its proposed or an amended form), or disapprove the proposed Special Rule.
- (c) **Adoption of a Special Rule of Order.** Adoption of a Special Rule of Order shall require at least ten (10) days previous notice and a two-thirds vote or a majority vote of the entire membership.
- (d) **Amendment of a Special Rule of Order.** Amendment of a Special Rule of Order shall require previous notice and a two-thirds vote, or a majority of the entire membership.
- (e) **Suspension of a Special Rule of Order.** A Special Rule of Order cannot be suspended if the application is outside a meeting or intended to continue to be suspended for more than one meeting. It can be suspended for a particular session by a two-thirds vote if the application is within the meeting.

#### **Section 10.04 STANDING RULES**

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

- (a) **Initial Proposal to Executive Board.** Any regular member wishing to propose a Standing Rule shall make a written request to the Chair to place the matter on the agenda of the next succeeding board meeting. Such request shall be in writing and include a written draft of the proposed Standing Rule. Immediately following discussion, the Board shall vote to either support, oppose, or take no position with regard to the proposed Rule. Unless said member has



elected to withdraw the Rule, the Chair shall place the matter on the agenda of the next succeeding General Membership meeting along with the text of the proposed Standing Rule and the position of the Executive Board.

- (b) **Consideration by General Membership.** Regular members may, by majority vote, decide to table, approve (either in its proposed or an amended form), or disapprove the proposed Standing Rule.
- (c) **Adoption of a Standing Rule.** Adoption of a Standing Rule shall require at least ten (10) days previous notice and a two-thirds vote or a majority vote of the entire membership.
- (d) **Suspension of Standing Rule.** A Standing Rule cannot be suspended if the application is outside a meeting. It can be suspended for a particular session by majority vote if the application is in the meeting.

The undersigned President and Secretary of Democrats of Greater Riverside (DGR) hereby attest that these Bylaws were passed with a unanimous vote of the DGR Membership; present and voting on October 19, 2022.

Freya Foley  
President  
Democrats of Greater Riverside

Lisa Andres  
Secretary  
Democrats of Greater Riverside