

# **CONSTITUTION AND BYLAWS OF THE DEMOCRATIC ACTION CLUB OF CHICO**

## **PREAMBLE**

The Democratic Action Club of Chico is established to stimulate an active interest in governmental affairs, foster and perpetuate and practice the ideals of a participatory democracy, and to provide a means for the people to participate in shaping the policies and issues of the Democratic Party.

## **CONSTITUTION**

### **ARTICLE I. NAME**

The Democratic Action Club of Chico hereinafter referred to as DACC.

### **ARTICLE II. PURPOSE**

Contribute to the growth and influence of the Democratic Party, including developing leadership, and encouraging party responsibility.

### **ARTICLE III. FUNCTIONS**

In order to meet its purpose DACC shall at least:

- Section 1. Inform the electorate about public issues and policies, increase voter participation in the electoral process and take part in grass roots activities that represent the ideals of a democratic society.
- Section 2. Encourage, promote, and support candidates who show a clear understanding of the common good.
- Section 3. Promote understanding of the principles of the National and State Platforms of the Democratic Party to the extent that such platforms are in keeping with the consciences and needs of the people of Butte County.
- Section 4. Function in cooperation with the Democratic County Central Committee. This shall include recommending candidates and policies to the Central Committee.

## **BYLAWS**

### **ARTICLE A. AFFILIATION**

- Section 1. DACC shall maintain affiliation with the Butte County Democratic Central Committee and was chartered by the Committee in 1997.
- Section 2. DACC shall comply with the bylaws of the Democratic Central Committee and the California Democratic Party as they apply to local affiliates.
- Section 3. DACC shall be a member of the California Democratic Council at the minimum affiliation level, unless a majority of the membership votes to either change the affiliation level or end membership.

### **ARTICLE B. MEMBERSHIP**

- Section 1. Regular Members: Registered Democrats who are current dues payers.  
Regular Members paid-up as of December 31<sup>st</sup> shall be not be removed from the

membership rolls if they pay by 7PM of the third Wednesday of February.

Section 2. Courtesy Members: Registered Democrats who request a waiver of dues and are authorized by the Executive Board to be members of DACC without being dues payers. Such persons shall have voting rights.

Section 3. Honorary Members: Individuals designated by the membership because of their commitment to the ideals of the Democratic Party. Such members may participate in discussion but may not vote.

#### **ARTICLE C. OFFICERS**

Section 1. The DACC officers shall be: Chair, Vice-Chair, 2<sup>nd</sup> Vice-Chair, Secretary and Treasurer. (and after 2005, a Member At Large)

Section 2. Nominating Committee

- a. In the years in which officer terms expire, the DACC Chair shall secure the agreement of three regular members to serve as a nominating committee.
- b. These appointments shall be subject to approval at the next Executive Board meeting and announced at the October general meeting.
- c. In order to encourage continuity, the DACC Chair and Immediate past Chair may be additional members of the Nominating Committee if they wish.
- d. A Nominating Committee may not nominate one of its members.
- e. The Nominating Committee shall submit a slate of candidates at the November general meeting.
- f. At the November meeting the nominating committee shall present its report. Nominations for officers shall also be accepted from the floor for members present and consenting. A secret ballot shall be taken if there is more than one candidate for any office.
- g. In the event of a new officer position, this Section shall apply without reference to months.

Section 3. Term of Office: Beginning with the election at the end of 2005, the term of office shall be two (2) years.

Section 4. Eligibility: The DACC Chair shall not be immediately eligible for reelection after serving a full term.

Section 5. Removal of Officers:

- a. An officer who is absent from three (3) consecutive meetings, without valid excuse, may be removed from office by a decision of the Executive Board.
- b. An officer may be removed from office with a recall petition signed by 60 percent of the regular and courtesy members.
- c. An officer who fails to renew membership shall automatically be removed.

Section 6. Vacancies: In the event of a vacancy in an office of DACC, except that of the Chair, such vacancy shall be filled by the DACC Chair, as soon as feasible, by appointment. Such appointment shall be subject to ratification by the Executive Board and at the next regular meeting the general membership.

**ARTICLE D. DUTIES OF OFFICERS**

Section 1. The Chair shall:

- a. Preside over meetings of both the general membership and the Executive Board.
- b. Serve as an ex-officio member of all committees.
- c. Appoint committees as needed.
- d. Coordinate DACC's day-to-day activities in keeping with the decisions of the Executive Board and general meetings.

Section 2. The Vice-Chair shall:

- a. Assist the DACC Chair in all of his/her duties.
- b. Perform the duties of the DACC Chair in case of his/her absence or incapacitation.

Section 3. The 2<sup>nd</sup> Vice-Chair shall:

- a. Assist the Chair in all of his/her duties.
- b. Perform the duties of the Vice-Chair in case of his/her absence or incapacitation.
- c. If the DACC Chair does not complete a term and the Vice-Chair becomes DACC Chair the 2<sup>nd</sup> Vice-Chair shall automatically become Vice-Chair.

Section 4. The Secretary shall:

- a. Keep the minutes of all general and Executive Board meetings.
- b. Maintain the membership roll of DACC.
- c. Maintain a file of all DACC correspondence, the formal reports of committees and officers, and a duplicate record of finances.
- d. Notify members of the time and place of all general meetings together with minutes and any other information deemed necessary for consideration by members prior to such meetings.

Section 5. The Treasurer shall:

- a. Receive, record and deposit all DACC funds.
- b. Disburse funds, as authorized, and keep permanent records of the disbursements and receipts.
- c. Receive and maintain banking records and reconcile DACC records with Bank records.
- d. Report a financial report at each Executive Board meeting, and provide a verbal update at the general meeting.
- e. Make records available for audit when requested by a vote of the membership, or the Executive Board.
- f. Be responsible for preparing, filing and maintaining financial records and reports required by the Federal Elections Commission, the California Fair Political Practices Commission, and any other reports required by law.

**ARTICLE E. EXECUTIVE BOARD**

Section 1. Shall consist of the officers as listed in Section C.1. plus the past Chair.

Section 2. Shall meet as needed between general DACC meetings. The purpose of the Board meetings shall be to plan the activities of DACC take actions and make decisions for the membership when the time between membership meetings is a problematic factor. Decisions shall be reported at the next regular general meeting.

- Section 3. The quorum for a Board meeting shall be 50 percent of the current Board membership plus 1 person.
- Section 4. If necessary the DACC Chair may conduct a Board vote via Email and telephone.
- Section 5. If unable to attend a Board meeting, a board member may give his/her proxy to another member of the Board.

#### **ARTICLE F. COMMITTEES**

- Section 1. The DACC Chair shall appoint committees and their Chairs.
- Section 2. The DACC Chair shall inform:
- the Executive Board of the existence of such committees and their Chairs as soon as feasible but not later than the next Executive Board meeting.
  - the General Membership of the existence of such committees and their Chairs at the next general meeting.
- Section 3. Such committees may be dissolved by the DACC Chair or by majority vote of the Executive Board or membership at any time.
- Section 4. The DACC Chair shall be an Ex Officio member of all committees.
- Section 5. The Treasurer shall be an Ex Officio member of any committee with responsibilities for the gathering or expenditure of funds. However, the Treasurer shall not be a member of an audit committee.
- Section 6. The Secretary shall be an Ex Officio member of any committee relating to membership.
- Section 7. Standing Committees may be formed by a 2/3 vote at a membership meeting and may be dissolved by a majority vote at a membership meeting.

#### **ARTICLE G. REPRESENTATIVES AND DELEGATES**

- Section 1. DACC shall strive to be represented at wide range of organizations including the Butte County Central Committee, the Assembly District 3 unit of the Democratic Party, the California Democratic Council, and conventions.
- Section 2. Members wishing to represent DACC, in any way, shall apply to the Executive Board or at a general meeting for appointment. Such appointments by the board shall be announced at the next general meeting and be subject to rejection at that meeting.
- Section 3. Representatives and delegates of DACC shall report to DACC at least monthly.

#### **ARTICLE H. GENERAL MEETINGS**

- Section 1. Regular meetings shall be held at least eleven (11) months each year.
- Section 2. Special meetings may be called by the Chair or by the petition of ten (10) regular members or ten (10) per cent of the regular members, whichever is less.
- Section 3. A quorum for meetings, regular or special, shall consist of twenty (20) percent of the membership or twenty (20) voting members, whichever is less.
- Section 4. No General Meeting shall be official unless a quorum is present and a valid attempt was made to give the membership at least 48 hours advance notice.
- Section 5. Votes on motions may be by voice or show of hand. The Chair may order a vote by roll

call or secret ballot and must do so when requested by a member.

**ARTICLE I. DUES**

Section 1. Annual dues shall by calendar year.

Section 2. Dues paid after the third Wednesday of February shall be prorated according to the number of months remaining in the year.

**ARTICLE J. EXPENDITURES**

Section 1. Expenditures require prior approval of recurring costs, and projects (including their budgets) by the membership. However, the Board may authorize expenditures under \$50.00 and the monthly cost of postage and copying to send the agendas and minutes to the members. Expenditures authorized by the Board shall be individually reported at the next membership meeting.

Section 2. Subject to approval of the membership, the Board shall establish controls to ensure financially responsible operations.

Section 3. Special expenditures, including contributions to endorsed candidates or causes, shall be subject to prior approval by the membership.

**ARTICLE K. AVAILABILITY OF DOCUMENTS**

A list of DACC members, a copy of the Constitution and Bylaws and minutes of the general meetings shall be made available to members of DACC upon request. The Secretary may establish a schedule of charges for any requests of material exceeding 10 (ten) pages. Individual DACC members may choose not to be included in the published list.

**ARTICLE L. AMENDMENTS**

Amendments or revisions to the Constitution or bylaws are to be proposed at one membership meeting to be considered for adoption by a two-thirds (2/3) vote of the voting members present at the next membership meeting. The members are to be notified by U.S. mail or Email at least ten (10) days prior to the meeting at which the vote will be taken.

**ARTICLE M. PARLIAMENTARY AUTHORITY**

So far as proper order can be maintained, meetings will be conducted in a semiformal manner. However, to the extent needed, the current edition of Robert's Rules of Order, Newly Revised, shall govern DACC in all cases in which they are not inconsistent with this Constitution and any special rules of order which DACC may adopt.