

MARSH CREEK DEMOCRATIC CLUB BY-LAWS

MISSION STATEMENT: To inspire, to activate, to excite, and to encourage Brentwood, Discovery Bay, Bethel Island, Antioch, Oakley, Knightsen, and surrounding area residents to take an active interest in politics and government; to foster and perpetuate the ideals and principles of the Democratic Party; to support and assist in the election of Democratic candidates; to encourage voter registration and membership in the Democratic Party; and through Democratic ideals and principles to encourage the highest degree of equality, justice, government transparency, and a healthy environment.

I. NAME AND GOVERNANCE

- A. The name of this organization shall be the Marsh Creek Democratic Club (Marsh Creek Dems).
- B. The club will serve Brentwood, Discovery Bay, Bethel Island, Antioch, Oakley, Knightsen and surrounding areas.
- C. These By-Laws shall govern the operation and functions of the Marsh Creek Democratic Club in compliance with, and subject to, the By-Laws of the Contra Costa County Democratic Central Committee and the California Democratic Party.

II. OBJECTIVES

- A. To contribute to the growth and influence of the Democratic Party, by building and organizing capable and experienced leaders and volunteers.
- B. Foster Democratic ideals by: stimulating an active interest in the Democratic Party; contributing to party leadership and responsibility; providing constructive roles for volunteers in Democratic politics; and promoting an active base.
- C. Publicize and support endorsed candidates and causes with an aggressive campaign.
- D. Obtain charter from the Contra Costa County Democratic Party.
- E. Maintain communication with our local city and county and state representatives for the purpose of encouraging Democratic views and goals and to disseminate information from those representatives to our members.
- F. Achieve these objectives through:
 - a) Voter education
 - b) Grassroots Organizing (GO) Team
 - c) Fundraising
 - d) Political and social events
 - e) Candidate recruitment and support
 - f) Party platform support
 - g) Club programs and speakers
 - h) Local, county and state Party involvement
 - i) Input to/from candidates and incumbents
 - j) Community outreach
 - k) Endorsing Candidates
 - l) Media engagement
 - m) Communication with members on local, state and national Issues

III. MEMBERSHIP

- A. Full membership is open to all registered Democrats, and those persons who pledge to register as Democrats when allowed by age or citizenship requirements or the elimination of any other legal impediment.
- B. Persons who do not qualify for full membership shall be eligible to participate in MCDC activities as associate dues paying members, but shall not have the privileges of voting or holding MCDC office.
- C. New members must fill out the membership form, including residence address, but there is no requirement that an MCDC member live in the Brentwood, Discovery Bay, Bethel Island, Antioch, Oakley, or Knightsen areas.
- D. An eligible person becomes a Member in Good Standing 30 days after paying annual dues to the Treasurer or the Treasurer's authorized representative.
- E. An existing member shall be considered a Member in Good Standing, if their dues are current, or have been waived due to economic hardship, their voting rights being subject to compliance with the other provisions of these by-laws.
- F. Only Members in Good Standing as of July 1, who are duly registered as a member of the Democratic Party of California will be included in the roster submitted for purposes of participation in the California Democratic Party endorsement process.

- G. Use of Club Name: No officer, Executive Board member or Club member shall use the name of the Club in connection with any candidate or issue not endorsed by the Club.
- H. Members shall be given a copy of the MCDC By-laws upon request.
- I. MCDC supports non-discrimination in membership, including age, gender, race, color, creed, and sexual orientation, persons with disabilities as defined by the Americans with Disabilities Act of 1990 as amended, religion, national origin, ethnicity, or economic status.

IV. DUES

- A. Dues shall be due on January 1 of each year and payable by the February meeting of each calendar year.
- B. Annual dues shall be \$20. Student/Youth \$5.00
- C. Prorated dues: Members who join after November 1st will be offered a prorated \$10 membership fee.
- D. Changes in annual dues shall be recommended by the Executive Board to the membership at a regularly called meeting of the Club after due notice, and shall be approved by a majority of the members in good standing present and voting. Payment for membership shall be accepted only from accounts in the prospective member's name or which the prospective member controls.

V. OFFICERS

- A. The Officers shall be elected at the first meeting of the calendar year and shall hold office for one year or until a successor is installed.
- B. The Officers shall be as follows:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
 - 5. Immediate Past President
- C. No Officer shall hold more than one office at a time, except on an “Acting” basis, and under no circumstances should the President and Treasurer be the same person.
- D. The Treasurer shall be responsible for the collection of dues, receive and deposit all club funds; maintain an accurate record of club receipts and expenditures; sign all checks as authorized by the Executive Board; make the record of club receipts and expenditures available to any member when requested; provide a report of the club financial status at club meetings as requested; provide an annual written report of club financial status; make the books and all other financial records of the club available to the audit committee each year in May. In addition the Treasurer File all financial reports as required by law in a timely fashion with the appropriate agencies and draft and present a proposed annual budget for review by the Executive Board and General Membership.
- E. The Immediate Past President shall advise the President on matters important to the MCDC and participate in Executive Board meetings and the annual membership meeting.
- F. Treasurer’s books will be audited for approval by the membership when ordered by the Executive Board.

VI. EXECUTIVE BOARD

- A. The elected Officers, Past President, Swing Left Chair, Membership Chair, Precinct Taskforce Chair, Program & Events Chair, Voter Outreach Chair, Communications Chair and Issues, Endorsements and Legislation Chair shall constitute the Executive Board. Any member of the Executive Board may be removed following three consecutive absences (unless excused by the President) during the calendar year. After six consecutive absences, they must be removed. Committee Chairs will be chosen by the committee members at the first meeting of the new year. The Executive Board can add committee chairs to the Board as needed.
- B. The Executive Board will meet a minimum of four (4) times per calendar year for the purpose of planning and directing and implementing the policies of the MCDC. During election years, the Executive Board will strive to meet monthly. All members can attend Board meetings.
- C. Members of the Executive Board should be notified of the time and place of each Board meeting at least five (5) days in advance and a preliminary agenda should be provided.

- D. A majority of members of the Executive Board, at a duly constituted meeting, shall constitute a quorum.
- E. For the purpose of establishing a quorum, telephonic/or Skype/Facetime/Go-to-Meeting or electronic attendance is authorized.
- F. Special meetings of the Executive Board, for any purpose whatsoever, may be called at any time by the President or upon written request from five members of the Executive Board.
- G. The Executive Board may affiliate the MCDC with such other Democratic Party organizations as seem appropriate and desirable.
- H. The Executive Board shall select the delegates and alternative delegates to which the MCDC is entitled to the organizations with which the MCDC is affiliated. Those delegates and alternate delegates selected shall be MCDC members in good standing. The President shall fill delegate vacancies from the alternates and new alternates will be selected at the next Executive Board meeting.
- I. All Executive Board members shall serve without compensation.
- J. An member in Good Standing may be designated by the President with the consent of the Board to serve as Parliamentarian with the duties of interpreting the MCDC's Charter, and By-laws, and the most recent edition of Robert's Rules of Order, to ensure the activities of the MCDC are in keeping with both the spirit and meaning of these documents and to provide guidance in these matters.

VII. ELECTIONS

- A. Elections will be held annually as early as possible in the year, but in no case, later than April.
- B. New members shall be entitled to vote on Club matters thirty (30) days after dues are received. Ongoing members shall be entitled to vote upon payment of dues for the year. Membership must be renewed annually.
- C. Every Member in Good Standing shall be eligible for any office in this Organization
- D. Nominations for officers may also be made by the Executive Board or any member in good standing.
- E. "Intent to Run" forms will be available at the November meeting. All candidates for office shall submit an "Intent to Run" via email with the Secretary at least fourteen (14) days prior to election
- F. The Secretary will post online and email all club members the declared candidates 12 days prior to the election.
- G. The Secretary will prepare a ballot for all offices that are contested.
- H. In the absence of a contest, the election shall be by acclamation.
- I. In the event a Member in Good Standing cannot attend the meeting in which an officer election will occur, the Member in Good Standing may submit an absentee ballot electronically. The absentee ballot must be received by the Secretary no later than one (1) hour prior to the scheduled start of the meeting. The email must be sent from the account listed on the membership form.
- J. The Secretary will send absentee ballots to all Members in Good Standing who request them.
- K. All offices that are contested shall be conducted by secret ballot.
- L. Candidates receiving the highest number of votes of the Member in Good Standing present and voting shall be considered elected.
- M. All terms shall be for one (1) year immediately following the election or until the next election.
- N. With the exception of President, in the event that an officer vacancy exists, any active member may then be nominated to run for that office. The membership will vote to fill vacancies at the following meeting.

VIII. STANDING AND OTHER COMMITTEES

- A. The Executive Board may form ad hoc committees at any time. Ad hoc committees will consist of at least one Executive Board member. The purpose of an Ad Hoc committee is essentially for short term projects and may include non-Board members who wish to be active for a limited time only.
- B. Standing committees shall be determined by Executive Board and may change as needs arise.
- C. Suggested standing committees
 - 1. Membership
 - 2. Program and Events Committee (including Fund Raising)
 - 3. Communications Committee (Print, Digital and Social Media)

4. Voter Outreach–Voter Registration, Letter Writing Text and Phone Banking
5. Issues, Endorsements, and Legislative Committee
6. Elections and By-Laws
7. The Finance and Audit Committee, which will consist of a minimum of two members of the Executive Board, will include two non-Board members appointed by the Board, and will prepare an annual budget for the MCDC for the fiscal year and will audit the MCDC bank statements and copies of all checks periodically to determine how the MCDC has spent funds over the past year or years.
8. Swing Left
9. Precinct Taskforce – Oversee Training and Recruiting of Precinct Captains

IX. AMENDMENTS

- A. Amendments to the By-laws may be initiated by the Executive Board, By-Laws Committee, or by written petition signed by ten percent (10%) of the MCDC members eligible to vote.
- B. The Executive Board shall consider any such petition and make a recommendation at the next MCDC general membership meeting following receipt of the petition.
- C. Written notice of any proposed amendment(s) shall be given to the MCDC membership at least fourteen (14) days prior to any membership consideration.
- D. Discussion of changes, amendments, revisions and review will occur at the membership meeting prior to any consideration and vote.
- E. A majority vote of an established quorum of qualified MCDC members shall be necessary for passage of By-laws amendments and revisions recommended by the Executive Board, and those not recommended by the Board will require a two-thirds vote in favor.
- F. In the event a Member in Good Standing cannot attend the meeting in which an amendment will be voted on, the Member in Good Standing may submit an absentee ballot electronically that must be received by the Secretary no later than one (1) hour prior to the scheduled start of the meeting. The email must be sent from the account listed on the membership form.

X. MEETINGS

- A. General membership meetings shall be held monthly on dates and times as designated by the Executive Board.
- B. Regular Meetings: There shall be at least ten (10) regular meetings of the Club in each calendar year, to be held at such times and places as may be designated by the Executive Board. Insofar as possible, meeting locations and times should be consistent with prior and subsequent meetings.
- C. Election Meetings: The annual meeting of the Club for purposes of electing officers shall be typically held in the early part of each year, but must be held no later than April. It shall be a regular meeting of the Club.
- D. Notice and agenda of regular and special meetings shall be prepared and distributed by the Secretary. The Secretary shall send notices and agendas via email to all club members and post on the Club's website at least ten (10) days prior to the convening of each meeting. If special meetings are called with less than ten (10) days' notice, the Secretary must notify the Executive Board by telephone and/or email.
- E. Any interested party may request to place an item on the agenda of a regular or special meeting in writing to the President and Secretary at least seven (7) days prior to the meeting. An item may be added to the agenda after the noticing deadline by a 2/3 vote of the present and voting Members in Good Standing at a general membership meeting.
- F. The Secretary shall send minutes of general membership meetings via email to all club members and post on the Club's website within fourteen (14) days after each meeting.

- G. Special Meetings: Special meetings of the Club may be held when called by the President (or by a Vice President in the event the presidency is vacated), by a one-third (1/3) vote of the members of the Executive Board or by written request, whether electronic or print, to the President by twenty percent (20%) of members of the Club in good standing. In the latter case, the President must call the meeting, with due notice to the membership, as soon as practical but at most within fifteen (15) days from the receipt of the request, but such special meeting may coincide with a regular meeting of the Club if such is scheduled to occur within said 15-day period.

XI. ENDORSEMENTS

A. Candidate Endorsement Guidelines

1. The Club has the legal right to endorse, not to endorse, or take no position on candidates running for public and Democratic Party offices.
2. Endorsement may be in the form of use of Club's name, monetary contributions or any combination thereof.
3. All contributions must be made in accordance with state laws and club requirement that a minimum of \$225 balance remains available in the treasury at all times.
4. The Club may only consider registered Democrats for endorsement.
5. All Candidate Endorsements must follow the procedures listed below.

B. Endorsement Procedures

1. Members in Good Standing may request that an endorsement forum or a special meeting be held to inform the membership of the various candidates and consider their endorsement. The Club may have more than one meeting if needed.
2. The Executive Committee shall set the rules of the forum, giving each candidate an equal amount of time for presentation and allowing a set time for questions from members.
3. Democratic candidates who are seeking Club endorsement and are deemed viable by the endorsement Committee will be invited to an endorsement forum or special meeting. Candidates will be notified of the rules before the forum or special meeting.
4. If candidates are not able to attend the endorsement meeting, candidates may send a representative or have a Club member speak on their behalf.
5. Candidates may also provide literature, resume or any other promotional materials.
6. Following all presentations, members in good standing must vote by a 50%+1 of those attending to endorse a candidate.
7. In accordance with state laws and club requirements, members in good standing may vote by 50%+1 of those attending to make a monetary contribution to an endorsed candidate's campaign.
8. All Candidates applying for endorsement shall be notified of the Club's decision in a timely manner. Endorsed candidates may be listed in a press release distributed to the appropriate media.

C. Issue Advocacy

1. Positions on pending legislation, proposition, and any other issues of importance to the Democratic philosophy may be taken and supported by the Club with a majority of members present. Members may request additional information or speakers on these issues before taking a position on each.

XII. QUORUM

- A. A quorum for an MCDC general membership meeting shall consist of twenty percent (20%) of the total Members in Good Standing.
- B. For the purpose of establishing a quorum, telephonic/or Skype/Facetime/Go-to-Meeting or electronic attendance is authorized.

XIII. PARLIAMENTARY PROCEDURE

- A. All proceedings, including those not covered by this Constitution and Bylaws, shall be governed by the latest edition of Roberts Rules of Order.

XIV. AFFILIATION

- A. The club shall affiliate as an associate member of the County Democratic Central Committee and pay the current annual chartering fee.

XV. CLUB REPRESENTATIVES

- A. California Democratic Party (CDP)
 - 1. In order to be eligible to participate in CDP pre-endorsing conferences, the Club’s President, Secretary, or Treasurer will ratify the roster of Democratic members in good standing by July 1 of each odd-numbered year identifying the legislative districts and representatives for each district and submit it to the CDP and DPCCC. Representatives should be equally apportioned between men and women to the extent possible.
- B. Contra Costa County Democratic Party (DPCCC) Voting and Voting Alternate Member
 - 1. Under the Club’s charter with the DPCCC, an elected Club member and the member’s alternate can become voting delegates to the DPCCC for a term of 2 years according to the provisions of Sections 3 and 4 of this Article. The “Club DPCCC Voting Representatives Application” application is required be submitted to the DPCCC within 30 days of the intended acceptance as voting members.
- C. SECTION 3. Selection
 - 1. Club representatives to the CDP and DPCCC – and any other official representatives, delegates, and alternates from the Club to conferences, caucuses, councils, conventions, and other meetings – shall be selected by a vote of the Executive Board. The voting member and alternate must not already be a voting member of the DPCCC or willing to relinquish their current voting status upon accepting the Club voting members’ status. The voting members and alternate must be acceptable to the requirements of the DPCCC.
- D. SECTION 4. Adherence to Club Positions
 - 1. Club representatives described in this Article, when participating in voting and discussion in that capacity, shall adhere to and represent the club’s official positions on endorsements and other matters wherever applicable, and shall agree to do so prior to their selection.

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