

# WELLSTONE PROGRESSIVE DEMOCRATS OF SACRAMENTO BYLAWS

Revised July 6, 2017

## ARTICLE I \_ NAME

### Section 1.01 Name

The name of this organization shall be Wellstone Progressive Democrats of Sacramento, and may also be cited as “WPDS,” “the organization,” “the club,” or similar name.

## ARTICLE II \_ PURPOSE AND ASSOCIATIONS

### Section 2.01 Purpose

The purpose of WPDS shall be to support and promote the Statement of Principles, which shall be incorporated into these bylaws by reference.

### Section 2.02 Associations

The organization shall be empowered to form associations with other progressive organizations.

## ARTICLE III \_ AUTHORITY AND PROCEDURES

### Section 3.01 Authority

- A. The club operates under the authority of the Democratic Party of Sacramento County (county party or DPSC), and in compliance with its chartering requirement.
- B. The bylaws shall govern the organization, operation, and function of WPDS in all respects, subject to any local, state or federal law.

### Section 3.02 Democratic Central

## Committee Representation

- A. As per the Constitution of the Sacramento County Democratic Central Committee, the Club will be allowed a single representative. An alternate to the representative is also permitted.
- B. The WPDS representative and an alternate shall be chosen by the Executive Board or by the president when the board is not in session.

### Section 3.03 Procedures

All regular and special meetings of WPDS shall be conducted in accordance with these bylaws, special rules and parliamentary authority.

## ARTICLE IV \_ MEMBERSHIP

### Section 4.01 Membership

- A. Membership in WPDS shall be open to any person who supports the purpose of the organization and is a registered Democrat, if eligible to vote.
- B. WPDS shall support the broadest possible registration in the party, and the recruitment of club membership without discrimination on the grounds of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, gender identity, economic status or physical or mental disability.

### Section 4.02 Definition

An active member (member) is an

individual, at least 16 years of age, whose club membership dues, if applicable, are current and agrees to uphold the purpose of the organization.

#### Section 4.03 Dues

- A. There may be multiple categories of dues, each suiting the different circumstances for each member. Dues amounts in each category shall be recommended by the Executive Board and presented to the general membership as a standing rule.
- B. The club fiscal year shall begin July 1 and end June 30.
- C. Dues shall be paid annually. Dues paid shall extend through the following year. Those who have not paid their dues by the end of the month in which they previously paid shall be considered a lapsed member.
- D. Any individual claiming financial hardship may be excused from any dues requirement for membership at the discretion of the President or Treasurer.

#### Section 4.04 Voting Entitlement

- A. All active members are entitled to vote on elections and motions brought before the body. Each member shall have one vote. Only active members may vote.
- B. No absentee or proxy voting shall be allowed.
- C. To qualify for voting, a person must be a member no later than the beginning of the specified voting period.

#### Section 4.05 Lapsed Membership

- A. Any member who does not renew membership before the expiration of

the membership period will cause membership in WPDS to lapse.

- B. Lapsed members will continue to receive notices from WPDS but will not be allowed to vote.
- C. A member shall be considered lapsed until dues are paid. Lapsed members may bring their dues current at any time after having lapsed and immediately regain their status as active members of WPDS.

### ARTICLE V \_ MEETINGS

#### Section 5.01 Meetings

- A. General membership meetings shall be held each month.
- B. A call to meeting shall be sent to all members no later than one week in advance of a meeting.
- C. As a community service, all general membership meetings shall be open to the public unless designated in advance as “for members only” by the Executive Board.
- D. Special meetings may be called by the president with approval of the Executive Board.

#### Section 5.02 Quorum

- A. No business shall be transacted in the absence of a quorum.
- B. A quorum for a general membership meeting shall be 10 percent of the active membership.
- C. A quorum for an Executive Board meeting shall be a majority of its membership.
- D. A quorum of a standing committee meeting, except for the Nominating Committee, shall consist of the chair of the committee and two active members of this club.

## ARTICLE VI \_ OFFICERS

### Section 6.01 Names of Officers

The officers of WPDS shall be the president, vice president, secretary, treasurer, communications director, political director, legislative director and parliamentarian. The order in which the officers are listed below shall also be the order of precedence.

### Section 6.02 President

- A. The president shall preside at all general membership and Executive Board meetings and shall establish special committees with approval of the Executive Board.
- B. The president shall be the official spokesperson for the club.
- C. The president shall present an annual report that highlights the past year at the end of each year in office.
- D. The president shall appoint committee chairs (not otherwise specified in these bylaws) and representatives, as necessary, to outside groups with the approval of the board.
- E. The president shall be the executive director of WPDS.

### Section 6.03 Vice President<sup>1</sup> o

- A. The vice president shall be an assistant to the president, and shall preside in the president's absence.
- B. The vice president shall be

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<sup>1</sup> The position of vice president shall become active after an election occurs to fill the vacancy created by the creation of this office. Until such time, the president shall be empowered to appoint the chair of the Membership, Outreach, and Fundraising Committee, who shall also be responsible for the duties in Section 6.03 (B-D). This appointment shall expire as soon as a vice president is elected.

responsible for increasing the membership of WPDS. This shall be accomplished by means such as membership drives, event participation and other outreach efforts.

- C. The vice president shall be responsible for fundraising for the club.
- D. The vice president shall chair the Membership, Outreach and Fundraising Committee.
- E. In case of the absence, resignation, disability or death of the president, the vice president shall exercise all the powers and perform all the duties of, and be subject to all the restrictions upon, the president.

### Section 6.04 Secretary

The secretary shall:

- A. Record and maintain the minutes of general membership and Executive Board meetings, and shall maintain all WPDS records.
- B. Maintain an up-to-date membership list and send a copy to the Democratic Party of Sacramento County Central Committee each year, along with a list of officers, a copy of these bylaws and the required charter dues and fees.
- C. Maintain an attendance list of every meeting.
- D. Send notices required by these Bylaws.

### Section 6.05 Treasurer

The treasurer shall:

- A. Have charge of all the club funds, pay all legal obligations and make a full report to the Executive Board

and the general membership on a regular basis. The club's financial records shall be available for review to any club member.

- B. Chair the Finance Committee.
- C. Open (or renew) an account for the club at a bank designated by the Executive Board. The board shall designate two officers who will be authorized to sign checks in the absence of the treasurer.
- D. Maintain a permanent file of all checks, invoices and contracts received. All contracts shall be signed by the president and the treasurer. In the absence of either the president or the treasurer, the Executive Board shall appoint alternates.
- E. Be responsible for finding out what reports are required from the Sacramento County Registrar of Voters, the State of California and federal agencies, and shall complete and send them by the required deadlines.

#### Section 6.06 Communications Director

- A. The communications director shall provide communications support to the board and other committees.
- B. The communications director shall manage the WPDS website, social media platforms, press releases, advertising, announcements, printed materials, signage and other communications and media.
- C. The communications director shall chair the Communications Committee and shall be responsible for its activities.

#### Section 6.07 Political Director

- A. The political director will form

liaisons with elected officials and candidates regarding campaign matters.

- B. The political director shall chair the Political Affairs Committee.

#### Section 6.08 Legislative Director<sup>2</sup>

- A. The legislative director shall monitor all legislative activity on a local, state, or federal level of interest to the club.
- B. The legislative director shall form liaisons with officials regarding legislation of interest to the club.
- C. The legislative director shall chair the Legislative Affairs Committee.

#### Section 6.09 Club Representative to the Sacramento County Democratic Central Committee

- A. The club representative or alternate will attend SCDCC meetings, represent the interests of the club and report to the club at general membership and Executive Board meetings.
- B. The club representative shall be a nonvoting member of the Executive Board.

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<sup>2</sup> The Legislative Director shall be considered the successor to the Vice President of State/Regional Affairs. Any person elected to that position prior to the adoption of these bylaws shall continue to serve as legislative director.

## Section 6.10 Parliamentarian

- A. The parliamentarian shall advise the president as to the proper procedures for the conduct of meetings, and shall rely on these bylaws, special rules and parliamentary authority.
- B. The parliamentarian shall chair the Rules Committee.
- C. The parliamentarian shall be a nonvoting member of the Executive Board.

## Section 6.11 Nominations and Elections

- A. A Nominating Committee of five members shall be elected by the membership in October of each year to nominate officers for the coming term. If a committee cannot be elected, the president shall appoint a committee. The Nominating Committee shall not nominate any of its members for any office.
- B. The Nominating Committee shall submit nominations for the club officers at the November general membership meeting, provided that eligible candidates are available. The nominations must have been presented in writing to the general membership in the announcement of the meeting.
- C. Nominations by members may be by e-mail or in any written form to the Nominating Committee or Executive Board prior to the November meeting. Nominations may also be made from the floor at the November meeting. Nominations will then be closed. Those nominated must have agreed to their nominations.
- D. If there is only one nominee for an office, that officer shall be elected by acclamation. Offices with more than one nominee shall be elected by the

general membership at the December general membership meeting. The general membership shall vote by secret ballot using the preferential voting method described in parliamentary authority. [RONR (11th ed.), p. 426, l. 13 to p. 428, l. 16]

- E. Prior to the December election meeting, all nominees shall submit to the board a statement about their goals for the club, their residence address, phone number, previous political experience and present employment or professional background.
- F. All nominees shall submit to the board a signed statement that they have read and understand the WPDS bylaws and that they have read and agree with the WPDS Statement of Principles.
- G. The president shall appoint two tellers, who are responsible for receiving and tallying the votes. The chairman of the tellers will read the tellers' report to the membership.
- H. Results of the election will be relayed to the general membership electronically no more one week after the close of the election.
- I. By a majority of the Executive Board, the nomination and voting processes may be delayed by one month in case of emergency or unforeseen circumstances.
- J. Officers shall be elected in the following order: president; vice president; secretary; treasurer; communications director; political director; legislative director; parliamentarian.

## Section 6.12 Term

- A. The officers shall be installed at the

January meeting and will assume their full duties at the January meeting as well.

- B. Officers shall hold office for a term of one year or until their successors are elected.
- C. Officers may be removed from office at the pleasure of the membership as provided in the parliamentary authority.

#### Section 6.13 Vacancies

- A. In the event of a vacancy in an elective office including the president, however occurring, an election shall be held to fill that vacancy at the next meeting, provided an eligible candidate is available. An announcement of the vacancy and election shall be made as soon as possible to the general membership, with notice that nominations will be taken from the floor. If only one person is nominated, that person shall be elected by acclamation.
- B. Any member who finds it necessary to resign from his or her elected office should submit a letter of resignation to the board in person, by regular mail or by e-mail.

## ARTICLE VII \_ EXECUTIVE BOARD<sup>3</sup>

### Section 7.01 Membership

The Executive Board (board) shall comprise all the officers of WPDS, as described herein, and the club representative.

### Section 7.02 Duties and Powers

The Executive Board shall have full power and authority over the affairs of the organization between meetings of the general membership except to make endorsements, donate money or amend the bylaws and rules.

### Section 7.03 Meetings

- A. A meeting of the Executive Board shall be held at least once a month, but may be held more frequently.
- B. The president shall call regular meetings of the Executive Board. If the president is unable to call a meeting, the vice president or any two officers may call a meeting.
- C. Meetings of the Executive Board may be held at any place that has been designated in the notice of the meeting or, if not stated in the notice, designated by resolution of the board, and if not so designated, then at the principal executive office of the club.
- D. Executive Board meetings are open to the general membership.

### Section 7.04 Attendance

- A. Attendance at scheduled meetings is required of all officers, including the club representative, except by prior

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<sup>3</sup> The Executive Board shall be considered the successor to the Steering Committee from the previous bylaws.

approval of the Executive Board or the president.

- B. If an Officer has a genuine conflict and has notified the president in advance, the president may excuse the absence.
- C. In the case of an emergency when the officer is unable to notify the president of an absence in advance, all efforts should be made to notify him or her as soon as possible.
- D. Absence from three consecutive meetings is may be grounds for removal.

#### Section 7.05 Telephone and Electronic Participation

- A. Members of the Executive Board may participate in any meeting through use of conference telephone, electronic video screen communication or electronic transmission by and to the Club. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this paragraph constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the organization (other than conference telephone and electronic video screen communication) constitutes presence in person at that meeting if both of the following are true:
  - a. Each board member participating in the meeting can communicate with all of the other members concurrently.
  - b. Each member is provided the

means of participating in all matters before the board, including the capacity to propose, or interpose an objection, to a specific action to be taken by the club.

#### Section 7.06 Action Without Meeting

Any action required or permitted to be taken by the Executive Board may be taken without a meeting if all members of the Executive Board individually or collectively consent in writing (including by e-mail) to the action, provided that the number of Executive Board members serving at the time the action is taken constitutes a quorum. The written consent or consents must be filed with the minutes of the proceedings of the Executive Board.

### **ARTICLE VIII \_ COMMITTEES**

#### Section 8.01 Standing Committees

Responsibilities of standing committees:

- A. Membership, Outreach, and Fundraising: responsible for membership development and support, including recruitment and retention; coordination of activities required to raise funds necessary for operation of the club and support of issues and candidates endorsed by the club. Recommend a fee structure for third-party use of the database/fundraising list.
- B. Finance: prepare an annual budget and maintain an appropriate reserve fund.
- C. Communications: research and develop website, social media platforms, press releases, advertising, announcements, printed materials, signage and other communications

and media.

- D. Political Affairs: oversee programs and activities related to making candidate endorsements, supporting political campaigns, donating money, organizing volunteers within the membership for political action and conduct other political functions as delegated by the General membership.
- E. Legislative Affairs: research legislative activity on a local, state, or federal level of interest to the club.<sup>4</sup>
- F. International Affairs: research any international issues of concern to WPDS.<sup>5</sup>
- G. Environmental Affairs: research any environmental or scientific issues of concern to WPDS.<sup>6</sup>
- H. Nominating: comply with procedures outlined in these bylaws.
- I. Rules: responsible for consideration of amendments to, and maintenance of the bylaws.

#### Section 8.02 Membership of Standing Committees

The membership of each standing committee, except the Nominating

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<sup>4</sup> The Legislative Affairs Committee shall be considered the successor committee to the State/Regional Affairs Committee.

<sup>5</sup> The International Affairs Committee shall be considered the successor to the National/International Affairs Committee. Any person elected to the position of Vice President of National/International Affairs under the previous bylaws shall continue to chair this committee by virtue of that person having been chair of the previous National/International Affairs Committee.

<sup>6</sup> The person elected Vice President of Environmental Affairs shall continue to serve as chair of the Environmental Affairs Committee by virtue of that person having already been chair of the Committee under the previous office.

Committee, shall consist of the chair of the committee and any members of this club attending the meeting of the committee.

#### Section 8.03 Special Committees

The Executive Board and the president shall have the authority to appoint special committees as needed to accomplish the objectives of the club.

#### Section 8.04 Operation of Committees.

- A. Each committee is responsible for establishing its standing rules and procedures, compatible with these bylaws, and shall conduct activities which carry out the goals of the club as established by the board.
- B. Committees are authorized to conduct meetings utilizing the same telephonic and electronic means as the Executive Board is empowered to use in Section 7.05. All members who wish to attend the meeting of a committee through these means should inform the chair of the committee of their intent to do so in advance of the meeting.
- C. The chair of each committee shall provide oral reports as requested by the board or the president, as well as a written report of its activities to the general membership when relevant and for inclusion in the annual report.

#### Section 8.05 Election of Standing Committee Chairs

Chairs of standing committees who are not already officers of this club shall be elected in the same manner as officers of this club as described in Section 6.11.

### ARTICLE IX \_ OTHER MATTERS



### Section 9.01 Bylaws

These bylaws shall be made available to any member upon request.

### Section 9.02 Discipline

All disciplinary matters shall be handled using the procedures provided in the parliamentary authority.

### Section 9.03 Records

WPDS shall keep the following records:

- A. Minutes of meetings of the general membership, Executive Board and standing committees;
- B. Adequate and correct financial records;
- C. Membership records, including contact details, attendance records and dues payments;
- D. Copies of the bylaws and other governing rules and regulations;
- E. All contracts in which the organization is a party.

### Section 9.04 Parliamentary Authority

Robert's Rules of Order Newly Revised shall be the official parliamentary authority of this club.

### Section 9.05 Communication

Club communication, including meeting notices, is done via e-mail and web page. Exception: Mailings may be done at the Board's discretion.

### Section 9.06 Member Privacy and Mailing List Policy

The club database/fundraising list is the

property of the club and is a valuable asset. There shall be one master database list. The communications director shall maintain this list. The list shall be available in some portion or circumstances to the following:

- A. Tasks and projects designated by the club president or board. Under no circumstances will more of the list than what is deemed necessary to complete the task be given out in any form -- paper, electronic or otherwise.
- B. For a fee, candidates for public office endorsed by WPDS shall be allowed to hire the club to distribute their communications to the member base. E-mail-based organization-wide communications shall be distributed to club members by the communications director. No email addresses or electronic copies of the database/fundraising list shall be given out to candidates.
- C. All mailings, whether print or e-mail, must follow club bylaws and rules.
- D. The board may revoke access to the database/fundraising list for noncompliance with the above policies.
- E. A club directory will be established for the benefit of the membership; names will be listed and contact information will be voluntary. The privacy of the individuals in the directory shall be protected. No version of the directory, list, or database shall be forwarded directly or indirectly to any entity for commercial use.

## SPECIAL RULES

1. Referral to Committee
  - 1.1. All original main motions proposed by members shall be submitted in writing to the president of WPDS, either in hard copy or by electronic means. This rule shall not apply to motions that create a special committee.
  - 1.2. All motions must be submitted with the exact wording the member wishes to see enacted.
  - 1.3. The president shall refer all motions to the relevant committee for further consideration.
  - 1.4. The committee to which the motion is referred must discuss the motion at the next committee meeting to occur after the referral.
  - 1.5. All members are entitled to advocate for their motion at the meeting of the committee to which the motion was referred.
  - 1.6. The committee to which the motion was referred must report its recommendations in writing at the next general membership meeting after the committee meeting at which the motion was discussed.
2. Limits on Debate
  - 2.1. Each member at a general membership meeting is limited to no more than two minutes of speaking time per motion or issue.
3. Endorsements
  - 3.1. All endorsement motions shall be referred to the relevant committee for preliminary screening.
  - 3.2. The Political Affairs Committee shall have jurisdiction over any endorsement motions involving candidates for political office.
  - 3.3. The Legislative Committee shall have jurisdiction over endorsement motions for ballot initiatives and other referenda.
  - 3.4. The chair of the Political Affairs Committee shall distribute questionnaires to all candidates running for the office being contested. The questionnaire shall at minimum address the candidates' positions as they directly relate to the mission statement of WPDS.
  - 3.5. The committee shall review all responses and shall report its findings or recommendations to the general membership.
  - 3.6. The chair of the Legislative Affairs Committee shall meet or correspond with both proponents and opponents of ballot measures.
  - 3.7. The committee shall evaluate the referendum and report its findings or recommendations to the general membership.
  - 3.8. The chair of the relevant committee shall invite the candidates for the office subject to the endorsement to present their case to the

- general membership. The same shall apply to the proponents and opponents of the referenda should the endorsement motion be on a referendum rather than a political office.
- 3.9. After the relevant committee has presented its recommendations to the general membership, all of the candidates or campaigners shall present their case to the general membership. The order in which candidates or campaigners speak shall be decided by the presiding officer of the general membership meeting.
  - 3.10. After all the candidates or campaigners have made their presentations, they shall be open to questions from the general membership. Each member may ask up to two questions, addressed to one or more of the presenters. Responses are limited to one minute for each campaign.
  - 3.11. After the relevant committee has made its recommendation to the general membership and the candidates or campaigners present their case, the endorsement motion shall be put to the general membership for a vote.
  - 3.12. The general membership shall vote on the endorsement motion by secret ballot using the preferential voting method described in Robert's Rules of Order. [RONR (11th ed.), p. 426, l. 13 to p. 428, l. 16]
- 3.12.1. The preferential ballot for a particular political office shall include the names of all the candidates for that office and the option of "no endorsement."
  - 3.12.2. The preferential ballot for referenda shall include the "yes" option in favor of the initiative, the "no" option against the initiative, and the option "no endorsement."
  - 3.12.3. If "no endorsement" attains a majority of the votes cast, WPDS shall endorse none of the candidates or ballot positions listed on the ballot.
- 3.13. The general membership may consider endorsements for public office before the official filing date for such office has passed; however, the general membership shall not entertain a motion to support, oppose or take a neutral position on a ballot measure until that measure has qualified.
4. Recommendation
    - 4.1. One step below endorsement, a vote of "recommended," may be voted upon for candidates who do not adhere to progressive and/or ethical principles of the organization but whom the general

membership still might consider preferable to other candidates.

- 4.2. The vote on a recommendation shall be conducted in the same manner as a vote on endorsement.

- 4.3. A candidate or measure winning a vote of “recommended” may not use the WPDS logo in any advertising or candidate literature and must list the recommendation separately from endorsement by other organizations and individuals.

5. Selection of Representatives to California Democratic Party (CDP) Pre-Endorsement Conferences

- 5.1. 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 was listed on the roster submitted to Sacramento County Democratic Party and to the appropriate regional director of the CDP by the deadline established by the party.

- 5.2. For purposes of this section:

- 5.2.1. Only members in good standing as of the deadline may be included on the roster;

- 5.2.2. “Member in good standing” shall mean a member whose dues are current, or have been waived due to economic hardship;

- 5.2.3. The status of such members shall be

- certified by the club's president, secretary, or treasurer; and,
- 5.2.4. the club's representatives to any particular pre-endorsement conference be from the roster described above and that the overall list of representatives to all conferences be equally apportioned.
- 5.3. One or more said representatives shall be elected by majority vote of those WPDS members who are members in good standing, and present and voting at a meeting which has been duly noticed in accordance with the club's bylaws. The eligible member should not already have voting privileges at the pre-endorsement conference.
- 5.4. No later than two meetings prior to the County Party's endorsement, WPDS shall
- inform its membership of the process for selection as a representative to the CDP pre-endorsement conference, via both web posting on its site and email to those members who have provided email addresses for notice purposes.
- 5.5. In order for a member's name to be submitted as one of the organization's representatives to CDP pre-endorsement conference, the member must submit a signed written declaration of intent to the Executive Board declaring their intent to support the club's endorsed candidates at the pre-endorsement conference.
6. Meeting of Boards
- 6.1. The outgoing and incoming presidents shall schedule a joint meeting of the old and new boards in December (or as soon as is practical) to effect a smooth transition.

## STANDING RULES

1. Sign-In
  - 1.1. All members shall sign in on the sheet provided at the front door.
2. Dues
  - 2.1. Young Turk (Student/Discount Rate): \$10.00
  - 2.2. Activist (Regular Rate): \$20.00
  - 2.3. Revolutionary: \$50.00
  - 2.4. Aggressive Progressive: \$150.00
  - 2.5. Under 18: no dues
  - 2.6. Any individual claiming financial hardship may be excused from any dues requirement for membership at the discretion of the president or treasurer.
3. Monthly Meetings
  - 3.1. Monthly meetings of the general membership shall be scheduled by the Executive Board.
  - 3.2. The Club shall meet the first Thursday of each month.
4. Motion Form
  - 4.1. The club shall provide forms at the front for any member to write down a motion they wish to submit to the president for referral to committee.