

Folsom Area Democratic Club Bylaws

Article I

Purpose

Section 1. This organization shall be known as the Folsom Area Democratic Club, hereinafter referred to as "the Club."

Section 2. The purpose of the Club shall be to support Democratic candidates and ballot measures; support the philosophy and goals of the Democratic Party; educate Folsom area voters on national, state, and local issues; register voters, and encourage participation in the electoral process.

Article II

Membership

Section 1. Membership shall be open to registered Democrats and those persons who are at least 16 years of age and indicate their intention to register as a Democrat upon attaining eligibility to register to vote, regardless of economic status, ability to pay dues, class, race, ethnic identity, ethnicity, national origin, language, culture, gender, gender identification, religion, creed, or disability.

New members are eligible for full participation, including voting, who have applied and paid for membership 48 hours before the next general membership meeting.

Members are entitled to a) receive notification of all meetings, public forums, or community events sponsored by the Club, b) vote annually for officers of the Club, c) vote to adopt, amend, or repeal the Bylaws of the Club, and d) serve as an elected or appointed officer of the Club, or as chair or member of any of its committees, or as its appointed representative to other organization(s).

Section 2. Categories of membership shall be a) individual, b) couple, c) student (through age 25), d) senior (over 65), senior couple (with one member age 65 or over) and e) special circumstances (to be determined individually in accordance with Standing Rules on Dues). Membership Category is determined on date dues are paid.

Section 3. Any member whose actions are judged by a majority of the Board to be prejudicial or detrimental to the Club may be expelled from the Club upon recommendation of the Board, and by a two-thirds vote of the members present and voting at a regularly scheduled meeting of the membership.

Article III

Dues

Section 1. Membership dues are payable when a person joins the Club and annually thereafter. Dues shall cover a calendar year, January 1 through December 31. Members joining on or after October 1 of any year shall have their annual dues applied through the succeeding year.

Section 2. Membership renewal is due and payable by January 1 and delinquent March 1. Changes in dues amounts shall henceforth be determined by the Board and submitted to Club membership for approval.

Section 3. Members who fail to pay applicable dues shall not be considered members in good standing and shall not be eligible to vote or serve in any capacity until such dues are paid in full or waived. A member may request that the Club Executive Board reduce or waive their dues if payment or dues would constitute an economic hardship.

Article IV

Elections

Section 1. Only members of the Club in good standing since the prior business meeting shall have a vote concerning elections, endorsements, or any other activity of the Club.

Section 2. So that the Club may have an orderly transition to a new board in January of each even year, and because the Club traditionally does not meet in November and December except for social gatherings, the election process shall be as follows:

- A. At the August meeting, the president will appoint a three member nominating committee to seek volunteer candidates to run for the Board. Candidates will be sought for the positions of President, First Vice-President, Second Vice President, Treasurer, and Recording Secretary. The immediate past president of the club shall serve as a voting member on the FADC board of directors. If the immediate past president is not available, then the most recent past president shall serve. See Article V for definitions/ responsibilities of all Board positions.
- B. At the September meeting, the nominating committee will report its candidate list, and self-nominations may be taken from the floor. In case of multiple candidates contesting for the same position, nominating committee will conduct the further voting process.
- C. Between the September and October meetings, nominees may write an election statement to be sent in a collective special edition e-mail newsletter by the Communications Chair to all members of the Club. This newsletter shall be sent no later than ten (10) days in advance of the October election meeting.
- D. At the October meeting, voting will take place. See Article IX Section 3 for voting procedure to be followed. A simple majority of voting members present at the meeting will elect a candidate to any office.
- E. There will be no proxy ballots, but absentee ballots will be allowed. See article IX Section 4 for absentee ballot procedure.

- F. Winners of the election will be made known at the October meeting and announced in the following newsletter.
- G. Uncontested nominees will be automatically elected.
- H. In the event of a tie, balloting will continue until a winner is determined.
- I. Disputed results shall be handled by an immediate recount in the presence of both/all candidates.

Section 3. Term of Office: Officers shall serve a two-year term of office commencing January 1 of even years.

Article V Officers

Section 1. The President shall have the following duties and responsibilities:

- A. Upon election, prior to the February general meeting, the President shall convene a Board meeting at which he/she and all the elected officers and appointed Chair people shall create a strategy for the activities of the year to come, which shall include plans for raising the profile of the Club, generating funds through specific activities, developing an overall plan for publicity throughout the year, expanding the membership of the Club, and participating in not only local area Democratic activities, but also the available state and national events;
- B. Schedule and chair all meetings of the Club and the Board;
- C. Preside over regular and special meetings of the general membership and the Board;
- D. Prepare the agenda;
- E. Appoint chairs and committee members;
- F. Serve as an ex officio member of all committees with the exception of the nominating committee;
- G. Appoint such other committees or persons as may be deemed necessary;
- H. Appoint members temporarily to fill unexpired terms of office, subject to election by the membership at the next Club meeting at the next business meeting after the office is vacated;
- I. Be the Club's representative or appoint someone else to be the representative to the Sacramento County Democratic Central Committee and to a California Democratic Party pre-endorsement conference;
- J. Be the official representative of the Folsom Area Democratic Club;
- K. Have the authority to co-sign checks;
- L. Disburse funds of the Club within limits set by the Board;
- M. Make decisions for the Club on policy when specifically empowered to do so by the Board; and
- N. Advise the membership of pertinent matters affecting the welfare of the Democratic Party and the Club.

Section 2. The First Vice President shall have the following duties and responsibilities:

- A. Preside over meetings of the Club in the event that the President is unable to fulfill his or her duties;
- B. Fulfill the duties of the President during incapacity;

- C. Assume the office of President upon the death or resignation of the President;
- D. Have the authority to co-sign checks in the event either the President or Treasurer is unavailable.
- E. Lead ad hoc special projects as assigned by the President.

Section 3. The Second Vice President shall have the following duties and responsibilities:

- A. Be the program chair responsible for identifying speakers for Club meetings
- B. Assume the duties of the First Vice-president if that person is unable to fulfill them for any reason.

Section 4. The Secretary shall

- A. Keep an accurate record of all minutes of general membership and Board meetings and make them available for review and approval by the appropriate body;
 - i. Minutes shall indicate the date, time and place of the meeting;
 - ii. Whether the meeting was regularly scheduled or special;
 - iii. If special, how authorized; the notice given; and the names of those present;
 - iv. The minutes shall contain a summary of the proceedings at each meeting.
- B. Ensure that members are notified of meetings in a timely manner;
- C. Prepare all official correspondence and mail, in conjunction with the President's directives and for the President's approval and/or signature);
- D. Maintain copies of official correspondence to be kept on file;
- E. Keep a copy of the Bylaws, as amended to date;
- F. Be responsible for archiving minutes, reports, and official documents.

Section 5. The Treasurer shall

- A. Keep, or cause to be kept, an accurate account of all Club monies, gifts and property received and disbursed;
- B. Carry on all monetary transactions of the Club upon approval of the Board;
- C. Ensure compliance with state and federal laws and regulations;
- D. Prepare and transmit all financial reports as required by the Fair Political Practices Commission (FPPC);
- E. Report on Club finances at each membership meeting (which report shall become part of the minutes of each meeting);
- F. Ensure that the funds of the Club shall be deposited in a chartered bank;
- G. Ensure that checks be signed only by the Treasurer or the President
- H. Deposit or cause to be deposited, all monies and other valuables received in the name of, or to the credit of the Club;
- I. Retain the right not to reimburse members for expenditures, which have not received prior authorization;
- J. Upon demand of the Board, the Treasurer shall produce his or her books and records for examination and audit.

Section 6. The immediate past president of the club shall act as an advisor on all Club matters and serve as a voting member on the FADC board of directors.

Section 7. An officer may be considered for removal from office upon recommendation of a majority of the Board on a roll call vote or upon submission of a petition signed by at least 25 percent of the members. Such recommendation or petition must be submitted to the membership at a called meeting and shall require a two-thirds majority of the members present and voting to remove the officer.

Article VI Board

Section 1. The Board shall consist of the elected positions of President, First Vice President, Second Vice President, Treasurer, Recording Secretary, Immediate Past President and the appointed positions of Communications Chair, Membership Chair, Fundraising Chair, Political Action Chair, Elections Chair, and Community Service Chair.

Section 2. All members of the Board shall serve for a term of two years.

Section 3. The Board shall manage the business and affairs of the Club, execute the policies of the Club, plan upcoming general meetings, and direct the policy of the Club.

Section 4. With the approval of both the President and the Treasurer, expenditures of up to \$250 may be made for operational and administrative expenses. With the approval of the Board, expenditures of up to \$500 for political contributions may be made.

Section 4. A quorum for Board meetings shall consist of a simple majority of the Board. Members of the Board shall be considered present when they are in attendance in person or by electronic means that allows them to hear and be heard by members. The President shall chair the meeting unless she/he appoints the Vice-President to do so.

Section 5. The Communications Chair shall with a committee and subject to Board's direction and approval

- A. Be responsible for the Club newsletter and providing communications concerning meetings, programs and projects of the Club to the membership or any other individuals or groups who need the information as provided by the Board and/or Committee Chairs;
- B. Assist with publicity and media relations for public events of the Club;
- C. Serve as Webmaster, or supervise the Webmaster, and
- D. Have the responsibility for updating the FADC website to reflect current activities of the Club and area Democratic activities.

Section 6. The Membership Chair shall with a committee and subject to the Board's direction and approval

- A. Create programs to recruit and retain members; and
- B. Maintain all membership records, renewals and the roster of the membership.

Section 7. Fundraising Chair shall with a committee and subject to the Board's direction and approval

- A. Develop and administer all fundraising activities, and
- B. Work with the Treasurer on budget and financial issues.

Section 8. Political Action Chair shall with a committee and subject to the Board's direction and approval

- A. Be in charge of the Political Action Committee and perform such other duties as the President may direct;
- B. Be responsible for coordination of activities to maintain and enhance relations between the Club and elected officials, candidates for public office, and the local, state, and national Democratic Party;
- C. Work with other clubs and organizations to support or oppose legislation, initiatives, and propositions as directed by the Board and the membership;
- D. Work to recruit candidates and campaign personnel for local and other elections;
- E. Set up and run voter registration drives;
- F. Develop precinct walking and phone banking committees.

Section 9. The Elections Chair shall, with a committee and subject to the Board's direction and approval

- A. Recruit, train, schedule, and manage Club volunteers for electoral activities in support of Democratic candidates and ballot measures outside the Club (e.g., canvassing, phone/text banking, postcarding, voter registration, ballot curing, and Get-Out-The-Vote operations) consistent with Club and Party endorsements.
- B. B. Coordinate with the Political Action Chair (on endorsements/issues) and the Communications Chair (to promote volunteer opportunities).

The Elections Chair shall lead the Elections Committee.

Section 10. The Community Service Chair shall, with a committee and subject to the Board's direction and approval

- A. Develop, plan, and execute community service projects and partnerships that advance the Club's mission and visibility;
- B. Recruit and coordinate volunteers; track participation; and report outcomes to the Board;
- C. Collaborate, where appropriate, with other Chairs (e.g., Communications for promotion; Membership for engagement opportunities; Political Action for civics-aligned activities).

The Community Service Chair shall lead the Community Service Committee.

Article VII Meetings

Section 1. General membership meetings of the Club shall be held monthly to the extent deemed reasonable and practicable by the Board. It is acknowledged that general membership meetings are

typically not held in November or December. The membership shall be given written notice of all regular or special meetings at least seven (7) days in advance.

Section 2. A quorum for any general membership meeting shall be 15% of the membership.

Section 3. A special meeting may be called by the President, with the concurrence of two other elected officers; by a motion adopted by the membership at a general membership meeting; or upon written request to the President of seven (7) members of the club.

Section 4. Members must have a qualifying reason to participate by Zoom (other than just a preference to attend in-person). These qualifying reasons include:

- Immediate or ongoing health or safety-related issues, including being sick, immunocompromised, having a disability, etc.
- Childcare, elder-care, or otherwise needing to be home to take care of dependents.
- Lack of transportation or other transportation-related issues.
- Travelling out of country, out of state, or otherwise out of town such that you physically are not able to attend in-person.
- Other good cause or extenuating circumstances.

Members understand and agree that their hybrid participation in meetings by Zoom is more limited than in-person participation. Members bear the risk of not being able to fully participate, including possibly missing votes or being unable to participate in debate, if they are dropped from the Zoom line due to internet connectivity issues, audio/video issues, etc; and they understand that the meeting will continue in their absence. Members also understand that their vote might need to be taken differently than the in-person membership (e.g., roll call or other methods in lieu of a ballot vote).

Members must request approval to participate by Zoom at least 48 hours before the meeting, or establish a timeframe that they will not be able to attend meetings in person based on one of the reasons above. The FADC cannot guarantee that requests made less than 24 hours before the meeting will be approved. Requests must be addressed to the President or Secretary.

Article VIII

Amendments/Revision to Bylaws

Section 1. Amendments to these Bylaws shall be presented in writing and introduced at a general membership meeting. Notice of a vote on the proposed amendment, along with the language proposed, shall be made to the membership for the next meeting following the meeting where the amendment is presented and introduced. A two-thirds vote of the membership at that meeting is needed for passage.

Section 2. These Bylaws may be waived for a specific purpose upon approval by two-thirds of the membership at a general membership meeting.

Article IX

Rules of Procedure

Section 1. The most current edition of Robert's Rules of Order shall prevail in matters not addressed by these Bylaws. The club and all committees shall follow the parliamentary procedure as described therein.

Section 2. The President may appoint a Club member to serve as Parliamentarian.

Section 3. Voting must be conducted either by voice, hand, or written ballot that is open to some level of inspection by club members, the Democratic Party of Sacramento County, the California Democratic Party, and the Democratic National Committee. Written ballots must be signed by the member voting and members must have an opportunity to inspect ballots after a vote is completed.

Section 4. Members in good standing who will be absent for a meeting at which a duly noticed vote is to occur may request an absentee ballot. Absentee ballots must be received prior to the meeting, and shall be validated and counted along with the other votes or ballots during the meeting. No proxy voting shall be allowed

Article X

Endorsements

Section 1. Candidates, ballot propositions, initiatives and legislation shall be considered for endorsement based upon recommendation by the Board and voted on by the general membership at the next general meeting.

Section 2. Endorsements and support of ballot propositions, initiatives, legislation and issues shall require a greater than fifty percent (50%) vote of the members present and voting. More than one candidate for the same office may be endorsed if there is more than one vacant seat.

Section 3. Only those candidates with a declared affiliation with the Democratic Party may be endorsed.

Section 4. The FADC may endorse candidates, ballot propositions, initiatives, and legislation at the local, state, and national level. (A vote to endorse may be taken after the membership has been notified.)

Section 5. To rescind an endorsement for a candidate, ballot proposition, initiative or legislation shall require two thirds (2/3) majority of the members present and voting at a general meeting.

Article XI

Chartering

Section 1. This Club shall charter with the Democratic Party of Sacramento.

Article XII Dissolution

Upon dissolution of the Folsom Area Democratic Club, all assets, official records and property, shall be transferred to the Democratic Party of Sacramento County.

Article XIII Effective Date

This Bylaw Revision became effective at the March, 2025, regular membership meeting after approval by a majority of the membership present.

These Bylaws agreed to and adopted on this 26th day of March, 2025, in Folsom, California.

Amended, September 26, 2009

Amended, January 25, 2010

Revised June 25, 2012

Amended March 26, 2018

Revised May 15, 2018

Amended August 10, 2019

Amended October 27, 2020

Amended May 22, 2024

Amended February 26, 2025

Amended March 26, 2025

Amended September 24, 2025

Folsom Area Democratic Club Standing Rules

1. Dues

The Board shall set the annual dues.

Regular membership dues, at the time of dues payment, shall be \$35 per individual; \$50 per couple; \$20 per senior individual; \$30 per senior couple; and \$10 for students 19 through 25 years old. Students through age 18 will not be charged dues.

In special circumstances, for example an illness, the board will determine on an individual basis if dues will be waived.

2. Newsletter/President's Message

The FADC Newsletter/President's Message will be sent to the membership monthly, in a timely manner as the Board deems reasonable

3. Membership Roster

The Club Membership Roster is the exclusive property of the FADC. Distribution and use of the roster shall be at the discretion of the board. At the discretion of the board the roster may be given to candidates who receive the endorsement of the FADC.