



BYLAWS OF THE DEMOCRATIC WOMEN OF THE DESERT

ARTICLE I. NAME AND STATEMENT OF PURPOSE

The name of this organization shall be the *Democratic Women of the Desert*. The Democratic Women of the Desert (“DWD”) is a chartered Democratic Club recognized by the Riverside County Democratic Central Committee (“Central Committee”) and the California Democratic Party (the “Party”).

ARTICLE II. MISSION STATEMENT

Democratic Women of the Desert is dedicated to promoting social, economic and political policies that reflect the priorities of women. We do this by: educating members on women’s issues; increasing members’ political awareness; increasing political participation of women in the community; actively recruiting women of all ages to become DWD members; and raising campaign contributions for candidates who support DWD’s Mission.

ARTICLE III. MEMBERSHIP AND DUES

Section I. Conditions of Membership

Any person is eligible for membership in DWD who, irrespective of age, disability, economic status, gender, national origin, race, religion or sexual orientation is a registered Democrat in the State of California and subscribes to DWD’s Mission Statement (or who otherwise meets the requirements for a category of membership as outlined in Article III, Section II below).

Section II. Categories of Membership

a. Regular Membership. Any Democrat registered in the State of California who subscribes to the DWD Mission Statement in Article II, completes a DWD membership application, and pays membership dues is eligible for Regular Membership. All DWD members, including members of the Board of Directors (the “Board”), shall be subject to the rules, regulations, and jurisdiction of the Central Committee as set forth in its Bylaws and in the standing orders of the Central Committee.

b. Young Democrat Membership. Young Democrats, individuals under age 35, shall be eligible for Regular Membership at a reduced fee set by the Board.

c. Family Membership. Any two or more individuals in the same household who qualify may become full Regular Members at a reduced fee set by the Board.

d. Associate Membership. An Associate Membership is available to those interested in joining DWD who are not able to meet the membership criteria defined in Article III, Section II. a. above (e.g. part-time residents). Associate Members shall have all the privileges of membership except the right to vote and hold office.

e. Honorary Membership. Any registered Democrat who has given outstanding and noteworthy service to the community or the Democratic Party may be elected unanimously by the Board to become an Honorary Member of DWD. Honorary Members shall have all the privileges of membership except the right to vote and hold office, and shall be exempt from the payment of dues.

Section III. Privileges of Membership

Members in good standing shall have the following membership privileges based on their membership classification:

- a. To vote on all matters submitted to the vote of the DWD membership.
- b. To serve on the Board if all qualifications for office are met.
- c. To attend meetings and functions of DWD
- d. To exercise the rights and privileges granted to members by these Bylaws or otherwise fixed by the membership or the Board.

Section IV. Resignation

Any member may resign from membership in DWD by written notification to the Secretary or the President of DWD. Said resignation shall be effective upon the date of such written notification. Such resignation shall not entitle the member to a refund of any previously paid dues.

Section V. Removal

a. Removal for Cause.

(i) A member who is not or ceases to be registered as a Democrat shall automatically be removed from membership of DWD with no action required other than written notification to the member by the Secretary.

(ii) Subject to the procedure defined at Section V. b., a member may be removed for such reasons as: the member has given active and public support to one or more candidates of an opposing political party in a partisan election; has affiliated or registered as a member of another party; has publicly advocated that the electorate should not vote for the nominee of the Democratic Party for any partisan office; has publicly given support or avowed a preference for a candidate of another party or a candidate who is opposed to a candidate nominated by the Democratic Party; has seriously interfered with the operations of DWD or the Party; has refused to comply with the rules and procedures (including these Bylaws) of DWD; has interfered with the ability of other members to participate in activities of DWD, including by threatening members with retaliatory action; or generally engages in conduct unbecoming a member of the Democratic Party.

b. Removal by a Member. Removal of an official member of DWD shall be subject to the following procedure:

(i) At a regular meeting of DWD, any voting member, as defined in these Bylaws, may move that any other member of DWD be removed from DWD for reasons set forth in this Section V. Such motion shall be accompanied by a written account of the act(s) or omission(s) which the person making the motion asserts warrant the removal of the member who is the subject of the motion. The written account shall be read aloud at the time the motion is made.

(ii) A motion made by a voting member of DWD, as described herein shall automatically be deemed postponed until the next regular meeting of DWD and shall automatically be taken up for action as an item of old or unfinished business at that meeting.

(iii) Within seven (7) days after the making of such a motion for removal, the Secretary of DWD shall send a certified letter (“Notice”) to the member who is the subject of the motion for removal (the “Cited Member”) notifying the Cited Member that at the next regular meeting of DWD a motion will be taken up concerning the Cited Member’s removal. The Notice shall advise the Cited Member of the names of the members who made and seconded the motion, advise the Cited member that at the next regular meeting the Cited Member will be given an opportunity to challenge the allegation, and shall inform the Cited Member of the date, time, and location of the next regular meeting.

(iv) At the next regular meeting where the removal of the Cited Member is taken up, the Cited Member, if present, shall be given an opportunity to admit, deny, and/or to explain the charges lodged against her/him. An equivalent amount of time shall be made available to the maker of the motion and/or his/her spokesperson(s) to substantiate the charges. In all removal situations, the burden of introducing evidence justifying removal shall be upon the person or persons urging the removal, who shall be required to prove the case for removal

by clear and convincing evidence. Immediately thereafter, a vote shall be taken on the motion to remove the charged member from DWD. A two-thirds (2/3) majority vote of the members present and voting shall be required to pass such a motion.

Section VI. Annual Dues

Annual dues are determined by the Board and approved by the membership. They are payable upon joining DWD. Thereafter dues are paid annually at the beginning of each calendar year. Anyone joining DWD in the months of October, November or December will be considered as a paid-up member until December 31 of the following calendar year.

ARTICLE IV. OFFICERS AND BOARD OF DIRECTORS

Section I. Officers

The Officers of DWD are elected annually by the membership and shall consist of the President, Vice President, Treasurer, and Secretary. These Officers shall automatically be Directors and shall constitute the Executive Board.

Section II. Executive Board

a. The Officers of DWD, as referred to in Article IV, Section 1 of these Bylaws, shall constitute the Executive Board. Except for the power to amend these Bylaws, the Executive Board shall have the authority and power of the Board in the intervals between meetings.

b. Actions of the Executive Board shall be subject to ratification by the full Board at its next regular meeting.

Section III. Board of Directors

a. The authorized number of Directors, unless otherwise determined by the members, shall be no fewer than three (3) nor more than eleven (11).

b. The Officers as referred to in Article IV, Section I shall serve on the Board.

c. The immediate Past-President shall automatically be entitled to be a member of the Board, and serve as Advisor to the Board with the same voting rights as other Board members.

d. The following Committee Chairs shall also serve as Directors, all of whom will be elected annually by the membership.

(i) Membership

- (ii) Political Action
- (iii) Programs
- (iv) Communications
- (v) Fundraising

d. Directors shall serve without compensation and must be active dues-paying members of DWD.

Section IV. Duties of the Officers and Directors

a. President. As Chief Executive Officer, the President presides over all meetings of DWD, the Board and the Executive Board; provides leadership and has in-depth knowledge of DWD's Mission and its governing documents; and is an ex-officio member of all Committees of DWD.

b. Vice President. Works closely with the President and understands the responsibilities of the President; fulfills other responsibilities and carries out special assignments as assigned by the President; and in the President's absence performs the President's responsibilities. The Vice President assumes the office of President if the President cannot serve out a term.

c. Secretary. Records and transcribes all Board Minutes and ensures Minutes are distributed to Board members after each meeting; and manages and maintains all official records and Board Minutes, ensuring their accuracy and safety. Fulfills other duties as assigned by the President.

d. Treasurer. Manages the financial matters of DWD, including maintaining all financial records, filing required documents and reports relating to DWD's activities. Working with the President, the Treasurer ensures that appropriate financial reports are made available to the Board on a timely basis; regularly reports to the Board on key financial events, trends, and fiscal health; and ensures sound management and maximization of cash and investments. Fulfills other duties as assigned by the President.

e. Chair, Membership. Appoints a Membership Committee; is responsible for growing the membership of DWD, and manages membership retention efforts; and maintains current membership records. Fulfills other duties as assigned by the President

f. Chair, Political Action. Appoints Political Action Group. Advises the Board of political action needed to promote Democratic women candidates and issues that

impact women, consistent with DWD's Mission Statement. Fulfills other responsibilities as assigned by the President.

g. Chair, Programs. Appoints Program Committee to provide educational and political programs for the membership; and arranges and manages regular membership meetings. Fulfills other responsibilities as assigned by the President.

h. Chair, Communications. Appoints a Communications Committee; develops a public relations strategy to positively represent DWD to the public; establishes and maintains cooperative relationships with representatives of community, political, media, and public interest groups; coordinates communications with members; and oversees the DWD website. Fulfills other duties as assigned by the President.

i. Chair, Fundraising. Appoints a Fundraising Committee; raises funds for the use of DWD. Fulfills other duties as assigned by the President.

Section V. Terms of Office

Terms of Directors shall be for one (1) year. Directors shall hold office from the January Annual Meeting at which they are elected until their duly elected successors take office.

Section VI. Removal, Recall, or Resignation of Officers and Directors

a. The office of any Officer or Director shall be vacated:

(i) In the event of the officeholder's death.

(ii) If the officeholder submits a resignation, either orally or in writing, to the Secretary or the President of DWD.

(iii) If the Board by majority vote declares the office vacated after the officeholder fails to be a member of DWD in good standing at any time during the officeholder's term of office.

(iv) If the officeholder fails to attend three (3) consecutive regularly scheduled Board meetings in any given calendar year.

(v) If the officeholder is removed from office by motion duly adopted by two-thirds (2/3) of those voting members present and voting at a duly called regular meeting of DWD. Notice of the proposed removal must be given to the office-holder and all members at least twenty-one (21) days in advance of the meeting at which the removal will be voted upon. The results of such a vote shall be communicated in writing to the individual concerned.

b. The Board may appoint a successor to fill the remainder of any unexpired term of a vacated office. Such appointment shall remain in effect until a replacement can be duly elected by the procedure set forth at Section VII below.

c. The presiding officer may announce a vacated office at a regular meeting and call immediately for nomination(s) and election of a qualified member to fill that vacancy. The election to fill that vacancy shall be announced to the membership to be held at the next regular meeting, by secret ballot by a majority vote of the qualified members present and voting, or by acclamation.

Section VII. Nominations

a. Candidates for the Board to be elected annually shall be recommended by a Nominating Committee appointed by the President.

b. The Nominating Committee shall consist of five (5) members. A minimum of three (3) members who are not Directors shall be appointed to the Nominating Committee.

c. The Nominating Committee shall recommend one candidate for each elective office, and give a report of the slate of candidates to the membership annually at the November meeting. Nominations may be made from the floor, with the consent of the nominee, at the regular annual meeting in January, before voting takes place. Any qualified members may offer themselves for self-nomination.

ARTICLE V. MEETINGS

Section I. Executive Board

a. Executive Board meetings shall be called by the President if the need arises in the intervals between monthly Board meetings. Meetings of the Executive Board shall be held at such times and places and in such manner as the President shall determine.

b. Any person holding more than one position on the Executive Board shall not have more than one (1) vote on the Executive Board.

c. Any votes taken on issues by the Executive Board between regularly scheduled Board meetings must be ratified by the next regular Board meeting.

Section II. Board of Directors

a. A minimum of six (6) Board meetings will be held each year, at such times as decided by a majority vote of the Board, and at such places as the President

shall determine. The Board may hold special meetings, as called by the President, whenever the need arises.

- b.** Any person holding more than one position on the Board shall not have more than one (1) vote on the Board.
- c.** The President may call the Board into session prior to any regular meeting to confer on any issues that will be brought before the membership for a vote.
- d.** The members of the Board of Directors may be contacted by the President either by telephone or email.
- e.** In an emergency situation, or situation requiring immediate action, the President may call for a vote or Board action to be taken by phone or email poll.
- f.** Any votes taken on issues by the Board between regularly scheduled Board meetings must be ratified at the next regular Board meeting.

Section III. General Membership Meetings

Meetings. A minimum of six (6) meetings will be held each year, with an Annual Meeting held in January. General membership meetings shall be called by the President or a majority of the Board, establishing meeting formats, locations, dates and times.

Section IV. Meeting Notices

- a.** Seven (7) days' notice by telephone or first class mail constitutes proper notice for all general membership meetings, with the exception that notice by email is permitted for those members with a current email address.
- b.** Said notices will specify the time, place, date, and time of the meeting and describe any proposed resolutions, recommendations, elections, filling of a vacancy in any office, and proposed amendments to the Bylaws to be considered at the meeting (subject to any other notification provisions contained herein).

Section V. Parliamentary Authority

Robert's Rules of Order, Latest Revision, will govern the parliamentary rules for all matters not provided by these By-laws.

ARTICLE VI. ENDORSEMENTS

Section I: Endorsement of Candidates.

- a.** DWD will not support any candidate who is not a registered Democrat for a partisan or non-partisan office.
- b.** For partisan or non-partisan offices, until an endorsement decision is reached by the Central Committee or the Party, DWD may only recommend candidates for endorsement, and may only report it publicly as having been recommended.
- c.** If no endorsement is made by the Central Committee or the Party, or a neutral position is taken, then DWD may endorse a candidate of its choosing for that office and report it publicly as such.

Section II: Endorsement of State Ballot Propositions.

- a.** DWD shall support the recommendation made by the Central Committee and/or the Party regarding state ballot propositions.
- b.** Until a decision is reached to support, no support, or to remain neutral on a state ballot proposition by the Central Committee and/or the Party, DWD will not take a position.
- c.** If no decision is made to support or not support a given state proposition by the Central Committee and/or the Party, and a neutral position is taken, DWD may take a position on that state proposition.

Section III. Limitation of Guest Speakers.

Since DWD may recommend for endorsement only Democratic candidates, candidates from other political parties will not be permitted to be guest speakers at any meetings of the DWD during the period that these candidates are running for office.

ARTICLE VII. AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a regular meeting of DWD, provided that copies of the proposed amendment(s) have been delivered to the members of DWD, with the notice of the meeting at which the amendment(s) will be voted upon, no less than twenty-one (21) days before the meeting.

ARTICLE VIII. GENERAL PROVISIONS

Section I. Conformance

In the event of any conflict between these Bylaws and those of the Central Committee, the Party, or the Democratic National Committee, those of the higher governing body shall prevail; provided, however, that any such conflicts shall be brought to the attention of the President of DWD and provided that sufficient time is given to DWD to cure the Bylaws conflict in order to complete the rechartering process.

Section II. Gaps in Coverage

Should a matter arise that is not covered by these Bylaws but that is covered by any applicable bylaw of the Central Committee, the Party, or the Democratic National Committee, those of the higher governing body shall prevail. In the absence of any specific applicable Bylaws, Roberts Rules of Order, Newly Revised, shall prevail.