

Constitution and Bylaws
NORTH VALLEY DEMOCRATIC CLUB

Preamble

In order to stimulate active interest in governmental affairs, to increase the efficiency of popular government, and to foster and perpetuate the ideals and principles of the Democratic Party, we hereby associate ourselves and establish the NORTH VALLEY DEMOCRATIC CLUB.

ARTICLE I: NAME

The name of this association shall be the NORTH VALLEY DEMOCRATIC CLUB and may, hereinafter, be referred to as the "Club."

ARTICLE II: POLICY

Sect. 1. It shall be the policy of this Club in all of its endeavors to contribute to the growth and influence of the Democratic Party, to develop leadership, to increase Party responsibility, and to maintain and promote harmony within Party ranks.

Sect. 2. This Club shall seek, in all of its operations, to be in harmony with the principles of the State and National platforms of the Democratic Party.

Sect. 3. This Club may endorse candidates or ballot measure positions, or take a position of no endorsement, by a vote of a majority of those members voting.

Sect. 4. This Club shall participate in the making of endorsements through delegates to Councils or Conventions in the districts in which the Club is authorized to act in such manner. The Club shall support, with an aggressive campaign, the candidates endorsed by these Councils or Conventions if these do not conflict with endorsements made by the Club.

Sect. 5. This Club shall not endorse any candidate but a Democrat for partisan or non-partisan office. In any race for which more Democrats are requesting the endorsement of the Club than there are seats to be filled, one-week notice to all Democratic candidates must be provided prior to the endorsement vote.

Sect. 6. This Club shall be a member of the California Democratic Council.

ARTICLE III: MEMBERSHIP

Sect. 1. All members of this Club shall be registered Democrats, or, if aliens, shall have declared their intentions to so register. Minors may be members if they self-identify as Democrats.

Sect. 2. A member shall be deemed to be in good standing and authorized to participate in all Club activities (except as described in Sect. 3), up to and including the 30th day of January of the year following the year for which the member shall have paid dues in full or had dues waived. When dues are paid or waived in November or December, membership in good standing shall be effective immediately though dues are considered paid for the following year. The amount of the Club dues shall be established by the membership.

Sect. 3. To be eligible to vote a member shall have been in good standing for at least forty-five days preceding the vote. To be eligible to vote a member shall also have been present for at least one prior meeting in the past year (any meeting 12 calendar months prior is deemed to be within the past year). Non-voting members in good standing have the right to participate in debate.

Sect. 4. Members may be expelled for cause by a vote of 2/3 of the membership at a regularly scheduled meeting, provided membership is notified in writing one week prior to meeting and the person against whom such action is to be taken is so notified also and given the right to defense.

ARTICLE IV: OFFICERS

Sect. 1. The Club shall elect the following officers:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer

Other officers may be named by the Club as deemed necessary by the membership with terms coincident with those of the above officers. The offices of such other officers may be eliminated at any time as deemed necessary by the membership.

Sect. 2. The officers shall be elected every other year at the regular November or December membership meeting. The new officers shall be installed at the December or January club meeting.

Sect. 3. The officers shall hold office for a period of two years or until their successors are installed.

Sect. 4. Each of the officers shall have those duties normally associated with that office.

Sect. 5. The President, or in his/her absence, the Vice-President, or in the absence of both, the Secretary, shall preside over all meetings of the Club. In the absence of all three above named officers, a temporary presiding officer shall be elected from among the members.

Sect. 6. If a vacancy occurs in any of the offices, the remaining officers and executive committee shall fill the vacancy, with the approval of the membership at the next meeting.

ARTICLE V: COMMITTEES

Sect. 1. The following committees shall be activated as the Club deems necessary: Political Action, Ways and Means, Legislative and Resolutions, Social, Notifications, Membership, Program, Editorial and Newsletter, Bylaws, Publicity, Labor Liaison, Business Liaison, Women's Liaison, Correspondence, and Grievance.

Sect. 2. Except as stated in Article IX, chairpersons of committees shall be appointed by the President, with the approval of a majority of the members present.

Sect. 3. The President, with the approval of the membership, shall be empowered to appoint chairpersons and members of such special committees as the President and the other officers may from time to time determine to be necessary, and to appoint such additional members to each of the standing committees as may from time to time be necessary.

ARTICLE VI: EXECUTIVE BOARD

Sect. 1. The Executive Board shall consist of the following:

- A. The elected officers.
- B. Chairpersons of standing and special committees.
- C. The immediate Past President.

Sect. 2. The Executive Board shall meet as necessary for the purpose of planning and directing the policies and activities of the club. A quorum shall consist of the smaller of six members or a majority of members of the Board. Neither proxies nor absentee voting shall be valid at meetings of the Board.

Sect. 3. Routine or recurring expenditures of one hundred dollars or less may be authorized in advance by the Executive Board or the officers and paid by the treasurer upon presentation.

Sect. 4. Members of the Executive Board shall be notified of the time and place of Board meetings at least three days prior to such meeting.

ARTICLE VII: MEETINGS

Sect. 1. Unless otherwise ordered by the Club, there shall be one general membership meeting each month.

Sect. 2. For a regular meeting of the club, a quorum shall consist of the smaller of eleven members or 20% of the total membership. For a special meeting of the club, the entire membership must be notified by mail at least one week in advance. At a special meeting, a quorum shall consist of 20% of the total membership.

Sect. 3. Neither proxies nor absentee voting shall be valid at any membership meeting.

Sect. 4. All contested elections shall be conducted by secret ballot.

Sect. 5. Except as provided in Article VI Section 3 above, all expenditures must be approved in advance by the membership.

Sect. 6. The chairperson of the notifications committee shall mail or phone notices of time and place of membership meetings approximately two weeks before the meeting.

ARTICLE VIII: DELEGATES

Sect. 1. The President or the President's designee shall be the first delegate to, and the chairperson of, any delegation from this Club to any council, convention, or other assemblage to which the Club is entitled to delegate representation.

Sect. 2. All other delegates and alternates for contested elections shall be elected at a membership meeting except as provided in Section 3 below. Election shall be by secret ballot if requested by at least one member.

Sect. 3. The President may appoint temporary delegates and alternate delegates with the approval of the membership or officers where there is a sudden or unexpected vacancy, or because of inability to

convene a regular meeting due to lack of time.

Sect. 4. A roster listing members in good standing shall be certified by the President and supplied to the California Democratic Party by July 1 of an odd numbered year or by any other date specified by the Party.

ARTICLE IX: GRIEVANCE PROCEDURE

Sect. 1. The Club seeks to initially employ the principles of Restorative Justice in handling grievances. Prior to processing a complaint, the Grievance Committee shall, if it determines the matter to be amenable to these principles, make attempts to bring the parties together in a safe space to address situations face-to face in order to repair harm, promote healing and learning, and build community.

If such efforts are determined to be inappropriate to the situation presented, or if such efforts are unsuccessful, the Grievance Procedures described below shall be undertaken.

The timelines described below shall be tolled until engagement in the Restorative Justice Process is concluded or determined to be inappropriate or unsuccessful.

Sect. 2. Grievance Committee:

A. A Grievance Committee consisting of 5 members shall be appointed by the President within twenty-eight (28) days of the adoption of this procedure and thereafter 28 days after the election of this Club's officers (in December of even years). Any position not so appointed shall be elected by the membership at its next regularly scheduled meeting for which due notice can be given.

B. None of these appointments/elected members can be an officer of the Club. Alternate members will be chosen to serve by lot in the event a regular member of the Grievance Committee is unable to serve or has a conflict of interest.

C. Persons appointed/elected to the Grievance Committee need not be members of this Club, provided they are either members of the Policy Committee of the Los Angeles County Democratic Party or Members of the Executive Board of the California Democratic Party.

D. The Grievance Committee may meet in person, by video conference, or by telephone, but may only interview witnesses in person or by video conference.

E. Meetings of the Grievance Committee fall under the "Member Disciplinary and Other Proceedings Involving the Right to Privacy" exception to the "Policy Statement By the Rules Committee of the California Democratic Party on the Open Meeting Rule" and therefore need not be public.

F. The Grievance Committee shall meet and elect its own chair within fourteen (14) days of the appointment of its full membership.

G. Once a member is appointed, in the event a vacancy occurs, it shall be filled within twenty-eight (28) days of the notice of vacancy by the person holding the same position

as the original appointor. In the event the vacancy is not so filled, a member shall be elected by the membership at its next regularly scheduled meeting for which due notice can be given.

Sect. 3. Grounds and Jurisdiction: The sole grounds for a member filing a grievance and the jurisdiction of the Grievance Committee shall be an alleged:

- A. Violation of Local, State, or Federal laws or regulations having a direct impact on this Club or the complainant, or
- B. Violation of this Club's bylaws or standing rules, including the Policy Against Harassment and Workplace Violence.

Sect. 4. Standing: A complainant must be a member of this Club in good standing and be directly and adversely affected by the actions or conduct of another member of this Club in order to file a grievance.

Sect. 5. Remedy: If a grievance is found to have merit, it may lead to any of the following:

- A. Private Admonishment,
- B. Public Admonishment,
- C. Suspension of Rights for a time certain not to exceed 60 days,
- D. Removal from office (including committee chairmanship or membership), and/or,
- E. Removal from membership.

Sect. 6. Initiating a Grievance: A grievance may be initiated by filing a timely Written Statement with the Secretary of this Club (or President, if the Secretary is the accused) and the Chair of the Grievance Committee:

- A. Setting forth, with specificity, the text of the Code of Conduct, Policy Against Harassment and Workplace Violence, regulation, and/or law alleged to have been violated,
- B. A statement of facts supporting the allegation, and,
- C. The requested remedy.

Sect. 7. Initial Determinations and Actions:

- A. Within fourteen (14) days of receipt of the Written Statement, the Grievance Committee shall make an initial determination, based solely upon the Written Statement, subject to change after rebuttal evidence is received, of standing, jurisdiction, and actionable allegations.
- B. If it is initially determined that standing, jurisdiction, and actionable allegations are present, the Chair of the Grievance Committee shall contact the accused within seven (7) days of the determination and advise as to the allegation(s), without disclosure of

the identity of the complainant and make an offer of the remedy requested by the complainant.

C. If rejected by the accused, the Grievance Committee shall provide the accused with a copy of the complaint and the identity of the complainant; and the committee will request a written response, after instructing the accused not to contact the complainant during the duration of this process.

D. If, in the determination of the Grievance Committee, the accusation involves a potential violation of criminal law, the complainant shall be advised to contact the appropriate Law Enforcement Agency. This process will continue parallel to any Law Enforcement action at the discretion of the Grievance Committee.

E. The Grievance Committee may, by a two-thirds vote, also make an initial determination, based upon the Written Statement, that the situation warrants temporarily suspending the membership rights of the accused, pending further action.

Sect. 8. Confidentiality: The identity of all persons involved in the process and all information regarding the allegation(s) shall be treated with confidentiality and protected to the extent possible, except as otherwise specified herein.

Sect. 9. Hearings:

A. Hearings are not required for the issuance of Admonishments or Suspensions of Rights but must be held if the remedy sought is removal from office and/or removal from membership in this Club.

B. Despite the above, after review of the Written Response, any two (2) members of the Grievance Committee may determine that a hearing shall be held, regardless of the remedy sought.

C. The determination of whether or not to hold a hearing shall be made within seven (7) days of receipt of the Written Response.

D. If a hearing is determined to be required due to the remedy sought or by four members of the Grievance Committee, it shall be held within fourteen (14) days of that determination.

Sect. 10. Orders:

A. Orders of the Grievance Committee shall be made within fourteen (14) days of the determination that no Hearing is required or within fourteen (14) days of the conclusion of any Hearing.

B. The Grievance Committee may, by majority vote, issue any admonishment, temporary suspension of rights, or dismissal of the Complaint.

C. The Grievance Committee may by a two-thirds (2/3rds) vote, concurred in by a majority vote of the Executive Board, remove an accused from office and/or membership in this Club.

- D. If the matter did not proceed to hearing, the Grievance Committee may only impose a remedy equal to, or lesser than, the remedy sought by the complainant.
- E. If the matter proceeded to hearing, the Grievance Committee may impose any remedy set forth herein.
- F. At any stage of this process the Grievance Committee may issue an Order Extending Time.
- G. If no remedy is imposed within fourteen (14) days of the determination that no Hearing is required or within fourteen (14) days of the conclusion of any Hearing, the complaint shall be deemed dismissed, unless time has been extended.
- H. All Orders shall be sent to the accused by first class mail and, if an email is on file with this Club, by email.
- I. A written decision shall be rendered at the conclusion of the Process, setting forth the allegations made, facts determined, and remedy imposed, if any, and shall be sent to the complainant and the member who is the subject of the Written Statement.
- J. Proof of the date and manner of delivery of any notices required under this Article shall be maintained.

Sect. 11. Appeals:

- A. The accused may, within fourteen (14) days of the mailing of the Order(s), appeal any Suspension of Rights or Removal from office or membership, to the Executive Board, which shall hear the matter at its next regularly scheduled meeting for which due notice can be given.
- B. Admonishments and Dismissals of Complaints are not subject to appeal.

ARTICLE X: AMENDMENTS

Sect. 1. Proposals to amend or change the Bylaws must originate (1) with the Committee on Bylaws, or (2) by motion of any member at a regular membership meeting, with approval of a majority of the members present.

Sect. 2. Proposed changes shall be considered and voted on at two successive monthly general membership meetings, including the meeting at which first proposed.

Sect. 3. Only those proposed changes which obtain a favorable vote at the first meeting shall be considered again at the second meeting.

Sect. 4. The officers shall cause to be mailed to each member a written text of all proposed changes two weeks prior to the second meeting.

Sect. 5. A two-thirds vote of approval of the members present shall be required at the second meeting for adoption of the proposed changes or amendments.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Sect. 1. *Robert's Rules of Order, Newly Revised*, shall govern this club in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws.