

Bylaws of the Democrats of Greater Riverside
Adopted November 15, 2007
Amended November 19, 2009
Amended May 21, 2015
Amended March 21, 2019
Amended April 18 2019
Amended June 20, 2019
Amended August 15, 2019

1 **BYLAWS**
2 **of the**
3 **DEMOCRATS OF GREATER RIVERSIDE**

4 **August 15, 2019**

5 **ARTICLE I: NAME**

6 The name of this organization shall be “Democrats of Greater Riverside,”
7 hereinafter referred to in these bylaws as the “Club” or "DGR."

8 **ARTICLE II: OBJECTIVES**

9 **Section 1. Purpose.**

10 This Club is chartered for the purpose of fostering local involvement
11 in and promotion of the activities of the Democratic Party (the
12 “Party”), and to those ends may adopt a local platform; may endorse
13 candidates and ballot measures as allowed under the bylaws of the
14 Riverside County Democratic Central Committee (also known as CDP
15 or RCDCC); may support campaigns for the Party and its candidates
16 for public office; may appoint committees and engage staff as deemed
17 desirable and appropriate; and may conduct such other business as
18 deemed necessary and advantageous by the Club to fulfill these
19 objectives.

20 The primary, but not exclusive, focus of DGR shall be to promote the
21 interests of the Democratic Party within the City of Riverside.

22 **Section 2. Code of Conduct.**

23 This Club and its members shall at all times strive to adhere to the
24 highest standards of conduct, professionalism, and ethics.

25 **Section 3. Non-discrimination.**

1 This Club and its members shall in all things and in all ways uphold
2 the democratic ideal that all persons are created equal, and shall not
3 discriminate based on ethnicity, nationality, color, gender, sexual
4 orientation, spiritual beliefs, economic status, or physical challenges.

5 **Section 4. Regulatory Compliance.**

6 This Club, in pursuing its objectives, shall follow all applicable state
7 and federal election and campaign laws and regulations.

8 **Section 5. Not for Profit.**

9 This Club is not organized for the profit or private gain of any person
10 or entities, and membership in the Club shall have no personal
11 economic value, nor be transferable or assignable in any manner.
12 Upon dissolution of the Club, any remaining assets of the Club shall
13 be distributed to organizations having objectives similar to the Club,
14 provided such transfer is in accordance with state and federal
15 campaign and election laws.

16 **Section 6. Endorsement of Candidates.**

- 17 a. DGR shall endorse only registered Democrats for election to
18 partisan and nonpartisan office. DGR shall not endorse any
19 candidates who are not endorsed by the California Democratic
20 Party (CDP) for partisan elections nor any candidates who are not
21 endorsed by the Riverside County democratic Party (RCDP) for
22 non-partisan elections.
- 23 b. Recommendation for endorsement of a candidate in non-partisan
24 races or Ballot/Initiative measures will be sent by the DGR
25 Elections Chair or designee to the appropriate individual in the
26 RCDP, or to the Chair of the RCDP, for possible endorsement no
27 less than 3 days prior to the endorsement vote.

28 **Section 7. Yield Clause.**

1 If a conflict occurs between the Club bylaws and Central Committee
2 bylaws, the language of the Central Committee bylaws shall prevail.

3 **Section 8. Rules, Regulations and Jurisdiction.**

4 Club members and officers shall be subject to the rules, regulations
5 and jurisdiction of the Riverside County Democratic Central
6 Committee as set forth in the bylaws and the standing orders of the
7 RCDP.

8 **ARTICLE III: MEMBERSHIP**

9 **Section 1. Criteria.**

10 Any person who has been registered as a Democrat in Riverside
11 County for at least thirty (30) days, and who supports the objectives
12 of the Club, may submit an application for Regular Membership to the
13 Club. Such person's registration with the Democratic Party shall be
14 confirmed against the official and most current registration records of
15 the Riverside County Registrar of Voters before their membership
16 application is accepted. Every individual deemed eligible to be a
17 member of the Club, and whose annual dues are currently paid, shall
18 be considered a member in good standing.

19 All members of the club shall be registered Democrats. If under the
20 age of eighteen (18) years, or otherwise ineligible, they shall declare
21 their intention of so registering. A member shall be considered in
22 good standing, if their dues are current, or have been waived due to
23 economic hardship, their voting rights being subject to compliance
24 with the other provisions of these bylaws.

25 **Section 2. Categories.**

26 This Club shall have the following categories of membership:

- 27 **a. Regular Member.** Any person meeting the membership
28 criteria in Section 1 of this Article may be accepted as a

Bylaws of the Democrats of Greater Riverside

Adopted November 15, 2007

Amended November 19, 2009

Amended May 21, 2015

Amended March 21, 2019

Amended April 18 2019

Amended June 20, 2019

Amended August 15, 2019

1 Regular Member. Regular Members in good standing shall be
2 entitled to all the obligations and privileges of membership
3 including those of making motions, voting, serving on and
4 chairing committees, and holding executive office.

5 **b. Associate Member.** Associate Members shall be entitled to all
6 of the obligations and privileges of membership including
7 serving on committees, but not making motions, voting,
8 chairing committees, and holding office.

9 i. The spouse or partner of any Regular Member in good
10 standing who pledges support for the objective of the
11 Club and is a legal resident, but not a citizen of the
12 United States of America, may apply for Associate
13 Membership.

14 ii. American citizens who are registered Democrats not
15 living in Riverside County, but who provide verification
16 of their voter registration, may apply for Associate
17 Membership.

18 **c. Junior Member.** Any Junior Member in good standing age
19 sixteen (16) and above who declares their intent to register as a
20 Democrat shall be entitled to all the obligations and privileges
21 of membership including those of making motions, voting, and
22 serving on committees, but not chairing a committee or holding
23 office.

24 **d. Honorary Life Member.** Upon the motion by any member in
25 good standing, seconded by another member in good standing,
26 and passed by majority three-fourths vote , any person meeting
27 the membership criteria in Section 1 of this Article may be
28 named an Honorary Life Member in honor and recognition of
29 the person's exemplary service, support and/or leadership on
30 behalf of the Club or its objectives. An Honorary Life Member
31 shall have none of the obligations of membership in the Club,

1 but shall be entitled to all the privileges except those of making
2 motions, voting, and holding office.

3 **Section 3. Dues.**

4 The annual dues shall be due and payable in January. The Treasurer
5 shall notify all renewing members in arrears. Members in arrears as
6 of the first day of March shall not be entitled to voting privileges until
7 they bring their dues current. Dues for the following calendar year
8 may be paid beginning during October of the prior year. The amount
9 of the annual dues for the subsequent year shall be considered and
10 voted on at the September Executive Board meeting, and presented
11 for membership approval by majority vote at the September General
12 Membership meeting.

13 An individual may apply to become a Regular, Associate, or Junior
14 Member of DGR at any time and shall pay the current year's dues at
15 that time.

16 **Section 4. Resignation from Membership.**

17 Any member wishing to resign from the Club shall submit their
18 resignation in writing to the Secretary, who shall present it to the
19 Executive Board for action.

20 **ARTICLE IV: OFFICERS**

21 **Section 1. Elected Officers.**

22 The elected officers of the Club shall be: President, Vice-President,
23 Secretary, Treasurer, and Assistant Treasurer (core executive
24 positions), and the chairs of the standing committees. Any Regular
25 Member in good standing who has been a member for at least 60 days
26 shall be eligible to be nominated and elected to an elected position.

1 The responsibilities of the standing committee chairs are describe in
2 article VII. All officers shall be responsible and accountable for the
3 performance of the committees they chair.

4 **Section 2. Duties.**

5 The elected officers shall perform the duties required by these bylaws
6 and by the parliamentary authority adopted by this Club.

7 Specific duties shall include:

8 **a. President.** In addition to the duties of the presiding officer
9 detailed in the parliamentary authority adopted by this Club, the
10 President shall represent the Club as required; may co-sign with
11 the Treasurer all expenditures approved by the Club; and may
12 chair certain committees as allowed under these bylaws. The
13 President may be bonded as surety against financial loss.

14 **b. Vice-President.** In addition to the duties detailed in the
15 parliamentary authority adopted by this Club, the Vice-
16 President shall represent the Club in the President's absence as
17 required; may, in the President's absence, co-sign with the
18 Treasurer all expenditures approved by the Club; and may chair
19 certain committees as allowed under these bylaws. The Vice-
20 President may be bonded as surety against financial loss.

21 **c. Secretary.** In addition to the duties of the Secretary detailed in
22 the parliamentary authority adopted by this Club, the Secretary
23 (or designee) shall take minutes at all executive and general
24 membership meetings and submit them for approval at the
25 following meetings respectively; serve as custodian of the
26 Club's secretarial records including minutes, and written reports
27 of officers and committees; may chair certain committees as
28 allowed under these bylaws, and may co-sign with the
29 Treasurer or President all expenditures approved by the Club.
30 The Secretary may be bonded as surety against financial loss.

Bylaws of the Democrats of Greater Riverside

Adopted November 15, 2007

Amended November 19, 2009

Amended May 21, 2015

Amended March 21, 2019

Amended April 18 2019

Amended June 20, 2019

Amended August 15, 2019

1 Any member has the right to examine the records of the Club
2 kept by the Secretary at a reasonable time and place.

3 **d. Treasurer.** In accordance with the duties detailed in the
4 parliamentary authority adopted by this Club and in accordance
5 with generally accepted accounting practices (GAAP) as
6 promulgated by the Financial Accounting Standards Board
7 (FASB), the Treasurer shall collect and take charge of the
8 receipts of the Club; notify members of obligations past due;
9 prepare and co-sign the disbursements of the Club; manage the
10 bank accounts of the Club; keep the regular accounting records
11 and ledgers of the Club, which shall be open at reasonable
12 times and places to inspection by any member; present the
13 financial statements of the Club showing the amount of
14 receipts, disbursements and balance ending each month and the
15 total for each year; prepare and present additional reports when
16 requested by approval of the members or as requested by the
17 Board; prepare and file in a timely manner on behalf of the club
18 all required state and federal financial disclosure reports
19 including, without limitation, tax filings and disclosures under
20 election and campaign laws; and may chair certain committees
21 as allowed under these bylaws. The Treasurer may be bonded
22 as surety against financial loss.

23 **e. Assistant Treasurer.** The Assistant Treasurer shall be a non-
24 voting officer except in absence of the Treasurer; shall share
25 duties with the Treasurer as appropriate; shall perform the
26 duties of the Treasurer when the Treasurer is absent; and shall
27 act as interim Treasurer when the position of Treasurer is
28 vacant. The position of Assistant Treasurer shall be filled as
29 needed, and the election for this office shall follow the same
30 rules as for other offices. The Assistant Treasurer may be
31 bonded as surety against financial loss.

32 **f. Other Officers.** The Club shall elect other officers as
33 necessary to chair standing committees established under these

1 bylaws. Such officers shall be elected at the same time and in
2 the same manner as the other officers.

3 **Section 3. Nomination Procedure, Time of Elections.**

4 At the regular membership meeting in September, a Nominating
5 Committee of five members shall be elected by the members of the
6 Club. It shall be the duty of the Nominating Committee to nominate
7 candidates for the offices to be filled at the annual meeting in
8 November. The committee shall report those nominations directly to
9 the members at the regular membership meeting in October, and
10 encourage additional nominations from the floor. All nominations
11 shall be given to the secretary in writing by the end of the October
12 meeting by the nominating Committee chair or designee. Before the
13 election at the annual meeting in November, additional nominations
14 from the floor shall again be solicited. The elections shall
15 immediately follow the close of nominations. Voting shall be by
16 voice, hand, or voting card.

17 In the event of exigent circumstances, an election shall be held
18 following the three month process as identified above.

- 19 i. Month One: Nominating Committee Elected.
- 20 ii. Month Two: Nominating Committee shall report their
21 nominations directly to the members at the membership
22 meeting and encourage additional nominations from the
23 floor. All nominations shall be given to the secretary in
24 writing by the end of that meeting by the Nominating
25 Committee Chair or designee.
- 26 iii. Month Three: Before the election, additional
27 nominations from the floor shall be solicited. The
28 elections shall immediately follow the close of
29 nominations. Voting shall be by voice, hand, or voting
30 card.

1 iv. At the conclusion of the meeting in which officers are
2 elected in exigent circumstances, the newly elected
3 officers shall take office.

4 **Section 4. Vacancies.**

5 **a. President Vacancy.**

6 In the event the office of President becomes vacant, the Vice-
7 President shall automatically become President, shall be
8 presented to the membership at the subsequent general
9 membership meetings, and shall complete the term. The
10 Secretary (or designee) shall provide notice to all members of
11 the need to fill the vacancy of the Vice Presidency.

12 Nominations and election shall proceed as for other Board
13 vacancies, as described in Section 4, b. below.

14 **b. Declaration of Vacancy.**

15 In the event of a vacancy, the Secretary (or designee) shall
16 provide notice to all members of the need to fill the vacancy.
17 At the subsequent regular meeting after the vacancy occurs,
18 nominations to fill the vacancy shall be taken from the floor,
19 Before the election at the next subsequent meeting, additional
20 nominations from the floor shall be solicited.

21 **c. Presiding Officer to Call for Nominations.**

22 Upon recording the declaration of such vacancy, the presiding
23 officer shall at the subsequent regular membership meeting,
24 solicit nominations to fill the vacancy from the floor. Before
25 the election at the next subsequent meeting, additional
26 nominations from the floor shall be solicited.

27 **d. Temporary Vacancies.**

28 In the event an officer is temporarily unable to fulfill their
29 duties to the club for a period of no longer than two months, the
30 Executive Board may convene a Special Board meeting and

1 appoint an interim officer to act in that officer's place until they
2 are able to resume their duties. Appointment by the Board shall
3 be ratified by the members at the next following regular
4 meeting of the general membership. If an individual requests
5 an extension, they may appeal to the Board for an additional 2
6 months.

7 **Section 5. Election, Term of Office.**

8 Officers shall serve for a term of one year or until their successors are
9 elected, and the term of office shall begin on the 1st day of January.
10 Officers elected following the annual meeting to fill a vacancy shall
11 serve for the remaining time of that term.

12 **Section 6. Installation of Officers**

13 Formal installation of officers for the next term may occur at either a
14 Regular or Special Meeting in the month of December if the Club so
15 directs.

16 **Section 7. Transition Period & Responsibilities.**

17 During the transition period between the election of new officers and
18 the commencement of their term of office, the out-going officers shall
19 coordinate the smooth transfer of responsibilities to the officers-elect.
20 All officers and committee chairs shall surrender all records and
21 documents at the end of their term of service.

22 **Section 8. Office-Holding Limitations.**

23 No member shall hold more than one office at a time, except that the
24 President, Vice-President and Secretary may also chair certain
25 committees as deemed necessary and appropriate by the members, and
26 no member shall be eligible to serve for more than two consecutive
27 terms in the same office. No officer of the Board may chair or serve
28 on the Nominating Committee or Audit Committee.

29 **Section 9. Resignation from Office.**

1 Any board member who is no longer able to perform the duties of the
2 office, or who for any other reason cannot fulfill the remainder of the
3 term of the office, shall submit a resignation to the President and
4 Secretary in writing, who shall initiate the procedure to fill the
5 position (see Article IV, Section 4).

6 Any board member who misses three (3) consecutive general
7 membership or executive board meetings, and who has not notified
8 the board that they are temporarily unable to fulfill their position, will
9 be considered to have resigned.

10 **Section 10. Removal from Office.**

11 The members of the Club may remove officers for misconduct or
12 dereliction of duty in office by rescinding their election to office, as
13 allowed under the parliamentary authority adopted by this Club.

14 **Section 11. Reimbursement of Expenses.**

15 Officers shall not be compensated for the performance of their duties,
16 other than reimbursement of expenses approved by the Club.

17 **ARTICLE V: MEETINGS**

18 **Section 1. Balloting.**

19 No vote taken by the Members of the Club shall be by secret ballot.
20 When a written ballot is required for any reason, the ballots shall be
21 signed by the voting member, then counted by not less than two
22 members chosen by the Chair, one of whom shall be the Secretary, if
23 they are present, and the other one a General Member, or two General
24 Members in the Secretary's absence. By majority vote, the
25 Membership can reject any Member from performing such function,
26 in which case the Chair shall appoint a different Member of Members
27 until at least two personas have been chosen who have not been
28 rejected by the Membership. All written ballots pertaining to any
29 election requiring written ballots shall be retained by the Secretary

1 taking the minutes of such meeting for not fewer than sixty (60) days
2 following the vote, and shall be available for inspection by an General
3 Member at reasonable times upon request.

4 **Section 2. Regular Meetings.**

5 The regular membership meetings of the Club shall be held on the
6 third Thursday of each month, unless voted otherwise by a two-thirds
7 vote of Club.

8 **Section 3. Annual Meeting.**

9 The regular General Membership meeting in November shall be
10 known as the Annual Meeting, and shall be for the purpose of
11 receiving annual reports of officers and committees, electing officers,
12 and for any other business that may arise.

13 **Section 4. Special Meetings.**

14 Special meetings may be called by the President or the Board, and
15 shall be called upon the written request of ten members of the Club.
16 The purpose of the meeting shall be stated in the call. Except in cases
17 of emergency, notice of special meetings shall be emailed to all
18 members, or contacted by phone in the case of members who are
19 known to not have email access, at least five (5) days before the
20 meeting, and shall state the date, time and place of such meeting and
21 any matters on which a vote of the members is to be taken.

22 **Section 5. Notice.**

23 Notice of regular meetings shall be sent to all members at least ten
24 (10) days and not more than sixty (60) days before the meeting, and
25 shall state the date, time and place, and include the agenda. When
26 notice is sent, notice of the date, time and place shall also be posted
27 electronically.

28 **Section 6. Minutes of General Membership Meetings**

Bylaws of the Democrats of Greater Riverside

Adopted November 15, 2007

Amended November 19, 2009

Amended May 21, 2015

Amended March 21, 2019

Amended April 18 2019

Amended June 20, 2019

Amended August 15, 2019

1 The minutes of the Club and reports of the officers shall be recorded
2 and kept by the Secretary (or designee) as specified by the
3 parliamentary authority adopted by this Club. The minutes shall
4 contain mainly a record of the actions of the Club, not a transcript of
5 discussions. The minutes shall be kept in a book or binder, an
6 electronic form shared promptly with the members of the Board, and
7 shall be open for review by members of the Club; at reasonable times
8 and places as may be arranged with the Secretary. The beginning of
9 the minutes shall contain: the name of the Club; the kind of meeting
10 (General Membership, Regular, Special); the date, time and location
11 of the meeting; the names and positions of Board Members present;
12 and whether the minutes of the previous meeting were accepted as
13 written or accepted as amended, and the date, time and place of that
14 meeting.

15 **Section 7. Quorum.**

16 The number of members required to form a quorum for all General
17 Membership meetings of the Club shall equal double the number of
18 core officers on the Board (President, Vice President, Secretary,
19 Treasurer), not including committee chairs, plus one.

20 **ARTICLE VI: EXECUTIVE BOARD**

21 **Section 1. Composition.**

22 The officers of the Club, including the chairs of the standing
23 committees, shall constitute the Executive Board (herein referred to as
24 the “Board”).

25 **Section 2. Board’s Duties and Powers.**

26 The Executive Board shall have general supervision of the affairs of
27 the Club between its business meetings, fix the hour and place of
28 meetings, make recommendations to the Club, and perform such other
29 duties as are specified in these bylaws. The Board shall be subject to

1 the orders of the Club, and none of its acts shall conflict with actions
2 taken by the Club.

3 **Section 3. Board Meetings.**

4 Unless otherwise ordered by the Board, regular meetings of the
5 Executive Board shall be held on the first five (5) business days of
6 each month. Special meetings of the Board may be called by the
7 President and shall be called upon the written request of three (3)
8 members of the Board. The Executive Board shall agree to the time,
9 place and location of each subsequent meeting. The Secretary shall
10 notify all members of the Board of any special meetings and
11 necessary scheduling changes at least three (3) days in advance.
12 Notice of the date, time and place of all Board meetings shall also be
13 posted electronically in advance, in a form accessible to members.

14 **Section 4. Board Meetings, Open to Members.**

15 Any member in good standing may attend Board meetings to observe
16 and contribute as called upon, but may not vote on the motions
17 considered.

18 **Section 5. Board Meetings, Closed Session Limited.**

19 The Executive Board may only hold meetings in closed session for the
20 following purposes: to discuss campaign strategy, to confer on
21 personnel or disciplinary issues, contract negotiations, or matters of
22 actual or pending litigation.

23 **Section 6. Minutes of the Board.**

24 The minutes of the Executive Board and reports of the officers to it
25 shall be recorded and kept as specified by the parliamentary authority
26 adopted by this Club. The minutes shall contain mainly a record of
27 the actions of the Board, not a transcript of discussions. The approved
28 minutes of the Board shall be kept in a book or binder, an electronic
29 form shared promptly with the members of the Board, and shall be
30 open for review by members of the Club at reasonable times and

1 places as may be arranged with the Secretary. The beginning of the
2 minutes shall contain: the name of the Club; the kind of meeting
3 (Executive Board, Regular, Special); the date, time and location; the
4 names and positions of Board members present; and whether the
5 minutes of the previous meeting were accepted as written or accepted
6 as amended, and the date, time and place of that meeting, if other than
7 a regular Executive Board meeting.

8 **Section 7. Board Quorum.**

9 To constitute a quorum for the transaction of business at a meeting of
10 the Executive Board, at least a majority of the officers must be
11 present.

12 **ARTICLE VII: COMMITTEES**

13 **Section 1. Membership Development.**

14 **a.** A Membership Development Committee shall be composed of
15 the Chair and a minimum of three (3) other members.

16 **b.** The duty of the Membership Development Committee shall be
17 to expand and enhance membership of the Club and the
18 Democratic Party by developing and implementing strategies
19 and opportunities for recruitment and retention; outreach;
20 marketing and visibility (in cooperation and coordination with
21 the Communications Committee); leadership development; and
22 other such activities that may benefit the Club and further its
23 objectives.

24 **Section 2. Finance.**

25 **a.** A Finance Committee shall be composed of the Chair, the
26 Treasurer and at least two (2) other members.

27 **b.** The duty of the Finance Committee shall be to organize
28 activities and propose policies to protect and enhance the
29 financial position of the Club; to prepare a budget for the future

1 fiscal year and to submit it to the Club at the annual meeting in
2 November; to submit from time to time amendments to the
3 budget for the current fiscal year, which shall be adopted by a
4 majority vote; to organize and coordinate fundraising activities;
5 to review and report to the Club on the financial status of the
6 Club; and other such financial tasks and activities that may
7 benefit the Club and further its objectives.

8 **Section 3. Communications**

- 9 **a.** A Communications Committee shall be composed of the Chair
10 and at least three (3) other members.
- 11 **b.** The duty of the Communications Committee shall be to develop
12 and coordinate strategies and tools with which to communicate
13 with members of the Club and other Democrats within the
14 community; to draft and disseminate public relations pieces and
15 coordinate all contacts with the press; to organize and
16 coordinate training and opportunities to develop
17 communication skills; to organize and coordinate speakers and
18 writers bureaus; to organize and coordinate rapid response
19 efforts; and to initiate other such activities that may benefit the
20 Club and further its objective.

21 **Section 4. Elections**

- 22 **a.** An Elections Committee shall be composed of the Chair and at
23 least three (3) other members.
- 24 **b.** The duty of the Elections Committee shall be to organize,
25 coordinate and oversee voter registration efforts; precinct
26 operations; elections monitoring; candidate recruitment and
27 support; mailings (in cooperation and coordination with the
28 Communications Committee); related training and education;
29 and other such elections-related activities that may benefit the
30 Club and further its objectives.

1 **Section 5. Policy and Research**

- 2 **a.** A Policy and Research Committee shall be composed of the
3 Chair and at least five (5) other members.
- 4 **b.** The duty of the Policy and Research Committee shall be to
5 organize activities, speakers and forums for the Club and the
6 community at large to facilitate open discussion and debate
7 regarding policy issues of interest to the Club; to research,
8 analyze and present policy issues to the Club, and upon request
9 of the Club to draft and recommend positions for adoption by
10 the Club; to formulate a platform for adoption by the Club; to
11 monitor, track and make recommendations to the Club
12 regarding legislative activities at the local, state, federal and
13 international levels, most particularly with respect to policy
14 matters of direct concern to the members of the Club; to
15 monitor and track the voting records of public officials of
16 interest to the Club to research and make recommendations
17 regarding endorsement and support of candidates for public
18 office; and to provide the Club and other such research and
19 analyses that may benefit the Club and further its objectives.

20 **Section 6. Rules/Compliance**

- 21 **a.** A Rules/Compliance Committee shall be composed of the
22 Chair and at least three (3) other members.
- 23 **b.** The duty of the Rules Committee shall be to keep these bylaws
24 and any rules adopted by the Club, consistent with the
25 objectives of the Club; to propose changes in the rules and
26 bylaws when necessary; and to interpret the rules and bylaws
27 when called upon by the officers or members.
- 28 **c.** Additional duties of the Rules/Compliance Committee Chair (or
29 designee) shall include (but not be limited to) insuring that all
30 officers comply with the Bylaws and Standing Rules of this
31 body; insure that all policies of this body are followed; advise

1 to the appropriate DGR officers when there are any filing
2 deadlines; and assist with any compliance review matters.

- 3 **d.** Serve as a proactive Parliamentarian at all DGR meetings.
- 4 **e.** Following the first meeting at which nominations are solicited,
5 shall provide to all announced candidates all Bylaws and
6 Standing Rules that apply to each position as well as the check
7 list of duties and responsibilities that has been provided by the
8 outgoing core officers and committee chairs. This shall occur
9 prior to when the DGR elections are held.

10 **Section 7. Audit**

- 11 **a.** An Audit Committee shall be composed of a Chair and other
12 members as deemed necessary and appropriate by the officers or
13 members of the Club. The chair of the Audit Committee shall not
14 be an officer of the Board; officers elected to the Board may not
15 also serve on the Audit Committee while serving on the Board, nor
16 for one (1) year subsequent to serving on the Board.
- 17 **b.** The duty of the Audit Committee shall be to meet with the DGR
18 Treasurer in order to conduct a quarterly internal review of the
19 Club's accounting records, oversee the auditing of the Club's
20 annual financial statements, and review and report on any other
21 matters referred to it by the officers or members of the Club.
- 22 **c.** A written report shall be prepared and provided quarterly by the
23 end of the month following each quarter to the DGR e-board and
24 the DGR Membership.

25 **Section 8. Other Committees**

26 The Club may establish other standing or ad hoc committees as
27 deemed necessary to implement its objectives, policies, and activities.

28 **Section 9. Committee Quorum**

1 To constitute a quorum for the transaction of business at a meeting of
2 any committee, at least a majority of the members of such committee
3 must be present.

4 **ARTICLE VIII**

5 **SELECTION OF REPRESENTATIVES TO THE CALIFORNIA**
6 **DEMOCRATIC PARTY (CDP) PRE-ENDORSING CONFERENCE**

7
8 **Section 1. Allocation of Representatives:**

- 9
10 a. Club representatives shall be allocated as follows: one representative,
11 resident in the Assembly District and duly registered as a member of the
12 Democratic Party of California, for each full (not a fraction thereof) 20
13 members in good standing registered to vote in the Assembly District
14 who were listed on the roster submitted to Riverside County Democratic
15 Party and to the appropriate Regional Director of the CDP no later than
16 July 1 of the year immediately prior to the endorsing process.

17 **Section 2. For purposes of this section:**

- 18
19 a. Only members in good standing as of the July 1 deadline shall be
20 included on the roster;
- 21 b. "Members in Good Standing" shall mean a member whose dues are
22 current or have been waived due to economic hardship;
- 23
24 c. The status of such members shall be certified by the Club's
25 President, Secretary or Treasurer; and
- 26
27 d. The Club's representatives to any particular pre-endorsing conference
28 to be from the roster described above and that the overall list of
29 representatives to all conferences be equally apportioned between men
30 and women, to the extent possible.

31 **Section 3. Selection of Representatives**

Bylaws of the Democrats of Greater Riverside

Adopted November 15, 2007

Amended November 19, 2009

Amended May 21, 2015

Amended March 21, 2019

Amended April 18 2019

Amended June 20, 2019

Amended August 15, 2019

1 a. Said representatives shall be selected by majority vote of a Selection
2 Committee comprised of the President, Vice-President(s), Secretary
3 and Treasurer, a quorum being present. The Selection Committee
4 shall not select one of its own members unless it first determines that
5 no other viable option is available. If such determination is made, they
6 shall inform the membership of their decision, and the reasons therefore,
7 at the next General Membership meeting.

8 b. In each odd number year, this Club shall inform its membership of
9 the process for selection as a Representative to the CDP Pre-
10 Endorsing Conferences, by email to those members who have
11 provided email addresses and by US mail to those members who
12 have not provided email.

13 c. In order for a member's name to be submitted as one of this Club's
14 representatives to the CDP Pre-Endorsing Conferences, the
15 member must submit a signed written declaration of intent to the
16 Selection Committee declaring his/her intent to support this Club's
17 endorsed candidates at the Pre-Endorsing Conferences by voting
18 for them at the Pre-Endorsing Conferences.
19

20 **ARTICLE IX: PARLIMENTARY AUTHORITY**

21 **Section 1. Rules of Order.**

22 The rules of order contained in the current edition of Robert's Rules
23 of Order shall govern the Club in all cases to which they are
24 applicable and in which they are not inconsistent with these bylaws
25 and any special rules of order the Club may adopt.

26 **ARTICLE X: BYLAWS AND CLUB RULES**

27 **Section 1. Accessibility.**

28 Bylaws and Rules shall be made available on the Club's official
29 website for availability to all members, as well as kept in the official

Bylaws of the Democrats of Greater Riverside
Adopted November 15, 2007
Amended November 19, 2009
Amended May 21, 2015
Amended March 21, 2019
Amended April 18 2019
Amended June 20, 2019
Amended August 15, 2019

1 records of DGR by the Secretary, and maintained and kept current by
2 the Chair of the Rules Committee. In addition, a Regular Member
3 may make a request to the Secretary, or designee, in writing that a
4 copy of these Bylaws and/or other Rules be delivered to such Regular
5 Member, and upon receiving such request the Secretary, or designee,
6 shall provide such Regular Member with a written copy of the Rules
7 requested within fifteen (15) days of the request.

8 **Section 2. Bylaws**

9 **a. Amendment of Bylaws**

10 These bylaws may be amended at any regular meeting of the Club
11 by a two-thirds vote, provided the amendment has been submitted
12 to the members in writing at the previous regular meeting, and
13 shall be sent to members at least ten (10) days and no more than
14 thirty (30) days before that meeting.

15 **b. Suspension of Bylaws**

16 Bylaws cannot be waived, set aside, suspended, or dismissed for
17 any reason, or for any period of time.

18 **Section 2. Special Rules of Order.**

19
20 Special Rules of Order shall be written as needed to modify or
21 supersede the Rules of Order the Club has adopted (Robert's Rules of
22 Order), and are related to conducting business meetings in an orderly
23 manner and the meeting-related duties of the officers.
24

25 **a. Initial Proposal to Executive Board.**

26 Any Regular Member wishing to propose a Standing Rule of Order
27 shall make a written request to the Chair to place the matter on the
28 Agenda of the next succeeding Board meeting. Such request shall
29 be in writing and include a written draft of the proposed Special
30 Rule. Immediately following discussion, the Board shall vote to

1 either support, oppose, or take no position with regard to the
2 proposed Rule. Unless said member has elected to withdraw the
3 Rule, the Chair shall place the matter on the Agenda of the next
4 succeeding General Membership meeting along with the text of the
5 proposed Special Rule and the position of the Executive Board.
6

7 **b. Consideration by General Membership.**

8 Regular Members may, by majority vote, decide to table, approve
9 (either in its proposed or an amended form), or disapprove the
10 proposed Special Rule.
11

12 **c. Adoption of a Special Rule of Order**

13 Adoption of a special rule of order shall require at least 10 days
14 previous notice and a 2/3 vote or a majority vote of the entire
15 membership.
16

17 **d. Amendment of a Special Rule of Order.**

18 Amendment of a special rule of order shall require previous notice
19 and a 2/3 vote, or a majority vote of the entire membership.
20

21 **e. Suspension of a Special Rule of Order**

22 A special rule of order cannot be suspended if the application is
23 outside a meeting or intended to continue to be suspended for more
24 than one meeting. It can be suspended for a particular session by a
25 two-thirds vote if the application is within the meeting.
26

27 **Section 3. Standing Rules**

28
29 Standing Rules will be created as needed to deal with the details
30 of policy and administration rather than parliamentary
31 procedure.
32

33 **a. Initial Proposal to Executive Board.**

Bylaws of the Democrats of Greater Riverside
Adopted November 15, 2007
Amended November 19, 2009
Amended May 21, 2015
Amended March 21, 2019
Amended April 18 2019
Amended June 20, 2019
Amended August 15, 2019

1 Any Regular Member wishing to propose a Standing Rule shall
2 make a written request to the Chair to place the matter on the
3 Agenda of the next succeeding Board meeting. Such request shall
4 be in writing and include a written draft of the proposed Standing
5 Rule. Immediately following discussion, the Board shall vote to
6 either support, oppose, or take no position with regard to the
7 proposed Rule. Unless said member has elected to withdraw the
8 Rule, the Chair shall place the matter on the Agenda of the next
9 succeeding General Membership meeting along with the text of the
10 proposed Standing Rule and the Position of the Executive Board.
11

12 **b. Consideration by General Membership.**

13 Regular Members may, by majority vote, decide to table, approve
14 (either in its proposed or an amended form), or disapprove the
15 proposed Standing Rule.
16

17 **c. Amendment of Standing Rule.**

18 Amendment of a Standing Rule shall require a majority vote with
19 prior notice, or a two-thirds vote without prior notice, or a majority
20 vote of the entire membership.
21

22 **d. Suspension of Standing Rule.**

23 A standing rule cannot be suspended if the application is outside a
24 meeting. It can be suspended for the particular session by majority
25 vote if the application is in the meeting.
26