



# **BY-LAWS**

## **Purpose**

The Long Beach Young Democrats are dedicated to providing the necessary network, programs, and training to ensure that young people become civically engaged, gain their own political consciousness, and become advocates for the Democratic platform on a local, regional, statewide, and national level.

## **Article I : Name and Affiliation**

### **Section 1.1: Name of Organization**

The Long Beach Young Democrats is officially affiliated with the Democratic Party.

### **Section 1.2: Affiliations**

The Long Beach Young Democrats is officially chartered with California Young Democrats and with the option of chartering with LACDP. As a chartered and affiliated club with CYD, LB YD or LACDP shall comply with the bylaws of CYD or LACDP.

## **Article II: Membership**

### **Section 2.1: Membership Requirements**

Membership shall be open to all persons of ages 16 to 35. An Active Member. Adult allies over the age of 35 are welcome to take part in General Membership Meetings and to financially contribute to the club's sustainability as Meritorious. However, ONLY Active members shall have voting privileges. All Active Members must be a registered Democrat. Exceptions will be made for those that are undocumented, legal permanent residents, and/or those between the ages of 16 to 18, who have intent on being a registered Democrat.

### **Section 2.2: Non- Discrimination Statement**

In accordance with California state law and regulations, no agency shall discriminate on the basis of perceived or actual race, color, religion, creed, gender (expression & identity), pregnancy, marital affiliation, sexual orientation, age, ethnic origin, citizenship, nationality, veterans status, or disability. Disability includes physical and mental impairment.

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### **Section 2.3: Membership Categorizes**

Membership in LBYD shall be categorized as following:

1. **Active Members** aged 16 to 35 who have paid their yearly membership dues
2. **Meritorious Members** are those over the age of 35 who paid their year membership dues, Meritorious Members do not have voting privileges.
3. **Honorary Members** are any registered Democrats who have given outstanding and noteworthy service to the community or the Democratic Party. Honorary Members do not have voting privileges.

### **Section 2.3: Active Membership Privileges**

LBYD Active Membership privileges shall include the following:

1. One vote on any general issue considered at any membership meeting.
2. One vote in each endorsement process.
3. May seek an officer position on the LBYD Executive Board.

## **ARTICLE III: EXECUTIVE BOARD**

### **Section 3.1: Authority and Responsibility**

The Executive Board shall have general authority and responsibility for the ongoing affairs of Long Beach Young Democrats. No funds may be expended without the prior approval of a simple majority of the Executive Board. Each Executive Board Officer has the privilege of one vote during Executive Board voting items.

### **3.2: Board Composition**

- (a) President
- (b) Executive Vice President
- (c) Vice President of Administration
- (d) Vice President of Marketing
- (e) Vice President of Political Affairs

### **Section 3.3: DUTIES & RESPONSIBILITIES OF EXECUTIVE BOARD OFFICERS**

#### **(a) President**

1. Serve as the Chief Executive of the Long Beach Young Democrats. They will share access and responsibility for the Long Beach Young Democrats funds and bank accounts with the Treasurer.
2. Act as one of the official representatives to other groups and the media. They may negotiate on behalf of the LBYD.
3. Provide direction for the agenda. They shall work with all Executive Board Officers to fulfill everyone's respected duties fully, as well as ensure the sustainability of LBYD.
4. Carry out the mandates and directives of the Executive Board.

5. Carry out the mandates and directives of the Executive Board. The President shall appoint the special committees as needed given provided those appointment do not conflict with the responsibilities and duties of the Executive Board
6. The president shall preside as chair of all meetings
7. In the event of a tie the the President is allowed to cast a vote that breaks the tie.
8. Has the authority to call Emergency meetings when deemed necessary. For Emergency meetings, see Article
9. The President serves as the official voting member of Long Beach Young Democrats at all Young Democrats of America, and California Young Democrats meetings. The President may appoint any Executive Board Officer to be a proxy in their place to attend events conducted by the Young Democrats of America, and California Young Democrats. This proxy may be removed by a simple majority of the Executive Board.
10. They must provide guidelines and materials for the immediate successful transition to a newly elected President and their Executive Board.

**(b) Executive Vice-President**

1. In the event of the absence or temporary incapacitation of the President, the Executive Vice-President shall exercise all powers of the President. The Executive Vice-President shall serve on all appointed or associate positions given to the club through its charter.
2. Create a membership plan designed to recruit new members to LBYD within a month of being elected, which will be primarily targeted at students, young professionals, and local activists – especially those between ages of 16 to 35; and subject to the simple majority approval of the Executive Board.
3. Maintain an accurate roster of Active Members with up-to date contact information in conjunction with the Vice President of Administration.
4. They will work with the Treasurer to collect membership dues from anyone from the general body who has not paid their membership dues in full.
5. Advise the Executive Board and those in attendance of the General Membership Meeting on LBYD activities and events.
6. Check in with the Treasurer to overlook budgets for projects and events to recruit new members and allies. Projects and events must be approved by Executive Board.
7. They also will work with the Vice-President of Marketing to promote projects and events.
8. They must provide guidelines and materials for the immediate successful transition to the newly elected President and their Executive Board. These materials include but are not limited to outreach documents, membership sign-up lists, and other related files.

**(c) Vice President of Administration**

1. Record minutes of all Long Beach Young Democrats meetings and proceedings.
2. Make available all minutes from Long Beach Young Democrats meetings and proceedings in seven (7) days or less.
3. Keep and preserve any records, files and/or documents

4. Keep an official calendar for Long Beach Young Democrats and participate with the President and Vice-President of Marketing in updating the Long Beach Young Democrats websites.
5. Holds responsibility of contacting all Executive Board Officers to any official meeting and distribute information about their whereabouts in cases of absences.
6. Maintain official budget, detailing projected revenues and expenditures, to be presented to the Executive Board within a month after taking office. This is to be done in conjunction with the President.
7. Must file the California Form 410: Statement of Organization prior to CA State Secretary deadline.
8. Along with the President, maintain an official Long Beach Young Democrats bank account and process all expenditures, reimbursements, and money requests in a timely manner.
9. Present fiscal update at General and Executive Board Meetings. Maintain up to date and accurate copies of all financial records.
10. Along with the Executive Vice- President, they are responsible for collecting dues from new and renewing members.
11. In the event of a vacancy, the President shall assume all duties, until a Vice President of Administration is elected.
12. They must provide guidelines and materials for the immediate successful transition to the newly elected President and their Executive Board. These materials include but are not limited to bank records.

**(d) Vice-President of Marketing**

1. Propose a communications plan within a month of being elected, subject to the simple majority approval of the Executive Board.
2. Announce and publicize all official meetings and events at least two weeks prior via communications outlets utilized by LBYD.
3. Announce any relevant information, resources and articles on LBYD's communications outlets.
4. Maintain and update the official Long Beach Young Democrat's web pages and social media outlets when needed.
5. Coordinate with the appropriate Executive Board Officers to promote any and/or all candidates and legislation relevant to the city and neighboring cities on the Local, State, and Federal level via our communications outlets. This type of promotion is not an official endorsement of the LBYD's Organization. For Endorsements, see Article IX.
6. They must provide guidelines and materials for the immediate successful transition to the newly elected President and their Executive Board. These materials include but are not limited to the website access information and related files.
7. Conduct an annual brand and communication strategic session for Executive Board members.

**(g) Vice-President of Political Affairs**

1. Propose and implement an action plan to monitor candidates and legislation relevant to the city and neighboring cities on the Local, State, and Federal level.

2. Present regular monthly reports on candidacies and legislation relevant to Long Beach Young Democrats.
3. Serves as the designated Executive Board Officer who drafts and implement annual political affair plans for LBYD, including but not limited to: endorsement questionnaires, letters related to candidates and legislation, and any other relevant political matters. They must also reach out to candidates and ballot measure campaigns endorsed by LBYD.
4. They will make recommendations to the Vice President of Administration about monetary contributions to officially endorsed candidates and ballot measure campaigns.
5. They will work with the Vice-President of Marketing to promote all Long Beach Young Democrats officially endorsed candidates and ballot measure campaigns.

#### **Section 3.4: Regular Meetings**

- (a) Regular meetings of the Executive Board shall be conducted monthly. Meetings may be held and/or attended in-person, via teleconference, over the internet, or by any other electronic means. Each Executive Board Officer shall be given notice of meetings at least 48 hours prior to an official meeting. It is the responsibility of each Executive Board to attend these meetings and give prior notice if unavailable.
- (b) A quorum of the Executive Board (in-person or by proxy) shall be required before any official action can be taken, and participation via speakerphone at in-person meetings shall be counted toward that quorum. The activities are at the discretion of the current President. Quorum is half of the Executive Board, plus 1 member, to equal a total of 4 members.

#### **Section 3.5: Mandatory Meeting Attendance**

Members of the Executive Board shall regularly attend all mandatory meetings. If an Executive Board Officer misses five or more meetings in a year, they will be reviewed for dismissal at the upcoming Executive Board Meeting.

#### **Section 3.6: Emergency Executive Board Meetings**

- (a) The President may call an Emergency Executive Board Meeting ahead of time when deemed necessary. Emergency Executive Board Meetings may be held and/or attended in-person, via teleconference, over the internet, or by any other electronic means. Each Executive Board Officer shall be given notice of such meetings at least 24 hours prior to the Emergency meeting. A quorum of the Executive Board (in-person or by proxy) shall be required before any official action can be taken, and participation via speakerphone at in-person meetings shall be counted toward that quorum.

#### **Section 3.7: Voting**

- (a) Executive Board action shall be constituted by a simple majority vote. Each Executive Board Officer shall have one vote in official meetings of the Executive Board. The current President does not have to cast a vote unless needed. An Executive Board Officer may proxy his/her/zirs vote to another Executive Board Officer by notifying the President and Secretary prior to, or if

necessary, during the meeting in question. Appointed positions by the President or the other Executive Board Officers do not have voting privileges.

### **Section 3.8: Encouraged Executive Board**

Executive Board Officers are encouraged to regularly attend all conventions and events related to the California Young Democrats, the California College Democrats, the Los Angeles County Democratic Party, and the California Democratic Party.

### **3.9 Oath of Office**

Each Executive Board Officer is required to take the official Long Beach Young Democrats Oath of Office. Breaking the Official Oath of Office will subsequently qualify an Executive Board Officer for grounds of dismissal.

## **ARTICLE IV: ELECTIONS FOR EXECUTIVE BOARD OFFICERS**

### **Section 4.1: Officer Election Meeting**

Elections shall be held during the General Membership Meeting held in July.

### **Section 4.2: Election Procedures**

- (a) Method of Nominations: Nominations will be made on the floor at the official General Membership Meeting for the election of the Executive Board officers.
- (b) Method of Voting: Method of voting shall be made by the discretion of the outgoing Executive Board.
- (c) Simple Majority Vote: The candidate must receive a simple majority vote 50% + 1 by Active Members to be declared the winner. If no such winner is declared, then the top two vote-getters will go through another round of discussion. After discussion, a vote will be placed between these two candidates again. The candidate who receives the simple majority vote will then be declared the official winner.
- (d) Vote Counting: Votes cast in the regular annual elections of Executive Board Officers will be counted according to the following provisions with only one vote per person. Votes cast by Active Members will be counted as one vote.
- (e) Special Election Procedure: In the case that a special election is needed, notice shall be given out at least one week in advance by phone calls or emails to Active Members. Special election procedures shall then be the same as regular election procedures. In the case of a vacancy in office, it shall be filled by a simple majority vote.
- (f) Run-Off Election: The top two vote getters shall have a special election with only those two candidates being voted on.

### **Section 4.4: Recall of Elections**

A petition of more than 2/3 (66%+1) of the total number of Active Members must be collected in two weeks after an election to call for a recall election. The offense must be in writing and submitted by an Active Member to the Vice President of Administration. A recall election shall be held at the next

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regular general meeting after presentation of the recall petition and shall be conducted as a special election. The recall will require a favorable vote of  $\frac{2}{3}$  (66%+1 of the present active membership) to pass.

## **ARTICLE V: GENERAL MEMBERSHIP MEETINGS**

### **Section 5.1: Time/Date of General Membership Meetings**

The time, date, and place of regular General Membership Meetings shall be determined by the Executive Board after the annual board elections and should be set within two months special

### **Section 5.2: Monthly Basis**

General Membership Meetings shall take place every month.

### **Section 5.3: Special General Membership Meetings**

Special General Membership Meetings shall require 24 hours in advance notice through phone calls or e-mails. The President, in approval with the Executive Board has the ability to call a special meeting.

### **Section 5.4: Quorum**

Quorum for regular and special meetings shall be at least 4 Executive Board Officers present.

### **Section 5.5: Robert's Rules of Order Newly Revised**

Rules of procedure for the Long Beach Young Democrats shall be Robert's Rules of Order Newly Revised.

## **ARTICLE VI: FINANCES**

### **Section 6.1: Fiscal Operating Year**

The fiscal/operating year shall follow the calendar year of January 1st to December 31st.

### **Section 6.2: Membership Dues**

Membership dues shall be established by a consensus of the present Executive Board serving in that year before any new general body membership meetings.

### **Section 6.3: Bank Account**

LBYP, pursuant to its charter obligation, shall maintain a bank account for the official conducting of business.

### **Section 6.4: Usage**

All monies of LBYP shall be deposited in, and disbursed from, this bank account following procedures outlined by the President and Vice-President of Administration of the Long Beach Young Democrats.

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## **ARTICLE VII: COMMITTEES**

### **Section 7.1: Standing Committees**

Fundraising, Programming, and any other Ad Hoc Committees are temporary amenities. The Executive Board can create any sort of Ad Hoc Committee, by approving such with a simple majority vote. The Executive Board can also dismantle those Ad Hoc Committees after their purpose is served with simple majority vote.

## **ARTICLE VIII: AMENDMENTS**

### **Section 8.1: Proposal of Amendments**

Proposed constitutional amendments or agenda changes by either an Executive Board Officer or Active Member must be motioned and seconded for discussion.

### **Section 8.2: Approval of Amendments**

Approval by 60% of the voting members present at regular General Membership Meetings shall pass a proposed change. The change shall be put into effect immediately.

## **ARTICLE IX: ENDORSEMENTS**

### **Section 9.1: Requirements**

Long Beach Young Democrats may endorse a Democrat for any publicly or party elected office as well as any legislation campaign (which includes: ballot initiatives, measures, advisory petitions or any other such actions). Any endorsement made in a partisan electoral race where political party affiliation is disclosed must go to a registered Democrat in accordance with the California Democratic Party's charters – no exceptions. Any candidate seeking an endorsement must be a registered Democrat no later than the day of receipt of their endorsement questionnaire.

### **Section 9.2: Process**

The Vice-President of Political Affairs will be the Chair who leads in discussion with all candidate and measure campaigns. All Executive Board Officers will be present during an Executive Board Meeting to discuss candidate or measure campaign questionnaires. Only candidates who have submitted a questionnaire by the specified deadline may be considered. After finalizing any and all details, the Executive Board will make nominations and will need quorum for approval to make an official Long Beach Young Democrats endorsement. The Long Beach Young Democrats will not endorse more than the number of individuals allowed to be elected into that public office seat.

### **Section 9.3: Calculation of Voting Active Members**

Active Members in good standing must sign in on an appropriate sign-in sheet and only the number of signatures can be used to determine the percentage for an endorsement by those who attend a General Membership Meeting.

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#### **Section 9.4: Official Endorsement by General Membership Body**

Active Members must be given 72 hours notice of General Membership Meetings discussing any sort of endorsement by LBYP. The recommendations will be made known for that General Membership Meeting agenda. Active Members must approve those endorsement recommendations made by the Executive Board by a 60% vote. There will be an official "NO ENDORSEMENT" for any candidate or measure campaign that does not meet this threshold.

#### **Section 9.5: Final Official Endorsements for Candidate and Measure Campaigns**

In the event the endorsement recommendations made by the Executive Board is not adopted by members in the General Membership meetings, then a motion by those in attendance is allowed for discussion on endorsing eligible candidates or measure campaigns that were not previously recommended by the Executive Board.

Whichever candidate or measure campaigns receives 60% approval by Active Members in attendance of the General Membership Meeting, shall receive LBYP's official endorsement.

### **ARTICLE X: OATH OF OFFICE Section 10.1: Purpose**

Upon the election and/or appointment(s) of (a) new Executive Board Officer(s), they will sign and recite, to those present at a General Membership Meeting, the Oath of Office symbolizing and officiating the transfer of power. The Oath of Office will also be a way to hold Executive Board Officers accountable for their duties as specified by Long Beach Young Democrats' Constitution.

#### **Section 10.2: Executive Board Officer Oath Procedure**

The Oath will be administered and recited by the outgoing President, following the election.

- a.) The Oath of Office is to be administered during a meeting witnessed by those in attendance of a General Membership Meeting.
- b.) Executive Board Officers Elect will recite the Oath.

#### **Section 10.4: Specially Elected Executive Board Officer Oath Procedure**

After the special election is made to fill the vacancy of an Elected Officer, the current President will administer and recite the Oath to officiate the Executive Board Officer Elect in their new position.

- a.) The Oath of Office is to be administered during a meeting witnessed by those in attendance of a General Membership Meeting.
- b.) Executive Board Officers Elect will recite the Oath.

#### **Section 10.5: The Oath of Office**

The Official Oath of Office for new Long Beach Young Democrats Executive Board Officers shall be recited and affirmed to as the following:

"I, (insert name here), affirm to uphold the Constitution of the Long Beach Young Democrats. I will execute the Office of (insert office position here) to the best of my

abilities, fostering goodwill towards community engagement, and supporting efforts toward spreading progressive ideals everywhere I go. I'll work to elect Democratic and/or well-qualified candidates in all types of public office. Let me officially proclaim that I will be an Agent of Change, who will lead the Change. Thus, I will embody LBYPD's motto "Be the Change, Lead the Change."