

BY-LAWS of the DISTRICT 3 DEMOCRATIC CLUB

(as revised 1.24.13) (update revision 3.23.16)

ARTICLE I — NAME

1. The name of this Democratic club, which was founded in 1999, shall be the District 3 Democratic Club

ARTICLE II — PURPOSE

The purposes of the club shall be:

1. To advance the interests of the Democratic Party by helping to build a strong and active Party organization in San Francisco and in the State of California.
2. To promote effective, open and honest government.
3. To register new voters and encourage all registered voters to participate in every election.
4. To promote voter awareness through candidates' nights, issue forums, position papers, and the newsletter.
5. To endorse and actively promote the victory of candidates for local, state and national office.
6. To actively promote victory or defeat of local & state propositions.

ARTICLE III — MEMBERSHIP

1. All registered Democrats who reside in San Francisco Supervisor District 3 are eligible for membership in this Club except holders of elected government positions who reside in San Francisco Supervisor District 3 and persons directly employed by them. Said holders of elected government positions and their employees who meet other qualifications for membership may become Associate Members without privilege to vote or serve on the Executive Board of the club.

Registered Democrats who reside in San Francisco but outside of the Supervisor District 3 are eligible to become Non-Resident Members without the privilege to vote or serve on the Executive Board of the Club.

2. Membership with privilege to vote and serve on the Executive Board shall become effective upon payment of first dues, verification of all qualifications for membership, and attendance at three (3) regular membership meetings.
3. Continuing membership, with privileges to vote and serve as an Officer or Chair of a Standing Committee, is contingent upon payment of annual dues and attendance at three (3) regular membership meetings within the period of the twelve (12) membership meetings previous to the membership meeting at which a vote is to be taken or the member is a candidate to become an Officer or Chair of a Standing Committee. Other members will receive the newsletter and can attend club meetings.
4. Should a Member be elected or appointed to an elected government position or become the employee of an elected government official who resides in San Francisco

Supervisor District 3, that Member's membership will immediately convert to an associate membership.

ARTICLE IV — DUES

Annual dues for Members, Associate Members, and Non-Resident Members shall be twenty dollars (\$20.00). Dues paid by new Members joining in September, October, November or December shall also be credited as dues paid for the following year.

ARTICLE V — OFFICERS

1.The officers of this Club are President, Vice President, Recording Secretary, corresponding Secretary and Treasurer.

They shall be elected by a majority vote of the voting Members present at the Annual Meeting of the Club. In case of a vacancy in any office of the Club, including Officers and Chairs of Standing Committees, the Executive Board shall appoint a successor to serve for the unexpired term, and the appointment shall be submitted to the club membership for confirmation.

2.The President chairs Membership and Executive Board meetings, and is responsible for the overall direction of the Club's activities. With the consent of the Executive Board or the Membership, the President may appoint Special Committees and their Chairs as may be necessary to carry on the activities of the Club.

3.The Vice President chairs the Program Committee and serves in the President's place as needed.

4.The Recording Secretary keeps minutes of all Membership and Executive Board meetings.

5.The Corresponding Secretary prepares Club correspondence and gives all notices required by these by-laws or by resolutions, maintains the post office box and receives and distributes mail.

6.The Treasurer maintains financial records, pays expenses approved by the Executive Board, issues monthly financial statements, collects sums payable, deposits amounts in accounts approved by the Executive Board, signs checks and files required reports. These duties may be outsourced to a service provider and managed by the Treasurer with the approval of the Executive Board.

7. The terms of office for Officers of the Club, except for the Treasurer and the recording Secretary, shall be limited to 2 consecutive one-year terms for any person holding any one position. A person who has not served as a particular Officer for at least one year shall be eligible for re-election to that office.

ARTICLE VI — STANDING COMMITTEES

1.The Standing Committees are Program, Membership, Voter Registration & Get-Out-The-Vote (GOTV), Newsletter & Public Relations, Candidate Endorsement, Issues & Education, and Development Chair. Chairs of Standing Committees shall be elected by a majority of the voting members present at the Annual Meeting of the Club.

2. The Program Committee arranges for guest speakers at Membership meetings and plans special events.
3. The Membership Committee prepares material and plans ways to attract new members.
4. The Voter Registration & GOTV Committee organizes voter registration and get–out–the–vote activities and coordinates Club grassroots efforts with Democratic Clubs and Party committees.
5. The Newsletter & Public Relations Committee produces a District 3 Democratic Club Newsletter and maintains or supervises a web page to inform members of Club activities and educate voters about candidates and issues.
6. The Candidate Endorsement Committee prepares materials, plans events to inform members and other voters about candidates, and recommends endorsement of Democratic candidates to the membership.
7. The Issues & Education Committee recommends issues for study and action. Issues considered shall include, but not be limited to, local and state ballot propositions. This committee prepares materials, schedules events and recommends endorsement or opposition.
8. The Development Chair shall be responsible for seeking and managing in-kind and/or monetary contributions for organizational purposes.
9. The term of office for Chairs of Standing Committees, except for the Newsletter Committee, is limited to 2 consecutive one–year terms for any person in any one position. A person who has not served as Chair of a particular Committee for at least two years shall be eligible for re-election as Chair of that committee. The Executive Board may combine Committees and authorize one person to chair two or more Committees.

ARTICLE VII — EXECUTIVE BOARD

1. The Executive Board consists of the Officers, Chairs of Standing Committees and the immediate past President of the Club.
2. The Executive Board, subject to the approval of the membership, supervises the activities of the club and its Committees. It schedules and sets the agenda for Membership meetings, resolves issues among Officers or Committees, and acts between Membership meetings when necessary. The Executive Board shall be subject to the orders of the membership, and none of its acts shall conflict with action taken by the membership.
3. Any Member can attend and be recognized at Executive Board meetings.

ARTICLE VIII — MEETINGS, ELECTIONS AND QUORUMS

1. Regular Membership meetings shall be scheduled no fewer than four times per calendar year.
2. The President with consent of the Executive Board, or the request of ten voting members, may call Special Membership Meetings upon five days prior e-mail or U.S. mail notice, which shall include a description of the purpose of the meeting.

3. Notice of regular Membership Meetings and Membership Endorsement Meetings shall be sent no later than seven (7) days prior to the date of the meeting by e-mail or U.S. Mail, and the notice of a Membership Endorsement Meeting shall specify the offices and /or propositions to be voted upon for endorsement.
4. Executive Board meetings shall be held at least four times per calendar year prior to regular Membership meetings.
5. Special Executive Board meetings can be called by the President or upon request of three or more Executive Board members.
6. Notice of Executive Board meetings shall be made by e-mail or phone call.
7. The Annual Meeting of the Members for election of Officers and Chairs of Standing Committees shall take place in February.
The Executive Board shall act as a Nominating Committee. It shall be the duty of the Nominating Committee to nominate candidates for the offices to be filled at the Annual Meeting, including Officers and Chairs of Standing Committees. The Nominating Committee shall submit its report of recommended candidates at the Annual Meeting. Before the election at the Annual Meeting, additional nominations from the floor shall be permitted.
8. Election of all Officers and Chairs of Standing Committees shall be by simple majority of voting Members present.
9. Any Officer or Chair of a Standing Committee may be removed from office by a two-thirds (2/3rds) vote of the voting Members present at a Membership meeting for conduct prejudicial to the Club and for good cause, provided that the charges are first presented at the preceding meeting. Notice of the proposed removal will be published in the newsletter or sent by U.S. Mail or email to the membership at least 7 days prior to the vote and the person charged will be given an opportunity to respond to the charges.
10. A quorum shall be ten percent (10%) or more of the voting Members in the case of any regularly called Membership meeting, except an endorsement meeting where a quorum of fifteen (15%) of the voting Members is required. A quorum of the Executive Board shall be four (4) of its members. Proxies are not valid at either Membership or Executive Board meetings. Members of the Executive Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another. Such participation shall constitute personal presence at the meeting.
11. Where not inconsistent with these by-laws, proceedings of the Club will be governed by the latest edition of Roberts Rules of Order, Revised.

ARTICLE IX — ENDORSEMENTS

1. Only those candidates who are registered Democrats are eligible to be endorsed.
2. Endorsement of candidates will be made by 60 percent (60%), or in the case of candidates for the board of the San Francisco County Central Committee, by a simple majority, of the voting members present at a membership endorsement meeting.
3. Voting for “No Endorsement” will always be an option on the ballot.

4. Propositions will be endorsed by sixty percent (60%) of the voting members present at a membership endorsement meeting.
5. The quorum for an endorsement meeting is fifteen percent (15%) of the total voting membership.
6. No motion to adjourn shall be in order until all voting has been completed.
7. Members of the Executive Board shall complete vote counting and publish results the same evening of the endorsement meeting.
8. When candidates are running for an office where Ranked Choice Voting applies, namely the Mayor, Sheriff, District Attorney, City Attorney, Treasurer, Assessor-Recorder, Public Defender, and Members of the Board of Supervisors, the following procedure will apply:
 - a. To start, every first-choice selection is counted. Any candidate who receives a majority (more than 50%) of the first-choice selections is declared the winner.
 - b. If no candidate receives a more than 50% of the first-choice selections, the candidate who received the fewest number of first-choice selections is eliminated.
 - c. Voting members who selected the eliminated candidate as their first choice will have their vote transferred to their second choice.
 - d. The votes are then recounted. If any remaining candidate receives more than 50% of the votes, he or she is declared the winner.
 - e. If no remaining candidate receives more than 50% of the votes, the process of eliminating candidates and transferring votes to the next ranked candidate is repeated until one candidate has a winning majority.
 - f. Once a candidate has received more than 50% of the votes, the second and third place finishers shall also be declared based on how many first-choice selections they have at that time.
9. Any endorsed candidate should:
 - a. Use the name of the District 3 Democratic Club and include it with all candidate literature which lists organizational endorsements.
 - b. Include the ranking with the endorsement listing in the candidate's campaign material when Ranked Choice Voting (RCV) is employed e.g. "endorsed by District 3 Democratic Club, 2nd Choice"

ARTICLE X — AMENDMENTS

These By-laws may be amended by either of the following two methods:

1. Amendments initiated by Executive Board: By a majority vote of the voting members present at any regularly called meeting, provided, the proposed amendment has been approved by a two-thirds vote of the Executive Board, and provided further, the members have been informed in writing by either E-mail or U.S. Mail of the proposed amendment not less than seven (7) days prior to the meeting.
2. Amendments initiated by individual members: By motion by any dues paid up, voting member at a regularly called membership meeting, provided, that the proposed amendment is approved, for submission to the membership at the next membership meeting, by a majority vote of the voting members present, that the proposed

amendment is approved by majority vote of the Executive Board, that the members have been informed in writing by either E-mail or U.S. Mail of the proposed amendment not less than seven (7) days prior to the next regularly called meeting and that the proposed amendment is approved by a two-thirds (2/3) vote of the voting members present at the next regularly called meeting.