

**Women Democrats of Sacramento County
Bylaws**

Amended August 15, 2011
Amended March 19, 2012
Amended November 19, 2012
Amended November 18, 2013
Amended April 20, 2015
Amended October 16, 2017
Amended April 16, 2018
Amended Jun 21, 2021

ARTICLE I: NAME

The name of this organization shall be the Women Democrats of Sacramento County (WDSC).

ARTICLE II: MISSION

The mission of the WDSC is to impact social change by redefining the role of women in politics while advocating for equity, justice, and economic advancement.

The WDSC will achieve this mission, regardless of race, religion, sexual orientation, sex, gender, or gender identity, by:

- A. Promoting and expanding the role of women in politics and their engagement in the political process.
- B. Facilitating understanding of and engagement in issues that concern and affect women through support, advocacy, and ongoing educational programs.
- C. Maintaining cooperative relations and coordinating activities with other community and Democratic Party organizations.
- D. Initiating and advocating for legislation that improves the civil, social, economic and political status of women and other underrepresented groups.

ARTICLE III: MEMBERSHIP AND VOTING RIGHTS

- A. Membership is open to any registered Democrat who supports the objective of the WDSC regardless of economic status, ability to pay dues, class, race, color, creed, age, ethnic identity, ethnicity, national origin, language, culture, gender, gender identification, sexual orientation, religion, disabilities as defined by the Americans with Disabilities Act of 1990, or any other condition or circumstance.
- B. Members shall be eligible to vote four weeks after joining WDSC.

C. Members are entitled to:

1. Vote on all motions brought to the member during a meeting. Member must be present to vote. Secret ballots are prohibited.
2. Vote annually for the officers of the WDSC.
3. Vote to adopt, amend, or repeal the Bylaws of the WDSC.
4. Receive notification of all meetings, public forums or community events sponsored by the WDSC.
5. Serve as an elected or appointed officer of the WDSC, or as the chair or member of any of its committees, or as its appointed representative to other organization(s).

D. Membership in the WDSC shall be automatically forfeited when a member registers in a party other than the Democratic Party, or, as a member of the WDSC, publicly supports a candidate of an opposition party in any election. Any member of the WDSC may be subject to forfeiture of membership if she or he acts to publicly represent the WDSC without prior authorization of the Executive Committee.

E. Member in Good Standing definition:

1. Dues are current.
2. Attend a minimum of 4 meetings per year.

ARTICLE IV: MEMBERSHIP

- A. The amount of dues shall be recommended by the Executive Committee and presented at the November membership meeting for approval by the members.
- B. Membership renewals are due annually during the month in which the member initially joined WDSC.
- C. The Club database/fundraising list is the property of the Club and is a valuable asset. There shall be one master database list. The membership director shall maintain this list. The list shall be available in some portion or circumstances to the following:
 1. Tasks and projects designated by the Club president or board. Under no circumstances will more of the list than what is deemed necessary to complete the task be given out in any form -- paper, electronic or otherwise.
 2. For a fee, candidates for public office endorsed by Woman Dems shall be allowed to hire the Club to distribute their communications to the member base. Email-based organization-wide communications shall be distributed to Club members by

the communications director. No email addresses or electronic copies of the database/fundraising list shall be given out to candidates.

3. All mailings, whether print or email, must follow Club Bylaws and rules.
4. The Executive Committee may revoke access to the database/fundraising list for noncompliance with the above policies.
5. A Club directory will be established for the benefit of the membership; names will be listed and contact information will be voluntary. The privacy of the individuals in the directory shall be protected. No version of the directory, list, or database shall be forwarded directly or indirectly to any entity for commercial use.

ARTICLE V: OFFICERS, NOMINATIONS AND ELECTIONS

- A. The officers of the WDSC shall consist of the following: President, Immediate Past-President, Vice-President, Secretary, and Treasurer, Director of Membership, Director of Political Affairs, Director of Communications, and Director of Fundraising.
- B. A Nominating Committee shall be selected in September of each year at the regular membership meeting. It shall be comprised of three members, one of whom shall be selected by the Executive Committee and shall chair the Nominating Committee, and two members who shall be selected from the entire membership by a majority of the members present. In each case, a ballot shall be cast when there are more than two (2) candidates. In the case of a tie, balloting shall continue until such tie is broken. Secret ballots are prohibited.
- C. Elections shall be held each November at the Annual Membership Meeting. Members shall be notified of the Nominating Committee's proposed slate of officers at least seven (7) days prior to this meeting. Nominations for all offices will be accepted from the floor prior to the balloting. A ballot shall be cast when there is more than one candidate for an office. In the case of a tie, balloting shall continue until such tie is broken. New officers shall be installed in January.

ARTICLE VI: DUTIES OF OFFICERS, TERMS OF OFFICE, VACANCIES AND REMOVAL FROM OFFICE

- A. President. The President shall:
 1. Be the official representative of the WDSC. The President shall be the chief executive officer and shall have the general powers and duties of management usually vested in this office and any other powers and duties that may be prescribed by the Executive Committee or the Bylaws.

2. Preside at all meetings of the WDSC and of the Executive Committee, and shall serve as an ex-officio member of all committees except the nominating committee.
3. In consultation with the elected officers, shall appoint a Webmaster, and chairs of all committees. The President may establish committees as are warranted to carry out the business of the organization and shall appoint their membership.

B. Past-President. The Past-President shall:

1. Assist the President as requested and shall officiate in the temporary absence of the President.
2. Have such other powers and perform such other duties as may be prescribed by the Executive Committee and shall represent WDSC in the absence of the President.

C. Vice President. The Vice President shall:

1. Be responsible for planning and implementing all general meeting programs.
2. Assist the President as requested and shall officiate in the temporary absence of the President and Past-President.
3. Have such other powers and perform such other duties as may be prescribed by the Executive Committee or by the Bylaws and shall assume the office of the President should that office be vacated.

D. Director of Fundraising. The Director of Fundraising shall:

1. Have oversight of special events committees and an Advisory Board.
2. Oversee all fundraiser for the Club and ensure they follow all regulations and Club rules.
3. Chair any fundraising committees.

E. Director of Membership. The Director of Membership shall:

1. Oversee the membership committee, hospitality committee and other committees dealing with Club membership.
2. Be responsible for all growth and retention efforts the Club puts forward.

F. Director of Political Affairs. The Director of Political Affairs shall:

1. Oversee policy and legislation committee and endorsement committee.
2. Lead and work with any endorsed candidate, ballot initiative or legislation the Club has endorsed and ensure any collaboration that is needed is done through them.

G. Secretary. The Secretary shall:

1. Keep, or cause to be kept, minutes of all meetings of the WDSC and of the Executive Committee, at such place as the Executive Committee may order. The minutes shall indicate the date, time and place of the meeting; whether the meeting was regularly scheduled or special, and, if special, how authorized; the notice given; and the names of those present. The minutes shall contain a summary of the proceedings at each meeting.
2. Keep, or cause to be kept, at such place as the Executive Committee may order, the original or a copy of the Bylaws, as amended to date.
3. Prepare, or cause to be prepared, a written agenda for each meeting, including all applicable attachments, and cause the agenda to be delivered to each paid member no less than seven (7) days in advance of each regularly scheduled meeting.
4. Have such other powers and perform such other duties as may be prescribed by the Executive Committee or by the Bylaws.

H. Treasurer. The Treasurer shall:

1. Collect and receive all monies, gifts and property belonging to the WDSC.
2. Deposit or cause to be deposited, all monies and other valuables in the name and to the credit of the WDSC.
3. Ensure all checks are issued in payment of accounts in accordance with the provisions prescribed in the Bylaws.
4. Keep, or cause to be kept, an accurate account of all WDSC monies, gifts and property received and disbursed, which report shall become part of the minutes of each meeting.
5. Render to the elected officers, upon request, an account of all transactions and of the financial condition of the WDSC from the professional accountant.
6. Oversee the preparation and transmittals of all financial reports by the professional treasurer as required by the Fair Political Practices Commission (FPPC).

7. The Treasurer shall maintain the Membership Roster.
8. The Treasurer is the custodian of the WDSC Post Office Box.
- I. Term of Office: Officers shall serve a one-year term of office commencing upon their installation in January.
- J. Vacancies. In the event of a vacancy in any elected office not occurring at a regular election period, the President shall fill the vacancy by appointment for the remainder of the term. Appropriate notice shall be provided to the membership at least seven (7) days prior to the next regular membership meeting, at which time the membership must ratify the appointment.
- K. Removal from Office. An officer may be removed from office under the following circumstances:
 1. If a member moves the removal of an officer, and a second is made, the motion is recorded in the minutes of the meeting for review by all members. The membership shall be properly notified, and the motion shall be voted on at the next regular membership meeting. This procedure shall require a two-thirds (2/3) affirmative vote of the members present.
 2. An officer who misses two (2) consecutive meetings of the Executive Committee and/or of the regular meetings, without excuse, may be removed from office by a majority vote of the Executive Committee. This action will take place provided no proper evidence of a bona fide excuse has been presented to the President (or to the Executive Committee if the President is the officer in question).

ARTICLE VII: EXECUTIVE COMMITTEE AND AD HOC COMMITTEES

- A. The WDSC Executive Committee shall be composed of the elected officers, the outgoing president as an ex officio member with full voting privileges, and the chairs of any ad hoc committees, or Member at Large as appointed by the President.
- B. The WDSC Executive Committee, with the approval of the membership, shall retain or dismiss the professional accountant.
- C. A Standing Committee shall be defined as a long-standing subgroup within the organization whose purpose is to further some specific goals of the WDSC. Committee chairs shall be appointed by the President, in consultation with the elected officers, and may be removed by the President for failure to perform duties as outlined in the Bylaws or for failure to attend three (3) consecutive meetings of the Executive Committee. The Committee Chair, in consultation with the Executive Committee, shall determine membership. The Standing Committees shall be:
 1. Fundraising Committee, which implements fundraising activities.

2. Policy/Legislative Committee, which is to be chaired by the Director of Political Affairs. The Committee will keep the membership updated on state and local policies and ballot initiatives.
 3. Endorsement Committee, which is to be chaired by the Director of Political Affairs. The committee will manage the endorsement process for candidates and ballot initiatives.
 4. Political Policy Committee, which coordinates activities with other Democratic Party organizations to include training prospective candidates and campaign personnel, voter registration, precinct walking, phone banking and letter-writing on behalf of candidates and issues of importance to the WDSC.
- D. Ad hoc committees may be formed as needed. Committee Chairs shall be appointed by the President. Each committee shall consist of a Chair and such other members as the Chair and/or the President determines are necessary to carry out the duties of the committee. The Chair of each committee shall select his or her own committee members and shall notify the President and the Secretary of their acceptance. The President shall act as ex-officio member of each standing committee.
- E. Affiliations with Other Organizations:
1. County Central Committee - The President may appoint one member of the Club as a voting representative member of the Democratic Party of Sacramento County, or Sac Dems, Central Committee. and one alternate. The voting representative, and alternate, should reflect the mission of the WDSC while voting on the Club's behalf within the Sac Dems Central Committee. The voting representative, and alternative, should make best faith efforts to update and consult with the WDSC Executive Committee on upcoming Sac Dems Central Committee votes which include, but are not limited to, candidate endorsements, and other critical issues in advance of casting the vote on behalf of WDSC.
 2. Pre-endorsement Caucus Representative - The President may appoint a Club member who has been a member in good standing for one calendar year and attended at least four Club meetings. The member should not already have voting privileges at the Pre-endorsement Caucus by being a DPSC member.
 3. Other Organizations - The President may appoint members of the Club as representatives to other political organizations.

ARTICLE VIII: MEETINGS

- A. The Executive Committee will meet every first (1st) Monday of the month. Additionally, the outgoing and newly elected officers will attend a Retreat in

December to transfer information and set new Club platform. The Executive Committee will meet not less than six (6) times a year.

- B. Regular meetings of the membership shall be held every third (3rd) Monday of the month, except January, which will be held on the fourth (4th) Monday due to the MLK holiday. No more than two (2) meetings per calendar year shall be designed for other activities by the Executive Committee. Additional meetings and/or activities will be scheduled when needed as determined by Executive Committee.
- C. The following motions for a vote of the membership shall be in order only if the matter has been published to the membership by U.S. Mail and/or email at least seven (7) days prior to the meeting at which the vote will be taken:
 - 1) Motions for removal from office
 - 2) Motions to amend the Bylaws
 - 3) Election of WDSC officers
 - 4) Change in membership dues
- D. The following motions for a vote of the membership shall be in order if they have been published to the membership by U.S. Mail and/or email at least seven (7) days prior to the meeting at which the vote will be taken:
 - 1) Motions to endorse candidates
 - 2) Motions to endorse ballot measures
 - 3) Motions to reconsider WDSC endorsements
- E. Special membership meetings for any purpose whatsoever may be called at any time by the President, the Executive Committee, or by petition of ten percent (10%) of the membership or by a majority vote of the membership at a regular meeting.
- F. Members shall be notified of any change in the schedule of regular meetings at least seven (7) days in advance of the meeting by U.S. mail and/or email by the Secretary.
- G. A quorum for regular membership meetings shall consist of at least nine (9) members. A quorum for Executive Committee meetings shall be by simple majority of the officers and the committee chairs currently serving on the Executive Committee. An Executive Committee meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of committee members, and any action taken is approved by at least a majority of the required quorum for that meeting.

- H. Telephone and Electronic Participation: When in-person meetings are not feasible, members of the Executive Committee and Membership may participate in any meeting through use of conference telephone, electronic video screen communication or electronic transmission by and to the Club. Voting through electronic means will be permitted when necessary.

ARTICLE IX: PROCEDURE

Robert's Rules of Order shall govern procedures to the extent that they are not inconsistent with these Bylaws and can be conveniently and appropriately used.

ARTICLE X: FISCAL MANAGEMENT

- A. Officers authorized to direct the professional accountant to disperse funds for the WDSC's bank account(s) shall be the President or Treasurer.
- B. All check requests of money, notes or other evidences of indebtedness issued in the name of the WDSC, and in excess of \$100 must be authorized by both officers listed in ARTICLE X, Section A.
- C. Encumbrances in excess of \$100 shall require a majority vote of the Executive Committee.
- D. WDSC retains the right to not reimburse members for expenditures, which have not received authorization from a majority of the Executive Committee.
- E. Collections for fundraising activities are the responsibility of the Treasurer and/or an assigned delegate.

ARTICLE XI: ENDORSEMENTS - GENERAL

- A. The WDSC may endorse candidates or ballot propositions at the local, state and national level. A vote to endorse a candidate or ballot proposition shall be taken when the membership has been notified in accordance with ARTICLE VIII.
- B. WDSC will accept requests from candidates seeking endorsement or their representatives between January 15 and October 31 in a given year. Candidates seeking endorsement must contact WDSC a minimum of 60 days before the election in which they request endorsement. WDSC may waive the date requirements for the endorsement process for the purposes of making endorsements in a special election, if so agreed by majority vote of the Executive Committee.
- C. Candidates and ballot propositions shall be considered for endorsement based upon:
 - 1. Requests made to the Executive Committee by a member of the Executive Committee

2. Request made to the Executive Committee, in writing, by three (3) or more members of the WDSC
 3. Request received from a candidate or from proponents or opponents of a ballot proposition.
- D. The membership shall vote upon one of the following actions for each candidate or ballot proposition considered.
1. To endorse a candidate or ballot measure
 2. Not to endorse a candidate or ballot measure
 3. Make no recommendation regarding a candidate or ballot measure.
 4. The membership will utilize the candidate endorsement process for candidate endorsed by the Club as set forth in Article XII.
 5. Campaign contributions for a candidate, endorsed by WDSC, may be entertained by the Club membership from the floor by means of the motion process from a member and seconded by another member and approved by a majority vote of the members in attendance.

ARTICLE XII. ENDORSEMENTS – CANDIDATES

A. WDSC shall not do any of the following:

1. Endorse more candidates than there are positions to be filled in any race.
2. Endorse non-Democrats.

B. WDSC may consider endorsements for the following types of elections:

1. Democratic candidates in Sacramento county area nonpartisan races.
2. Democratic candidates in Sacramento county area partisan races.
3. Democratic candidates seeking office in Sacramento region in partisan California races.
4. Democratic candidates seeking office in Sacramento region in partisan Federal races.

C. Standard Endorsement Procedure - WDSC shall abide by the following procedure regarding endorsements of candidates:

1. The Chair of the Endorsement Committee shall:
 - a. Submit a list to the Executive Board of races to be considered.
 - b. Design a candidate questionnaire to be approved by the Executive Board.
 - c. Make the approved questionnaire available by download from the WDSC website Facebook page, or by request.
 - d. May contact candidates in races to be considered.
 - e. Set the deadline for submission of the candidate questionnaires.
 - f. Schedule candidate interviews to be conducted by members in good standing.
 - g. Submit a list of recommendations of endorsements and contributions to the Executive Board for approval.
2. WDSC members shall be notified 7 days prior to the membership meeting/electronic endorsement vote at which Executive Board recommendations of endorsements and/or contributions will be considered.
3. Ratification of the recommended slate of candidates and/or contributions presented by the Political Affairs Committee Chair shall require a majority of votes cast by members present and in good standing.
4. A vote to rescind an endorsement shall require a two-thirds (2/3) vote of those present and voting. If two-thirds (2/3) of the members present and in good standing do not choose to endorse the slate of candidates, the voting will commence by voting for individual candidates on the slate.
5. WDSC President or a person designated by the President shall be delegated to advise the candidates verbally and in writing of the outcome of the endorsement process.
6. Notwithstanding any other provision of these By Laws, WDSC may endorse a current member or a past member as a “Favorite Daughter or Son” candidate for office. This designation will allow WDSC to endorse a favorite daughter or son as a result of a recommendation directly from the Executive Board in a contested or uncontested race where the candidate seeking endorsement has shown, through past and current actions, great support of WDSC. If two or more candidates in the same contested race are deemed a favorite daughter or son, the Political Affairs Committee shall commence regular endorsement proceedings.

7. Friendly Endorsement - Notwithstanding any other provisions of these By Laws, WDSC may extend a Friendly Endorsement to a candidate who is a member in good standing and provided great support of WDSC. A Friendly Endorsement may be suggested by the Executive Board or a member in good standing of WDSC and must be approved by 2/3 of the members present at a meeting.
8. All candidates endorsed by WDSC are expected to conduct themselves in a manner which supports WDSC's mission and standards. If a candidate does not uphold this requirement, the endorsement may be retracted by a vote of a majority of members.
9. To avoid a conflict of interest and maintain an ethical and unbiased process, no elected official may serve on the Endorsement Committee. Nor may a candidate who is actively campaigning for public office serve on said Endorsement Committee, starting from the time when the candidate files with the County Board of Elections or when they publicly declare their candidacy. If the candidate fails to be elected, they may start or resume participation on said Endorsement Committee. This policy also applies to the paid staff or volunteers (working in lieu of paid staff), or those who have personally endorsed the said candidate of elected public officials and a candidate who is actively campaigning for public office.

ARTICLE XIII: AMENDMENTS

New Bylaws may be adopted or these Bylaws may be amended or repealed by the following procedure:

- A. A member in good standing may move to amend the Bylaws at the any membership meeting.
- B. If a motion to amend is seconded, the membership shall be duly notified of the proposed amendment and the amendment shall be voted upon at the following membership meeting.
- C. A two-thirds (2/3) affirmative vote of the members present and voting shall be required for adoption of an amendment.

ARTICLE XIV: EFFECTIVE DATE

This set of Bylaws becomes effective at the regular membership meeting after approval by a majority of the membership present.

ARTICLE XVI: PREVIOUS BYLAWS

Any and all Bylaws heretofore governing this organization are hereby declared to be superseded by these Bylaws.