

## WDSC ARTICLE I: NAME

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

## ARTICLE II: MISSION

The mission of the Women Democrats of Sacramento County (WDSC) is to impact social change by redefining the role of women in politics while advocating for equity, justice, and economic advancement. The WDSC is committed to achieving this mission for all, regardless of race, religion, sexual orientation, sex, gender, or gender identity.

### Goals

- Promoting and expanding the role of women in politics: The WDSC seeks to increase the participation and influence of women in the political process, ensuring that women's voices are heard and valued.
- Facilitating understanding and engagement: Through support, advocacy, and ongoing educational programs, the WDSC works to deepen awareness of issues that concern and affect women, encouraging active engagement and informed participation.
- Maintaining cooperative relations and coordinating activities: The WDSC fosters collaboration and coordinates efforts with other community groups and Democratic Party organizations to strengthen their collective impact.
- Initiating and advocating for legislation: The WDSC supports and promotes laws and policies that improve the safety, civil, social, economic, and political status of women and other underrepresented groups.

## ARTICLE III: Membership and Voting Rights

### Section 1: Eligibility for Membership

Membership in the Women Democrats of Sacramento County (WDSC) is open to any registered Democrat who supports the objectives of the organization. WDSC embraces inclusivity 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.

### Section 2: Voting Rights

Members are eligible to vote after four weeks of joining WDSC. The right to vote includes:

- Voting on all motions presented during membership meetings; members must be present to vote. Secret ballots are prohibited.
- Participating in bi-annual elections for WDSC officers during even-numbered years.

- Voting to adopt, amend, or repeal the Bylaws of the WDSC in odd-numbered years.

### Section 3: Membership Privileges

- Receiving notifications of all meetings, public forums, and community events sponsored by WDSC.
- Serving as an elected or appointed officer, committee chair or member, or appointed representative to other organizations.

### Section 4: Termination and Forfeiture of Membership

Membership in WDSC will be automatically terminated if a member registers with a party other than the Democratic Party or, while serving as a member, publicly endorses a candidate from an opposition party in any election. Membership may also be subject to forfeiture if a member acts to publicly represent WDSC—such as making official statements, participating in media interviews, or using the organization's name in public forums—without prior authorization from the Executive Committee.

### Section 5: Member in Good Standing

A member in good standing shall:

- Be current on dues.
- Attend a minimum of four meetings per year.

### Section 6: Membership Dues

Annual dues are set by the Executive Committee and presented at the November membership meeting for approval by a majority vote. Membership renewals are due annually in the month of January. New members who join between October 1st and December 31st will have dues cover both the remainder of the current year and the entire next membership year. The board may grant hardship waivers at its discretion.

### Section 7: Membership Database

WDSC is the sole proprietor of the club membership database. The Membership Director is responsible for maintaining and updating the database to correspond with members, including notifications about meetings, calls to action, and events. Access to the database is restricted to authorized personnel, and all information is handled in accordance with applicable privacy policies to protect member privacy and data integrity.

## ARTICLE IV: Officers, Nominations, and Elections

### Section 1: Officers of the WDSC

The officers of the Women's Democratic Social Club (WDSC) shall include the following positions: President, Immediate Past-President, Vice-President, Secretary, Treasurer, Director of Membership, Director of Political Affairs, Director of Communications, and Director of Fundraising.

## Section 2: Nominating Committee

A Nominating Committee shall be formed in September of each year, bi-annually, during a regular membership meeting. The committee will consist of three members. One member, who will serve as chair, shall be appointed by the Executive Committee. The remaining two members will be selected from the club's general membership by a majority vote of those present at the meeting. In situations where more than two candidates are nominated for the committee, a ballot shall be cast. If a tie occurs, balloting will continue until the tie is broken. Secret ballots are prohibited for this process.

## Section 3: Election Procedures

Elections will take place bi-annually in November during the Annual Membership Meeting. Members shall be given notification of the Nominating Committee's proposed slate of officers at least seven days prior to the meeting. Nominations for all officer positions will be accepted from the floor before balloting begins. When more than one candidate is nominated for an office, a ballot shall be cast. In the event of a tie, balloting shall continue until the tie is resolved. Newly elected officers shall be installed in January.

## ARTICLE V: Duties of Officers, Terms of Office, Vacancies, and Removal from Office

### President

The President serves as the official representative and chief executive officer of the Women's Democratic Social Club (WDSC). The President is responsible for all general management powers and duties typically associated with this office, as well as any additional responsibilities assigned by the Executive Committee or outlined in the Bylaws. The President presides over all meetings of both the WDSC and the Executive Committee and serves as an ex-officio member of all committees except the Nominating Committee. The President shall appoint a parliamentarian and establish ad hoc committees with board approval.

### Past-President

The Past-President assists the President as requested and officiates during the temporary absence of the President. Additionally, the Past-President performs other duties as prescribed by the Executive Committee and represents the WDSC when the President is unavailable.

### Vice President

The Vice President is responsible for organizing and managing all general meeting speaker series topics and guests. The Vice President assists the President as needed, officiates in the absence of both the President and Past-President, performs other duties as assigned by the Executive Committee or Bylaws, and assumes the office of President if it becomes vacant.

## Director of Communications

The Director of Communications is responsible for overseeing the creation of content for both the WDSC website and its social media platforms. This officer ensures that all messaging, whether published online or through social channels, consistently reflects and aligns with the core values and beliefs of the WDSC.

## Director of Fundraising

The Director of Fundraising oversees special events committees and an Advisory Board. This officer is responsible for managing all club fundraising activities, ensuring compliance with regulations and club rules, and chairs any fundraising committees.

## Director of Membership

The Director of Membership supervises the membership committee, hospitality committee, and other groups focused on club membership. This officer is responsible for all initiatives related to membership growth and retention.

## Director of Political Affairs

The Director of Political Affairs leads both the policy and legislation committee and the endorsement committee. This officer works directly with endorsed candidates, ballot initiatives, or legislation and coordinates any necessary collaboration through their office.

## Secretary

The Secretary is responsible for keeping or ensuring the keeping of minutes for all meetings of the WDSC and Executive Committee at a location designated by the Executive Committee. Meeting minutes must include the date, time, place, type of meeting (regular or special), authorization details, notice given, and attendees, along with a summary of the proceedings. The Secretary maintains the original or current copy of the Bylaws, prepares meeting agendas and attachments, and ensures delivery to each paid member at least seven days before regularly scheduled meetings. Additional duties may be assigned by the Executive Committee or Bylaws.

## Treasurer

The Treasurer collects and receives all monies, gifts, and property belonging to the WDSC. All funds and valuables are deposited to the credit of the organization. The Treasurer ensures checks are issued for payments as prescribed in the Bylaws, keeps an accurate record of all financial transactions and property, and presents these reports as part of the meeting minutes. Upon request, the Treasurer provides an account of all transactions and the WDSC's financial condition from the professional accountant to elected officers. The Treasurer also oversees the preparation and submission of all financial reports required by the Fair Political Practices Commission (FPPC). The Treasurer maintains the WDSC Post Office Box.

## Term of Office

Officers serve a two-year term beginning upon their installation in January.

## Vacancies

If a vacancy occurs in any elected office outside the regular election period, the President appoints a replacement to serve the remainder of the term. Notice of this appointment is provided to the membership at least seven days prior to the next regular membership meeting, when the membership must ratify the appointment.

## Removal from Office

An officer may be removed from office if a member makes a motion for removal, which is seconded and recorded in the meeting minutes for all members' review. Proper notification is given to the membership, and the motion is voted on at the next regular membership meeting, requiring a two-third (2/3) affirmative vote of those present. Additionally, an officer who misses two consecutive Executive Committee or regular meetings, without excuse, may be removed by a majority vote of the Executive Committee, provided no evidence of a valid excuse has been presented to the President (or the Executive Committee if the President is the officer in question).

## ARTICLE VI: Executive Committee and Ad Hoc Committees

### Executive Committee Composition

The WDSC Executive Committee is comprised of the elected officers, the outgoing president, who serves as an ex officio member with full voting privileges, and the chairs of any ad hoc committees, or a Member at Large as appointed by the President.

### Retention and Dismissal of Professional Accountant

With the approval of the membership, the Executive Committee holds the authority to retain or dismiss the professional accountant.

### Standing Committees

A Standing Committee is defined as a long-standing subgroup within the organization dedicated to advancing specific goals of the WDSC. Committee chairs may be removed by the President for failing to perform duties as outlined in the Bylaws or for missing three consecutive meetings of the Executive Committee. Committee membership is determined by the Committee Chair in consultation with the Executive Committee.

- **Fundraising Committee:** Chaired by the Director of Fundraising, this committee convenes a team to oversee fundraising activities and donation drives.
- **Policy/Legislative Committee:** Chaired by the Director of Political Affairs, the committee keeps the membership updated on state and local policies and ballot initiatives. Updates are provided through monthly newsletters, email notifications, and dedicated meetings.
- **Endorsement Committee:** Composed of five members appointed by the board and chaired by the Director of Political Affairs, this committee manages the endorsement process for candidates and ballot initiatives. Responsibilities include reviewing applications, conducting interviews with candidates, and making final recommendations to the board for endorsement decisions.
- **Communications Committee:** Chaired by the Director of Communications, this committee oversees the creation, approval, and posting of content for all

communications on the organization's website as well as official Facebook and Instagram accounts.

### Parliamentarian

The President shall appoint a current club member to serve as Parliamentarian for a one-year term, which is subject to reappointment. The Parliamentarian ensures that meetings are conducted in accordance with the club bylaws and Roberts Rules of Order, advises the presiding officer on procedural matters, interprets bylaws when questions arise, and assists in resolving disputes related to meeting conduct.

### Ad Hoc Committees

Ad hoc committees may be formed to address specific tasks that fall outside the scope of standing committees. Committee chairs are appointed by the President and must be approved by the Board. Each committee consists of a Chair and any additional members deemed necessary by the Chair and/or President. The Chair selects the committee members and notifies the President and Secretary of their acceptance. The President acts as an ex officio member of each standing committee. Ad hoc committees are disbanded upon completion of their assigned tasks.

### Affiliations with Other Organizations

- County Central Committee: The President may appoint one club member as a voting representative to the Democratic Party of Sacramento County (Sac Dems) Central Committee and one alternate. Both should reflect the WDSC's mission while voting on the club's behalf. The representative and alternate are expected to make best faith efforts to consult with the WDSC Executive Committee regarding upcoming Central Committee votes, including candidate endorsements and other critical issues, prior to casting votes. The term limit for the voting representative is two years.
- Pre-endorsement Caucus Representative: The President may appoint a club member who has maintained good standing for one calendar year and attended at least four club meetings. This member should not already have voting privileges at the Pre-endorsement Caucus by being a DPSC member.
- Other Organizations: The President may appoint club members to serve as representatives to other political organizations as needed.

## ARTICLE VII: Meetings

### Executive Committee Meetings

The Executive Committee shall convene on the first Monday of every month. Additionally, both outgoing and newly elected officers are required to participate in a December Retreat, which serves to facilitate the transfer of essential information and the establishment of the club's new platform. Regardless of scheduling, the Executive Committee must meet no fewer than six times per year.

## Regular Membership Meetings

Regular meetings for the club membership will be held on the third Monday of each month. An exception is made for January, when the meeting will take place on the fourth Monday to accommodate the Martin Luther King Jr. holiday. The Executive Committee may designate no more than two meetings per calendar year for activities other than regular business. As needed, the Executive Committee may schedule additional meetings or activities.

## Notice Requirements for Membership Votes

Certain motions require advance notice to the membership. The following motions shall be eligible for a membership vote only if notice of the matter has been mailed via U.S. Mail and/or emailed to the membership at least seven days prior to the meeting at which the vote will occur:

- Motions for removal from office
- Motions to amend the Bylaws
- Election of WDSC officers
- Change in membership dues

The following motions are also eligible for a vote, provided they have been published to the membership by U.S. Mail and/or email at least seven days prior to the meeting:

- Motions to endorse candidates
- Motions to endorse ballot measures
- Motions to reconsider WDSC endorsements

## Special Membership Meetings

Special membership meetings may be called at any time for any purpose by the President, the Executive Committee, a petition representing at least ten percent of the membership, or by a majority vote of the membership at a regular meeting.

## Notification of Schedule Changes

If there is any change to the schedule of regular meetings, members must be notified at least seven days in advance. The Secretary is responsible for sending notifications by U.S. Mail and/or email.

## Quorum Requirements

A quorum for regular membership meetings shall consist of at least nine members. For Executive Committee meetings, a quorum is defined as a simple majority of the officers and committee chairs currently serving on the Executive Committee. If a quorum is present at the beginning of an Executive Committee meeting, business may continue even if some committee members withdraw, provided that any action taken is approved by at least a majority of the required quorum for that meeting.

## Telephone and Electronic Participation

When in-person meetings are not feasible, members of the Executive Committee and the general membership may participate in meetings via conference telephone,

electronic video screen communication, or other electronic transmission by and to the Club. Voting by electronic means is permitted when necessary.

## ARTICLE VIII: PROCEDURE

All meetings and proceedings of the organization shall be conducted in accordance with Robert's Rules of Order, except where those rules conflict with the provisions set forth in these Bylaws. In cases where there is a question regarding the applicability of Robert's Rules, the Parliamentarian shall determine whether such procedures can be conveniently and appropriately used without creating inconsistencies with the Bylaws.

## ARTICLE IX: FISCAL MANAGEMENT

### Section A: Authorization of Fund Disbursement

The President or Treasurer shall be the officers authorized to direct the professional accountant to disperse funds from the WDSC's bank account(s). Any WDSC check, note, or debt over \$100 requires approval from both the President and Treasurer.

### Section B: Operational Expenses

Any operational expense that exceeds \$100 shall require approval by a majority vote of the Executive Committee. The Committee must review and authorize such expenditures before they are made.

### Section C: Reimbursement of Expenditures

The WDSC reserves the right to deny reimbursement to members for any expenditure that has not received prior authorization from a majority of the Executive Committee. Members are responsible for ensuring that all expenses are properly approved before incurring costs on behalf of the WDSC.

### Section D: Fundraising Collections

The responsibility for managing collections related to fundraising activities shall be with the Treasurer or an assigned delegate. All funds raised must be collected and accounted for in accordance with established policies and procedures.

## ARTICLE X: ENDORSEMENTS – GENERAL

The WDSC may provide endorsements for candidates or ballot propositions at the local, state, and national levels. To hold an endorsement vote, notify members as outlined in ARTICLE VII.

### Endorsement Request Period and Procedures

Requests for endorsement from candidates, or their representatives, will be accepted by WDSC between January 15 and October 31 of each calendar year. Any candidate seeking endorsement is required to contact WDSC at least 60 days prior to the election in which the endorsement is sought. However, the WDSC Executive Committee, by a majority vote, may choose to waive these timing requirements specifically for special elections, thereby allowing endorsement procedures to proceed on an adjusted schedule.

## Initiating Endorsement Consideration

Candidates and ballot propositions may be brought forward for endorsement consideration through any of the following methods:

- A request submitted to the Executive Committee by one of its members.
- A written request submitted to the Executive Committee by three (3) or more general members of the WDSC.
- A request received directly from a candidate or from proponents or opponents of a ballot proposition.

## Membership Voting Actions

For each candidate or ballot proposition under consideration, the membership shall vote to determine one of the following actions:

- To endorse a candidate or ballot measure.
- Not to endorse a candidate or ballot measure.
- To make no recommendation regarding a candidate or ballot measure.

## Candidate Endorsement Process

The membership will follow the candidate endorsement process outlined in Article XI for all candidates endorsed by the club.

## Campaign Contributions for Endorsed Candidates

If the WDSC has endorsed a candidate, the Executive Committee may consider making campaign contributions to that candidate. Such contributions must be voted on by the membership by a majority vote of the members present at the meeting.

# ARTICLE XI. ENDORSEMENTS – CANDIDATES

## A. Prohibitions on Endorsements

The WDSC is expressly prohibited from engaging in the following endorsement activities:

- Endorsing more candidates than there are positions available in any given race.
- Endorsing candidates who are not registered Democrats.
- Endorsing candidates for the Democratic Party Sacramento County (DPSC) Central Committee or for the Assembly District Election Meeting (ADEM).

## B. Eligible Endorsement Races

The WDSC may consider endorsements for Democratic candidates participating in the following types of elections:

- Nonpartisan races within the Sacramento County area.
- Partisan races within the Sacramento County area.
- Partisan California state-level races within the Sacramento region.
- Partisan federal races within the Sacramento region.

## C. Standard Endorsement Procedure

The WDSC shall follow the procedures outlined below for endorsing candidates:

- The Chair of the Endorsement Political Affairs Committee is responsible for:
  1. Submitting to the Executive Board a list of races to be considered for endorsement.
  2. Designing a candidate questionnaire, which must receive approval from the Executive Board.
  3. Making the approved questionnaire available for download from the WDSC website, Facebook page, or by request.
  4. Contacting all candidates in the races under consideration, as appropriate.
  5. Setting and communicating the deadline for submission of candidate questionnaires.
  6. Scheduling candidate interviews, to be conducted by members in good standing.
  7. Submit to the Executive Board a list of recommended endorsements and contributions for approval.
- WDSC members shall be provided with notification at least seven (7) days prior to the membership meeting or electronic endorsement vote at which the Executive Board's recommendations for endorsements and/or contributions will be considered.
- The ratification of the recommended slate of candidates and/or contributions, as presented by the Political Affairs Committee Chair, requires a majority of votes cast by members present and in good standing.
- A motion to rescind an endorsement requires two-thirds (2/3) vote of the members present and voting. If the recommended slate does not receive two-thirds approval, voting shall proceed on individual candidates from the slate.
- The WDSC President, or an individual designated by the President, is responsible for notifying candidates verbally and in writing regarding the outcome of the endorsement process.

### D. Special Endorsement Categories

Notwithstanding other provisions of these Bylaws, the following special endorsement designations may be made:

- Favorite Daughter or Son Endorsement: The WDSC may endorse a current or past member as a "Favorite Daughter or Son" candidate for office. This designation is conferred because of a direct recommendation from the Executive Board in either a contested or uncontested race, provided the candidate has demonstrated significant support for WDSC through past and current actions. If there are multiple such candidates in a contested race, regular endorsement proceedings will be followed by the Political Affairs Committee.
- Friendly Endorsement: The WDSC may extend a Friendly Endorsement to a candidate who is a member in good standing and has provided significant support to WDSC. Such an endorsement may be suggested by the Executive Board or by any member in good standing and must be approved by two-thirds (2/3) of the members present at a meeting.

## E. Conduct of Endorsed Candidates

All candidates endorsed by the WDSC are expected to conduct themselves in a manner that supports the mission and standards of the organization. If an endorsed candidate fails to uphold this requirement, the endorsement may be withdrawn by a majority vote of the members.

## F. Conflict of Interest and Committee Eligibility

To ensure an ethical, impartial, and unbiased endorsement process, the following restrictions apply to service on the Endorsement Committee:

- No elected official may serve on the Endorsement Committee.
- No candidate who is actively campaigning for public office may serve on the Endorsement Committee, beginning when they file with the County Board of Elections or publicly declare their candidacy. If the candidate is not elected, they may resume participation on the committee.
- This policy also applies to paid staff or volunteers (serving in lieu of paid staff), and to individuals who have personally endorsed an elected public official or a candidate who is actively campaigning for public office.

## ARTICLE XII: Amendments

To ensure the integrity and adaptability of these Bylaws, a clear procedure for adopting new Bylaws or amending or repealing existing ones is established.

### Section 1. Initiating Amendments

Any member in good standing of the organization has the right to propose an amendment to the Bylaws during any membership meeting. Such a proposal must be formally moved by the members at the meeting.

### Section 2. Notification and Consideration

If the motion to amend the Bylaws receives a second from another member, the proposed amendment shall be communicated to the membership. Members will be notified of the proposed change in advance of the next membership meeting, ensuring adequate time for review and consideration.

### Section 3. Voting Requirements

The proposed amendment will be presented for a vote at the following membership meeting. Adoption of an amendment requires an affirmative vote by two-thirds (2/3) of the members present and voting at that meeting.

## ARTICLE XIII: Effective Date

These Bylaws shall become effective at the regular membership meeting immediately following approval. Approval requires a majority vote of the members who are present at that meeting.

## ARTICLE XIV: Supersession of Previous Bylaws

All previous Bylaws that have governed this organization are hereby superseded. From the effective date of these Bylaws, only the provisions contained herein shall apply.

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  
Amended November 17, 2025