

Bylaws of the Silicon Valley Young Democrats of California

PREAMBLE

The Silicon Valley Young Democrats pledge to pursue the ideas of liberty, justice, and freedom for all regardless of race, religion, sexual orientation, or gender. Our purpose will be to stimulate in young people an active interest in government affairs, increase the efficiency of popular government, maintain viability of our free institutions, and contribute to the growth and influence of the ideals and philosophy of the Democratic Party.

ARTICLE I NAME AND AFFILIATION

Section 1 Name

The name of this organization shall be the Silicon Valley Young Democrats (hereinafter, "SVYD").

Section 2 Affiliation

SVYD will be chartered with, and affiliated with the California Young Democrats, California Democratic Council, Santa Clara County Democratic Central Committee, California Democratic Party, and through the California Young Democrats affiliated with Young Democrats of America.

ARTICLE II MEMBERSHIP

Section 1 Membership Types

SVYD shall have two types of membership: (1) Active Members; and (2) Associate Members.

A. Active Member Identification Guidelines: Membership shall be open to persons who are at least 14 years old and not more than 35 years old who reside or work in the Silicon Valley, and are registered with the Democratic Party, or if not eligible to vote, have pleaded support to the Democratic Party. The term of Membership runs from the beginning of first General Membership Meeting in the calendar year through the end of the day immediately preceding the first General Membership Meeting the following calendar year. An Active Member shall be identified as members who have paid dues, and have attended at least two SVYD Membership Meetings and/or SVYD Events in one calendar year.

B. Associate Member Identification Guidelines: An Associate Member shall be identified as those whom do not qualify as members, but live within California, are registered to vote, and have paid Associate Member dues. Associate Members do not have voting privileges.

Section 3 Dues

A. Active Members shall pay annual dues of \$20.00. The dues may be reduced by the President or Treasurer to \$10.00 for students and any others of limited financial means. Dues may be collected at anytime and shall remain in effect for one calendar year from the date paid.

B. Associate Member dues are \$100.00 annually.

Section 4. Active Membership Privileges

All Active Members are entitled to the following, without limitation:

A. One vote on any issue being voted upon at any meeting of the membership. Active Members shall have the power to vote upon all matters of general interest to SVYD. Notably, active members are prohibited from voting by proxy at any meeting or in any election and only active members present at a meeting are entitled to vote.

B. Participation on any Committee.

C. Attendance at all meetings of the Membership and other activities. However, attendance at some activities may be conditioned upon financial contributions or admission fees.

ARTICLE III EXECUTIVE BOARD AND OFFICERS

Section 1 Executive Board

A. The Executive Board shall be comprised of the SVYD Officers, each Officer having one vote on each issue before the Executive Board.

B. The Executive Board shall not have the power to establish matters of general interest to SVYD, that

power being reserve to the Active Members. The Executive Board may only act on those matters specifically reserved for the Executive Board.

Section 2 Officers

A. The Officers shall be a President, Vice President of Membership, Political Director, Treasurer, and Secretary. This order shall also serve as SVYD officers' order of succession.

B. All Officers shall be Active Members of SVYD.

Section 3 Officer Duties and Powers

The SVYD Officers shall have the following duties and powers. Notwithstanding any other provision of the Bylaws, the Executive Board retains the power to override any act or function of any Officer.

A. **President:** The President shall be the chief executive officer of the SVYD, and shall preside over all SVYD meetings, unless otherwise provided. The President shall represent SVYD at California Young Democrat Conventions and Executive Board Meetings. The President shall have the following duties and powers:

- (1) Act for and on behalf of SVYD ;
- (2) Establish Executive Orders consistent with the Bylaws;
- (3) Establish the agenda for each SVYD meeting over which the President shall preside;
- (4) Attend all events sponsored by the Silicon Valley Young Democrats;
- (5) Attend all meetings of the California Young Democrats;
- (6) Serve as delegation chair to the California Young Democrats state convention;
- (7) Keep organizational chartering and affiliations current each year;
- (8) Appoint chairpersons and vice-chairperson of all committees, as needed, and present the presidential appointments by consent calendar to SVYD membership;
- (9) Be an ex-officio member of all SVYD committees;
- (10) Appoint a parliamentarian to give advice to the organization on procedures and by-law interpretations;
- (11) Remove anyone from any appointed position; and
- (12) Strive to keep the SVYD Bylaws consistent with SVYD aims and policies.
- (13) Act as the SVYD spokesperson.

B. **Vice President of Membership (“VPM”):** The VPM shall have the following duties and power:

- (1) Preside over SVYD membership and recruitment. At the discretion of the President and Executive Board, the VPM may form and preside over a membership and recruitment committee, making appointments and removals to the committee as needed or appropriate;
- (2) Act as President *Pro-Tempore* in the absence of the President, automatically assuming all powers,

duties, and responsibilities of the President. If there is a vacancy in the office of President, the VPM shall automatically vacate the office of Vice President and fill the office of President, assuming all powers, duties and responsibilities associated with that position;

- (3) Develop and keep a current membership list;
- (4) Maintain current Organization mailing lists;
- (5) Assist the President; and
- (6) For the purposes of organization chartering and affiliation, confirmation of membership list must be completed prior to chartering processes each year.

C. **Political Director:** The Political Director shall have the following duties and powers:

- (1) Coordinate activities, organize issues forums, and communicate relevant information to the Executive Board in a timely manner;
- (2) Provide notice to candidates for office of SVYD endorsement opportunities;
- (3) Liaise with public officials regarding opportunities for SVYD to work with public officials;
- (4) Develop and organize political trainings, forums, political education, and other political activities; and
- (5) Preside over the Endorsement Committee and Resolutions Committee.

D. **Treasurer:** The Treasurer shall have the following duties and responsibilities:

- (1) Maintain and present financial statements to the Executive Board and General Membership at each regularly scheduled meeting;
- (2) Handle disbursements, receipts, banking relationships, legal financial statements including those required by law, tax responsibilities, and in general, any and all bookkeeping responsibilities;
- (3) Be the primary signer of financial accounts, forms, checks, and payments;
- (4) Work with the VPM on fundraising activities;
- (5) At the discretion of the Treasurer, subject to the will of the President and Executive Board, the Treasurer may form and preside over a Finance Committee, making appointments and removals to the committee as needed or appropriate; and
- (6) File all legally required reports in a timely manner.

E. **Secretary:** The Secretary shall have the following duties and responsibilities [deleted ", without limitation]:

- (1) Record and distribute SVYD meeting documents;
- (2) Record meeting attendance;
- (3) Assist with collection of documents and electronic media for website;
- (4) Serve as SVYD Historian, maintaining SVYD photos and archives; and
- (5) Assist the President and VPM with promotional club and event tasks.

Section 4 Officer Election & Term of Office

A. Elections of Officers will be held at the June General Membership Meeting of each year.

B. The order of elections of Officers will be as follows: President, Vice President of Membership, Political Director, Treasurer, and Secretary.

C. All Officers for newly created positions shall be appointed by the President and confirmed by a majority vote of the previously established Executive Board at the first Executive Board Meeting following their appointments. Appointee Officers shall carry out their full duties until confirmation.

D. The term of office for each Officer shall be approximately one year and shall expire immediately upon the election of that officer's successor the following year.

E. Nominations will be accepted at the May and June General Membership Meetings.

Section 5 Vacancy, Interim, Resignation & Removal

A. Vacancy in any of the offices may result in an interim position that shall be appointed by a majority vote of the Executive Board. An interim officer shall serve until the next General Membership Meeting.

B. Unless this provision is suspended by a majority of the Executive Board present and voting at a meeting, any Officer shall be deemed to have resigned and the Officer's resignation will be final, without exception, upon:

(1) The conclusion of two unexcused absences from a Regular Membership Meeting or Executive Board Meeting.

C. Upon an officer resignation, the membership shall be notified of the vacancy, giving them at least 21 days notice for the next General Membership Meeting at which an election will be held to fill the seat.

D. Any Officer shall be removed from office under the following procedures:

(1) Executive Board Removal: Except as otherwise provided, the Executive Board may remove a sitting Officer upon 14 days written notice to the subject Officer of the time and place of the removal vote and a written statement of the grounds for removal. A majority vote of the Executive Board is required to place the vote on the agenda, not including the vote of the subject Officer. A two-thirds vote of the Executive Board is required to remove the subject Officer, not including the vote of the subject Officer. The subject Officer must be given a reasonable opportunity to be heard at the meeting prior to the removal vote.

(2) Officer Removal by Membership: Except as otherwise provided, the Active Members may remove a sitting Officer by submitting a written petition for removal identifying the subject officer, the grounds for removal, and the signatures of 20% of the Active Membership. Upon receipt of the removal petition, the President shall cause 14 days written notice to be sent to the subject Officer including the time and place of the removal vote and a written statement of the grounds for removal. The President

shall place the removal vote on the next available membership meeting agenda. A two-thirds vote of the Active Members present and voting is required to remove the subject Officer. The subject Officer must be given a reasonable opportunity to be heard before the removal vote.

E. Any officer may submit a resignation to the membership then a simple majority of the body is needed to approve the officer resignation.

ARTICLE IV COMMITTEES

Except as otherwise provided in the Bylaws, the President or the Executive Board can form, abolish, regulate, or modify committees at any time for any reason they deem necessary or proper. The Executive Board may alter, limit, or override any decision of the President, any Officer, or any Committee in this regard. The President shall appoint committee chairs and members subject to approval of the Executive Board.

ARTICLE V SVYD GENERAL AND EXECUTIVE BOARD MEETINGS

Section 1 Parliamentary Procedure

The parliamentary authority of SVYD shall be standard code of parliamentary procedure outlined by Robert's Rules of Order Newly Revised.

Section 2 Regular Membership Meetings

The SVYD shall have no less than 10 General Membership Meetings during the course of one calendar year. General Membership Meetings require seven days notice.

Section 3 Special Membership Meetings

Special Membership Meetings may be called with four days notice to the General Membership by the President or two other Officers. Membership shall be contacted via e-mail or written correspondence.

Section 4 Regular Executive Board Meetings

If Regular Executive Board Meetings are established, they shall be held with seven days notice to the Executive Board. The Executive Board shall be contacted via e-mail or written correspondence.

Section 5 Special Executive Board Meetings

Special Executive Board Meetings may be called upon four days notice to each member of the Executive Board by the Chair or two other members of the Executive Board. The Executive Board shall be contacted via e-mail or written correspondence.

ARTICLE VI MISCELLANEOUS PROVISIONS

Section 1 Quorum

A. The Executive Board may not act without a quorum consisting of a majority of Executive Board members.

B. The Active Members may not act without a quorum consisting of 10 Active Members. If SVYD has fewer than 18 Active Members on the roster, a quorum shall be a majority of the Active Members.

Section 2 Expenditures

A. No Member or Officer may represent him/herself as an agent of the Organization to commit or spend funds unless so authorized by the Executive Board.

B. Each request for SVYD funds shall be made by notifying the SVYD President or Treasurer of the request no less than seven days before voting on the request. SVYD shall not consider requests for funds on shorter notice.

C. The Executive Board has the authority to commit or spend funds up to \$250 without approval from the General Membership. No funds shall be dispensed to any political campaigns except those officially endorsed by SVYD.

Section 3 Convention Delegates

Should SVYD be eligible to have more than one voting delegate, the President shall appoint the additional delegates who shall be eligible to represent SVYD upon approval of a majority of the Executive Board.

Section 4 Communications

Email is the primary method of communication for SVYD. Requirements for written communication are acceptable, but must be sent to the entire SVYD Executive Board.

Section 5 Santa Clara County Democratic Central Committee Representatives

To the extent SVYD is permitted to have a representative and alternate to sit on the Santa Clara County Democratic Central Committee, the SVYD representative and two alternates shall be chosen by a majority of Active Members present and ratified by the Executive Board. The representative and two alternatives shall serve at the will of SVYD.

Section 6 SVYD Sponsorships

Only Active Members may be eligible for SVYD Sponsorships to events or trips.

ARTICLE VII ENDORSEMENTS

Section 1 Definitions

A. Endorsements by SVYD : includes, but is not limited to, any approved use of SVYD 's funds, stationery, mailing lists, labels, telephone lists, the association of the SVYD 's name, logo or its Members' time in recruiting volunteers for precinct walking, fundraising or any other activities that relate to any specific issues, candidate's campaign or fundraising;

(1) An Endorsement Committee shall be established, and be presided by the Political Director of SVYD .

(2) An Executive Board member, in acting for and on behalf of SVYD, may not use their title to endorse any candidate or issue if the club has not voted on endorsing that candidate.

Section 2 Procedures:

A. Only Active Members may recommend to the Endorsement committee to consider the endorsement of candidates or issues.

B. SVYD may endorse a current member of SVYD and CYD or a past member of SVYD or CYD as a favored candidate at any time after the candidate has formally filed his or her candidacy with two-thirds majority vote of the General Membership.

C. Contested/Uncontested Races and Issues:

(1) Any Active Member may request the Executive Board to commence endorsement proceedings for a candidate or issue;

(2) The Executive Board shall schedule state-wide constitutional offices, legislative offices, and CYD offices endorsements and consent calendar for the General Membership Meeting at least one month prior to the CYD State Convention and local office endorsements for the General Membership Meeting immediately following the previously stated General Membership Meeting at which all notification requirements under these Bylaws can be reasonably accomplished. If a special election is scheduled, the same rules will apply, with the endorsement process beginning at least one month before the election.

(3) The Political Director shall make reasonable efforts to give all Democrats, seeking office in an election for which the SVYD endorsement is sought, written notice of SVYD's procedures for endorsements at least 20 days prior to any Membership Meeting at which the potential SVYD endorsement is to be acted upon;

(4) Endorsements within a General Membership Meetings shall be noticed as outlined in Article 5,

Section 2;

(5) The completed candidate questionnaires shall be made available to Active Members at least one hour prior to the General Membership Meeting in which endorsements are scheduled to take place;

(6) The Endorsement Committee shall convene prior to any General Membership Meeting for which endorsements shall occur, to make recommendations for races to be endorsed in the General Membership Meeting. Two-thirds majority of Endorsement Committee must vote in favor for the recommendations to be presented to the General Membership; and

(7) Upon the Endorsement Committee recommendations, SVYD may endorse a candidate by a simple majority vote of those Active Members present at a Membership meeting at which a quorum is present and voting; or if there is no Endorsement Committee recommendation, SVYD may endorse a candidate upon a two-thirds vote of those Active Members present and voting at a General Membership Meeting at which a quorum is present and voting.

D. At the request of any Active Member, an SVYD endorsement may be removed:

(1) At a Membership Meeting or Special Meeting by a two-thirds vote.

(2) An Active Member must submit, to the Secretary, a written reason to remove an endorsement at least one month prior to a General Membership Meeting; and must give factual proof that an endorsed campaign has:

- a. Acted against the core principles of the Democratic Party;
- b. Demonstrated a lack of moral or ethical judgment;
- c. Committed an illegal action; or
- d. Committed any action that undermines SVYD and its mission statement.

E. "No endorsement" shall always be an option included on a candidate or issue endorsement vote.

F. Use of SVYD Assets:

(1) Endorsed Candidates or Issues

a. The following shall require a two-thirds vote of the Executive Board at an Executive Board meeting at which a quorum is present: approval of the use of SVYD's funds exceeding \$250, stationery, mailing lists, labels, phone lists, the association of the SVYD's name, logo, or its members' time in recruiting volunteers for precinct walking, and fundraising.

b. SVYD shall cover the costs of producing mailing lists and stationery as requested by the candidates and position committees and approved by the Board.

(2) Candidates in Races Where SVYD Declined to Endorse any Candidate, Position on a Contested

Issue or Other Purposes. No funds shall be dispensed to any candidates and/or campaigns not endorsed by SVYD.

**ARTICLE VIII
AMENDMENTS**

Section 1 These Bylaws may be amended by a two-thirds vote of the Active Membership present and voting at a meeting only upon two weeks written notice to the Active Members of language of the proposed Bylaw change as well as the time and place of the amendment vote.

**ARTICLE IX
PARLIAMENTARY ORDER**

Section 1 In all matters not contained in these Bylaws, authority rests in Robert's Rules of Order Newly Revised.

The Bylaws Amendments, APPROVED, on this X day of December, 2011, at the Special General Membership Meeting of the Silicon Valley Young Democrats.

Javier M. González, Chairman
SVYD Bylaws Committee

Andrae G. Macapinlac, Member
SVYD President

Jefferey Cardenas, Member
SVYD Political Director

Erica M. Schaefer, Member
SVYD Secretary

Andrés Quintero, Member
SVYD Bylaws Committee

Mia White, Member
SVYD Bylaws Committee

Omar Torres, Ex-Officio Member
SVYD Bylaws Committee