

Bylaws of the Silicon Valley Young Democrats of California

I. ARTICLE I: NAME AND AFFILIATION

1. Section 1 Name

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

2. Section 2 Affiliation

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

II. ARTICLE II: MEMBERSHIP

1. Section 1: Membership Types:

- i. 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 pledged 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 annual 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.

2. Section 2: Dues

- i. SVYD shall have three types of dues: (1) Active Member; (2) Student/Low Income; (3) Associate Membership. Dues may be collected at any time and shall remain in effect for the duration of the calendar year paid. Dues shall not be pro-rated.
 - A. Active Members shall pay annual dues of \$20.00.
 - B. The dues may be reduced by the President or Treasurer to \$10.00 for students and any others of limited financial means and will be considered Active Members.
 - C. Associate Member dues are \$100.00 annually.

3. Section 3: Active Membership Privileges

- i. 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. Eligibility to participate on any committee. Committees and subcommittees organized by officers may be composed solely of eligible individuals chosen by the organizing officer. Likewise, committees may also be open to all eligible members.
 - C. Attendance at all meetings of the Membership and other activities. However, attendance at some activities may be contingent upon financial contributions, admission fees or space limitations.

III. ARTICLE III: EXECUTIVE BOARD AND OFFICERS

1. Section 1: Executive Board

- i. The Executive Board shall be comprised of the SVYD Officers, each Officer having one vote on each issue before the Executive Board.
- ii. The Executive Board shall not have the sole power to establish agenda or discussion items for SVYD meetings. That power is shared with the Active Members.

2. Section 2: Officers

- i. The Officers shall be a President, Membership Director, Treasurer, Secretary, and Political Director. This order shall also serve as SVYD officers' order of succession.
- ii. All Officers shall be Active Members of SVYD.

3. Section 3: Officer Duties and Powers

- i. 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 by a simple majority. **The following are required duties of all Officers:**
 - A. All officers shall represent the collective interests and integrity of the general membership.
 - B. All officers must read and be familiar with the bylaws.
 - C. All officers must be familiar with Roberts' Rules of Orders.
 - D. All officers must upon election, immediately take an FPPC training course at the earliest available time.
 - E. All officers are responsible for transference of duties and training of their successors.
 - F. If there is a Political Action Committee (PAC), all officers are responsible for ensuring the timely filing of a Form 410, notifying the FPPC of a change of leadership and responsibility.
- ii. 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:
 - A. Establish Executive Orders consistent with the Bylaws;
 - B. Establish the agenda for each SVYD meeting with the Executive Board;
 - C. The President shall preside over all meetings;
 - D. Attend all events sponsored by the Silicon Valley Young Democrats or ensure the Board is represented by another Officer;
 - E. Attend all the Northern California Regional Meetings of CYD;
 - F. Serve as delegation chair to the CYD state convention;
 - G. Appoint chairpersons and vice-chairperson of all committees, as needed;
 - H. Be an ex-officio member of all SVYD committees;
 - I. Remove anyone from any appointed position with majority support of the Board;
 - J. Strive to keep the SVYD Bylaws consistent with SVYD aims and policies.
 - K. Act as the SVYD media spokesperson.
- iii. Treasurer: The Treasurer shall have the following duties and responsibilities:
 - A. Maintain a copy of each check issued from the SVYD account, keeping records accurate for 4 year intervals;
 - B. Present financial statements to the Executive Board and General Membership at each regularly scheduled meeting;
 - C. Must be present at any general body or board meeting when an expenditure vote is made and must certify in advance SVYD's financial ability to make any expenditure, or if unable to be present, must give that certification to another officer;

- D. Handle disbursements, receipts, banking relationships, legal financial statements including those required by law, tax responsibilities, and in general, any and all bookkeeping responsibilities;
 - E. Be the primary signer of financial accounts, forms, checks, and payments;
 - F. 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.
 - iv. Membership Director (MD): The MD shall have the following duties and powers:
 - A. Actively preside over SVYD membership and recruitment. At the discretion of the President and Executive Board, the MD may Chair a membership and recruitment committee, making appointments and removals to the committee as needed or appropriate;
 - B. 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 MD shall automatically vacate the office of Vice President and fill the office of President, assuming all powers, duties and responsibilities associated with that position until an election can be held at earliest possible meeting. For the purposes of Board meetings, if acting as President Pro-Tempore, they will still only have one vote.
 - C. Record meeting attendance
 - D. Oversees membership committee
 - E. Develop and keep a current membership list;
 - a. The list may not be shared outside of the Executive Board
 - F. Maintain and update SVYD mailing lists;
 - G. Verifies membership prior to elections and all votes, assisted by the Secretary.
 - H. Assist the President; and
 - I. For the purposes of organization chartering and affiliation, confirmation of membership list must be completed prior to chartering processes each year.
 - v. Secretary: The Secretary shall have the following duties and responsibilities:
 - A. Record and distribute SVYD meeting documents;
 - B. Appoint a parliamentarian to give advice to the organization on procedures and bylaw interpretations;
 - C. Record meeting minutes;
 - D. Assist with collection of documents and electronic media for website and Social Media;
 - E. Serve as SVYD Historian, maintaining SVYD photos and archives;
 - F. Assist the President and MD with promotional club and event tasks;
 - G. Responsible to update and maintain the archive of all online passwords for Executive board for SVYD communications account; and
 - H. Manage the communications committee.
 - vi. Political Director: The Political Director shall have the following duties and powers:
 - A. Develop and organize political trainings, forums, political education, and other political activities;
 - B. Communicate relevant political information to the Executive Board and membership in a timely manner;
 - C. Provide notice of SVYD endorsement opportunities to candidates for office; and
 - D. Preside over the Endorsement Committee and Resolutions Committee.
 - E. See Article VII for additional duties.
4. Section 4: Officer Election & Term of Office
- i. Elections of Officers will be held at the June General Membership Meeting of each year.

- ii. The order of elections of Officers will be as follows: President, Treasurer, Membership Director, Secretary and Political Director.
 - iii. Newly created positions begin at the calendar year, where they will be elected with the rest of the Executive Board Officers.
 - iv. The term of office for each Officer shall be one SVYD calendar year and shall expire the day before the general meeting after the election. This will allow an overlap of Executive boards during the E-board meeting preceding the general membership meeting.
 - v. Nominations will be accepted at the May and June General Membership Meetings.
5. Section 5: Vacancy, Interim, Resignation & Removal
- i. 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.
 - ii. Any officer may submit a resignation to the Executive board, who will then inform the membership. The resignation is effective immediately or as specified by the Executive board.
 - iii. At these conditions, any Officer shall be removed and the Officer's removal will be final, without exception:
 - A. Upon the conclusion of two unexcused absences from a Regular Membership Meeting or Executive Board Meeting.
 - B. Should the officer not fulfill their duties as listed in the bylaws
 - C. Upon an officer resignation, the membership shall be notified of the vacancy, giving them at least a 21-day notice before the next General Membership Meeting at which an election will be held to fill the seat. If the next general membership meeting falls within less than 21 days, the election will occur at the following general membership meeting.
 - iv. Any Officer shall be removed from office under the following procedures:
 - A. 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 simple majority open 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.
 - B. 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 simple majority 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.

IV. ARTICLE IV: COMMITTEES

- 1. Section 1: Committee Existence
 - i. 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 by majority vote may alter, limit, or override any decision of the President, any Officer, or any Committee in this regard. Unless it is a standing committee, the

President shall appoint committee chairs and members subject to approval of the Executive Board.

2. Section 2: Standing Committees

- i. Standing committees are Endorsement, Resolution, Finance, Membership, and Communications.

3. Section 3: Subcommittees

- i. Subcommittees are categorized under a designated standing committee
- ii. Subcommittees may be created at any time with a motion by a member in good standing who agrees to chair the subcommittee. The motion must be approved by the majority of the general membership during a general membership meeting.
- iii. A sub-committee must be reapproved by the majority of the general membership each year, if that is how they were created. If created by an executive board member, subcommittee may change or dissolve depending on new officer elections each year. Subcommittee chairs can be appointed by executive board member in charge of the Standing committee the subcommittee is designated under.
- iv. An active subcommittee must be chaired by a member in good standing
- v. The chair must report on the subcommittee at each general membership meeting.

V. ARTICLE V: SVYD GENERAL AND EXECUTIVE BOARD MEETINGS

1. Section 1: Parliamentary Procedure

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

2. Section 2: Regular Membership Meetings

- i. The SVYD shall have no less than 10 General Membership Meetings during the course of one calendar year. General Membership Meetings require a seven day notice on our website or official SVYD correspondence.

3. Section 3: Special Membership Meetings

- i. Special Membership Meetings may be called with a four day notice to the General Membership by the President or two other Officers. Membership shall be contacted via email or written correspondence.

4. Section 4: Regular Executive Board Meetings

- i. If Regular Executive Board Meetings are established, they shall be held with a seven day notice to the Executive Board. The Executive Board shall be contacted via email or written correspondence.

5. Section 5: Special Executive Board Meetings

- i. Special Executive Board Meetings may be called upon a four day 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 email or written correspondence.

VI. ARTICLE VI: MISCELLANEOUS PROVISIONS

1. Section 1: Quorum

- i. The Executive Board may not act without a quorum consisting of a majority of Executive Board members.
- ii. 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.

2. Section 2: Expenditures

- i. 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.
- ii. Each request for over \$100 of 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, when the executive board shall place it on the meeting agenda. SVYD shall not consider requests for funds on shorter notice.
- iii. SVYD cannot make any political contributions of any amount to any candidate or political committee unless a PAC is established and in full compliance with FPPC regulations. Contributions to nonprofit organizations may only be made with a majority vote when there is a quorum during a regularly scheduled general membership meeting.
- iv. The Executive Board has the authority to commit or spend funds up to \$100 without approval from the General Membership. All funds must be spent on behalf of club membership.
- v. Reimbursements under \$100 may be approved by the board. Any larger reimbursement amount shall follow (ii).
- 3. Section 3: Convention Delegates
 - i. 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.
- 4. Section 4: Communications
 - i. Email is the primary method of communication for SVYD.
- 5. Section 5: Santa Clara County Democratic Central Committee Representatives
 - i. 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 shall be the President and two alternates shall be appointed by the president among the executive board officers. The representative and two alternates shall serve at the will of SVYD.
- 6. Section 6 SVYD Sponsorships
 - i. Only Active Members may be eligible for SVYD Sponsorships to events or trips.

VII. ARTICLE VII: ENDORSEMENTS

- 1. Section 1: Definition
 - i. Endorsements by SVYD includes, but is not limited to:
 - A. The association of the SVYD 's name and logo;
 - B. Any approved use of SVYD 's funds, if there is a PAC in good standing with FPPC regulations;
 - C. The Executive board will forward candidate communications at their discretion to the membership.
 - D. SVYD Members' time in recruiting volunteers for precinct walking or phone banking
 - ii. The Endorsement Committee:
 - A. Is established by the political director through a sign up process at a general membership meeting
 - B. The Political Director may limit the size of the committee or remove members with the approval of the Executive Board
 - C. Any individual who is a paid campaigner must recuse themselves from the race they are working on
 - D. Prior to the endorsement process, any member of the endorsement committee must disclose any professional or personal conflict of interest with the candidate and may be recused from the process by the political director. This includes members of the Executive Board.

- E. Should the Political Director have a conflict of interest regarding any candidate, the president will direct the board on how the endorsement process for the race will move forward.
- F. 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 or issue position.

2. Section 2: Procedures

- i. Only Active Members may recommend to the Endorsement committee to consider the endorsement of candidates or issues.
- ii. 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. The General membership may at any time refer these candidates to the regular endorsement process.
- iii. Contested/Uncontested Races and Issues
 - A. Any Active Member may request the Executive Board to commence endorsement proceedings for a candidate or issue;
 - B. The Executive Board shall schedule statewide constitutional offices, legislative offices, and CYD office endorsements and consent calendar for the General Membership Meeting at least one month prior to the CYD State Convention local office endorsements. The next General Membership Meeting shall include all notification requirements under these Bylaws that 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.
 - C. 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 within 7 days after the filing deadline.
 - D. Endorsements within a General Membership Meetings shall be noticed as outlined in Article 5.
 - E. The blank questionnaire forms shall be made available to the general membership and candidate after the first week of the filing deadline for their respective race.
 - F. The completed candidate questionnaires shall be made available digitally to Active Members at least 48 hours before endorsement meeting. Hard copies will be available at endorsement meeting.
 - G. 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.
 - H. Upon the Endorsement committee recommendations, SVYD may endorse a candidate by a simple majority vote of those active members present at the Membership Meeting.
 - I. In the case of Primary and General Elections, the endorsement made in the Primary race shall be carried over to the General election.
 - J. "No endorsement" shall always be an option included on a candidate or issue endorsement vote.
- iv. At the request of any Active Member, an SVYD endorsement may be removed:
 - A. At a Membership Meeting or Special Meeting by a two-thirds vote.
 - B. 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;
 - d. Committed any action that undermines SVYD and its mission statement.
- 3. Section 3: Use of SVYD Assets by Endorsed Candidates or Issues
 - i. The following shall require a two-thirds vote of the Executive Board at an Executive Board meeting at which a quorum is present:
 - A. approval of the use of SVYD's funds exceeding \$250 (if there is a functioning PAC in good standing),
 - B. Use of stationery, mailing lists/labels, phone lists,
 - C. The association of SVYD's name, logo, or its members' time in recruiting volunteers for precinct walking, and fundraising.
 - D. SVYD shall cover the costs of producing mailing lists and stationery as requested by the candidates and position committees and approved by the Board (only if there is a functioning PAC in good standing)
 - ii. Candidates in Races Where SVYD Declined to Endorse any Candidate, Position on a Contested Issue or Other Purposes.
 - A. No funds shall be dispensed to any candidates and/or campaigns not endorsed by SVYD.

VIII. ARTICLE VIII: AMENDMENTS

- 1. 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.

IX. ARTICLE IX: PARLIAMENTARY ORDER

- 1. 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 October, 2013, at the General Membership Meeting of the Silicon Valley Young Democrats.

Joshua Barousse, Chairman
SVYD President

Amanda Montez, Member
SVYD Treasurer

Emily Ann Ramos, Member
SVYD Secretary

Erica M. Schaefer, Member
SVYD Bylaws Committee

Alex Wara, Member
SVYD Bylaws Committee

Nick Draper, Member
SVYD Bylaws Committee