

STONEWALL DEMOCRATIC CLUB

BY-LAWS

AS OF

OCTOBER 24, 2011

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(as of October 24, 2011)

ARTICLE I: NAME

The name of the organization shall be the **STONEWALL DEMOCRATIC CLUB**.

ARTICLE II: PURPOSE

- A. We have formed the **STONEWALL DEMOCRATIC CLUB** in recognition of the growing awareness within the **Democratic Party** that lesbians, gay men, bisexuals, transgendered people, and intersexed people should be fully and equally represented both in the community and the national body politic. **STONEWALL DEMOCRATIC CLUB** is open to all Democrats who subscribe to our goals and purposes regardless of their sexual orientation.
- B. It shall be our purpose to make the **Democratic Party**, the body politic and its elected officials responsive to, and responsible for, the needs of all people, particularly, though not exclusively, the lesbian/gay/feminist communities.
- C. We shall seek to eliminate discrimination based upon real or perceived sexual orientation, gender, race, age, and/or disability; promote freedom of choice and human and civil rights; and further economic and social justice for all people.
- D. Further, we shall seek to promote legislation in conjunction with our goals and purpose and to vigorously oppose legislation which oppresses and/or restricts basic human rights. We will also encourage Gay, Lesbian, and Feminist candidates for public office who are competent, qualified, viable, and who are registered to vote as members of the Democratic Party.
- E. We firmly believe that we have a responsibility to ourselves and to society in general to affirm our role in the political arena.
- F. In pursuit of our goals, the **STONEWALL DEMOCRATIC CLUB** will work within the **Democratic Party** and other institutions.

Article III: TERMS

All references in these By-Laws to:

- A. “Democrat” or “registered Democrat” shall mean a voter who disclosed a preference for the Democratic Party on their voter registration card.
- B. “Self-Identified as a Democrat” or “Self-Identified Democrat” shall mean a candidate who has successfully filed for their office as “Party Preference: Democratic”.
- C. “Partisan Primary” shall mean the voter-nominated top-two open primary.

ARTICLE IV: MEMBERSHIP

- A. All members of the club shall be registered Democrats. If under the age of eighteen (18) years, or otherwise ineligible, they shall declare their intention of so registering.
- B. Dues shall be payable annually at rates established by the Steering Committee subject to ratification by the membership present at the next membership meeting for which due notice of the proposed change can be given. A grace period of thirty (30) days following expiration of membership shall be granted during which a person may exercise all privileges of membership.
- C. All persons under the age of eighteen (18) years shall be referred to as ASSOCIATE MEMBERS and shall have the same privileges and obligations as members with the exception of serving as delegates to conventions when the by-laws of the convening organization prevent their so serving.
- D. Except as specifically set forth in Article IX, the rights of voice and motion shall be accorded to all members upon joining **STONEWALL**, and the right to vote shall be accorded twenty-five (25) days after payment of dues.
- E. With regard to Membership Lists:
 - 1. Only officers of the Club shall possess copies of the membership list. Members of the Steering Committee may have access to the list with the concurrence of a Club Officer. The Club shall comply with the reporting requirements of the **Democratic Party** and/or any other affiliating organization.
 - 2. The Recording Secretary and Controller shall insure the confidentiality of the membership computer files. They may authorize members of the Membership Committee to update the computer files as required and to print mailing labels for authorized purposes only.
 - 3. All persons provided with access to the membership list are to make use of it for authorized purposes only.
 - 4. Except as provided herein, authorization for access to the membership list shall only be granted by a majority vote of the Steering Committee.

ARTICLE V: OFFICERS

A. The officers of the club shall be the:

President,
Operations Vice-President,
Political Vice-President,
Community Vice-President,
Communications Vice-President,
Recording Secretary, and
Controller.

B. The President and Vice-Presidents must have been members of the club for at least six (6) months prior to the date of their election.

C. A member may hold only one elected position at any given time.

D. The term of office of all elected officers shall be two (2) years.

E. All officers shall hold office until their successors are elected to assume their responsibilities.

F. The duties of the officers shall be:

1. **President:**

- a. Shall be the principal executive officer and spokesperson of the Club;
- b. Shall carry out the policies and be governed by the by-laws of the **STONEWALL DEMOCRATIC CLUB**;
- c. Shall do everything necessary to carry into effect policies of this organization as voted upon by the membership;
- d. Shall appoint a professional Treasurer, who need not be a member and who may be compensated; any compensation for the Treasurer must be approved by both the Steering Committee and the General Membership; no such contract for services shall bind Stonewall past the end of the term of the officers unless approved by both the General Membership and the Steering Committee; the Treasurer need not be a member of Stonewall;
- e. Shall, upon the failure of any Officer to do so by conclusion of the second meeting of the Steering Committee after their election, appoint a Chair of any Standing Committee to which a Chair has not been confirmed by the Steering Committee, all upon and only with the consent of the Steering Committee, with the exception of the Nominating Committee, whose chair shall be selected by its members;
- f. Shall appoint one member to each Standing Committee;
- g. Shall serve as an Ex-Officio member of each Standing Committee;
- h. Shall appoint special committees as necessary to the functioning of the Club; and,
- i. Shall appoint a Parliamentarian.

2. **Operations Vice-President:**

- a. Shall do everything necessary to assist the President in the performance of his/her duties;
- b. In the event of a vacancy in the office of the President or the absence or temporary disability of the President, shall exercise all powers of the President;
- c. Shall be in charge of the program for each "Speakers Meeting" and all meeting locations of the Club;
- d. Shall ensure that all committees meet as needed and that they report on their activities at membership/Steering Committee meetings;
- e. Shall prepare an agenda, in consultation with the President, and each Chair of a Standing Committee, which shall be subject to amendment prior to adoption, and shall distribute sufficient copies for the meeting;
- f. Shall, no later than the conclusion of the second meeting of the Steering Committee after election, appoint the Chairs of the Standing Committees on Credentials & Membership Retention and Program, subject to ratification by the Steering Committee;
- g. Shall be a member of the Standing Committees on Credentials & Membership Retention and Program;
- h. Shall appoint one member each to the Standing Committees on Credentials & Membership Retention and Program;
- I. Shall supervise the activities of the Standing Committees on Credentials & Membership Retention and Program, by, among other methods, meeting with their Committee Chairs and Vice-Chairs jointly, at least quarterly and be ultimately responsible for the duties of each such Committee; and,
- j. Shall perform such other duties as are implicit in the title.

3. **Political Vice-President:**

- a. Shall do everything necessary to assist the President in the performance of his/her duties;
- b. In the event of a vacancy in the offices of the President and Operations Vice-President, or the absence or temporary disability of the President and the Operations Vice-President, shall exercise all powers of the President;
- c. Shall be responsible for the conduct, implementation, and execution of the Club's endorsement process and all political activities of the Club;
- d. Shall, no later than the conclusion of the second meeting of the Steering Committee after election, appoint the Chairs of the Standing Committees on Legislative Action and Political Action, subject to ratification by the Steering Committee;
- e. Shall be a member of the Standing Committees on Legislative Action and Political Action;
- f. Shall appoint one member each to the Standing Committees on Legislative Action and Political Action;
- g. Shall supervise the activities of the Standing Committees on Legislative Action and Political Action, by, among other methods, meeting with their Committee Chairs and Vice-Chairs jointly, at least quarterly and be ultimately responsible for the duties of each such Committee; and,
- h. Shall perform such other duties as are implicit in the title.

4. **Community Vice-President:**

- a. Shall do everything necessary to assist the President in the performance of his/her duties.
- b. In the event of a vacancy in the offices of the President and Administrative and Political Vice- Presidents or the absence or temporary disability of the President and the Administrative and Political Vice-Presidents, shall exercise all powers of the President.
- c. Shall be in charge of all community outreach activities of the Club, including visibility and participation in community functions.
- d. Shall, no later than the conclusion of the second meeting of the Steering Committee after election, appoint the Chairs of the Standing Committees on Membership Outreach, Community Outreach, Special Events, and Stoneys, subject to ratification by the Steering Committee;
- e. Shall be a member of the Standing Committees on Membership Outreach, Community Outreach, Special Events, and Stoneys;
- f. Shall appoint one member each to the Standing Committees on Membership Outreach, Community Outreach, Special Events, and Stoneys;
- g. Shall supervise the activities of the Standing Committees on Membership Outreach, Community Outreach, Special Events, and Stoneys, by, among other methods, meeting with their Committee Chairs and Vice-Chairs jointly, at least quarterly and be ultimately responsible for the duties of each such Committee; and,
- h. Shall perform such other duties as are implicit in the title.

5. **Communications Vice President:**

- a. Shall do everything necessary to assist the President in the performance of his/her duties;
- b. In the event of a vacancy in the offices of, or the absence or temporary disability of, the president and the Operations, Political and Community Vice-Presidents, shall exercise all powers of the President;
- c. Shall be responsible for the conduct of all press conference and other media or press related events called, or participated in, by the Club;
- d. Shall also be responsible for issuing all press releases, and other written communications with nonmembers and other organizations, including other Party organizations, as approved by the Steering committee or the membership;
- e. Shall assist the Community Vice-President in coordinating community visibility efforts of the club, especially as such efforts relate to the media;
- f. Shall, in the absence or temporary disability of the Recording Secretary, perform the duties of that office;
- g. Shall, no later than the conclusion of the second meeting of the Steering Committee after election, appoint the Chairs of the Standing Committees on Media and Information, subject to ratification by the Steering Committee;
- h. Shall be a member of the Standing Committee on Media and Information;
- i. Shall appoint one member to the Standing Committee on Media and Information;
- j. Shall supervise the activities of the Standing Committee on Media and Information, by, among other methods, meeting with its Committee Chair and Vice-Chair jointly, at least quarterly and be ultimately responsible for the duties of such Committee; and,
- k. Shall perform such other duties as are implicit in the title.

6. **Recording Secretary:**

- a. Shall record and distribute the minutes of all Steering Committee and membership meetings;
- b. Shall maintain all records of this organization, maintain the Club's mailing list, serve all required notices, and, in coordination with the Credentials and Membership Retention Committee, maintain the membership roster with current addresses, phone numbers, and, where appropriate, email addresses;
- c. Shall be responsible for ensuring the confidentiality and security of all records and membership lists;
- d. Shall, no later than the conclusion of the second meeting of the Steering Committee after election, appoint the Chairs of the Standing Committee on Archives, who shall be the Club Historian, subject to ratification by the Steering Committee;
- e. Shall be a member of the Standing Committee on Archives;
- f. Shall appoint one member to the Standing Committee on Archives;
- g. Shall supervise the activities of the Standing Committee on Archives, by, among other methods, meeting with its Committee Chair and Vice-Chair jointly and be ultimately responsible for the duties of such Committee, at least quarterly; and,
- h. Shall perform such other duties as are implicit in the title.

7. **Controller:**

- a. Shall secure written reports within 48 hours from those responsible for all fund-raising activities;
- b. Shall report to the membership the current financial status of the Club at each monthly membership meeting.
- c. Shall be responsible for the preparation and timely filing of all financial reports as required by law;
- d. Shall be responsible for ensuring the confidentiality and security of all records and membership lists;
- e. All financial records shall be subject to review by any officer upon reasonable notice;
- f. Shall, no later than the conclusion of the second meeting of the Steering Committee after election, appoint the Chairs of the Standing Committee on Financial Affairs, subject to ratification by the Steering Committee;
- g. Shall be a member of the Standing Committee on Financial Affairs;
- h. Shall appoint one member to the Standing Committee on Financial Affairs;
- i. Shall supervise the activities of the Standing Committee on Financial Affairs, by, among other methods, meeting with its Committee Chair and Vice-Chair jointly, at least quarterly and be ultimately responsible for the duties of such Committee; and,
- j. Shall perform such other duties as are implicit in the title.

ARTICLE VI: NOMINATIONS AND ELECTIONS

- A. Officers are to be elected at a regular membership meeting with due notice of such election to all members whose dues are current.
- B. In order to achieve gender parity in the offices of all Vice Presidents, the following procedures shall be followed:
1. Of the Vice-Presidents, two shall be male and two shall be female unless no person of the appropriate gender stands for election.
 2. Officers shall be elected in the following order:
 - a. President;
 - b. Operations Vice President and Political Vice President;
 - c. Community Vice President and Communications Vice President; and then,
 - d. Recording Secretary and Controller.
 3. In the filling of vacancies in the four vice-president's office's, gender parity shall be maintained unless no person of the appropriate gender stands for election.
- C. The months referred to in this Article VI are those occurring in odd numbered years.
- D. After having solicited volunteers at the March membership meeting for possible appointment to the Nominating Committee, a Nominating Committee, consisting of a chair and four members, shall be selected by the Steering Committee in April of each year. The Nominating Committee shall recommend no more than one candidate for each office the terms of which expire in July. Gender Parity shall be strictly adhered to with regard to nominations to the four Vice-Presidential offices by the Nominating Committee. If the Nominating Committee is unable to make nominations in compliance with this requirement, the nomination must not be made. No member of the Nominating Committee shall be a candidate for any such office.
- E. If a member accepts nomination to an office by the Nominating Committee, the member must stand for election for the office to which the member has been nominated by the Nominating Committee, prior to accepting a nomination for any other office.
- F.
1. At the June membership meeting, the Nominating Committee shall report its recommendations. Additional names may be placed in nomination by any member present. All persons nominated must, at the time of their nomination, give verbal or written consent and must have all dues and outstanding obligations to the Club paid prior to their acceptance of the nomination.
 2. Due notice of these nominations shall be sent to the membership prior to the election meeting. At the July membership meeting nominations may again be accepted prior to the vote for each office. Candidates may submit an 8-1/2" x 11" campaign sheet, one printed side only, which shall be published at the expense of the Club and included in said notice.
- G.
1. The election of officers shall take place at the July membership meeting. Voting for officers shall be by secret ballot, upon request of any member, with those members present whose dues have been paid more than twenty-five (25) days in advance for this meeting being issued ballots by the Recording Secretary.

2. A simple majority is necessary to fill an office, unless the gender parity procedures require otherwise. In the event a candidate does not receive this majority, a runoff must take place at the same meeting between the two highest vote-getters. In the event of a tie, nominations from the floor and a new election will take place at the following monthly membership meeting, with the membership being sent due notice of such election.
- H. Newly elected officers shall assume their duties upon adjournment of the meeting at which they are elected.
- I. In the event that the April, June, or July membership meeting cannot be held, the nomination and election procedures specified for that meeting shall take place at the next monthly membership meeting with each succeeding month's procedures being moved to the following membership meeting. Due notice of the election procedures scheduled for that month's meeting shall be given.
- J. In the event of a vacancy in the office of President, the Operations Vice President shall succeed to the office of President.
- K. In the event of a vacancy in any office except that of the President, a special election shall be called by the Steering Committee at the next regular membership meeting for which due notice of the vacancy can be given to the membership. At said meeting, nominations from the floor shall be made, and the election shall be held. The procedure shall be the same as set forth in Article VI, G, 1 & 2 above.

ARTICLE VII: MEMBERSHIP MEETINGS

- A. Monthly membership meetings shall be held at least eight (8) times per year, with due notice being mailed to each member.
- B. A printed agenda shall be made available and adopted at each meeting.
- C. A quorum at a regular or special meeting shall consist of at least fifteen (15) members.
- D. Special meetings of the membership may be called at the discretion of the membership or by a majority of the Steering Committee, with notice to all members by phone, mail or personal contact.
- E. Members shall have a right to obtain their voting credential at any time during a meeting, other than when the question has been called on a particular matter and/or a matter is being put to a vote. During the period between the calling of a question and/or the matter being put to a vote on a question, no credential shall issue until the voting on that matter has concluded. A credentials report shall be given prior to the first vote conducted during the meeting, and at any other time prior to a vote being conducted, upon request.

ARTICLE VIII: THE STEERING COMMITTEE

- A. The Steering Committee shall be responsible for Administrative, procedural, and political implementation of Club policy and actions. This body shall also ratify or reject the President's nomination for retention of a professional Treasurer, who need not be a member, recommend policy, shall recommend the dues structure, shall ratify or reject the appointment of Standing Committee chairs, shall select the Nominating Committee, shall call special elections and shall dispense funds in accordance with Article XII, E, 2 and 3. Shall approve the mailing of non-Stonewall material to the membership, such approval requiring affirmative votes of four (4) of seven (7) elected officers.
- B. 1. The Steering Committee shall be composed of: the President, Operations Vice President, Political Vice President, Community Vice President, Communications Vice President, Recording Secretary, Controller, immediate past President, Parliamentarian, the chairs of all standing committees, and the appointed liaisons referred to in Article X, Section C,1 below. The Vice-Chairs of Standing Committees shall serve on the Steering Committee as alternates for their respective Committee Chairs, and shall have voice and motion thereon, but shall only vote in the absence of the Chair of their Standing Committee. Four (4) members of the Club shall be elected to serve on the Steering Committee as At-Large members. These at-large members may be assigned specific functions during the course of the year and shall be automatically removed upon failure to attend three (3) consecutive Steering Committee meetings. Each at-large member, in consultation with the President, and to avoid duplication and overlap, shall select two different Standing Committees to serve upon, such that the four (4) At-Large members shall be members of eight (8) different Standing Committees. Upon Steering Committee certification of compliance with Article IX, the President of Stonewall Young Democrats, or his/her designee (provided same is a member of this Club), shall also be a member of the Steering Committee. Liaisons shall be members of the Steering Committee during their tenure.
2. The four (4) at-large Steering Committee seats, two of which shall be of one gender and two of the other, shall be filled by election at the Club's annual election of officers meeting.
3. Vacancies in at-large Steering Committee positions shall be filled by election by the Steering Committee.
- C. The Steering Committee shall meet at least eight (8) times per year. Due notice to Steering Committee members shall be given for each meeting. Anyone may attend Steering Committee meetings, all Club members having the right of voice.
- D. A quorum of the Steering Committee shall consist of a majority of the filled positions, four (4) of whom must be officers.
- E. The President or any three members of the Steering Committee may call an emergency meeting of the Steering Committee at any time: such meeting shall require reasonable notice by phone or by mail to all members of the Steering Committee and a quorum to conduct business.

ARTICLE IX: STONEWALL YOUNG DEMOCRATS

- A. This Club shall, and hereby does, establish Stonewall Young Democrats, and allows it the use of this Club's name, provided Stonewall Young Democrats:
1. Adopts a resolution acknowledging and agreeing to the provisions of this Article, signed by the President of Stonewall Young Democrats and filed with the Secretary of this Club, and complies therewith,
 2. Agrees to comply with all rules and bylaws of the National, State and County Democratic Parties, California Young Democrats, and Stonewall Democratic Club,
 3. Seeks and maintains affiliation with the California Young Democrats,
 4. Upon eligibility to do so, seeks and maintains a Charter with the Los Angeles County Democratic Party,
 5. Adopts bylaws providing that:
 - a. All communications shall identify Stonewall Young Democrats as an associate organization of Stonewall Democratic Club,
 - b. All endorsements and positions of this Club shall become the endorsements and positions of Stonewall Young Democrats on all partisan, non-partisan, and Party Offices, as well as all ballot measures of any type; however, with regard to those elected offices within the California Young Democrats and National Young Democrats, Stonewall Young Democrats shall be free to take such positions as it may so choose,
 - c. If this Club considers an endorsement for a particular office or measure, and fails to take a formal position thereon, Stonewall Young Democrats shall be free to take such position as it may so choose,
 - d. Stonewall Young Democrats shall meet at least four (4) times per year,
 - e. Members of this Club shall be entitled to attend any meeting of Stonewall Young Democrats, and further that all public meetings of Stonewall Young Democrats are open to all registered Democrats as required by Party Rules,
 - f. As long as this Club may remain financially liable for any FEC, FPPC, or other Campaign Finance law violation due to an act or omission on the part of Stonewall Young Democrats, Stonewall Young Democrats shall utilize the services of the same Treasurer as this Club, who shall be responsible for coordinating all legal reporting requirements, provided that this Club assumes financial responsibility for the services of said Treasurer,
 - g. Stonewall Young Democrats shall file and maintain a current copy of their bylaws with the Recording Secretary of this Club, and shall provide notice of any proposed bylaw amendments thereto to the President and Recording Secretary of this Club, in sufficient time to be reviewed at a regularly scheduled meeting of the Steering Committee, prior to Stonewall Young Democrats consideration or adoption thereof; provided, however, that no amendment which relates to any requirement set forth in this Article IX shall become effective until ratified by the Steering Committee of this Club.
- B. On or before the fourth (4th) Monday of each month, Stonewall Young Democrats shall transmit a list of the names, addresses, phone numbers, and e-mail addresses (if applicable), of each new or renewing member of Stonewall Young Democrats to the President of this Club (or his/her designee) along with payment of \$5.00 dues for each such member. All members of Stonewall Young Democrats on said transmittal list shall

automatically become members of this Club and have the right to participate in all its meetings and decisions on the same basis as any other member of this Club, provided that the right to vote shall not be accorded until the first monthly meeting of this Club in the calendar month immediate following submission of said transmittal list. In the event that Stonewall Young Democrats should have more than one class of membership, only full voting members of Stonewall Young Democrats shall be subject to the reporting requirements of this section and accorded the rights set-forth herein.

- C. The President of Stonewall Young Democrats shall automatically be a member of the Steering Committee of this Club, with the full rights and privileges thereof upon the Steering Committee of this Club certifying compliance with this Article.
- D. Members of Stonewall Young Democrats shall be afforded the opportunity to appoint at least one member of Stonewall Young Democrats to participate on each candidate interview panel of this Club, on the same basis as all other members.
- E. All members of Stonewall Young Democrats shall be entitled, and are encouraged, to participate in all activities, functions, and events on the same basis as any other member (as may be permitted by law) and shall further be entitled to reduced attendance rates as may be determined by the Steering Committee of this Club.
- F. This Article shall become effective upon the Steering Committee of this Club certifying that Stonewall Young Democrats has complied with the provisions of this Article IX and said certification may be rescinded upon due notice and a right to be heard in the event of a determination of substantial non-compliance.

ARTICLE X: COMMITTEES, COMMITTEE CHAIRS, and LIAISONS

- A. **Standing Committees:** There shall be eleven (11) Standing Committees of the Club, to be formed at the first membership meeting following the election of officers and dissolved at the end of the membership meeting at which new officers are elected. The Chairs of Standing Committees shall be appointed by the supervising Officers noted herein below, subject to ratification by the Steering Committee. In the event a Chair is not appointed by the second meeting of the Steering Committee after the supervising Officers' election, the President shall appoint a chair for each such Standing Committee, subject to ratification by the Steering Committee.

These Standing Committees, their supervising Officers, and their duties shall be as follows:

1. **Archives:**

- a. Shall be supervised by the Recording Secretary, who shall also be a member of the committee;
- b. Shall be chaired by the Historian;
- c. Shall develop and implement an archives plan to preserve the Stonewall Democratic Club's history, papers, documents, and effects (of whatever media) adequate to meet the needs of an evolving community, including scanning and WEB based means, both as to the past and on an on- going basis;

- d. Shall preserve the Club's history, deeds, accomplishments, and activities, and its leaders' and members' roles therein, and provide back-up thereof;
- e. Shall document, in written and photographic form, the activities and achievements of the club on an ongoing basis;
- f. Shall archive minutes in usable and accessible form;
- g. Shall develop a proposed Officers' and Committee Chairs' handbook outlining job duties, responsibilities, forms, time lines and other information necessary to the successful execution of the office; and,
- h. Shall assist the Media and Information Chair by providing photographs, documents and other information, as necessary.

2. **Community Outreach:**

- a. Shall be supervised by the Community Vice President, who shall also be a member of the committee;
- b. Shall review Club practices on an ongoing basis to ensure that the Club is actively and aggressively engaged in the lesbian, gay, bisexual, and transgendered communities;
- c. Shall develop, implement and maintain a plan for outreach to, and activities that encourage the participation of, our many diverse and under-represented communities of interest;
- d. Shall support the work of the Standing Committee on Membership Outreach, and;
- e. Shall develop, implement and maintain a plan for this Club's participation in Community Service projects.

3. **Credentials and Membership Retention:**

- a. Shall be supervised by the Operations Vice-President, who shall also be a member of the committee;
- b. Shall maintain up to date and accurate membership data files;
- c. Shall provide a copy of the membership list to the President and Operations Vice-President one week prior to each General Membership Meeting;
- d. Shall print mailing labels as specified in Article IV, E, 2 upon request of the President or Operations Vice-President;
- e. Shall keep rosters of Standing Committee membership and forward the contact information of members who volunteer for Standing Committees to the appropriate Standing Committee Chair on a regular basis;
- f. Shall conduct credentialing at meetings;
- g. Shall develop, implement and maintain a plan for membership renewal and retention, and increasing the efficacy of same; and,
- h. Shall devise, and revise as necessary, the membership application, and provide copies of same to the Steering Committee for distribution.

4. **Financial Affairs:**

- a. Shall be supervised by the Controller, who shall also be a member of the committee;
- b. Shall, in consultation with the Controller and Treasurer, prepare a budget for Club income and expenditures as projected for each calendar year;
- c. Shall develop and implement a plan for fund raising projects, including events, direct solicitation (including written, telephonic, email, and other means), to finance the Club's operations;
- d. Shall establish procedures to ensure that the most efficient and economical methods of printing and mailing are used, taking into consideration the Club's commitment to the use of Union Labor, whenever appropriate and feasible;
- e. Shall prepare a monthly written reconciliation report on the budget to be provided to the Steering Committee 1 week in advance of its regular monthly meeting;
- f. The Chair of the Standing Committee on Financial Affairs shall also be a member of the Standing Committee on the Stoneys; and,
- g. The Chair of the Standing Committee on Financial Affairs, or in his/her absence the Vice-Chair, shall present the monthly written report on the budget to the Steering Committee at its regular monthly meeting.

5. **Legislative Action:**

- a. Shall be supervised by the Political Vice-President, who shall also be a member of the committee;
- b. Shall develop, implement, and maintain a plan for managing the Club's review and endorsement of (or opposition to) legislation, including, but not limited to, a chart that tracks the Club's positions on various bills;
- c. Shall review relevant proposed legislation and keep the membership informed as to the existence and status of legislation relative to the furtherance of the purposes of the Club;
- d. Shall seek to expand the Club's focus by providing information and expertise so that the Club may discuss and formulate positions on the broad spectrum of issues that concern members as citizens of the larger community;
- e. Shall identify and recommend to the Club lobbying action and shall conduct "Lobby Days" to carry out such lobbying efforts as authorized by the membership, including at least one "Annual Lobby Day" each for Federal, State, and local legislation, either independently, or in conjunction with other organizations;
- f. Shall, in conjunction with the Chair of the Standing Committee on Media and Information, publicize the Club's positions on pending legislation;
- g. Shall draft position statements, subject to ratification by the Steering Committee; and,
- h. Shall propose opportunities to work in conjunction with other progressive organizations to advance our positions and leverage the Club's voice.

6. **Media and Information:**

- a. Shall be supervised by the Communications Vice-President, who shall also be a member of the committee;
- b. Its Chair shall function as the Editor of Stonewall Speaks;

- c. Shall, develop, implement, and maintain a plan to publish, on a monthly basis, **Stonewall Speaks**, which shall be the Club's newsletter and a principal means of written communication with members and other interested persons. Said plan shall include details on soliciting, editing, and writing, articles and blurbs on relevant and timely topics as well as printing and distributing the completed newsletter both in written and electronic form;
- d. Shall work with the Standing Committee on Financial Affairs to develop, implement, and maintain a plan for advertisements to help fund the Newsletter;
- e. Shall be responsible for the preparation and mailing of special, authorized club mailings as provided in Article VIII, A;
- f. Shall develop, implement, and maintain a plan for media outreach on an ongoing basis;
- g. Shall work with other Standing Committees and Officers to promote Club activities through print and electronic means, including press releases, articles, advertorials, ads, and the like;
- h. Shall develop, implement, and maintain the Club's WEB Site, keeping same current and filled with content, as well as publish content as directed by the President and/or Steering Committee;
- i. Shall produce, maintain and update a brochure describing the Club, its history, achievements, and purpose, which brochure shall be for the use of the Standing Committees on Membership Outreach and Community Outreach, as needed; and,
- j. Shall insure that Club activities are "cross-promoted" in other venues and organizations.

7. **Membership Outreach:**

- a. Shall be supervised by the Community Vice President, who shall also be a member of the committee;
- b. Shall be responsible for outreach to and recruitment of new members;
- c. Shall work to increase participation by current members in Club activities;
- d. Shall develop, implement and maintain, on an ongoing basis, membership welcoming activities at each general membership meeting;
- e. Shall develop, implement, and maintain a membership recruitment plan to organize activities, including interaction with other organizations, to recruit new members; and,
- f. Shall develop, implement, and maintain a membership involvement plan to organize activities to encourage renewal of membership and foster a sense of belonging amongst existing members;

8. **Political Action:**

- a. Shall be supervised by the Political Vice-President, who shall also be a member of the committee;
- b. Shall be responsible for development of political position papers, coordination of such political activities as rallies, demonstrations, marches and candidates and issues evaluation forums, and distribution of political leaflets and election year slate cards, subject to approval of the Steering Committee;
- c. Shall organize year round voter registration efforts including promoting the use of permanent absentee voter status;

- d. Shall work with Stonewall Young Democrats to develop, implement, and maintain an ongoing youth focused voter registration strategy;
- e. Shall identify and encourage Stonewall members who would be willing to, and capable of, working with California Democratic Party Chartered Organizations whose primary purpose is political organizing on the precinct level and engagement in electoral political activity, and help facilitate such involvement;
- f. Shall communicate the Club's endorsement process to candidates and the public and work in consultation with the Standing Committee on Media & Information in order to publicize same;
- g. Shall develop, maintain, and update a standard candidate questionnaire for use by the Political Vice-President and Candidate Interview Panels in considering candidate endorsements in each election cycle;
- h. Shall develop goals and guidelines for the use of the Stonewall Membership list for endorsed and non-endorsed candidates/propositions in state-wide and local campaigns;
- i. Shall organize opportunities for Stonewall members to volunteer in targeted endorsed candidates' campaigns;
- j. Shall coordinate Stonewall's assistance, both financial and technical, for endorsed candidates and propositions;
- k. Shall develop, implement, and maintain a GOTV program to increase voter turnout in the LGBT and feminist communities; and,
- l. Shall conduct ongoing educational and training activities for Club members to increase their skills, capabilities, opportunities, and involvement in the political system.

9. **Program:**

- a. Shall be supervised by the Operations Vice-President, who shall also be a member of the committee;
- b. Shall plan monthly general membership meetings, including identifying relevant and interesting topics, securing speakers, venues, and necessary equipment for the successful presentation thereof; and,
- c. Shall develop, implement, and maintain a calendar of programs, at least three months in advance, and present and distribute same at each Steering Committee meeting.

10. **Special Events:**

- a. Shall be supervised by the Community Vice President, who shall also be a member of the committee;
- b. Shall develop, implement, and maintain a plan, which includes venue, refreshment, and publicity, for the Club's special events, both recurring events, such as Summer Bar-B-Que and Winter Holiday Party, as well as ad hoc events;
- c. Shall coordinate the Club's participation in community events such as CSW, Sunset Junction, Valley Pride, and the like; and,
- d. Shall work with the Standing Committee on Media and Information to publicize such events.

11. **The Stoney's:**

- a. Shall be supervised by the Community Vice President, who shall also be a member of the committee;
- b. Shall plan, coordinate and carry out the Club's Annual Awards & Fund raising Event, "The Stoney's" and be responsible for its successful implementation; and,
- c. The Chair of the Standing Committee on the Stoney's shall also be a member of the Standing Committee on Financial Affairs.

B. **Each Chair of a Standing Committee shall:**

1. in consultation with their supervising Officer, appoint a Vice-Chair subject to ratification by the Steering Committee;
2. ensure that Committee members are assigned specific tasks;
3. prepare and distribute three (3) days in advance of each regular monthly Steering Committee meeting a written report of their Committee's plans and activities and be prepared to present and discuss same thereat;
4. ask for volunteers from among the membership to serve on their Standing Committee, and appoint those found to be qualified by the Committee Chair, to serve at the discretion of the Committee Chair along with those members appointed by the supervising officer and the President; and,
5. provide a roster of their Committee to the Recording Secretary on a regular basis.

C. **Liaisons:**

1. In the event that this Club is affiliated with an organization in which Stonewall is accorded a vote, the Club shall be represented by liaison(s), appointed by the President, subject to confirmation by the Steering Committee, who shall be responsible for effectuating liaisons with the specific organization the Club is affiliated with, such as:
 - a. National Stonewall Democrats;
 - b. Los Angeles County Democratic Party; and,
 - c. Democratic Party of the San Fernando Valley;
2. The tenure of such liaisons shall be from the date of their confirmation until the resignation, removal, or end of tenure of their appointor. Such Liaisons shall prepare and distribute three (3) days in advance of each regular monthly Steering Committee meeting a written report of their plans and activities and be prepared to present and discuss same thereat and shall be a member of the Steering Committee during their tenure.

D. **Special Committees:** Special committees may be formed to meet those needs of the Club which from time to time may arise. The President shall appoint a chair from among the membership of the Club and shall appoint to each committee those members who wish to serve.

E. **Committee Meetings:** Committees shall meet monthly on set dates and times, prior to the day of the Club's General Membership meeting, which committee meetings shall be publicized in Stonewall Speaks, on the WEB, by email, and such other means as will insure notice to all interested parties with face to face meetings at a noticed physical location being preferred, but utilization of technology to effectuate meetings by other means is allowed.

- F. **Vacancies:** Vacancies in the Chair of any Standing Committee shall be filled by appointment by the supervising officer, within 30 days of the vacancy, subject to ratification by the Steering Committee. Upon failure of the supervising officer to nominate a replacement within 30 days of the vacancy, the right of appointment shall devolve upon the President, subject to ratification by the Steering Committee. A chair shall be deemed to be vacant upon the resignation or removal of the person appointed. Standing Committee chairs shall be automatically removed upon their failure to be represented at regular Steering Committee meetings whether in person, or by their Vice- Chair, at any four such meetings within a twelve month period.

ARTICLE XI: ENDORSEMENT

Stonewall Democratic Club may endorse candidates or support, oppose, take no position on, or indicate a lack of consensus on ballot measures in any election as provided below.

A. General Provisions:

The following general provisions shall govern all endorsement recommendation proceedings of Stonewall Democratic Club's Candidate Interview Panels or Measure Evaluation Panels as well as all endorsement proceedings of Stonewall Democratic Club:

1. **Candidate Interview and Measure Evaluation Panels:** Candidate Interview Panels and Measure Recommendation Panels (hereinafter Recommendation Panels) shall be appointed as necessary by the Political Vice President.
2. **Percentage Required for Endorsement or Recommendation for Endorsement:**
 - a. Stonewall Democratic Club, by affirmative vote of sixty percent (60%) of those members voting, abstentions not counting towards the total, may:
 - 1) endorse any Democrat who has filed as a candidate for public office; or,
 - 2) take a position on a ballot measure.
 - b. Recommendation Panels may recommend endorsement of any Democrat who has filed as a candidate for public office, or position on a Ballot Measure, by majority vote of those members voting, abstentions not counting towards the total.
3. **Calculation of Percentages:** The sixty percent (60%) threshold is calculated by multiplying the number of votes cast--excluding abstentions--by .6 and if a whole number is not obtained, rounding up to the next whole number. In the case of votes cast by ballot:
 - a. Blank ballots shall be counted as abstentions; and,
 - b. Void ballots shall not be counted as part of the total.
4. **Prohibition on Multiple Endorsements:** Stonewall Democratic Club shall not endorse more candidates for an office than the number to be elected for that office.

5. **Only One Form of Endorsement:** Stonewall Democratic Club shall make no form of endorsement, take any position, nor provide support to any candidate or ballot measure, except by an official endorsement as expressly described in these bylaws.
6. **Prohibition on Supporting or Endorsing Non-Democrats:** Stonewall Democratic Club shall not in any way support or endorse a candidate who is not a registered Democrat. If this Club endorses a candidate who is a non-Democrat, or endorses candidate who was not a registered Democrat as of the time the Recommendation Panel first meets, or any time thereafter, the endorsement shall be void. In partisan Primary elections, Stonewall Democratic Club will only endorse candidates who have filed for their office as “Party Preference: Democratic” (hereinafter: Self-Identified as a Democrat). Because endorsement may occur prior to the close of Candidate filing, any endorsement is contingent on the candidate successfully filing for their office as “Party Preference: Democratic” and any such failure to do so shall nullify any endorsement. In the event of such nullification, the Political Vice-President, or an absolute majority of the Steering Committee may, in their sole discretion, convene a new Recommendation Panel to make further recommendations to the General Membership of the Club, or, if they have delegated their power, may refer the endorsement to the Steering Committee without need for further action by a Recommendation Panel.
7. **Continuity of Endorsements Between Primary and General/Run-Off Elections:** If a candidate was endorsed in the Primary, partisan or otherwise, that endorsement shall remain in effect for the General/Run-Off Election, unless rescinded, or a new endorsement position is adopted after reconsideration, as provided hereinbelow, or the endorsement is revoked as provided by the latest edition of Roberts’ Rules of Order.
8. **Partisan General Elections:** In Partisan General Elections, when an endorsed candidate of Stonewall Democratic Club from the Primary Election is not among the voter-nominated top-two candidates:
 - a. a candidate shall be eligible for listing on the Consent Calendar in the following order of preference:
 - 1) the highest vote-getting Self-Identified Democrat, and if none,
 - 2) the highest vote-getting registered Democrat,and unless severed therefrom, shall be endorsed upon adoption of the consent calendar unless a motion for no endorsement, no position, no consensus, or qualified endorsement, receives a sixty (60) percent affirmative vote of those members present and eligible to vote at a general membership meeting; abstentions not being counted towards the total, due notice of consideration of the race having been given.
 - b. Stonewall Democratic Club shall not in any way support or endorse a candidate who is a non-Self-Identified Democrat, if a Self-Identified Democrat is among voter-nominated top-two candidates.

9. **Use of Funds and Lists:** Stonewall Democratic Club may only expend funds or provide access to its mailing list to candidates who have been endorsed in accordance with the procedures in this Article XI. Direct contributions to a candidate over \$250.00, or which cumulatively total more than \$250.00 to any one candidate, in addition to the other procedures outlined in these by-laws, must be approved by a two-thirds (2/3) vote of those members present and eligible to vote at any duly noticed membership meeting, abstentions not being counted toward the total. This paragraph shall also apply to committees which support or oppose ballot measures.
10. **Due Notice:** Due notice shall be given of all general membership meetings at which endorsement will be considered.
11. **Endorsements for Non-political or Appointive Office:** Endorsements for individuals seeking nonpublic or appointive office shall only be made by the membership upon prior petition of ten (10) members. Such endorsements shall be made upon the affirmative vote of sixty (60) percent of those members present and eligible to vote, abstentions not being counted toward the total.
12. **Reconsideration of a Motion or Endorsement:** If a motion to make any particular type of endorsement for an office or measure failed to pass, and consideration of that endorsement has not been terminated:
 - a. Any member may move to reconsider, and
 - b. Adoption of such a motion requires sixty percent (60%) of those members voting, abstentions not counting towards the total.
13. **Termination of Consideration:** Consideration of an endorsement of a candidate or position on a measure may be terminated by adoption of one of the following:
 - a. A position with regard to a candidate or measure,
 - b. A motion to Terminate All Further Consideration,
 - c. A motion for Order of the Day,
 - d. A motion for No Consensus.

Adoption of a motion to Terminate All Further Consideration shall result in a position of “No Consensus”.

Adoption of a motion for Order of the Day shall leave open the possibility of consideration of the race or measure at a subsequent meeting, if properly set on the agenda with due notice.

14. **Rescinding an Endorsement Position:** Once the consideration of an endorsement has been terminated, other than termination by calling for Orders of the Day, the resulting position may only be revisited by a motion to rescind. An endorsement may only be rescinded by a two-thirds (2/3) vote of the Steering Committee concurred in by a two-thirds (2/3) vote of the general membership present and voting, abstentions not being counted toward the total, at a subsequent membership meeting, due notice of consideration of the motion to rescind having been given.

15. **Reconsideration of a Position of No Consensus:** A motion for reconsideration of a position of “No Consensus” may not be revisited via the preceding provisions regarding a motion to rescind, and may only be revisited via a motion for reconsideration as provided for in the latest edition of Robert’s Rules of Order (Newly Revised), provided due notice of the motion has been given.

B. Prerequisites to Endorsement Process:

1. **Initiation of Endorsement Process:** Endorsement proceedings may only be initiated by:
 - a. the Political Vice-President, who shall inform the Steering Committee of which races or measures he intends to place before the Club for consideration at the upcoming General Membership Meeting,
 - b. the Steering Committee, or
 - c. a sixty percent (60%) vote of the membership present and voting.
2. **Restriction on Timing of Endorsement:** Endorsements shall only take place after the closing of filing of Notices of Intent (or if none, the close of filing of candidacy), unless a finding is made that it is in the best interests of the Club and the Community that an earlier endorsement be made and that all likely serious candidates have publically indicated their intention to seek office;
 - a. by the Political Vice-President, or the Steering Committee, in the case of offices to be voted upon by the entire State,
 - b. by three of the following five persons: President, Political VP, Political Action Chair, SYD Pres., SYD Political Vice-President, in the case of a district race;
 - c. By an absolute majority of the filled positions of the Steering Committee, in the case of an office that does not require the filing of notices of intent.

Nothing in this section shall prevent the scheduling of meetings, nor the Notice of Endorsement Proceedings and/or Service of a Standard Candidate Questionnaire prior to any close of filing referred to herein.
3. **Submission of Standard Candidate Questionnaires:** The Candidate, or the Candidate’s designee, shall, if requested, submit a signed copy of the completed Standard Candidate Questionnaire, developed by the Political Action Committee, to the Political Vice President prior to consideration of that particular race.

C. Recommendation Panels and Process:

1. **Recommendation Panel Meetings, Options and Actions:**
 - a. **Recommendation Options:** A Recommendation Panel may, by majority vote of those members present and voting, abstentions not counting towards the total, make any of the following endorsement recommendations:
 - 1) Stonewall Democratic Club endorse a particular candidate or measure.
 - 2) Stonewall Democratic Club make a qualified endorsement (attachment of an explanation to the endorsement), or
 - 3) Stonewall Democratic Club take an endorsement position of “No Endorsement” (no candidate is acceptable).

Alternatively, the Recommendation Panel may report that it was unable to make a recommendation and/or recommend “No Consensus”.

- b. **Recommendation of Finding of Unacceptability:** In rare circumstances, a Recommendation Panel may also recommend Stonewall Democratic Club make a finding that a specific candidate is “Unacceptable”.

D. Endorsement Process:

1. **Consent Calendar and Prohibition on Voting on Multiple Candidates Simultaneously:** A consent calendar may be used at the discretion of the Political Vice-President. Except when placed on the consent calendar, no vote may be taken on more than one candidate at a time.
2. **Severance from Consent Calendar:** Recommendations may be severed from the consent calendar upon objection of any member of Stonewall Democratic Club.
3. **Severance of Multi-Candidate Races:** Recommendation Panels may present multiple recommendations as a single motion. Upon request of any member of Stonewall Democratic Club, individual candidates and/or positions recommended in a particular race may be severed from the Recommendation Panel’s motion, whether the election is for a specific or at-large seat, without affecting other candidates seeking endorsement for the same office.
4. **Presentation of Recommendation Panel Report:** Unless presented as a consent calendar, the chair or designated spokesperson of an Recommendation Panel shall present a report on the Panel’s recommendation including a brief description of the Panel’s process and setting forth in full the reason for the Panel’s recommendation, including the names of all persons on the recommendation panel and all known Democratic candidates in the race. An abbreviated report regarding items on the consent calendar may be given in the discretion of the Political Vice-President.
5. **Order of Consideration:** The order of endorsement recommendation consideration shall be as follows:
 - a. The consent calendar, or Recommendation Panel recommendation, excluding any severed items;
 - b. All Candidates or positions severed from a consent calendar or Recommendation Panel recommendation in a given jurisdiction, with the first vote being on the Recommendation Panel’s recommendation. No other motion, of any type, shall be in order in a particular race in that jurisdiction until the recommendation(s) of the panel for that race is (are) disposed of by either being adopted or rejected, however, if it is rejected, the next vote shall be on floor motions on that particular race until such time as Termination of Consideration has resulted, or the body otherwise decides to proceeding to other panel recommendations in that particular jurisdiction, and if none to another jurisdiction or agenda item; for example, if three even numbered City Council Districts are severed in a particular jurisdiction, and a Panel Recommendation is defeated in one race, floor motions shall be taken and considered in that particular race before any other motion will be considered, including Recommendation Panel recommendations in other races, even in that particular jurisdiction.
 - c. Floor motions.

6. **Debate:**
 - a. Except for items presented as a consent calendar, after the presentation of a Recommendation Panel report, the members of Stonewall Democratic Club shall be given the opportunity to debate the recommendation. No motion to limit or terminate debate shall be in order until at least three (3) speakers in favor and three (3) speakers opposed, with a time limit of no more than one (1) minute per speaker, have been given an opportunity to speak. The number of speakers or time allotted may be extended, or limited, by a majority vote of those present and voting, provided, however, that a limitation on debate may only be considered after this opportunity has been given.
 - b. In the event a race is severed from an Recommendation Panel's report, debate and the first vote will be held on the Endorsement Recommendations Panel's recommendation for the severed race.

7. **Failure to Adopt Panel Recommendation:**
 - a. In the event the Recommendation Panel's recommendation is not adopted, then second and subsequent votes shall be conducted, in the manner provided above, on a motion, made and seconded, of members present and eligible to vote until one of the following motions receives the affirmative vote of sixty (60) percent of those members present and voting, abstentions not being counted towards the total, or consideration of the matter is terminated:
 - 1) Endorsement of a particular candidate,
 - 2) Endorsement of support of or opposition to a measure,
 - 3) No Endorsement (no candidate is acceptable), or
 - 4) Qualified endorsement (the membership wishes to attach an explanation to the endorsement).
 - b. If neither the recommendation of the review panel nor any other motion receives the affirmative vote of sixty (60) percent of those members present and eligible to vote, abstentions not counting toward the total, then Stonewall Democratic Club may, by a fifty percent (50%) vote of those members present and eligible to vote, abstentions not counting toward the total, adopt a position of "No Consensus" with respect to that office or ballot measure.
 - c. In addition to any other position with respect to a candidate, in rare circumstances the membership may make a finding that a candidate is unacceptable.

8. **Determination of Publication:** In the event a position of "No Consensus" becomes the position of Stonewall Democratic Club, the President, Political Vice-President, and Chair of the Financial Affairs Committee of Stonewall Democratic Club shall, by majority vote, determine whether such race shall be listed in any publication of Stonewall Democratic Club.

9. **Erroneous Endorsement of Non-Democrats:** If an endorsed candidate was not a registered Democrat as of the time the Recommendation Panel first meets, or any time thereafter, the endorsement shall be void.

- E. **Communication of Registration Status:** Nothing in this Article XI shall preclude Stonewall Democratic Club from communicating to its members that any candidate for public office is not registered to vote as a Democrat.
- F. **Provisions for Steering Committee Endorsement in Special Elections:** If a special election is to take place within thirty (30) days after the close of filing, the Steering Committee may endorse on behalf of Stonewall Democratic Club any Democrat who has filed for that office. Any such endorsement shall require a sixty percent (60%) affirmative vote of those Steering Committee members present and voting, blank ballots, void ballots, and abstentions not counting towards the total. If there is a scheduled meeting of Stonewall Democratic Club prior to the election the Steering Committee may delegate its endorsement power to the General membership.
- G. **Delegation of Authority to Endorse:** The general membership may delegate to the Steering Committee the authority to endorse or take a position with respect to any candidate or measure.

ARTICLE XII: REMOVAL

- A. Members may be removed from the Club and officers may be removed from their office or the Club by a two-thirds (2/3) vote of the membership present and voting, provided that:
 - 1. Removal has been requested by a majority of the Steering Committee or by written petition of ten (10) Club members giving grounds for removal, and
 - 2. Due notice of the removal issue, with grounds in writing and signed by the complainants, shall be given to the membership, and
 - 3. The member, or officer, is given reasonable time at this meeting to reply to charges, and
 - 4. For the purposes of this meeting a quorum shall consist of twenty-five (25) percent of the total membership.
- B. The President, or supervising officer, may request the resignation of a Standing Committee Chair. In the event the Standing Committee Chair does not resign upon request of the President, or supervising officer, the Standing Committee Chair shall be retained only upon a two-thirds (2/3) vote of the Steering Committee members present and voting at its next regular monthly meeting. Standing Committee Chairs may also be removed from their office by a two-thirds (2/3) vote of the Steering Committee membership present and voting, provided that:
 - 1. Due notice of the removal issue, with grounds in writing and signed by the complainants, shall be offered to the Steering Committee, and
 - 2. The chair, is given reasonable time at this meeting to reply to charges, and
 - 3. For the purposes of this meeting a quorum shall consist of one-half (1/2) of the Steering Committee.
- C. Liaisons and Special Committee chairs shall serve at the pleasure of the President and may be removed by the President at any time.
- D. Voting at General Membership meetings shall be by secret ballot when requested by any member.
- E. No vote shall be taken by secret ballot at any meeting of the Steering Committee.

ARTICLE XIII: PROCEDURE

- A. The latest edition of Robert's Rules of Order shall govern for all matters not covered by these by-laws.
- B. There shall be no proxies nor duplicate voting at any meeting.
- C. There shall be no mail or absentee ballots on any issue.
- D. "Due notice" as used herein is defined to mean written notice mailed at least seven (7) days prior to the meeting. Due notice may be given by means of e-mail to those members who have consented to receive due notice in that manner and have been advised of their obligation to inform the Membership Chair of any change in their e-mail address.
- E. The Treasurer shall:
 - 1. Open and maintain bank accounts as required for the deposit of Club funds,
 - 2. Disburse funds as necessary, provided that if an expenditure occurs less often than every three months and exceeds \$500.00, the approval of either the Steering Committee or the membership shall be required,
 - 3. Disburse funds as necessary, provided that any expenditure exceeding \$500.00 must be approved by the Steering Committee and the membership,
 - 4. Require that all checks not signed by the Treasurer shall bear the signatures of two of the following three: President, Administrative Vice-President, or Controller.
 - 5. Require that all expenses and disbursements be supported by receipts or vouchers and signed by the responsible members,
 - 6. Take custody of and properly deposit all funds raised or received by the Club, directly or indirectly, and,
 - 7. Be responsible for the filing of all campaign finance reports required by law.

ARTICLE XIV: TRANSFER OF RECORDS

With the election of new officers or appointment of new chairs, removal from office, resignation or protracted illness, the President shall appoint two officers or chairs of the **STONEWALL DEMOCRATIC CLUB**, whose responsibility shall be to ensure the safe and intact transfer of all records, correspondence, files, books, financial records and documents as they pertain to the **STONEWALL DEMOCRATIC CLUB** to the newly elected or appointed officers or chairs to ensure the continued operation and function of said office and/or committee.

ARTICLE XIV: DISSOLUTION

- A. In the event of the dissolution of **STONEWALL DEMOCRATIC CLUB**, the President shall direct the Recording Secretary and the Controller to donate all property, records and books to the Gay/Lesbian Archives, provided that the institution is, at the time, non-profit and the materials transferred to it by the Club shall be open to students and research persons, and further provided that in no event are the membership lists of this organization to be so donated and if these conditions are not met, to the Los

Angeles County Democratic Party or the LA Gay and Lesbian Center, in the discretion of the President, after consultation with the remaining members of the Steering Committee.

- B. Whatever remaining cash funds exist after all obligations of the Club have been met shall be specifically disbursed to such political or non-profit organizations as the Steering Committee shall determine.

ARTICLE XV: AMENDMENTS

These by-laws may be amended by a two-thirds (2/3) vote of those present and voting at a regular membership meeting, provided that due notice of the text of the amendment is given to the membership.