

Orange County Young Democrats Bylaws

Preamble

The Orange County Young Democrats shall endeavor to encourage young people to have an active interest in governmental affairs, increase the efficiency of our government, maintain the 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 Orange County Young Democrats.

Section 2: Affiliation

The Orange County Young Democrats ("OCYD") shall be affiliated with the Young Democrats of America, the California Young Democrats, and the California College Democrats Caucus. OCYD reserves the right to affiliate with other groups as deemed necessary.

Article II: Organizational Goals

Section 1: Goals

1. Orange County Young Democrats will function as a Young Professional organization targeting members ages 18 to 35, and engaging high school students 14 to 18.
2. OCYD will act as an umbrella organization for the College and High School chapters in Orange County, to mentor them and assist with training programs.
3. OCYD will provide members with networking opportunities.
4. OCYD will actively engage in the grooming, funding, and election of Young Democrats in Orange County.

Article III: Membership

Section 1: Eligibility

- A. Regular membership in the club shall be open to persons who are at least (14) years of age and not more than thirty-five (35) years of age who are registered Democrats in Orange County, or who intend to register when eligible and are residents of Orange County.
- B. All members must pay dues in order to be recognized as a member, receive full voting rights and be eligible for California Young Democrats and Young Democrats of America discounts. Dues are \$35 per year. Payment of \$35 guarantees membership for one calendar year from the date of payment.
- C. Each member shall have the right to vote for Board members, and shall also have the right to vote on certain measures proposed by the Board.

Section 2: Honorary Membership

- A. Persons over the age of thirty-five (35) may be admitted, by majority vote of elected officers, as Honorary Members, with full voting powers.
- B. Honorary Members are not eligible to hold office.

Article IV: Officers

Section 1: Officers

- A. The officers of this organization shall be the Chair, Vice-Chair, Financial Director, Communications Director, Immediate Past Chair, Political Director, Outreach Director, Publicity Director, Policy Director, Records Director, and Members-at-Large.
 - a. Each officer may deputize vice-directors to assist them in carrying out their duties. These deputies must be agreed upon by the Board officers by unanimous consent.
- B. Officers must be registered Democrats in the County of Orange. In the event that an officer moves out of the county, they shall be permitted to serve the remainder of their term but shall not be able to run for their position again.

Section 2: Duties

- A. *The Chair*
 - a. Shall be chief executive officer and the official voice of this organization and shall be the representative at all Orange County Young Democrats and affiliated organization functions.
 - b. Shall organize monthly Board meetings.
 - c. Shall preside over all meetings.
 - d. Shall be the primary individual in charge of fundraising for the organization.
 - e. Shall appoint chairs of all standing committees and the chairs and membership of all special committees, unless otherwise provided for in these bylaws.
 - f. The Chair may appoint a controller in consultation with the Finance Director.
 - g. All appointments of the Chair are subject to majority approval of the OCYD Executive Board.
 - h. The Chair shall establish an organizational calendar and shall make all efforts to maintain and strengthen communication between the various member clubs.
- B. *The Vice-Chair*
 - a. Shall oversee membership and outreach to new members.
 - b. Shall oversee all internal programming, including but not limited to convention attendance, retreats, award ceremonies, and holiday parties.
 - c. Shall organize monthly membership meetings.
 - d. Shall secure the location of the monthly membership meeting.
 - e. Shall be a member of all standing committees and special committees.
 - f. Shall assume certain responsibilities of the Chair, as decided by the Chair and Vice-Chair.
- C. *The Financial Director*
 - a. Shall be responsible for establishing a budget for each meeting or event the organization puts on.
 - b. Shall provide updates regarding the organization's finances to the Executive Board at each of the Board meetings.
 - c. Shall be responsible for seeing all disbursements, receipts, banking relationships, FPPC statements, and financial bookkeeping.
 - d. Shall perform a post-event financial analysis.
- D. The Communications Director

- a. Shall create an online, publicly-available calendar of events, and keep the members informed about events.
 - b. Shall be the primary liaison between the organization and the press.
 - c. Shall draft and maintain a monthly newsletter, which will be approved by the Chair before being disseminated.
 - d. Serve all required notices, including email blasts to the membership.
 - e. Carry out any other duties the Chair requests.
- E. *The Records Director*
- a. Shall maintain all records and membership logs for the Organization.
 - b. Shall take notes at each Board meeting.
 - c. Shall assist with event planning and organization, as directed by the Chair.
- F. The Immediate Past Chair:
- a. Shall assist the Political Director in coordinating communication between the Orange County Young Democrats and other Democratic organizations.
 - b. Shall assist the Chair with fundraising efforts.
 - c. Shall assist the Records Director in liaising with OCYD alumni.
 - d. Shall discharge any other duties the Chair requests.
- G. *The Political Director*
- a. Shall Chair the OCYD Endorsement Committee.
 - b. Shall coordinate the Orange County Young Democrats' endorsement process in conjunction with the endorsement committee.
 - c. Shall be the primary liaison between the organization and elected officials and candidates.
 - d. Shall develop and maintain an intern database.
 - e. Shall coordinate activities with candidates.
- establish a contact at each Orange County Democratic candidate's office, and each Orange County Democratic elected official's office, and communicate with each contact regularly to determine staffing needs, upcoming events, and generally establish a connection between OCYD and the candidates or elected officials.
- g. Shall provide a written update regarding his or her communications with the candidates/elected officials, and disseminate such update to the Board on a monthly basis, at least 1 day in advance of the monthly Board meeting.
- H. *The Outreach Director*
- a. Shall serve as a liaison to outside organizations whose members have the potential to join the Orange County Young Democrats and other allied organizations.
 - b. Shall maintain a list of events of relevant outside organizations, and provide that list to communications director, who will include such events on the OCYD calendar.
 - c. Shall identify, generate, and implement various outreach methods that connect with how young Democrats live and communicate with how they might participate politically.
 - d. Shall establish a contact at outside allied organizations.
 - e. Shall provide a written update regarding his or her communications with the outside organizations, and disseminate such update to the Board on a monthly basis, at least 1 day in advance of the monthly Board meeting.

- f. Shall oversee outreach committees, which shall include (but are not limited to) the following:
 - i. LGBT
 - ii. Labor
 - iii. Progressive
 - iv. College
 - v. High School
- g. Each committee shall have a chair or co-chairs, who shall be encouraged to attend board meetings but shall not be voting members of the Board.
- h. Further details regarding certain committees are below in Article V.
- I. *The Publicity Director*
 - a. Shall coordinate all media, publicity and advertising on behalf of the Orange County Young Democrats.
 - b. Shall be charged with drafting all graphics for all events for the Organization.
 - c. Shall maintain and update the website as needed.
 - i. Shall provide an update regarding the Website at each Executive Board meeting
 - ii. May work with a committee or a member at large to assist with maintaining the website.
 - d. Shall maintain the Twitter account, Facebook account, and Instagram account, as well as other social media accounts (as applicable).
 - i. Shall post to each of OCYD's social media accounts at least twice a week.
- J. *The Policy Director*
 - a. Shall research local, state, and national current events, and provide information about events to the Board and to the membership.
 - b. Shall propose that the organization take policy stances on certain issues.
- K. *The Records Director*
 - a. Shall maintain all records of the organization in an electronic file.
 - b. Shall work with the organization's alumni to document the history of the organization.
- L. *Members at Large*
 - a. The Organization may have up to three members at large, who must be approved of by the membership.
 - b. Members at large shall have all the same voting powers as other Board members.
 - c. The duties of the members at large shall be determined by the chair and approved of by the Board.

Section 3: Elections

- A. All officers shall be election annually on the second Wednesday in February
- B. The members of OCYD shall be informed of the upcoming elections at least 30 days in advance of the elections
- C. Election for all officers shall be by a majority vote of the members present.
- D. Officers will be elected by a secret ballot
- E. Once elected the new officers assume all the responsibilities of that office

- F. Members at large shall be nominated by the Board and voted on by the membership for approval.

Section 4: Terms and Term Limits

- A. Terms shall be one year long or until the next election

Section 5: Vacancies

- A. The Chair shall make the appointments for officer positions that are not filled by the elections or become vacant.
- B. Appointees are subject to review by the executive Board.

Section 6: Removal From Office

- A. Removal from office may occur if an officer neglects their duties or for any other reason upon a 2/3 vote of the Board. If an officer misses four meetings (counting both Board meetings and general meetings), they shall automatically be up for a removal vote.
- B. The officer up for removal shall notified they are up for removal two weeks before the vote to remove them from office.
- C. The officer up for removal should have a chance to explain their behavior or rebuff the charges against them, and may be represented by an advocate of their choice.
- D. The officer should have the option of resigning before they are removed.
- E. The Board shall vote on officer removal and they must get 2/3rd of the vote to remove the officer.

Article V: Board Duties

- A. There shall be a Board of this organization, which shall have all the powers and duties of this organization when the full membership is not in the actual session.
- B. The Board shall consist of all officers of OCYD. Officers must attend all Board meetings. Committee chairs are encouraged to attend all meetings. Members may also attend.
- C. Voting
 - a. Each Board member shall have one vote.
- D. and Political Stances.
 - a. The Board may take policy and political stances by issuing public statements.
 - i. A public statement means a statement issued by the organization on social media or through traditional media. A statement includes an oral statement.
 - b. All approval processes shall occur at Board meeting or via email.
 - i. Whenever possible, statements and positions should be voted upon by the full Board, at monthly Board meetings.
 - c. Statements not voted upon at Board meeting: such statements may be proposed by any member. They must be approved of by the Chair. After such approval, if after 2 hours no Board member calls for a vote, the statement shall be published.
 - d. Any board member may call for a vote on a public statement. If a Board member calls for a vote on a public statement, the Board must vote of the public statement. If a vote is called for, the statement must have the approval of a majority of the voting Board members to be published.

Article V: Committees

Section 1: Finance Committee

- A. The Finance Director shall chair the finance committee.
The Finance Committee shall explore all fund raising possibilities and recommend future fundraising measures to the Executive Committee.
- B. The Finance Committee shall propose a budget for OCYD
- C. The Finance Committee shall manage the funds and expenditure
- D. Expenditures in the excess of twenty dollars (\$20.00) shall be subject to prior approval of the Chair. Expenditures in the excess of one hundred dollars (\$100.00) shall be subject to prior approval by a majority of the officers. All expenditures must be reported at the next regularity-scheduled meeting.

Section 2: Endorsement Committee

- A. The Endorsement Committee shall be chaired by the OCYD Chair and the Political Director.
- B. The Endorsement Committee shall propose candidates for endorsement.
- C. The Endorsement Committee shall investigate the merits of each candidate OCYD is considering endorsing.
- D. The endorsement committee shall decide how OCYD will endorse
- E. The endorsement committee shall bring the candidates to the attention of all members at a regular meeting where a majority of the vote will decide who will be endorsed.
- F. Endorsement of non-Democrats for purposes of elections is a violation of these bylaws, and may result in charter revocation.

Section 3: College Committee

- A. The College Committee shall be chaired by the President of the Orange County High School Democrats
- B. The College Committee shall reach out to colleges in Orange County to establish College Young Democrats chapters
- C. The College Committee shall be the arm of OCYD targeting and recruiting members 18 to 22

Section 4: High School Committee

- A. The High School Committee shall be chaired by the President of the Orange County High School Democrats
- B. The High School Committee shall reach out to high schools in Orange County to establish High School Young Democrats chapters
- C. The High School Committee shall be the arm of OCYD targeting and recruiting members 14 to 18
- D. The High School Committee shall work with the Board to develop and implement a mentorship program for High School Democrats

Section 5: Adding Committees

- A. At the request of members or officers the Chair shall have the authority to create new committees as needed.

Article IV: Amending the Bylaws

Section 1: Procedures

- A. Any member of the OCYD may propose any amendment to these bylaws
- B. Such amendments shall be presented to the membership for consideration
- C. The Communication Director shall include said amendments in the notice of meetings sent out prior to the next regularly scheduled meeting.
- D. The Board shall review the proposed amendments and make a recommendation either for, against, or no recommendation.
- E. The proposed amendments shall be read at the next regularly scheduled meeting, but no action may be taken on it at that time. The proposed amendments shall be scheduled for action on the agenda for the following regularly scheduled meeting.
- F. Changes in these bylaws shall become effective upon majority approval of the general membership.