

Bylaws of the Arroyo Democratic Club

(Originally Chartered 11/13/1990)
(Amended 06/05/2015)
(Amended 07/11/2019)
(Grievance Procedure Addendum 1/21/2022)

In order to support and strengthen the principles and unity of the Democratic Party, and to build on the tradition since 1972 of Democratic activism through ACT, we, the Democratic members of ACT do hereby organize ourselves into a Democratic Club that shall be known as the **Arroyo Democratic Club** (hereinafter referred to as the Club).

I. Authority

A. All powers of the Club shall reside in the Club General Membership.

B. Only Club members may vote at any Club meeting.

II. Membership

A. Membership shall be open to:

1. Registered Democrats or
2. Persons who:
 - a. are at least 18 years old and
 - b. state their intention to register as Democrats when they register to vote.

B. Membership shall be determined by payment of dues. Dues shall be set by the Steering Committee. Members in good standing are those who have affirmatively applied for membership and paid their annual dues, or had those dues waived for economic hardship.

C. A membership form shall be submitted by each person requesting to be a member.

D. The membership term shall be one year and shall run from January 1 through December 31 with a three month grace period for renewal.

III. Meetings

A. The Club shall hold regularly scheduled General Membership meetings which shall be open to the public. The Club General Membership meetings may be held in conjunction with ACT General Membership meetings.

B. Such meetings shall include, but not be limited to, an annual meeting in January and a meeting at least one month prior to each statewide Primary or General Election. Additional meetings shall be called by the Steering Committee as necessary, or upon petition by 15% of the Club General Membership.

C. All members shall be notified by mail at least 10 days in advance of each Club General Membership meeting.

IV. Administration

A. The administration of the Club shall consist of a Steering Committee composed of Club officers, the Chairs of all Committees that the Club Steering Committee shall establish, and all Club members who serve on the ACT Steering Committee.

B. The Club General Membership, at the regularly scheduled January meeting, and in accordance with election procedures established herein (Section VII), shall elect the following officers: President, Vice-President, Secretary, and Treasurer.

C. The terms of office for officers and members of the Steering Committee shall be one year.

D. A recall election shall be held upon petition of 20% of the Club General Membership.

E. The Steering Committee may appoint temporary officers in the event of a vacancy, until the next Club General Membership meeting, at which time a successor will be elected for the remainder of the term.

V. Powers and Responsibilities of the Steering Committee

A. Steering Committee Meetings shall be held monthly in conjunction with the ACT Steering Committee. Meetings shall be advertised at least 10 days in advance and open to all Club members. All Club members present at Steering Committee meetings may vote on all questions except endorsement recommendations made by the Steering Committee, recommendations to vote for candidates / issues, and money distribution.

B. The Steering Committee shall establish committees as it deems appropriate.

C. The Steering Committee shall be authorized to make policy decisions on consensus issues among Club members where time or other factors do not permit consultation with the Club General Membership. Consensus issues, for the purpose of these bylaws, shall be said to exist when 3/4 of the Steering Committee present at a regularly scheduled meeting, or when 3/4 of the total Steering Committee at a Special Meeting, or when polled electronically or telephonically, agree. The Steering Committee shall inform the Club General Membership of such decisions in the next newsletter.

D. The Steering Committee shall authorize expenditures for routine administrative functions, including fund raising and program events. Further, the Steering Committee is authorized to spend funds as it deems necessary on consensus issues among Club members between Club General Membership meetings.

E. Nine members of the Steering Committee shall constitute a quorum.

VI. Endorsements and Organizational Support

A. The Club shall endorse only registered Democrats for any elective office.

- B. There is no quorum requirement for endorsement votes.
- C. The Club may offer its organizational support to candidates upon a majority of at least 60% in an endorsement ballot.
- D. If 3/4 of the Steering Committee present at a regularly scheduled Steering Committee meeting, or 3/4 of the total Steering Committee at a special meeting, agree that there are more than three Democratic candidates whose philosophies are consistent with those of the Club and who have substantial support among Club members, then the Steering Committee may, before the balloting, reduce the required percentage for organizational support to 50% plus one of those voting.
- E. Ballots may be accompanied by a recommendation of the Steering Committee for each race or issue. Endorsement elections shall be conducted in accordance with election procedures established herein (Section VIII).
- F. The Club General Membership shall be notified as feasible of Steering Committee meetings or other committee meetings at which action on endorsements or endorsement procedures will take place.
- G. Upon petition of 20% of the membership the Steering Committee shall issue a special endorsement ballot.
- H. No access to the files and computer data (herein known as files) maintained by the Club shall be granted without the formal endorsement of the Club General Membership acting in accordance with the procedures for endorsement set forth in these bylaws.

VII. Election and Voting Procedures

The membership of the Club recognizes that the Club is a democratic organization dependent on the good will of its members. Towards this end, the following rules shall govern the voting procedures for election of officers, Club endorsements and amendments to these Bylaws. The purpose of these rules is to prevent the manipulation of the endorsement process, to safeguard the voting privileges of members and to further the democratic principles and procedures of the Club.

- A. A new member who wants to vote in Club elections must become a member on or before the meeting of the Steering Committee at which recommendations for officers, for endorsements or for Bylaw amendments are made to the Club General Membership.
- B. No proxies or duplicated ballots may be used in Club elections.
- C. The Steering Committee shall devise a system to stamp, emboss or sequentially number each ballot and ballot envelope with the goal of ensuring the integrity and privacy of the ballot.

D. Each completed ballot sent in by mail shall be submitted in the official ballot envelope. Each voting member must sign the outside of the Club ballot envelope.

E. Balloting shall be conducted by mail and/or at a special election meeting and may be conducted jointly with ACT endorsement elections. Each members who casts his or her ballot at a Club General Membership Meeting at which an election is held must sign a voter roster and submit his or her ballot not more than ten minutes after the last speaker. The person chairing the Club General Membership meeting shall announce the specific deadline for submission of all ballots.

F. The counting of ballots for any Club election shall be conducted by those persons designated by the Steering Committee. No persons other than the Club officers or representatives of candidates being considered for the Club's endorsement may observe the counting of ballots. Such observers will be permitted to view the ballot counting process only if they remain silent and do not physically interfere with the persons counting the ballots.

G. Any challenges to specific ballots shall be decided by a majority of the officers of the Club.

VIII. Amendments to the Bylaws

A. The Club General Membership may amend these bylaws by an affirmative vote of at least 60% of those voting on the amendment. Amendments shall be proposed upon petition by 20% of the Club General Membership or by the Steering Committee. Voting on Bylaw amendments shall be in accordance with the election procedures established herein (Section VII).

B. Proposed changes in the bylaws shall be published one month prior to a Club General Membership meeting when the changes will be voted upon. All changes not accepted shall be referred to committee.

IX. Selection of Representatives to California Democratic Party Pre-Endorsing Conferences: (section amended 07/11/2019)

A. The Club is entitled to elect one representative, resident in the Assembly District and duly registered as a member of the Democratic Party of California, for each full (not a fraction thereof) 20 members in good standing registered to vote in that Assembly District who were listed on the roster submitted to Los Angeles County Democratic Party and to the appropriate Regional Director of the CDP no later than May 1 of the year immediately prior to the endorsing process.

2. For purposes of this Section: a. Only members in good standing as of the May 1 deadline shall be included on the roster; b. The status of such members shall be certified by the Club's President, Secretary, or Treasurer; and, c. The Club's representatives to any particular pre-endorsing conference must be selected from the roster described above and that the overall list of representatives to all conferences be equally apportioned between "Self-Identified Female" and "Other than Self-Identified Female", to the extent possible.

3. Said representatives shall be selected by the Steering Committee at a regularly scheduled meeting at which the selection process has been agendized and described in the prior month's Phoenix.

3. No later than October 1, of each odd numbered year, the Club shall inform its membership of the process for selection as a Representative to the California Democratic Party (CDP) Pre- Endorsing Conferences.

Addendum to By-Laws: ADC Grievance Procedures

**Arroyo Democratic Club – Addendum to By-Laws
Grievance Procedure**

A. Grievance Procedure: The Arroyo Democratic Club seeks to initially employ the principles of Restorative Justice in handling grievances. Prior to processing a complaint, the Grievance Committee shall, if it determines the matter to be amenable to these principles, make attempts to bring the parties together in a safe space to address situations face-to face in order to repair harm, promote healing and learning, and build community.

If such efforts are determined to be inappropriate to the situation presented, or if such efforts are unsuccessful, the Grievance Procedures described below shall be undertaken.

The timelines described below shall be tolled until engagement in the Restorative Justice Process is concluded or determined to be inappropriate or unsuccessful.

1. Grievance Committee:

a. A Grievance Committee consisting of 5 members shall be appointed by the Club Officers within twenty-eight (28) days of the adoption of this procedure and thereafter 28 days after the election of officers in January of each year. Any position not so appointed shall be elected by the membership at its next regularly scheduled meeting for which due notice can be given.

b. The Club Officers shall appoint members of the Grievance Committee. None of these appointed members can be a current officer. Alternate members will be chosen to serve by lot in the event a regular member of the Grievance Committee is unable to serve or has a conflict of interest.

c. Persons appointed to the Grievance Committee need not be members of This Club, provided they are either members of the Policy Committee of the Los Angeles County Democratic Party or Members of the Executive Board of the California Democratic Party.

d. The Grievance Committee may meet in person. Video conference, or by telephone, but may only interview witnesses in person or by video conference.

e. Meetings of the Grievance Committee fall under the “Member Disciplinary and Other Proceedings Involving the Right to Privacy” exception to the “Policy Statement By the Rules Committee of the California Democratic Party on the Open Meeting Rule” and therefore need not be public.

f. The Grievance Committee shall meet and elect its own chair within fourteen (14) days of the appointment of its full membership.

g. Once a member is appointed, in the event a vacancy occurs, it shall be filled within twenty-eight (28) days of the notice of vacancy by the person holding the same position as the original appointor. In the event the vacancy is not so filled, a member shall be elected by the membership at its next regularly scheduled meeting for which due notice can be given.

2. Grounds and Jurisdiction: The sole grounds for a member filing a grievance, and the jurisdiction of the Grievance Committee shall be an alleged:

a. Violation of Local, State, or Federal laws or regulations having a direct impact on:

- 1) This Club, or,
- 2) the complainant

b. Violation of these bylaws, including the Code of Conduct and/or the Policy Against Harassment and Workplace Violence attached as appendices hereto.

3. Standing: A complainant must be a member of This Club, in good standing, and be directly and adversely affected by the actions or conduct of another member of This Club, in order to file a grievance.

4. Remedy: If a grievance is found to have merit, it may lead to any of the following:

- a. Private Admonishment,
- b. Public Admonishment,
- c. Suspension of Rights for a time certain not to exceed 60 days,
- d. Removal from Office, and/or,
- e. Removal from membership.

5. Initiating a Grievance: A grievance may be initiated by filing a timely Written Statement with the Secretary of This Club (or President, if the Secretary is the accused) and the Chair of the Grievance Committee:

- a. Setting forth, with specificity, the text of the Code of Conduct, Policy Against Harassment and Workplace Violence, regulation, and/or law alleged to have been violated,
- b. A statement of facts supporting the allegation, and,
- c. The requested remedy.

6. Initial Determinations and Actions:

- a. Within fourteen (14) days of receipt of the Written Statement, the Grievance Committee shall make an initial determination, based solely upon the Written Statement, subject to change after rebuttal evidence is received, of standing, jurisdiction, and actionable allegations.
- b. If it is initially determined that standing, jurisdiction, and actionable allegations are present, the Chair of the Grievance Committee shall contact the accused within seven (7) days of the determination and advise as to the allegation(s), without disclosure of the identity of the complainant, and make an offer of the remedy requested by the complainant.
- c. If rejected by the accused, the Grievance Committee shall provide the accused with a copy of the complaint, and the identity of the complainant, and request a written response, after instructing the accused not to contact the complainant, during the duration of this process.
- d. If, in the determination of the Grievance Committee, the accusation involves a potential violation of criminal law, the complainant shall be advised to contact the appropriate Law Enforcement Agency. This process will continue parallel to any Law Enforcement action at the discretion of the Grievance Committee.
- e. The Grievance Committee may, by a two-thirds vote, also make an initial determination, based upon the Written Statement, that the situation warrants temporarily suspending the membership rights of the accused, pending further action.

7. Confidentiality: The identity of all persons involved in the process, and all information regarding the allegation(s), shall be treated with confidentiality, and protected to the extent possible and will, except as otherwise specified herein.

8. Hearings:

- a. Hearings are not required for the issuance of Admonishments, or Suspensions of Rights, but must be held if the remedy sought is removal from office, and/or removal from membership in This Club.
 - b. Despite the above, after review of the Written Response, any two (2) members of the Grievance Committee may determine that a hearing shall be held, regardless of the remedy sought.
 - c. The determination of whether or not to hold a hearing shall be made within seven (7) days of receipt of the Written Response.
 - d. If a hearing is determined to be required due to the remedy sought, or by four members of the Grievance Committee, it shall be held within fourteen (14) days of that determination.
9. Orders:
- a. Orders of the Grievance Committee shall be made within fourteen (14) days of the determination that no Hearing is required, or, fourteen (14) days of the conclusion of any Hearing.
 - b. The Grievance Committee may, by majority vote, issue any admonishment, temporary suspension of rights, or dismissal of the Complaint.
 - c. The Grievance Committee may by a two-thirds (2/3rds) vote, concurred in by a majority vote of the Steering Committee, remove an accused from office, and/or membership in This Club.
 - d. If the matter did not proceed to hearing, the Grievance Committee may only impose a remedy equal to, or lesser than, the remedy sought by the complainant.
 - e. If the matter proceeded to hearing, the Grievance Committee may impose any remedy set forth herein.
 - f. At any stage of this process the Grievance Committee may issue an Order Extending Time.
 - g. If no remedy is imposed within fourteen (14) days of the determination that no Hearing is required, or, fourteen (14) days of the conclusion of any Hearing, the complaint shall be deemed dismissed, unless time has been extended.
 - h. All Orders shall be sent to the accused by first class mail, and, if an email is on file with This Club, by email.
 - i. A written decision shall be rendered at the conclusion of the Process, setting forth the allegations made, facts determined, and remedy imposed, if

any, and shall be sent to the complainant, and the member who is the subject of the Written Statement.

j. Proof of the date and manner of delivery of any notices required under this Article shall be maintained.

10. Appeals:

a. The accused may, within fourteen (14) days of the mailing of the Order(s), appeal any Suspension of Rights, or Removal from office or membership, to the Steering Committee, which shall hear the matter at its next regularly scheduled meeting for which due notice can be given.

b. Admonishments and Dismissals of Complaints are not subject to appeal.