

Ranch Democrats Constitution and Bylaws

Ranch Democrats
Constitution and Bylaws 2025

Ranch Democrats Constitution and Bylaws

Table of Contents

I Name	3
II Purpose	3
III Affiliation	3
IV Membership Requirements	4
V Dues	5
VI Meetings	5
VII Rules For Meetings	6
VIII Officers	7
IX Club Elections	9
X Club Representation At State Party Pre-Endorsement Conferences	10
XI Club Representation To DPOC	11
XII Termination	12
XIII Amendments	12
XIV Executive Board Policy and Procedure	12

I Name

The name of this organization shall be the Ranch Democrats.

I Purpose

The Ranch Democrats (hereinafter called the Club) shall focus its efforts within the communities of:

- 0Las Flores
- 1Ladera Ranch
- 2Rancho Mission Viejo

The purpose of the Club is to advance the goals of the Democratic Party (hereinafter called the Party), as defined by the platforms of the California Democratic Party (hereinafter called the CDP) and the Democratic National Committee (hereinafter called

Ranch Democrats Constitution and Bylaws

the DNC). The Club will advance these goals through voter outreach, public policy and political issue analysis, education, fund-raising, candidate recruitment and support, coordination with other Democratic groups, and other activities to benefit the Party. The club shall seek to publicize activities and to build its membership.

I Affiliation

A)The Club intends to be officially chartered with the Democratic Party of Orange County (hereinafter called the DPOC) and will seek to be chartered by the DPOC in 2025.

B)As a chartered and affiliated club of the DPOC, the Club shall comply with Bylaws of the DPOC and the CDP, as they apply to fully chartered local affiliates.

C)The Club may apply for membership as a full affiliate in the California Democratic Council (hereinafter called the CDC). Membership shall be permitted if approved by a majority vote of the Club, or 2/3 of its officers.

D)The Club shall not take a position in support of a candidate other than a Democrat, and contrary to candidate endorsements by the DNC, the CDP, and the DPOC.

I Membership Requirements

A.Qualifications for Club affiliation in the Ranch Democratic Club:

ISupports the purpose of the Club as stated in Article II, above.

II Member In Good Standing (MIGS)

aMust be a registered Democrat

bHas agreed to be bound by the Code of Conduct

cDues are current

A.Right to vote by Members in Good Standing

IThe member has attended at least two general meetings within the last 6 months not inclusive of the meeting at which the vote takes place.

II Supports the purpose of the Club as stated in Article II, above.

A.Affiliate Members need not be registered Democrats, need not reside in Orange County, and shall enjoy the benefits and privileges of Club Membership except that such affiliate members shall NOT be able to vote on official Club business, serve on the board or in any capacity as club representatives, NOR shall such affiliate members be

Ranch Democrats Constitution and Bylaws

listed on official Club rosters provided to Democratic Party organizations (such as the CDP, DPOC, or the CDC).

B. This organization does not require or use any test of membership or oath of loyalty which has the effect of requiring prospective or current members to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, physical ability, sex, age, religion, ethnic identity, sexual orientation, gender identity, or economic status.

C. A member may be removed from the club roster for non-payment of dues by the date required in the Constitution.

D. A member may have his/her membership revoked from the Club for misconduct, including one or more of the following:

I Violating the Code of Conduct.

II Conduct unbecoming involving any act prejudicial to the best interests of the Club, as determined by the Executive Board.

A. Removal of a member may be effected by a vote of the Executive Board.

I Dues

I. Dues shall be determined by the Executive Board and presented to the General Membership for approval at the next general membership meeting prior to the increase in dues.

II. The fiscal year shall start on January 1st of each calendar year.

III. Dues are due on January 1 and payable by January 31 of each calendar year. Dues may be accepted throughout the year. Dues are not refundable.

IV. Membership is effective upon receipt of dues.

V. Dues may be waived in the event of economic hardship, with the approval of the Executive Board.

I Meetings

A. Regular Meetings

I The Club shall hold regular monthly meetings on such day as the Executive Board may determine from time to time. The club shall meet at least once per quarter.

II Regular meetings shall not be canceled more than 3 times within any calendar year and in no event shall more than 2 regular meetings be canceled in succession.

Ranch Democrats Constitution and Bylaws

A.Special Meetings

IThe chair may call special meetings at any time, on notice as specified below.

IIIn the absence of the Chair, any two officers may call a special meeting, on notice as specified below.

A.Notice of Meeting

INotice of regular or special meetings shall be given at least two weeks in advance to all active members by email and/or the club website.

IINotice shall include the date, time and place of the meeting.

A.Executive Board Meetings

IExecutive Board meetings shall be regularly scheduled throughout the calendar year.

IINotice of the meeting shall be posted on the web site prior to the meetings.

IIIExecutive Board meetings are open to the General Membership. However, those who are not members of the Executive Board may only speak at the discretion of the Chair.

I Rules For Meetings

A.The Club shall use the newly revised Roberts Rules of Order to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in this Constitution and Bylaws.

B.A quorum for any official meeting of the Club shall be 25 percent of the voting members, or ten members [as of 24 hours before the meeting, as reported by the Secretary] whichever is smaller. A quorum for any Executive Board meeting shall be majority of the Executive Board.

C.Unless otherwise specified in the Constitution, the Club may conduct regular business with a simple majority of the MIGS present at any meeting. Voting in Executive Board meetings shall be by simple majority.

D.Voting may be by show of hands or by ballots, as determined by the Executive Board.

E.The Club may pass resolutions not related to endorsements with a vote of 2/3 of those MIGS present and voting at any meeting.

F.The Club may suspend specific portions of the Constitution, Bylaws and/or Roberts Rules of Order for purpose of emergency business by a vote of two-thirds of the membership present at a meeting, unless the item to be suspended calls for a higher

Ranch Democrats Constitution and Bylaws

qualification. The motion to suspend shall call out the particular section of the Bylaws proposed to be suspended.

G.Changes to the Constitution must be noticed to the membership at least one meeting before the vote in question, and must be approved by a vote of 2/3 of the members present and voting.

H.Voting may only be exercised by members in good standing, and no proxy voting shall be permitted.

I Officers

A.Club officers shall consist of Chair, Vice-chair, Secretary and Treasurer. They shall be elected in January to serve two-year terms of office starting upon election.

B.To be an Officer of the Club one must:

IHave been a MIGS for six months,

IIHave completed the membership form and paid dues for the current year.

A.If the Chair vacates office, the Vice-chair shall ascend to the position of Chair upon a majority vote of the Executive Board, until an election is held to fill the chair's remaining term of office.

B.In the temporary absence of the Chair, the Vice-chair shall serve as Chair. If the position of Vice-chair is vacant, the Chair shall appoint the Secretary or Treasurer to serve as Vice-chair until such time as a new Vice-chair is elected.

C.Chair shall:

IBe the Chief Executive Officer of the Club.

IIPreside over all meetings of the Club and the Executive Board.

IIIWill recruit committee chairs who will also be members of the Executive Committee. When a vacancy of any committee chair occurs during the year, the Chair may appoint a member to complete the unexpired term.

IVMay appoint Club members to serve in other capacities as needed.

VAct as the official spokesperson of the Club.

VIStimulate active interest in the political process.

VIIProvide a constructive role for the active volunteer.

Ranch Democrats Constitution and Bylaws

VIII Promote harmony within the Club membership, between other clubs and within the Democratic Party of Orange County

A. Vice-Chair shall:

I Serve at the direction of the Chair,

II Preside at meetings if the Chair is unable to do so, or is requested by the Chair to do so.

III Take over the duties of the Chair in the absence of that officer.

A. Club Secretary shall:

I Take the minutes of the Executive Board and General Membership Meetings.

II Distribute the minutes to the Executive Board.

III Write letters as needed.

IV Maintain all written records of the Club.

V Assure that timely meeting reminders are sent to the General Membership.

A. The Treasurer shall

I maintain all financial records of the club

II be responsible for bank accounts

III ensure FPPC/FEC financial reports are submitted on time

IV provide a monthly financial report at club meetings

A. The Club is represented at monthly meetings of the DPOC Central Committee by the Club Chair as an Associate Member.

B. The Associate Member and all elected officers shall adhere to the official positions of the club, to the extent possible, when voting and participating in endorsement discussions.

C. In the absence of the Associate Member, the club may be represented at the DPOC Central Committee meetings by an alternate. The alternate may be appointed by the Chair.

D. The Club shall notify the DPOC Secretary of the names of the Associate Member and alternate.

E. The Club is encouraged to appoint Committee Chairs, who shall have the responsibility to develop and to implement a plan to increase the visibility of the Club

Ranch Democrats Constitution and Bylaws

among Democrats within its communities, elect more Democrats to office, and recruit more Club members.

I The Club shall have a Membership committee, chaired by the Volunteer Coordinator, which shall maintain a current accounting of MIGS and their home clubs

A. The Club may elect such other officers as may be deemed necessary from time to time to conduct Club business.

B. The Executive Board

I Shall be composed of

a The Club officers

b Immediate past Chair

c Chairs of standing committees

d Any members at large appointed by the Chair

I Shall be responsible for implementing the Club's goals and maintaining financial viability.

II An elected officer can be removed from office by resolution of a two-thirds vote of the regular members at a General Meeting

a For such causes as:

i Publicly endorsing anyone other than a Democrat in any election

ii Publicly advocating that the voters should not vote for the Democratic endorsed candidate for any office

iii Missing three unexcused consecutive meetings or non-performance of duties

a Providing the membership and the officer have been notified ten days in advance of the meeting of the proposed action against the officer.

I Club Elections

A. For the club's inaugural year (2025), the first election may be held at the first official meeting (e.g., June 2025), with interim officers appointed at the April 10, 2025, planning meeting if needed.

B. A Nominating Committee shall be formed 2 months prior to the election and shall consist of Members in Good Standing (MIGS).

C. The Club Chair will appoint at least three members to the Nomination Committee at the October meeting prior to the end of the two-year term of office.

Ranch Democrats Constitution and Bylaws

D.The committee members and all who are nominated must be MIGS.

E.Nominations will be reported at the following January meeting.

F.Nominations can be made from the floor.

G.The Election/Nominating Committee shall request the Board to verify that the nominees are MIGS

IThe Election/Nominating Committee shall prepare paper ballots if there is more than one candidate running for a position. In an uncontested race, the Election Committee may choose to call for a vote by a show of hands.

IIThe criteria for voting are as follows:

aVoting member must be a MIGS.

bVoting member must be present to vote. Bylaws do not allow proxy voting or by any other means.

A.Board Transition

IThe outgoing Board shall assist the newly elected Board by discussing ongoing projects and project status, transferring key project documents and contacts, and handing over all properties of the Club including physical assets, financial, social media, website, and email accounts, etc. as well as necessary passwords and documents.

I Club Representation At State Party Pre-Endorsement Conferences

A.The number of Assembly District (AD) Club Representatives shall be allocated as provided for by the bylaws of the California Democratic Party based on AD residency.

B.AD Club Representatives must be MIGS and be registered to vote in the Club's Assembly District(s) and listed on the roster submitted to the DPOC and the CDP by the deadlines provided.

C.AD Club Representatives may vote only in the districts in which they reside.

D.Only MIGS as of the deadline shall be included on the roster.

E.The status of such members shall be certified by the Club's Membership Chair.

F.AD Club Representatives shall be equally apportioned between men and women, to the extent possible.

G.Potential AD Club Representatives shall be elected by a majority vote of the Club's MIGS as approved on the roster prepared pursuant to Section B of this Article. The vote

Ranch Democrats Constitution and Bylaws

shall be held at the general meeting prior to the submission of potential representatives to the DPOC and the appropriate CDP Regional Director. The names of potential AD Club Representatives shall be submitted in their order of priority as determined by the number of votes each potential representative received.

H. The representatives for our Club are expected to use their best judgment in determining how to vote at the Pre-Endorsement meeting.

I Club Representation To DPOC

A. The club shall submit to the DPOC a roster of at least 20 members who designate the club as their exclusive "home club" (to vote in a particular city, the club must have at least 10 unique members or 30% of the membership in that city, whichever is lower, who have designated the organization as their exclusive "home club").

B. The club shall submit a list of races in which it is qualified to vote per DPOC bylaws.

C. Candidate or Ballot Proposition Endorsement

I Prior to instructing the club's Associate Members on how to vote, the club shall determine its position by at least 11 affirmative votes and at least 60% of MIGS present and voting.

II Voting on the endorsement of candidates or ballot propositions, or on instructions to the Club's pre-endorsing representatives or to the DPOC Associate Member, may be by show of hands or by ballots as determined by the Executive Board, and shall be conducted in a simple, single round of voting.

III The failure of any candidate or ballot measure to attain that threshold shall result in an official Club position of "No Endorsement."

IV The Club shall not take a position in support of a candidate for partisan office other than a Democrat endorsed by the CDP or the Democratic National Committee (hereinafter the "DNC") or contrary to the DPOC local candidate endorsements.

V Nothing herein shall

a prohibit the Club from supporting any Democratic candidate prior to an endorsement by the CDP, DNC, or DPOC;

b prohibit the Club from supporting any Democratic candidate in the event the CDP or DPOC fail to reach consensus on an endorsement; or

c prohibit the members of the Club from supporting any Democratic candidate for office on their own time outside of meetings or official activities of the Club.

Ranch Democrats Constitution and Bylaws

In the event the Club publicly supports a candidate, and subsequently the CDP, DNC, or DPOC take an endorsement position contrary to the Club's position, the Club's position shall be deemed automatically rescinded, and the Chair shall issue a public statement to that effect.

A. The Club Chair shall serve as the Associate Member of the Central Committee or shall appoint another elected board members to represent the Club.

B. The Club may recall and replace the Associate Member by a vote of a majority of the Executive Board.

C. The associate and all elected officers shall adhere to the official positions of the organization, to the extent possible, when voting and participating in discussions, or words to similar effect.

I Termination

Should this Club be dissolved, the monies remaining in the treasury, after payment of all obligations, shall be disbursed to the Democratic Party of Orange County.

I Amendments

The Constitution may be amended by a two-thirds vote of MIGS at a general membership meeting after the proposed amendment has been presented to the membership at a preceding meeting. Two weeks' notice must be provided of each meeting.

I Executive Board Policy and Procedure

A. The Policy and Procedures of Ranch Democrats, which will be defined in a separate document, may specify specifics of club operations that may change over time. In all cases the Policy and Procedure must be consistent with the provisions of the Constitution and are not to be used to revise the Constitution.

B. Policy and Procedure are adopted, amended or rescinded by a majority of the Executive Board and announced at the next general meeting of the Club.

C. Policy and Procedure may be rescinded or revised by the Club members following a motion made and adopted at a Club general meeting as new business.

D. The current Policies and Procedures will be appended to the Constitution.

Ranch Democrats Constitution and Bylaws

Constitution first adopted in 2025

No revisions yet

No ratifications due to no revisions

Certified by: ___/s/ Michele Lynch _____ (Secretary)

Date __09/18/2025 _____