



BYLAWS OF THE POMONA VALLEY DEMOCRATIC CLUB

Preamble

In order to stimulate active interest in government, to increase the effectiveness and responsibility of elected officials, to foster the philosophy and practices and enhance the visibility of the Democratic Party, we associated ourselves together as the Pomona Valley Democratic Club.

Article 1 – Policy

Section 1: It is the purpose of this organization to contribute to the growth and influence of the Democratic Party, to have a voice in the creation of its policy, to develop leadership, and to promote Party responsibility.

Section 2: The Club shall seek to be in accordance with the county, state, and national party platforms of the Democratic Party.

Section 3: The Pomona Valley Democratic Club shall seek ways to urge and enable qualified persons to run for office. The Club shall support election of nominees of the Democratic Party with vigorous action.

Section 4: In matters not covered by Bylaws, appropriate procedures of Robert's Rules of Order shall govern

Article 2 – Membership

Section 1: All members of the Pomona Valley Democratic Club shall be registered Democrats.

Section 2: A member is one who has paid dues for the current calendar year.

Section 3: Annual dues shall be as follows:

Family Membership (up to 4):	\$40
General Membership:	\$25
Senior and Students*	\$20
Associate Membership**	\$20

The period of membership shall be from January first to the following January first. Dues for any new member added after October first will continue through the following calendar year. The Executive Board may propose special classes of annual dues to the membership for approval.

Any Democrat who wishes to join but, due to hardship, cannot pay the required



membership, shall have the fees waived. A determination of hardship shall be at the discretion of the eBoard.

*Eligibility for seniors shall be age 55, for students, a valid student ID card. A determination of qualifications shall be made by the membership chair.

**An associate member does not need to be a registered Democrat. They can participate in club discussions and activities but may not vote on any club matters.

Section 4: Only members in good standing as of the deadline prescribed by the California Democratic Party (CDP) shall be included on the roster of members.

Article 3 – Officers

Section 1: The Officers of Pomona Valley Democratic Club shall be President, Vice President, Secretary, Treasurer and Membership Director.

Section 2: Officers shall be elected at a February meeting and installed for a one year term. Any member may serve as an officer provided that they have been a member for a period of not less than twelve (12) months prior to their election

Section 3: Proxies shall not be valid at either membership or Executive Board meetings.

Section 4: Duties of Officers

Paragraph A: The President shall preside over meetings, be responsible for over-all direction of the Club activities, and be spokesperson for the Club to the community at large.

Paragraph B: The Vice President shall assist the President and shall preside in the absence of the President.

Paragraph C: The Treasurer shall serve as the treasurer of the Club, providing a report of Club finances when requested to do so as well as presenting financial information to the Executive Board when requested to do so.

Paragraph D: The Secretary shall keep minutes of meetings and keep a minutes book. The Secretary shall keep copies of formal reports made by officers of the Club when appropriate.

Paragraph E: The Membership Director shall keep track of all members and work with the membership committee to recruit new members. The membership chair will be responsible for the verification of membership rosters and for reporting rosters to the California Democratic Party for allocation of votes at party endorsement meetings.

All of the above officers shall constitute the Executive Board of the Pomona Valley Democratic Club.



Section 5: In case of a vacancy occurring in an office of the Club, a replacement shall be nominated and elected at a regular or specially-called meeting of the membership. An officer of the Club may be removed for cause by a two-thirds vote of the members present at a properly called meeting of the membership with an announced agenda after notification to the officer to be removed. "Cause" by absence will be defined as three absences at any regular or endorsement meeting during the period of their term at which time the officer will be notified that they face removal at the next missed meeting. Missing a third meeting will cause the removal of the officer at the same meeting and nominations for the vacancy will be announced. The Executive Board shall have the option of determining that a meeting is missed by reason of health, death in the family, or other reason that they determine shall be an "Excused" absence. Excuses may be overridden by a 60% vote of the membership at a regular or special meeting.

Article 4 – Meetings

Section 1: There shall be regular scheduled meetings of the Pomona Valley Democratic Club. All Club meetings shall be open to the public, but only members in good standing may vote.

Section 2: Special meetings of the Club may be called by a majority vote of the Executive Board, or at the request of ten percent of the membership provided that ten days prior notice is given to the members.

Section 3: A quorum shall be declared to exist at any regularly called meeting of the Pomona Valley Democratic Club or any special meeting of which all members have been notified ten days in advance, at which meeting at least 6 members are present. A quorum of the Executive Board shall be three members. A quorum of the Executive Board must be present at any Regular or Special Meeting.

Article 5 – Finances

Section 1: Disbursements of funds of the Club shall be as follows:

Paragraph A: NO disbursement of funds shall be made from the funds of the Club except by check signed by one of the following Executive Board members

1. President
2. Treasurer
3. Membership Director
4. Vice President
5. Secretary

Paragraph B: No individual may be allowed to represent themselves as an agent of the Club to commit funds unless so authorized by the Executive Board.

Paragraph C: Special expenditures above \$200, such as contributions to endorsed candidates or causes, must be approved before payment by a majority



vote of members present and voting at a Regular or Special meeting.

Article 6 – Endorsements

Section 1: The Club may make endorsements of issues or candidates. Only a registered Democrat may be endorsed by the Club. Rules of endorsement are contained in these Bylaws; however, changes to the rules cannot take effect at the same meeting at which they are adopted. If problems arise with the endorsement procedure then procedures from the Los Angeles County Democratic Party shall prevail.

Section 2: The following rules must be followed for all endorsements made by the Club.

Paragraph A: Endorsements may be made at regular meetings of the club or special endorsement meetings for which a ten day notification of intention to endorse in that race has been given, and shall require a 60% vote of those present and voting. Voting on an endorsement shall be limited to those who have been members for two months. Voting shall be by secret ballot.

Paragraph B: All Democratic candidates in a multi-Democratic race in which there is to be consideration of endorsement must be notified in writing of the procedures to be used and must be invited by the Membership Director to participate.

Paragraph C: A candidate endorsement given by the Club may be removed for CAUSE at a regular meeting of the Club for which a ten day notification of intent to do so has been given. Removal of endorsement requires a 60% vote of those present and voting who have been members of the Club for a minimum of two months. Voting shall be by secret ballot.

Paragraph D: A ballot measure (proposition) may be endorsed by a 60% vote at a regular or special endorsement meeting for which ten days' notice of the intent to vote on the issue has been given. Voting on an endorsement shall be limited to those who have been members of the Club for a minimum of two months. Voting at a meeting shall be by secret ballot.

Paragraph E: "No Endorsement" shall always be an option included on a candidate or ballot measure. If a candidate or issue does not receive the required 60% positive vote, then a designation of "No Consensus" shall be determined to differentiate from "No Endorsement".

Paragraph F: Early endorsements of Elected Democratic candidates may be requested at a regularly scheduled meeting no earlier than nine months prior to the election for which they are seeking an endorsement.

Paragraph G: All ballot measures may request endorsement one day following their certification for the ballot. Actual endorsements may be made at a special



meeting called for that purpose or no later than the club's regular endorsement meeting as described.

Paragraph H: All Democratic candidates for local election (Mayor, Council, PUSD, etc.) must attend any endorsement meeting in person to be allowed to speak to the endorsement. No proxies may speak for local candidates. Democratic candidates for county, state, or federal positions may send a proxy to represent them at the endorsement meeting for which they are seeking the club's endorsement.

Article 7—Committees

Section 1: The Executive Board may ask for the creation of Ad Hoc committees at any time to be voted on by members at a Regular or Special meeting. In addition, members may ask that a new committee be created at the next regular or special meeting to be voted on.

Article 8—Amendments

Section 1: These Bylaws may be amended by a 60% vote of members present at one meeting and a 60% vote at the next regular meeting, provided that the members have been informed at least ten days in advance of the proposed bylaw amendment(s). A copy of the Bylaws with noted amendments, deletions, additions, shall be included in the notification.

Article 9—LACDP Grievance Template for Clubs

A. Grievance Procedure: Pomona Valley 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, which is the executive board members unless there is a conflict of interest then the club will appoint someone else



shall be appointed within twenty-eight (28) days of the adoption of this procedure and thereafter 28 days after the election of This Club's officers are elected at the February meeting of every year. Any position not so appointed/elected shall be elected by the membership at its next regularly scheduled meeting for which due notice can be given.

b. The executive board members will appoint and/or select the members and alternates of our grievance committee. 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. The executive board members are the elected body unless there is a conflict of interest therefore the club will vogeto 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.

Amended by adding Changing Article 2—Membership prices and Associate Membership and Article 7--Committees

April-8May 15, 2024 Submitted by John Clifford, Secretary.