

**Placer Democratic Action Network**  
Bylaws – Adopted November 10, 2020  
Amended April 11, 2023

**Article I - Name:**

The title of the organization shall be Placer Democratic Action Network, also known as Placer Action Network, hereinafter to be referred to as PAN.

**Article II – Purpose and Goals:**

This Club is organized for the purpose of strengthening the Democratic Party and shall publicly endorse and advocate for only Democratic candidates for political non-partisan office. Our goal is to promote political action and encourage community service.

**Article III - Membership**

Section 1. Composition

All individuals who align with the purpose and goals of PAN are eligible for membership, and members shall reside primarily in Placer County, California. Members shall be considered in good standing if their dues are current, or have been waived due to economic hardship, and their voting rights and membership are subject to compliance with the other provisions of these bylaws and current Policy and Procedures including the code of ethics.

- Every club member must be a registered Democrat
- **Or** a person devoted to the principles of the Democratic Party, but ineligible to register as a voter at this time, and has expressed the intent to register as a Democrat promptly upon becoming eligible. These members shall be eligible to participate in PAN activities but shall not have any voting privileges nor be able to hold a position on the Board of Directors.

Section 2. Dues

Membership follows the calendar year January 1 to December 31. Dues are: \$25 annually, Full-time student \$15, Family membership (3 or more family members living in the same house) \$60 annually. New members joining on or after October 1st shall be considered paid in full for the rest of the current year and for the next calendar year. Current members may renew their dues beginning October 1 for the next calendar year.

Section 3. Anti-Discrimination Provisions

PAN is committed to non-discrimination including but not limited to, economic status, class, race, color, creed, age, ethnic identity, ethnicity, national origin, language, culture, gender, gender identification, sexual orientation, religion, or disabilities as defined by the Americans with Disabilities Act of 1990 or any other factor unrelated to membership and the mission of PAN. Any conduct by any official or official body of PAN contrary to this non-discrimination commitment should immediately be brought to the attention of the Executive Board and the PCDDC Executive Board. Membership in PAN shall not be denied on the basis of, but not limited to, age, race, creed, ethnic origin, gender, physical handicap, religion, or sexual orientation. Upon violation of any of these provisions, the charter of the club shall be rescinded.

Section 4. Jurisdiction and Accountability

PAN is established and operates under the charter of the Placer County Democratic Central Committee and is bound by the rules and bylaws of the PCDDC. PAN shall comply with the bylaws of

the PCDCC and the California Democratic Party as they apply to fully-chartered local affiliates and operates in compliance with the appropriate laws of the State of California.

All items within the PAN's charter and bylaws are within the jurisdiction of the Placer County Democratic Central Committee (PCDCC), the Charter and Bylaws of the California Democratic Party (CDP), and all California Statutes.

#### **Article IV - Board of Directors**

##### Section 1. Composition

The Board of Directors shall consist of five (5) elected officers, the Immediate Past President; and the Chairs of any of the Standing Committees that have been approved by the general membership. The officers shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

##### Section 2. Powers and Duties

The Board of Directors shall ensure that the Bylaws are followed in the fulfillment of their duties and shall act in the best interest of the club to meet the needs of their members.

##### Section 3. Prohibitions

No member who declares publicly to be a candidate for public office or is subsequently elected to office in a primary, special or general election may simultaneously be an officer of this organization.

##### Section 4. Terms of Office

Elections will be held in November every year.

##### Section 5. Term Limits

A member of the Board shall serve no more than two (2) consecutive terms in any one position.

#### **Article V - Duties of Officers**

##### Section 1. The President shall:

- a. Preside at all meetings of the membership and the Board of Directors
- b. Be an ex-officio member of all committees, except the Nominating committee.
- c. Serve as the official representative of PAN, including as the Representative to the Central Committee. If the President or 1st Vice-President is unable to serve as the Club Representative, the President shall recommend to the general membership, another club member who shall assume that position following a majority vote of the membership present at a general meeting.
- d. Work with the Secretary to prepare the agenda for each meeting
- e. Perform such other duties, as the Board of Directors deems necessary, to carry on functions appropriate to this club.
- f. Schedule an annual internal audit of the Treasurer's accounting prior to the June meeting, the end of the Club's fiscal year.

##### Section 2. The 1st Vice-President shall:

- a. Preside over the general and Board of Directors meetings when the President is absent.
- b. Be responsible for the monthly program at the general meeting (securing the location, set-up, take-down, arranging for speakers and their needs, refreshments, etc.).
- c. Serve as the Alternate Representative to the Central Committee.

##### Section 3. 2nd Vice-President - Membership shall:

- a. Maintain current membership rolls and coordinate membership activities.

- b. Prepare and submit a yearly member survey of interests.
- c. Assume tasks, programs and projects related to publicity.

Section 4. The Secretary shall:

- a. Keep the minutes of the board meetings and the general membership meetings.
- b. Conduct all correspondence with outside agencies as directed by the Board.
- c. Maintain a file/binder containing copies of all the records, the PAN Bylaws, Policies and Procedures, and the PAN calendar.

Board meeting minutes: shall be submitted to the Board prior to the next board meeting for amendment/approval.

General meeting minutes: shall be submitted to the general membership, in accordance with the process described in Article XIV, one week after the meeting. Minutes shall be approved at the next general meeting.

Section 5. The Treasurer shall:

- a. Be custodian of all club funds and shall be responsible for depositing and disbursing these funds under the direction of the Board of Directors.
- b. Present to the general membership a monthly accounting of the club's general financial status.
- c. Verify that every member is paid in full and in good standing.
- d. Maintain a log of all the physical properties belonging to the club and where each item is stored.
- e. Submit reports to federal and state agencies, as required by law.

Section 6. Vacancies

If the office of President is vacated, the 1st Vice-President shall assume the duties of the President until the next regularly scheduled election. If any elected office becomes vacant for any reason other than suspension or removal and there are fewer than 180 days remaining in the term, the Board shall take nominations from the floor at the next general meeting and a voice vote shall be used to fill the remainder of the term. If there are 180 days or more remaining in the term, the same procedures shall be used for filling the vacancy as are used for the election of officers.

Section 7. The Immediate Past President shall:

- a. Assist the current officers as needed.
- b. Perform such other duties as designated by the Board.

Section 8. Standing Committee Chairs shall:

- a. Perform duties designated for their committee by the Board.
- b. Lead the committee in its fulfillment goal.
- c. Provide monthly reports to the Board.

## **Article VI – Committees**

Section 1. Standing Committees:

The following committees may be utilized to accomplish club goals and to encourage member participation. Committee members shall appoint their own Chairperson. The Chairperson is responsible for presenting a written, and if requested, a verbal report at the general meetings and to guide the committee in its goal fulfillment

- a. Community Services Committee
- b. Precinct Captain Program
- c. Fundraising Committee

d. Additional committees as needed

Section 2. Ad Hoc Committees

- a. Bylaws Committee - to review and recommend amendments to the bylaws.
- b. Nominating Committee - to submit a slate of candidates for the election of officers.
- c. Finance Committee - to work with the Treasurer to meet the financial requirements of PAN.

**Article VII - Meetings**

Section 1. Regular general meetings shall be held monthly on the 2nd Tuesday of the month at 6:30 PM, unless otherwise notified.

Section 2. Board Meetings

The Board shall meet monthly to set the agenda for each month. The time and location of the next board meeting shall be announced at each general meeting and shall be open to all members to attend. Board members who have missed (3) meetings per calendar year without excuse may be removed from the Board.

**Article VIII - Nominations**

Section 1. Nominating Committee

A Nominating Committee shall be formed annually, consisting of three members. One shall be a current member of the Board and two shall be chosen by and from the general membership at the July general meeting. The Chairperson shall be chosen by the members of the Nominating Committee. Members of the Nominating Committee are not barred from becoming officers of the club.

Section 2. Report of the Nominating Committee

The Nominating Committee shall make an oral and written report to the general membership at the October general meeting. The Elections shall be held at the November general meeting. All candidates for office must agree to serve prior to nomination and must have paid their dues for the upcoming year prior to the election in November. Members in good standing for 90 days prior to the election are eligible to run for an office.

**Article IX - Election of Officers**

Section 1. Eligible Voters

Members in good standing for 90 days prior to the election are eligible to vote.

Section 2. Election

Three volunteers, who are not running for election, shall be chosen from and by the general membership to conduct the election.

Section 3. Installation of New Board

All Elected officers shall be installed at the January general meeting following their election. The outgoing President shall also be installed as the Immediate Past President at the January meeting. Committee Chairs may be added to the Board at any time during the term, following the approval by the general membership of the formation of that committee.

**Article X – Pre-Endorsement Policies**

PAN shall participate in pre-endorsement voting.

### Section 1. Pre-Endorsement Conference (PEC) Representative Selection

The Club representatives to the PEC shall be allocated as follows: 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 the Assembly District who were listed on the roster submitted to PCDCC, the appropriate Regional Director and the CADEM Secretary no later than the date announced by the CDP in accordance with the CDP bylaws.

For purposes of this Section:

- a. Only members in good standing as of a date that is announced by the State Chair and is between 315 and 325 days prior to the following statewide primary election and is 14 days prior to the date specified above shall be included on the roster;
- b. The status of such members shall be certified by the Club's President, Vice President, Secretary, or Treasurer, and,
- c. The Club's representatives to any particular pre-endorsing conference be from the roster described above and that the overall list of representatives to all conferences adhere to the Equal Division Rule, to the extent possible.

### Section 2. PEC Representative Selection Process

The Board shall solicit eligible volunteers to serve as representatives to the PEC. The membership shall then select representative(s) by a majority of the voting members, prior to the pre-endorsement vote. Each representative must pledge to the membership to vote at the PEC in accordance with the PAN pre-endorsement vote and the club bylaws.

### **Article XI - Quorum**

Those members present constitute a quorum at a general meeting; a simple majority of board members constitutes a quorum at a board meeting.

### **Article XII - Amendments**

These Bylaws may be amended by a 2/3 majority vote of the members present, in good standing, and voting at a general membership meeting, provided that the general membership has had at least two weeks written notice prior to the meeting. The Board shall assign a Bylaws Committee in September to review and update Bylaws, if needed, for a vote in November. The Chair of the Bylaws committee shall be chosen by the members of that committee.

### **Article XIII- Parliamentary Authority**

Robert's Rules of Order, newly revised, shall govern the club in all cases in which they are not inconsistent with these bylaws. The Immediate Past President shall serve as the acting Parliamentarian.

### **Article XIV– Official Notice to Members**

1. Email delivery shall be considered sufficient notice for all purposes except in the cases of members without email or members who have chosen not to receive notice by email which shall receive official notices by postal mail.

2. All notices by PAN via email shall be considered valid if:
  - a. The sender and receiver have both consented, in writing, to sending and receiving notice in this manner.
  - b. The notice was sent to or from the email address specified when giving consent, or most recent email address specified on a subsequent notice of change of address by sender or receiver, and
  - c. The obligation to inform and procedure for informing of any change in email address has been specified in writing.

Article XV– Voting by e-mail

1. The vote originator must be the committee chair/designee or Board Officer. If a committee member wants to make a motion, it must be referred to the committee chair/designee.
2. The vote originator must conduct the vote and allow a minimum 48 hours to vote.
3. The vote e-mail must include on subject line (required unless noted):
  - a. On line vote
  - b. Deadline: Date and time
4. The body of vote e-mail must include:
  - a. Subject on which the members are voting,
  - b. Members must “reply all” when voting.
5. The first vote constitutes a 2nd on the motion.
6. After the vote, the vote originator must send a summary with results, clearly listing Yes/No/Abstain votes, within 48 hours of the vote conclusion to the voting body and the Club Board.
7. The vote originator shall request the Club Secretary include the results of the vote in the minutes of the next regular Club meeting.
8. Any Club member without access to email must be contacted by phone or in person.

Adoption date: Amended and approved by Board/general membership on April 11, 2023.

We, the undersigned, certify that the foregoing is a true and correct copy of the Bylaws of PAN and that these Bylaws, consisting of seven (7) pages, were duly adopted by a majority vote of the members of PAN.

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President

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1st Vice President

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2<sup>nd</sup> Vice President

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Treasurer

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Secretary