

## **Bylaws**

Last amended, November, 2011 in South Lake Tahoe

### **PREAMBLE**

The California Young Democrats shall endeavor to stimulate in young people 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 philosophies of the Democratic Party.

### **ARTICLE I: NAME AND AFFILIATION**

#### **Section 1: Name**

The name of this organization shall be the CALIFORNIA YOUNG DEMOCRATS

#### **Section 2: Affiliation**

The California Young Democrats (CYD) shall be affiliated with the Young Democrats of America. The California Young Democrats shall be affiliated with the College Democrats of America through its California College Democrats Caucus.

### **ARTICLE II: ORGANIZATION**

#### **Section 1: Regions**

The California Young Democrats shall be comprised of seven regions which shall be called the North State Region, the Bay Area Region, the Central Valley Region, the Central Coast Region, the Los Angeles Basin Region, the Inland Empire Region, and the South State Region.

1. The North State Region shall consist of Del Norte, Siskiyou, Modoc, Humboldt, Trinity, Shasta, Lassen, Tehama, Plumas, Mendocino, Glenn, Butte, Sierra, Lake, Colusa, Sutter, Yuba, Sacramento, Yolo, Placer, El Dorado and Nevada Counties.
2. The Bay Area Region shall consist of Sonoma, Napa, Solano, Marin, Contra Costa, San Francisco, Alameda, San Mateo, Santa Clara, Santa Cruz, Monterey and San Benito Counties.
3. The Central Valley Region shall consist of Amador, Alpine, San Joaquin, Calaveras, Stanislaus, Tuolumne, Mono, Merced, Mariposa, Madera, Fresno, Kings, Tulare, Inyo and Kern Counties.

4. The Central Coast Region shall consist of San Luis Obispo, Santa Barbara and Ventura Counties.
5. The Los Angeles Region shall consist of Los Angeles County.
6. The Inland Empire Region shall consist of Orange and San Bernardino Counties.
7. The South State Region shall consist of Riverside, San Diego and Imperial Counties.

## **Section 2: Sections**

Regions may be divided into two Sections, Northern and Southern, as required by these Bylaws.

1. The South State, Los Angeles Basin, Inland Empire Region, and Central Coast Regions shall comprise the Southern Section.
2. The Central Valley, Bay Area, and North State Regions shall comprise the Northern Section.

## **ARTICLE III: MEMBERSHIP**

### **Section 1: State Membership**

1. The California Young Democrats membership shall be comprised of duly chartered Young Democratic Chapters and the members thereof.
2. At-Large membership in the California Young Democrats shall be granted to individuals on a limited basis at an annual rate of \$10.00. At-Large members receive all privileges, except voting, and may not run for CYD office. At-Large membership is open to persons who meet requirements as outlined in Article III, Section 2, part 1.

### **Section 2: Chapter Membership**

1. Regular membership in chartered chapters shall be open to persons who are at least fourteen (14) years of age and not more than thirty-five (35) years of age who are registered Democrats or who intend to register when eligible.
2. Every regular member of a duly chartered chapter shall be eligible for any office in this organization, but no chapter shall have more than two members serving as State Officers or Regional Directors during any one term.
3. Persons below the minimum age or over the age of thirty-five (35) may be admitted as non-voting members of any chapter. No non-voting member may be used for the purpose of representation at any meeting of this organization.

4. No member may be claimed by more than one chapter for the purpose of chartering. The most recent date of chapter membership shall be binding unless the member in question expressly changes his or her membership for chartering purposes. Individuals are considered to reside in the same region as the chapter of which they are a member.

## **ARTICLE IV: CHARTERING/MEMBERSHIP PROVISIONS**

### **Section 1: Procedure**

1. Any chapter meeting the requirements of these Bylaws and with at least ten (10) members may charter with the California Young Democrats.

2. A chapter seeking to be chartered with the California Young Democrats shall file an application with the Rules Committee Chair during the Open Chartering Period which begins November 15th and closes 60 days prior to the CYD State Convention, unless the Convention is held in the first 60 days of the calendar year.

a. If the CYD State Convention is held in the first 60 days of the calendar year, the Open Chartering Period shall begin November 15th and close on January 5th at 11:59 PM.

b. The California Young Democrats must notice the closing date of the Open Chartering Period to all Officers, chartered chapters and on the CYD website 30 days in advance.

c. Any applicant who submits their Charter Application prior to January 1st during the Open Chartering Period may submit a single revision prior to the closing deadline, unless the Convention is held in the first 60 days of the calendar year.

d. If the CYD State Convention is held in the first 60 days of the calendar year, any applicant who submits their Charter Application prior to December 30th during the Open Chartering Period may submit a single revision prior to the closing deadline.

e. The Charter Application must contain all the materials and information detailed in Article IV, Section 1(4)

3. In order to vote at the State Convention, all chapters must submit their charter application by the conclusion of the Open Chartering Period, pending approval by the Rules Committee.

#### 4. Charter Application Contents:

a. A Chapter membership roster listing of all members including last name, first name, date of birth, home address, city, state, zip code, phone number, e-mail address, and (for College and High School chapters) predicted year-of graduation.

i. The chapter roster must be prepared in Excel format with a separate column for each item and in the same order as listed in Article IV, Section 1(4a).

b. A list of the applying chapter's Officers that includes last name, first name, title, phone number and email address of each elected officer.

i. The chapter officer list must be prepared in Excel Format with a separate column for each item and in the same order as listed in Article IV, Section 1(4c).

c. A copy of the chapter's current bylaws.

i. The chapter bylaws must be submitted in Word or PDF format.

d. An annual progress report providing general information regarding membership, meeting schedules, noteworthy events, and a financial statement.

i. Violation of this subsection "d" may not be used to refuse credentials to an otherwise compliant chapter.

f. The appropriate chartering fee of:

i. Twenty dollars (\$20), plus

ii. One dollar (\$1) per member for high school chapters, or

iii. Two dollars (\$2) per member for all other chapters.

#### **Section 2: Duration**

Every chapter shall expire annually following the approval of charter applications for the new year by the Rules Committee at the State Convention. Any charter application received during the Open Chartering Period shall be deemed an applicant for the new year.

1. The Rules Committee must approve charter applications before the annual election of officers at the State Convention

### **Section 3: Suspension or Revocation**

Chapter charters may be suspended or revoked by action of any duly called meeting of the Rules Committee at the State Convention for violations of these Bylaws. Said chapter and all Rules Committee members must be notified of alleged violations and such action at least thirty (30) days prior to said meeting.

### **Section 4: Name of Chapters**

Chapters may assume any name, including the name of its college, region, city, county or political subdivision, provided that the name is not already being used by chartered chapter.

### **Section 5: Mid-year chartering of new Chapters**

1. Any new chapter that is not currently chartered with CYD, may apply to have their new charter approved mid year, with the approval of their charter up for a vote at a duly noticed CYD Executive Committee meeting.
2. Chartering packet requirements are the same as in Article IV, Section 1, Subsection 4.
3. Complete chartering packet and payment must be received 15 days prior to a duly noticed CYD Executive Committee meeting.
4. The mid year chartering process shall have no effect on the annual chartering process for the CYD Statewide Convention. Chapters who newly charter at a duly noticed CYD Executive Committee meeting must still follow the official procedure for rechartering in order to be eligible to participate in the CYD Statewide Convention

## **ARTICLE V OFFICERS**

### **Section 1: Officers**

The Officers of the California Young Democrats shall be: State President, State Vice President of Membership, State Vice President of Finance, State Secretary, State Parliamentarian, National Committeewoman, National Committeeman, State Political Director, Communications Director and seven Regional Directors.

### **Section 2: Duties**

1. The State President
  - a. Shall be the chief executive Officer and official voice of CYD and shall represent at all State Democratic Party functions.
  - b. Shall preside over all meetings.

c. Shall appoint chairs of all standing committees and the chairs and membership of all special committees, unless otherwise provided for in these Bylaws.

d. Shall appoint voting members of the Democratic State Central Committee (DSCC) as defined under Article II of the California Democratic Party Bylaws and Rules.

e. The President may appoint a State Controller in consultation with the State Vice President of Finance.

f. All appointments of the President are subject to the approval of the State Executive Committee.

g. The President shall establish an organizational calendar and shall make all efforts to maintain and strengthen communications between the various member chapters.

## 2. The State Vice President of Membership.

a. Shall be a member of all standing and special committees,

b. Shall coordinate At-Large membership

c. Shall coordinate major state events.

d. In the absence of the President, the Vice President of Membership shall preside at meetings.

e. Should a vacancy occur in the presidency of this organization, the Vice President of Membership shall assume the duties of President until such time as a replacement is selected according to these Bylaws.

## 3. The State Vice President of Finance

a. Shall serve as the Treasurer of record, be responsible for all CYD fundraising activities,

b. Shall submit financial statements to the State Executive Committee at each regularly scheduled meeting,

c. Shall chair the Finance Committee.

d. Shall be responsible for seeing that all disbursements, receipts, banking relationships, FPPC statements and in general, any and all bookkeeping responsibilities of CYD are fully and properly performed.

- i. Bookkeeping duties may be performed by a State Controller, provided one has been appointed by the State President.
- ii. The State Controller shall reside in the same Section as the President.
- iii. The State Vice President of Finance retains final responsibility over the State Controller's duties.

e. Shall prepare an annual CYD budget for approval of the State Executive Committee at least thirty (30) days prior to the fall Executive Committee meeting.

#### 4. The State Secretary

a. Shall maintain all CYD records, serve all required notices, and discharge any other duties at the discretion of the President.

#### 5. The National Committeewoman and the National Committeeman

a. Shall, together with the State President, represent CYD at all meetings of the National Committee of the Young Democrats of America.

i. In the event that the National Committeewoman, National Committeeman and/or the State President is unable to attend any National Committee meeting, that Officer shall give his or her proxy to any member of the California Young Democrats or any Young Democrats of America National Committee person.

b. The National Committeeman and National Committeewoman shall prepare the materials necessary to maintain CYD's current membership in the Young Democrats of America.

#### 6. The State Parliamentarian

a. Shall assist the State President and render opinions and rulings requested by the Chair, or when appealed to from the membership regarding CYD's bylaws, its interaction with the State or National Party or with the Young Democrats of America.

b. Shall chair the Rules Committee.

c. To facilitate accurate rulings, the State Parliamentarian shall collect and maintain records of CYD parliamentary inquiries, and issues.

i. Copies of these parliamentary records shall be provided to the State Secretary and to any Officer, chapter or members as requested

## 7. The Political Director

- a. Shall maintain contact with elected officials and statewide campaigns and notify the membership of political events.
- b. Shall also submit recommendations to the Executive Board regarding endorsements and the process by which CYD may endorse Democratic candidates, ballot initiatives, or other matters of statewide concern.
- c. Shall endeavor to keep the membership informed on relevant political activities in the state.
- d. Shall be the Chair of the Political Affairs committee and appoint its subcommittees.

## 8. The Communications Director

- a. Shall be responsible for the generation, distribution and follow up of all CYD Press Releases. Additionally the Communications Director will be the Secondary Media Contact on behalf of CYD and is empowered to speak on behalf of CYD if the President is unavailable.
- b. Shall be responsible for internal communications from the executive board to member chapters. Communications director is responsible for follow up communications to member chapters to ensure notices have been received.
- c. Shall Chair the Communications Committee.

## 9. Regional Director

- a. Shall be the chief organizing Officer of their respective region of the state. The Regional Director shall proactively recruit members, regularly inform their region of political activities, and aid in the development and retention of chapters. The Regional Director shall call and preside over the Regional Executive Committee. Regional Directors shall assist the State President with the State President's duties in their respective areas

## **Section 3: Election of Officers**

1. All Officers shall be elected at the State Convention of the California Young Democrats.
2. The State President, State Vice President of Membership, State Vice President of Finance, State Secretary, National Committee persons, State Parliamentarian, State Political Director, and Communications Director shall be elected by the entire

membership of this organization at the State Convention in the order listed in Section 2 of this Article.

3. The State Vice President of Membership shall be elected from a different Region than the State President.
4. The second National Committee person elected must be of the opposite sex of the first National Committee person elected.
5. All Regional Directors shall be elected by the membership of their respective regions.
6. An unsuccessful candidate for an Officer position may be elected for any remaining Officer position provided they meet all requirements as stipulated by these Bylaws.
7. All candidates for state office shall file their “intent to run” with the State Secretary at least thirty (30) days prior to election.

#### **Section 4: Term of Office**

1. Officers elected at the State Convention shall take office immediately after the adjournment of the Convention.
2. The offices of President, Vice President of Membership, and Vice President of Finance shall be elected to a two year term.

#### **Section 5: Vacancy**

1. Vacancy in any of the eight statewide offices shall be filled by a majority vote at a meeting of the State Executive Committee, which shall be summoned upon at least three (twenty-one (21) days notice.
2. For the offices of State President and State Vice President of Membership, the vacancy may not be filled by a person whose election would violate the requirement that the State President and State Vice President of Membership reside in different Regions, pursuant to Section 3(3) of this article.
3. For the National Committeeman and National Committeewoman, the person filling the vacancy must be of the same gender as the person being replaced.

## **Section 6: Removal**

1. The Executive Committee may, by a two-thirds (2/3) vote, remove any Officer contingent upon the following procedures:
  - a. Written charges against the Officer shall be provided to every member of the State Executive Committee at least thirty-five (35) days in advance of the meeting at which the removal shall be moved.
  - b. The Officer shall be given the opportunity to answer the charges and to know the identity of his or her accuser(s).
    - i. Notification by Certified Mail and by email to all known addresses shall be deemed as sufficient notice and shall constitute an invitation to answer the charges
  - c. A motion for removal shall take effect immediately, at which time a vacancy shall be declared pursuant to Section 5 of this Article. If within twenty-four (24) hours of receiving notice of the charges, the Officer submits a resignation, the motion to remove shall be expunged from all records and the resignation shall be recorded as such.
2. The excessive absence of a Statewide Officer at properly noticed events of the State Executive Committee shall be deemed an effective resignation, creating a vacancy in the office.
  - a. At the close of the second consecutive event in which an Officer has not submitted a written excuse for absence or failed to submit an Officer's report, his or her office shall be declared vacant due to dereliction of duty.
3. When personal, academic or professional obligations prevent an Officer's executive committee attendance, the Officer may submit a written note and an Officer's report prior to the meeting directed to the State President, State Secretary or Regional Director as a sufficient excuse for absence .

## **ARTICLE VI: STATE CONVENTION**

### **Section 1: Time and Location**

1. This organization shall convene in a State Convention every year concurrent with the California Democratic Party State Convention unless infeasible. In such a case, the Convention shall be held no later than May of each year.
  - a. The location of the Convention shall follow the annual rotation of the State Party.

b. A notice as to the date, place, and tentative agenda along with a current CYD roster of all chartered chapters and a current copy of these Bylaws shall be sent to each chartered chapter and to each member of the State Executive Committee at least twenty-one (21) days prior to the State Convention

i. The information required in Section 1(b) above may be provided via email so long as the State Secretary has verified that all chapters and chapter presidents may be reached by electronic means.

## **Section 2: Voting**

1. All chartered chapters shall receive one (1) delegate vote for 10-24 members, two (2) delegate votes for 25-49 members, three (3) delegate votes for 50-74 members, four (4) delegate votes for 75-99 members and one (1) vote for each twenty-five members thereafter.

2. The Credentials Committee shall approve each chapters' membership and assign the proper number of delegate votes to each as detailed in Article VII, Section 1, Subsection 4.

3. Each delegate from each chapter of the Section in which the State Convention is being held has only one (1) vote and may not cast more than their allotted vote.

4. Each delegate from each chapter of the Section in which the State Convention is not being held shall have one (1) vote and may carry one (1) proxy vote.

a. No member may cast more than two (2) votes.

5. All Statewide Officers, Regional Directors, the President of the California College Democrats, the President of the California High School Democrats, and members of the Democratic National Committee who are members of a chartered Young Democrats chapter shall be voting delegates. These persons may not allow others to carry their proxy vote and may not carry a proxy vote for any other Officer or delegate. Officers who are in a position to carry more than one vote must inform the State Secretary of whether they are carrying their vote or another's vote. They may not do both.

6. If an Officer listed in Section 2(5), above, forgoes the vote granted to him or her by virtue of their elected position, they remain subject to the proxy limits specified in Section 2(3) or Section 2(4), above.

## **Section 3: Procedure and Action**

1. These Bylaws may be amended, resolutions may be adopted, and all actions appropriate and consistent with these Bylaws may be taken at the State Convention

2. All meetings held during the State Convention shall be run according to these Bylaws and Robert's Rules of Order (Newly Revised).

3. Any report or resolution to be presented to the full convention must be copied in sufficient numbers as to allow each delegate adequate access to the matter under consideration.

#### **Section 4: Special Conventions**

1. Special State Conventions shall be called by the State President upon written request of a majority of the entire State Executive Committee.

2. A Special Convention shall consider only those items stated in the request for such a convention.

3. Notice shall be sent to all chartered chapters and State Executive Committee members stating the time, location and agenda at least sixty (60) days in advance of the Special Convention.

### **ARTICLE VII: STANDING COMMITTEES**

#### **Section 1: Credentials Committee**

It shall be the duty of the Credentials Committee to approve the true number of members of chartered chapters for the purpose of allocating votes at any statewide meeting requiring such representation.

1. There shall be a Standing Committee on Credentials consisting of one member appointed by each chartered chapter.

a. Quorum of the Credentials Committee shall be 10 voting members.

2. The President shall appoint the Chair of the Credentials Committee. The appointment must be confirmed by a majority vote of the Executive Board.

a. The Chair must be a member in good standing of the California Young Democrats.

b. At no time during his or her service may the Chair run for election to any Office enumerated in these Bylaws.

c. The Chair may be removed by a 2/3 supermajority of the following three Officers: the President, the Parliamentarian, and the VP of Membership.

3. The Credentials Committee shall be formed by January 31 of each year.
4. Rules for Annual Credential Verification for the purpose of Voting at the State Convention:
  - a. One week following the conclusion of the Open Chartering Period, the Credentials Committee will distribute an unverified Preliminary Credentials Report to the President of all pending chapters, declared candidates for CYD Executive Committee positions, and all Executive Committee Members. The report must include:
    - i. The name and location of each pending chapter
    - ii. The total number of unverified members each chapter submitted
    - iii. A column for each piece of information required in the chapter membership roster indicating missing information for each chapter by item
  - b. Pending Chapters are allowed seven days following the distribution of the Preliminary Credentials Report to submit a single revision to their chapter member roster.
    - i. The revision is intended to correct small errors, or missed details. No new names may be added. Revisions submitted with more members listed than the original chapter membership roster will be rejected.
  - c. Members that do not meet the requirements of Article III, or Article IV, Section 1(4) shall be removed from the roster and not counted toward the chapters total membership. Following verification, the Credentials Chair shall submit for approval, a report detailing the true membership of each chapter, and the final number of votes each chapter may assign at a meeting of the Credentials Committee prior to the State Officer Elections at the annual State Convention.
  - d. Credentials may only be designated to chapters whose charter is approved by the Rules Committee.

## **Section 2: Rules Committee**

1. There shall be a Standing Committee on Rules consisting of one member consisting of one member appointed by each chartered chapter.
  - a. Quorum of the Rules Committee shall be 10 voting members.
2. The State Parliamentarian shall chair the Committee

### 3. The Rules Committee:

- a. Shall maintain and review these Bylaws,
- b. May propose rules or amendments when necessary,
- c. Shall interpret the rules when called upon by the State President, the State Executive Committee, or any California Young Democrats member in good standing.
- d. May review the Bylaws of member chapters as required by these Bylaws or upon the request of any member

### 4. The Rules Committee shall approve the chartering of all chapters.

- a. During or immediately following the Open Charting Period, the Rules Committee shall submit the chapter officer list and chapter membership roster of each chapter to the Credentials Committee.

## **Section 3: Resolutions Committee**

1. There shall be a Standing Committee on Resolutions consisting of two (2) members from each region appointed by the Regional Director of the respective region. In the event the Regional Director position is vacant, the President of the CYD shall make the appointments with the consent of the State Executive Board. No two (2) appointees shall be from the same chapter.
2. Quorum shall be fifty percent (50%) plus one of the committee's membership.
3. The State President shall appoint the chair.
4. The Resolutions Committee shall review all proposed resolutions.
  - a. The Committee may recommend, reject, or amend a resolution prior to referring it to the membership or Executive Committee.
5. Proposed resolutions shall be distributed to all members eligible to vote.

## **Section 4: Finance Committee**

1. There shall be a Standing Committee on Finance consisting of the State Vice President of Membership, State Vice President of Finance, President of the California College Democrats, President of the California High School Democrats two (2) members from each region appointed by the Regional Director of the respective region. In the event the Regional Director position is vacant, the President of the CYD shall make the

appointments with the consent of the State Executive Board. No two (2) appointees shall be from the same chapter.

2. Quorum shall be fifty percent (50%) plus one of the committee's membership.
3. The State Vice President of Finance shall chair the Committee.
4. The Finance Committee shall explore all fund raising possibilities and recommend future fundraising measures to the Executive Committee.
5. The Finance Committee shall propose a budget for the California Young Democrats at the first Executive Committee meeting following the State Convention.

### **Section 5: Platform Committee**

1. A Platform Committee shall convene in odd-numbered years for the purposes of drafting a platform.
2. The Committee shall consist of one Committee Chair as well as two members from each region as defined in Article II.
3. The Committee Chair shall be nominated by the President immediately following the state Convention. Each Regional Director shall nominate as members two persons from within the region each Director represents who are members in good standing of a chartered chapter of CYD, have separate gender identities and who do not hold primary membership in the same chartered chapter. Nominations shall be submitted to the President in writing 30 days after the first Executive Committee meeting following the State Convention.
4. The nominations of the Committee Chair shall be confirmed by vote of the Executive Committee at the first Executive Committee meeting following the State Convention and Committee members shall be confirmed by the President 36 days after the first Executive Committee meeting.
5. Should any Regional Director fail to nominate two qualified candidates by the 30 day deadline the President shall appoint as many members are necessary so as to satisfy the requirements in Subsection 2.
6. Authority to ratify the Platform lies with the delegates to the Fall Executive Committee Meeting.
7. Copies of the platform shall be distributed to all voting members of the Executive Committee. In the event that a Platform is not adopted, the most recently approved Platform shall remain in effect.

8. The Platform Committee members shall attend their respective regional meetings for the purposes of receiving and considering written and oral testimony prior to the Fall Executive Committee meeting in odd years.

9. The platform of the California Young Democrats shall reflect the core values of the California Young Democrats, shall treat of issues from the perspective of young voters and shall be separate and distinct from the platforms of the California Democratic Party and the Young Democrats of America.

### **Section 6: Awards Committee**

1. There shall be a Standing Committee on awards for the purpose of acknowledging dedication and achievement by young activists and chartered chapters. The committee shall convene prior to the State Convention.

2. Awards shall be presented at the State Convention.

3. The State President shall appoint the Awards Committee Chair, who shall develop and administer the nomination and awards procedures, and who may not vote on Awards except in case of a tie.

a. At no time during his or her service may the Chair run for election to any Office enumerated in these Bylaws.

4. The Awards Committee shall consist of the State President, the CCD President and the seven Regional Directors.

5. Annual awards shall be:

a. CYD/CCD Man of the Year and woman of the Year (elected Officers ineligible),

b. Outstanding Young Democrats Chapter,

c. Outstanding College Democrats Chapter,

d. CYD/CCD Outstanding Project,

e. Outstanding Leadership Award (reserved for an elected Officer), and

f. The Willie Brown Mentor Award for a recipient over 35 years of age.

7. Only chartered chapters and members in good standing are eligible to receive awards, with the exception of the Willie Brown Jr. Mentor Award.

8. All awards shall be presented annually at the State Convention, with the exception of the Willie Brown Jr. Mentor Award, which may be presented at any time deemed appropriate by the Executive Committee.

### **Section 7: Communications Committee**

The Communications Committee will include the State President, President of the California College Democrats, State Political Director, California College Democrats Political Director and

California College Democrats Communications Director as well as any additional members deemed necessary by the Communications Director

1. The Communications Committee will include:

- a. External communications subcommittee, which will be responsible for media contact on behalf of CYD
- b. Internal communications subcommittee, which will be responsible for communicating executive board decisions, state meetings and statewide coordinated actions to member chapters.
- c. Technology subcommittee, which will be responsible for developing and implementing a comprehensive technology plan.

### **Section 8: Political Affairs Committee**

There shall be a Standing Committee on Political Affairs consisting of the State President, State Political Director, President of the California College Democrats, California College Democrats Political Director, President of the California High School Democrats, and one (1) member from each region appointed by the Regional Director of the respective region. In the event the Regional Director position is vacant, the President of the CYD shall make the appointments with the consent of the State Executive Board.

1. Quorum shall be fifty percent (50%) plus one of the committee's membership.
2. The State Political Director shall chair the Political Affairs Committee.
3. The Political Affairs Committee shall take all appropriate action in support of legislation that is either endorsed by CYD resolution or is in keeping with the organization's platform.
4. The Political Affairs Committee shall take all appropriate action in support of candidates who are endorsed by CYD.

5. The Chair of the Committee shall create any subcommittees deemed necessary for the conduct of committee business:

- a. All subcommittee members shall be appointed by the State Political Director
- b. Any registered Democrats of chartered chapters of the California Young Democrats shall be eligible to serve on a subcommittee.

## **ARTICLE VIII: CAUCUSES**

### **Section 1: Special Caucuses**

CYD may recognize Special Caucuses among members of similar interests at its discretion for the purposes of participating in the policy decisions and the outreach programs of the California Young Democrats. Recognition shall be subject to the following provisions:

1. A Caucus membership list and bylaws are submitted to the Rules Committee for approval by the Executive Committee.
2. The Caucus bylaws are consistent with the Bylaws of this organization.
3. Quarterly financial reports shall be filed by such Caucus groups with the State Treasurer of this organization.
4. Letters of support submitted by no less than 10 (ten) chartered chapters. Letters must bear the signature of the Chapter President as submitted to CYD in that year's chartering packet.
  - a. Letters of support must be received by the Rules Committee Chair no later than 7 days prior to rules committee meeting of the CYD annual Convention.
  - b. Letters of support must submitted in the following ways to be deemed valid:
    - i. Mailed to CYD mailbox with wet signature of Chapter President as submitted that year to CYD in that year's chartering packet.
    - ii. Emailed scanned copy of letter with wet signature of Chapter President as submitted that year to CYD in that year's chartering packet from any email address to the Rules Committee Chair's CYD email address.
    - iii. Electronic letter of support emailed from the email address of the Chapter President as submitted to CYD in that year's chartering packet to the to the Rules Committee Chair's CYD email address.

5. Caucuses may file “intent to charter caucus” statements with the CYD Secretary at any time during or after the open chartering period. Filing “intent to charter caucus” form entitles caucuses to receive an emailed copy of the preliminary unverified chartering report as submitted to all chartered chapter leaders.

6. A Chartering fee of \$20 must be submitted in the form of a check or money order or paid online, postmarked no later than the final day of the Open Chartering Period.

7. Official recognition of a Caucus shall be renewed biannually beginning in 2010 except for the California College Democrats and the California High School Democrats which shall be considered standing caucuses.

8. Membership and full voting rights in an officially recognized Caucus shall be open to all registered Democrats of chartered chapters of the California Young Democrats who meet the membership requirements of the Caucus bylaws.

9. All Caucuses shall meet in conjunction with the California Young Democrats Executive Committee and regional meetings.

10. All Caucuses are encouraged to participate fully in the CYD platform and resolutions process.

11. No caucus shall endorse candidates or legislation unless first endorsed by CYD. Caucuses may take political action on behalf of a candidate or legislation endorsed by a chartered member chapter at the request of that chapter, but may not endorse unless first endorsed by CYD.

12. The CYD Executive Committee shall reserve the right to suspend recognition of special caucuses for violation of the Bylaws of this organization.

## **Section 2: Standing Caucuses**

### **1. California College Democrats**

a. The California Young Democrats recognizes the California College Democrats as an integral part of the overall California Young Democrats organization and will strive to ensure fair and consistent representation to college chapters.

b. The President of the California College Democrats, or his/her designee, shall serve as the official liaison of the California Young Democrats and the California College Democrats Caucus to the College Democrats of America. The President, his/her designee, shall update the California Young Democrats Executive Committee on activities of the College Democrats of America at each Executive Board Meeting.

## 2. California High School Democrats

a. The California Young Democrats recognizes the California High School Democrats as an integral part of the overall California Young Democrats organization and will strive to ensure fair and consistent representation to high school chapters.

b. The President of the California High School Democrats, or his/her designee, shall serve as the official liaison of the California Young Democrats and the California High School Democrats to the Young Democrats of America High School Caucus. The President, his/her designee, shall update the California Young Democrats Executive Committee on activities of the Young Democrats of America High School Caucus at each Executive Board Meeting.

## **ARTICLE IX: EXECUTIVE COMMITTEE**

### **Section 1: Executive Committee**

There shall be an Executive Committee of this organization that shall have all the powers and duties of the California Young Democrats.

### **Section 2: Executive Committee Membership**

The Executive Committee shall consist of the following members:

1. All Statewide Officers and the Regional Directors.
2. The immediate past-State President.
3. The Presidents of each duly chartered chapter.
4. The President of California College Democrats
5. The President of California High School Democrats
6. Any Officer of the Young Democrats of America, College Democrats of America, or Young Democrats of America High School Caucus residing in the State who is a member of a duly chartered California Young Democrats chapter.
7. Any member of the Democratic National Committee member who is a member of a duly chartered Young Democrats chapter
8. The Chairs of all Standing and Special Caucuses
9. Non-Voting Members

- a. The chairs of all Standing and Special Committees

### **Section 3: Executive Committee Organization**

The State President shall be the Chair of the Executive Committee and the State Secretary shall be the Secretary of the Executive Committee.

### **Section 4: Executive Committee Meetings**

1. The Executive Committee shall meet a minimum of four (4) times per year. When possible, these meetings shall be held in conjunction with Executive Committee meetings of the California State Democratic Central Committee.

2. The Executive Committee may convene Special Meetings:

- a. The call of the State President at such time and in such place as the State President may designate, or

- b. Upon written request submitted to the State President of eight (8) or more members of the Executive Committee at such time and in such place as they may designate.

- c. The State Secretary shall give notice of Regular and Special Meetings via email at least twenty-one (21) days prior to the Meeting. Notice may be provided solely via email so long as the State Secretary has verified that all chapters and chapter presidents may be reached by electronic means

### **Section 5: Executive Committee Proxy Voting**

Executive Committee Members may not carry more than one vote. For Executive Committee Members to cast their vote in absentia the following conditions must be met:

1. The person carrying the proxy must be a Member of a duly chartered California Young Democrats chapter. The proxy holder may not be a member of the Executive Committee.

- a. No person may hold more than one proxy.

2. The President of a duly chartered chapter may designate as his or her proxy only another member of the President's chapter.

3. An Executive Committee Members as defined in Sections 2(1) and 2(2) of this Article may not designate a proxy to cast his or her vote.

4. An Executive Committee Member wishing to cast his or her vote in absentia shall file his or her intent in writing with the State Secretary.

## **Section 6: Executive Committee Quorum**

The Executive Committee may conduct business when at least ten (10) voting members of the Executive Committee are present.

## **Section 7: Regional Executive Committee**

1. Each Region shall have a Regional Executive Committee. The Regional Executive Committee shall have such duties within the Regions not covered by the State Executive Committee.
2. Membership in each Regional Executive Committee shall consist of the following:
  - a. All State Officers of this organization residing in the section and the Regional Director.
  - b. Presidents of duly chartered chapters in the region.
  - c. The immediate past Regional Director.
4. Any other such members as may be determined by the Region's bylaws.
5. The Regional Director shall chair the Regional Executive Committee.
6. Each Regional Executive Committee shall meet at least once between each State Executive Committee meeting. Special meetings may be called by the Regional Director or upon written request of at least five (5) members.
7. Notice of regular and/or special meetings shall follow the same procedure as set forth in ARTICLE IX, Section 4, part 2, with the exception that only members of the respective region must be notified.

## **ARTICLE X: GENERAL PROVISIONS**

### **Section 1: Expenditures**

1. Neither CYD nor any of its officers or members may expend any amount in excess of one hundred dollars (\$100) without the prior approval of the State President.
2. Neither CYD nor any of its officers or members may expend any amount in excess of five hundred dollars (\$500) without the prior majority approval of the State Executive Committee

## **Section 2: Endorsements**

The State Executive Committee and all CYD Officers shall use their power and influence to achieve a high level of effective participation by the chartered chapters and their members in Democratic nominees' campaigns.

1. The State Executive Committee may, upon due notice of thirty (30) days, by a two-thirds (2/3) majority of those present and voting, endorse in the primary and/or general elections of the following races:

- a. California Constitutional Officers,
- b. United States Senate,
- c. United States President and,
- d. California ballot propositions,-
- e. United States House of Representatives,
- f. California State Assembly,
- g. California State Senate and,
- h. California Board of Equalization

2. A chartered chapter may endorse or support the candidacy of a registered Democrat provided that the chartered chapter uses only its official name in conjunction with the endorsement and not the name of the California Young Democrats. Member chapters may make endorsements in races that differ from the endorsement of the California Young Democrats.

3. The State Executive Committee may only consider for endorsement a candidate who is a registered Democrat. Chartered chapters may not endorse candidates who are not registered Democrats, and doing so is a violation of these bylaws-that shall result in charter revocation.

4. Prior to a primary election, the State Executive Committee may consider for endorsement a candidate who is a registered Democrat and who commits to file for candidacy as "Party Preference: Democratic" (hereinafter "self-identified Democrats). The State Executive Committee may not consider for endorsement a candidate who has not committed to file as such. A candidate who fails to file as such, after receiving the

endorsement of the California Young Democrats, shall have this endorsement rescinded.

5. The State Executive Committee will consider endorsements for primary elections at its State Convention and for general elections at its State Executive Committee meeting in July prior to the election. If there is no State Executive Committee meeting convened in July, such consideration will be made at the next State Executive Committee meeting prior to the general election.

6. Endorsements in non-statewide legislative and Board of Equalization races, defined as subsection 1(e) through 1(h) of this section, may be considered by the following process:

a. The State Executive Committee will consider approval of a consent calendar consisting of endorsement recommendations submitted by each Regional Executive Committee according to the timeline outlined in subsection 5 of this section. (The Regional Executive Committee is comprised of, pursuant to Article IX, Section 7, the CYD state officers residing in the region, the Regional Director, presidents of duly chartered chapters in the region and the immediate past Regional Director). Approval of such a consent calendar must be done so according to the requirements outlined in subsection 1 of this section and subsection 6(d) of this section.

b. Each Regional Executive Committee shall be convened at least ten (10) days but no more than sixty (60) days prior to the State Executive Committee meeting for which the recommendations are to be presented.

c. Each Regional Executive Committee may consider making recommendations for endorsements in local races, as defined by this subsection, whose district is included in its region.

d. Each Regional Executive Committee may make such recommendations only after reaching a two-thirds (2/3) majority of those present and voting. Only Regional Executive Committee members who reside in or represent a chapter located in the district with a race being considered may vote on an endorsement in that race. Such a vote requires that the committee have a quorum of members eligible at the time of the vote.

e. The State Executive Committee may approve by acclamation such a consent calendar by unanimous voice vote. Any voting member who is present at the meeting of the committee may pull from consideration a candidate

recommended for endorsement by verbally objecting to the consent calendar's approval and by specifically identifying a race and candidate. Such action would necessitate that candidate's endorsement to be separately discussed, moved, seconded and voted on pursuant to Robert's Rules of Order.

7. Candidates who are both registered Democrats and self-identified Democrats running against a candidate in a general election who is not a registered Democrat will automatically receive the endorsement of the California Young Democrats 14 days after the certification of a primary election's results by the agency in charge of election certification unless one (1) or more members of the State Executive Committee object in a written communication submitted to the State President, State Secretary and State Political Director.

8. A candidate endorsed by the California Young Democrats prior to a primary election automatically retains the organization's endorsement if he or she advances to a general election if:

- a. He or she is the only registered Democrat in the general election, or,
- b. He or she is one of two registered Democrats in the general election, or,
- c. He or she is one of two registered Democrats in the general election but is the only self-identified Democrat.

9. In the event that an endorsed candidate does not win a primary election, CYD may consider candidates for endorsement in advance of the general election according the process and rules as stipulated in this section.

10. The State Executive Committee may consider endorsements of candidates outside of the time parameters as outlined in subsection 5 of this section by convening a special meeting of the committee upon due notice of twenty-one (21) days.

### **Section 3: Reserved Powers**

Subject to the conditions and limitations herein provided, both the Regions and the Young Democratic Chapters thereof shall be considered autonomous organizations.

#### **Section 4: National Committee**

Should the State President, National Committeewoman, or National Committeeman be voting members of the National Committee by virtue of any other national position, the State Executive Committee may elect an alternate to represent the State until such time as the affected Officer no longer holds said position.

#### **Section 5: Organizational Records**

The State President, Secretary and Parliamentarian shall, whenever possible, forward relevant organizational records to an established California Young Democrats archive within the University of California Northern Regional Library facility and Southern Regional Library facility.

Information including, but not limited to photos, memorabilia, meeting minutes, leadership rosters, conference notes, convention agendas, credentials reports and other statements shall be forwarded periodically and at the close of each State Convention. Such records serve to preserve the history of the organization for future generations.

#### **Section 6: Executive Director**

The State President, with the consent of the State Executive Board, may hire an Executive Director. The Executive Director shall be responsible to the general direction and policies of the California Young Democrats and work under the general direction of the State President. The State Executive Board may adopt a CYD staff policy manual. All other employees of the California Young Democrats shall report to the Executive Director or Designee. All matters concerning discipline, employment terms or other items relating to personnel deemed sensitive by the State President or Executive Director shall be handled by a personnel task-force consisting of the elected State Officers as defined in Article V, Section 1. These meetings shall be closed and confidential. Any decisions requiring a change in the adopted budget of the California Young Democrats shall require ratification by the State Executive Committee.

### **ARTICLE XI: AMENDMENT OF THE BYLAWS**

#### **Section 1 : Amendment**

These Bylaws may be amended by majority vote of all the delegates accredited and in attendance at any State Convention, or by two-thirds (2/3) vote at any State Executive Committee. An amendment shall become effective on the first Monday after adjournment of the meeting at which the amendment was adopted unless a specific exception is stated in the motion to amend.

**Section 2: Notice**

Notice to amend the Bylaws shall be given twenty-one (21) days prior to any Executive Board meeting at which the amendment may be considered.

**ARTICLE XII: SUSPENSION OF THE BYLAWS**

Any section of these Bylaws may be suspended by a two-thirds (2/3) vote of those present and voting at any meeting of the Executive Committee or State Convention. A motion to suspend must identify the Article and Section being suspended and may not suspend more than one Article. This Article may not be suspended.