

SOUTH LAKE TAHOE DEMOCRATIC CLUB (SLTDC)

Advocating for Equity and Progress in Our Communities

BYLAWS

Club Inception: September 15, 2016

Bylaws Creation: January 26, 2017, Revised: April 2017, December 2018, February 2019, June 2020, July 2021, September 2021, March 2022

Revision of September 2025 (FINAL 09-03-25)

The South Lake Tahoe Democratic Club (hereinafter called the Club) is a social services club advocating for equity and progress in our communities.

Purpose:

1. To advance the views of the Democratic Party on a local level.
2. To promote candidates of the Democratic Party for local, regional, state and national elected offices.
3. To communicate and coordinate with the El Dorado County Democratic Central Committee (EDCDCC).
4. To collaborate with other organizations in the Lake Tahoe Basin to promote environmental and social sustainability of our communities.
5. To engage and participate in community services and activities.
6. To be inclusive of all whose values align with the platform of the California Democratic Party (CADEM) and the Club purpose, as stated above.

This Club is a nonprofit social welfare organization and is not organized for the private gain of any person. We will maintain our status as a Social Welfare Organization until such time as we acquire a cash balance of \$25,000 at which time we will file, with the IRS, as a Section 527 Political Organization. This requirement must be met within 30 days of achieving this cash balance by submitting IRS Form 8871.

ARTICLE I

OFFICERS & APPOINTEES

Officers shall be elected for 2-year terms, at a General Meeting in the 4th quarter, staggered over a 2-year period. The offices of Chairperson, Secretary, and Webmaster will be elected during even-numbered years. The offices of Vice Chair, Treasurer, and Community Liaison will be elected during odd-numbered years. Appointees: The positions of Youth Coordinator and Member-at-Large will be affirmed and appointed by two-thirds ($\frac{2}{3}$) vote of the Executive Committee (EC), on a yearly basis.

Elected Officers and Appointees, together, comprise the EC. An office or appointed position may be shared, i.e., co-led, as agreed upon by the EC. All officers' terms begin the following January and they are expected to attend the majority of Club and EC meetings.

Officers are expected to adhere to the attached Code of Conduct (enclosure A) and sign, annually, the Conflict of Interest Statement (enclosure B-Part 2).

In the event of a mid-term vacancy in any office, the replacement shall be appointed by the EC for the remainder of the term.

Candidate nominees for Officer positions must have a minimum of 6 months' experience as a member-in-good-standing and possess the knowledge, skills, and abilities (KSAs) for the position which they seek. These demonstrated KSAs will be evaluated, via resume and interview, by an ad hoc committee for recommendation(s) to the EC. If a potential candidate comes forward whose KSAs are outstandingly evident, this candidate will be reviewed contemporaneously for an exception to the 6 months' experience pending a two-thirds ($\frac{2}{3}$) vote of the EC.

Officers' and Appointees' duties and responsibilities include, but are not limited to:

Officers.

Chair:

1. Chair all Club meetings including agenda development.
2. Chair all EC meetings.
3. Serve as an ex officio member of all committees, both standing and ad hoc.
4. Create and approve all standing committees and appoint their members.
5. Approve all ad hoc committees.
6. Call and/or approve all special meetings.
7. Propose, along with the Treasurer, a budget each year for review by the Finance Committee. Obtain approval of the general membership.
8. Obtain signatory approval on Club checking account.
9. Fill vacancies of Officers.
10. Serve as the spokesperson of the Club to include soliciting for media materials and ensure these are communicated through Club media.
11. Monitor Club's email account and incorporate information, as warranted, into Club newsletter. Convey this information to Webmaster for additional media postings.
12. Retain the ability to delegate essential tasks to Club officers as warranted.

Vice-Chair:

1. Serve as Chair, in the Chair's absence, in keeping with the above-listed responsibilities.
2. Confer with Chair to set Club agendas.
3. Ensure communication between the EC and Standing Committees to increase community involvement and results-oriented outcomes.
4. Represent the Club at other organizations in South Lake Tahoe such as City Council and Chamber of Commerce.

Secretary:

1. Record and distribute minutes of all general and EC meetings in a timely manner and according to Operating Guidelines.
2. Manage Post Office business and ensure appropriate disposition of correspondence.
3. Make timely deposits of membership dues and other contributions, on behalf of Treasurer, and notify accordingly. Serve as backup to Treasurer, as requested.
4. Manage Officer calendar to ensure needed actions are timely addressed.
5. Obtain signatory approval on Club checking account, as warranted, to serve as backup to Treasurer.
6. Receive, respond to, and report on surface and electronic mail correspondence of the Club.
7. Establish, manage, and maintain all membership and club records.

Treasurer:

1. Develop, in conjunction with the Chair, the annual budget for review by the Finance Committee, and approval by the general membership within the 4th quarter.
2. File financial reports with all authorities, required by law, and within established timeframes.
3. Record receipts and expenditures and report them, in writing, to the EC and general membership following established Operating Guidelines. Has expenditure authority up to \$400.
4. Manage collection of dues and other contributions. Make timely deposits of membership dues and other contributions. Notify Secretary of membership receipts.
5. Establish, maintain, and control the Club checking account.
6. Obtain signatory approval on Club checking account.

Webmaster:

1. Maintain and monitor Club newsletter contacts.
2. Maintain and monitor websites established by the Club.
3. Maintain and monitor social media accounts established by the Club.
4. Maintain shared drive (or any electronic means of storing club records).
5. Manage Club calendar capturing meetings and events in concert with EDCDCC.
6. Research and advise the SLTDC on other software such as financial applications or other software as the need arises.
7. Ensure Webmaster Operating Guidelines are kept current.
8. Collaborate, with the Chair and Secretary, to post information of interest to communities and the Club.

Community Liaison Officer:

1. Keep the Club alert to actions in the community to which we should become involved.
2. Serve as liaison between the Club and other groups within area communities (i.e., immigrants and underrepresented populations).
3. Collaborate with community service organizations that align with Club's purpose to help encourage community advocacy. Report their activities to the Club.

Appointees.

Youth Coordinator:

1. Serve as liaison between Club and local youth organizations such as those associated with Lake Tahoe Community College, South Lake Tahoe High School, or Tahoe Young Professionals, as well as the California Young Democrats.
2. Participate in job fairs, sporting events, and other community-based activities that likely draw young people.
3. Participate in registration drives and Get Out the Vote opportunities.

Member-at-Large:

1. Assigned specific tasks or duties by Chair, Vice-Chair, or by action of the EC.
2. Provide help as needed, when needed.

ARTICLE II STANDING COMMITTEES

Expectations of committees will be mutually agreed upon following the SMART model: Specific, Measurable, Attainable, Relevant, Timebound as requested by EC. Future additions/deletions to standing committees will be incorporated as an addendum to these Bylaws.

1. Executive Committee role includes:

- a. Plan Club meetings and activities.
- b. Set annual goals that tie to annual budget and program of work.
- c. Recommend local non-partisan candidate and local ballot measure endorsements to the general membership (see Article IX).
- d. Review and approve Club expenditures exceeding \$400 per transaction or unusual transactions as requested by the Treasurer.
- e. Attend to other business not requiring membership approval (addressing correspondence and the like).
- f. Identify additional standing committees and any ad hoc committees as warranted for the conduct of regular and recurring or incidental Club business.
- g. Establish accountability standards for Standing and Ad Hoc committees following SMART model.

h. Ensure secure and transparent fiscal procedures to protect individual club members from loss and to protect the EC and club members from liability.

2. Standing Committee(s) whose primary's report activities and status to the EC, include but are not limited to:

a. **Finance Committee:** Consists of the Treasurer and up to five (5) Club members appointed by the Club Chair. The Finance Committee shall:

i. Develop the annual budget, in conjunction with the Chair, for approval by the general membership within the 4th quarter.

ii. Manage oversight of fundraising activities to ensure financial accountability.

iii. Propose changes in membership dues or other fees or charges to the general membership for approval.

b. **Social Committee (internal role):** Plan social events each year such as social hour gatherings, movie nights, potlucks, hikes, picnics, etc.

c. **Program Committee:** Plan and produces periodic programs for meetings and special events.

d. **Community Service and Outreach Committee (external role, i.e., Clean Tahoe and Earth Day):** Determine needs in the local community and propose actions to support those needs.

i. Orchestrate the Club's involvement in special events where they can make a difference in our area.

ii. Collaborate with other groups in communities that are engaging in projects that share our democratic values such as participation in recruiting for Club Membership and Voter Registration drives.

e. **Candidate Recruitment & Endorsement Committee:** Consists of at least three (3) Club members and shall be responsible for complying with and fulfilling the duties set forth in the Endorsement Policy contained in Article IX of these Bylaws.

i. Responsible for local non-partisan candidate recruitment, recommendations for local non-partisan candidate endorsements, and recommendations for local ballot propositions.

ii. At its first meeting for each election cycle, the Committee shall review the sections of the Bylaws that cover the endorsement of candidates.

iii. Establish a process for evaluating candidates and making recommendations to the EC (see Article II, 1c). The Committee's evaluation process shall be presented to the EC for approval and implementation.

iv. Identify or recruit suitable candidates and follow a standardized candidate vetting process before making recommendations to the EC.

v. Assess the needs and viability of the recommended candidates and assess the activities or functions that the Club can provide to assist the candidate.

vi. Complete the candidate evaluations and present its endorsement and assessment recommendation(s) to the EC for review with adequate time provided to meet the EDCDCC deadline of no later than 30-day-prior-to-Election endorsement approval deadline per Article IX.

3. Ad Hoc Committee(s): Will be created by the EC as needed for an activity or activities of a time-sensitive nature or of short duration.

ARTICLE III MEMBERSHIP REQUIREMENTS

Voting Members: Only members-in-good-standing shall be allowed to vote, defined as:

- a. those registered or pre-registered to vote as Democrats in El Dorado County pursuant to the laws of the State of California; and,
- b. those whose dues are current or have been waived due to economic hardship.

Registering as a member of another Party shall automatically terminate voting rights in this Club.

Members are expected to adhere to the attached Code of Conduct (Enclosure A). Only officers are required to complete and update their Conflict of Interest Statement (Enclosure B) annually.

Associate Members: Defined as having paid Club dues, but who are not registered or pre-registered in the Democratic party in El Dorado County, can still participate in Club meetings and other general activities of the Club, but shall not be allowed to vote on Club issues.

ARTICLE IV CHECK SIGNATURES

All checks issued by the Club shall be made valid by the signature of the Chair, the Treasurer, or the Treasurer's backup so long as signatory authority is in place.

ARTICLE V QUORUM

A quorum is at least ten (10) Club members; two of whom must be officers. A quorum must be present at a general or special meeting to approve motions made before the general membership for the conduct of Club business.

ARTICLE VI MEETINGS

Regular meetings shall be held at least once per quarter. Special meetings may be called by the Chair through concurrence by the EC. All meetings shall be governed by Robert's Rules of Order. General membership meetings shall include the following general business:

Introductions, sign-in, and determining a quorum; approving the agenda, as stated, or note requested additions or deletions; approval of minutes from previous meeting; Chair and Treasurer reports; membership update; Standing Committee and affiliated group reports; ad hoc committee reports, as warranted; old and new business; and, adjournment.

Whenever possible, a short program will be incorporated into the agenda. This program will serve to educate and inform the membership on Club emphasis issues.

ARTICLE VII VOTING

Each eligible voting member of the Club shall have one vote. Voting may be done in any face-to-face meeting or through secure electronic means. Voting outcomes will be determined by majority.

ARTICLE VIII BUDGET & PROPERTY

The annual calendar year budget for the Club shall be proposed, by the Finance Committee, for member approval at a general meeting during the 4th quarter of the calendar year preceding the next budget year.

The property of this Club is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any officer, committee member, or private person.

ARTICLE IX ENDORSEMENTS

Partisan Offices: The CADEM endorses for all partisan offices. Clubs may not endorse or support partisan candidates independent of CADEM endorsements.

Non-partisan Local Offices: This club retains the right to independently endorse or support candidates for non-partisan local offices and local ballot measures (defined here as all nonpartisan offices or ballot measures whose jurisdictions do not extend across County lines). Examples include county supervisor, school board, special districts, city council, etc.

Such independent endorsement is subject to the following conditions:

1. A South Lake Tahoe Democratic Club local office endorsement shall be extended only to registered Democrats.
2. The Club shall only endorse candidates who have affirmed political positions and values consistent with Democratic values and/or party platform positions.
3. Endorsement shall not be given to more candidates than there are seats open for the office in question.

4. The Club is not required to endorse for an office/ballot measure and may opt for a “No Position Taken” decision.
5. Official endorsements cannot be made until after the filing deadline for that race has closed, and only eligible voting members of the Club shall vote on endorsements. No vote on endorsement shall be taken by secret ballot.
6. No later than Election Day minus 30 days, shall the eligible voting members of the Club vote on endorsements.
7. AGREEMENT: If the EDCDCC agrees with the Club’s endorsement, the Club may proceed to publish the endorsement alongside EDCDCC and CADEM official advertisements/publications.
8. DISAGREEMENT: If the Club endorsement conflicts with any official EDCDCC endorsement or CADEM endorsement, then the club endorsement must be clearly presented as being made solely by the Club and not by the EDCDCC or the CADEM, AND those endorsements must be kept separate from the official CADEM/EDCDCC endorsed candidates on advertisements/publications.

ARTICLE X

NOMINATIONS AND ELECTIONS TO CALIFORNIA DEMOCRATIC PARTY PRE-ENDORING CONFERENCES

Selection of Representatives to California Democratic Party (CADEM) Pre-endorcing Conferences.

1. Club representatives are defined as a resident in the Assembly District and duly registered as a member of CADEM in good standing.
 - a. Clubs shall be allocated one representative for every 20 members, including fractional representatives as described in CADEM Bylaws Article VIII, Endorsement of Candidates..., Sec 3, Partisan Public Offices/Pre-Endorsing Conferences/Voting Participants/Designated Assembly District reps/Club reps.
 - b. The representative must be registered to vote in the Assembly District listed on the bi-annual roster submitted to EDCDCC and to the appropriate Regional Director of CADEM no later than the date announced by the CADEM State Chair (approximately 1 year before a State or National election, per CADEM Bylaws).
 - c. This process does not allow for proxy voting.
2. A Club member may only be the Club representative for one Club and may not be a dual member, i.e., both a Club representative and an appointed member of the Pre-Endorsing Conference as defined by CADEM Bylaws Article VIII, Endorsement of Candidates..., Sec 3, Partisan Public Office/Pre-Endorsing Conferences/Voting Participants/Designated Assembly District reps/Club reps/dual membership.
3. For purposes of this section:
 - a. Only members in good standing shall be included on the roster.
 - b. “Member in Good Standing” shall mean a member whose dues are current or have been waived, due to economic hardship, and who is registered or pre-registered as a Democrat on the date designated by the CADEM.

- c. The status of such members shall be certified by the Club's President, Secretary, or Treasurer.
 - d. The Club's representatives, to any particular pre-endorsing conference, must be from the roster described above and that the overall list of representatives, to all conferences, be equally apportioned between self-identified females and other-than-self-identified females, to the extent possible.
4. Said representatives shall be selected by 2/3rds vote of the EC.

ARTICLE XI AMENDMENTS

These Bylaws may be amended by presenting the proposed amendment, either at a regular general membership meeting or electronically in advance of a general meeting, and approved by majority of votes of the members either present at the next subsequent meeting or through secure electronic means.

As a standard business practice, the EC will review Bylaws annually.

ARTICLE XII DISSOLUTION

Upon the dissolution or winding up of the Club its assets remaining after payment, or provision for payment, of all debts and liabilities of the Club shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for social welfare purposes.

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Enclosure A: Code of Conduct for all members

Enclosure B-Parts 1 & 2: Conflict of Interest Policy & Disclosure for Officers

Enclosure A

Code of Conduct
For Members of the South Lake Tahoe Democratic Club founded
September 15, 2016.

Introduction

Welcome to South Lake Tahoe Democratic Club (SLTDC); filed with California Franchise Tax Board as a nonprofit organization run entirely by volunteers. Our mission is to advocate for equity and progress in our community. This Code of Conduct is designed to guide volunteers in carrying out their responsibilities with integrity, respect, and professionalism.

Our Values

- **Integrity:** We conduct our activities with honesty and transparency, ensuring that our actions align with our mission and values.
- **Respect:** We treat everyone with dignity, valuing the diversity of our community and fostering an inclusive environment.
- **Commitment:** We are dedicated to our cause and strive to make a positive impact through our collective efforts.
- **Collaboration:** We work together, recognizing that teamwork and mutual support are key to achieving our goals.
- **Accountability:** We take responsibility for our actions and decisions, and we are accountable to our community, our stakeholders, and each other.

Volunteer Conduct

- **Professionalism:** Volunteers are expected to conduct themselves in a professional manner at all times, representing SLTDC with pride and respect.
- **Communication:** Volunteers should communicate openly and respectfully with each other and with the community members we serve, and throughout all communications means available.
- **Confidentiality:** Volunteers must respect and protect the confidentiality of any sensitive information they encounter during their service.
- **Conflict of Interest:** Volunteers must avoid conflicts of interest and disclose any potential conflicts to the organization.
- **Harassment and Discrimination:** SLTDC has a zero-tolerance policy for harassment and discrimination. All volunteers must treat others with respect and dignity.

Responsibilities

- **Commitment to Mission:** Volunteers must be committed to the mission and goals of SLTDC, working diligently to support our cause.
- **Dependability:** Volunteers should be reliable and punctual, fulfilling their commitments and responsibilities.
- **Reporting:** Volunteers must report any concerns or violations of this Code of Conduct to the appropriate authority within the organization.
- **Training and Development:** Volunteers are encouraged to participate in training and development opportunities to enhance their skills and effectiveness.
- All members & officers will adhere to the **standard “duties”** as described:
 - **Duty of Care** – A commitment to stay reasonably informed and participate in decisions while producing judgments that, applying the “prudent person” rule, can be easily understood and supported.
 - **Duty of Loyalty** – An acknowledgment, usually in terms of a conflict of interest policy that is both written and enforced, that puts the interest of the SLTDC ahead of personal gain.
 - **Duty of Obedience** – A conscious effort to keep the SLTDC’s mission and purpose in the forefront of all activities. This includes effectively participating in executive committee activities and providing clear and concise documentation regarding all aspects of the SLTDC’s management.

Compliance and Enforcement

- **Adherence:** All volunteers are expected to adhere to this Code of Conduct. Failure to do so may result in disciplinary action, including termination of volunteer service.
- **Reporting Violations:** Volunteers should report any violations of this Code of Conduct to the locally-appointed officer. Confidentiality will be maintained to the extent possible.
- **Review Process:** Reported violations will be reviewed by an ad hoc committee as appointed by the above-appointed officer. Appropriate action will be taken based on the findings.

Conclusion

Thank you for your dedication to the SLTDC and for upholding the principles outlined in this Code of Conduct. Together, we can make a positive impact in our community and further our mission.

This Code of Conduct is effective September 2025, and included as an enclosure to existing Bylaws. It will be reviewed periodically to ensure it remains relevant and up to date.

Enclosure B-Part 1

Conflict of Interest Disclosure For Officers of the South Lake Tahoe Democratic Club Founded September 15, 2016.

1. A member of the Executive Committee (EC) must disclose to other EC members while addressing a Convention, Executive Board Meeting, or through written disclosure when communicating through mail, email, or other digital communication, primarily directed towards members of the EC, that said member, the spouse of the member, or the domestic partner of the member has a material financial interest in advocating for or against any SLTDC-endorsed or supported candidate if said oral or written communication relates to the material financial interest.
2. For purposes of this section, a “financial interest in advocating for or against a candidate or one or more state initiatives” exists when the member or the spouse/domestic partner of the member:
 - a. is a candidate for the public office under consideration; or
 - b. is a paid employee or independent contractor of a political committee or owner, paid employee or independent contractor of a consulting firm which is taking a position for or against one or more candidates or state initiatives under consideration; or
 - c. is an employee who serves or works in paid employment at the pleasure of a person standing for election to the office under consideration; provided, however, that nothing in this rule shall require any person serving on a non-salaried basis as an appointee to a public panel, board or commission to make such disclosure; or
 - d. otherwise receives monetary compensation for the purposes of taking a position for or against one or more candidates or state initiatives under consideration.
3. Similarly, this disclosure is necessary when participating in decision-making of the EC such that the expenditure of funds, either directly or indirectly, could be viewed as void of impartiality.
4. A financial interest is “material” when it has a value of \$1,000 or more in a calendar year.
5. Disclosure shall be accomplished by stating verbally, when speaking, or in the communication itself when doing so through mail, email, or other digital communication, primarily directed towards members of the EC, the material financial interest the member of the EC has in the candidates or other EC/SLTDC initiatives under consideration that generate a financial obligation.

Conflict of Interest Statement
(To be signed annually by officers of the Executive Committee, South Lake Tahoe Democratic Club-SLTDC)

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