

DEMOCRATIC WOMEN OF MONTEREY COUNTY

BYLAWS

(Adopted and Amended on February 23rd, 2023)

Our Vision

Our vision is to inspire and empower all women as architects of equity and progressive social change.

Our Mission

Democratic Women of Monterey County (DWMC) is a volunteer organization that creates opportunities for our members to interact, to participate, and to educate our community on key political and social issues. We champion Democratic candidates and causes with an emphasis on women and gender equity.

With the current administration, women in leadership has never been more critical. The DWMC is absolutely committed to strengthening our Democratic presence in all elected positions.

ARTICLE I – ORGANIZATION

SECTION 1: The name of this organization is Democratic Women of Monterey County, also known as DWMC. The Club is chartered under the Monterey County Democratic Central Committee (MCDCC).

SECTION 2: The Bylaws are the governing rules of the organization.

ARTICLE II – FOUNDING PRINCIPLES

SECTION 1: The major goal of DWMC is to encourage camaraderie and activism among members and to inform them about important political issues. This is accomplished through guest speaker programs, fundraising events, and other activities.

SECTION 2: DWMC's secondary goal is to promote membership interaction and participation with the Monterey County Democratic Central Committee (MCDCC) in support of candidates, issues and projects that exemplify Democratic values and ideals.

ARTICLE III – MEMBERSHIP ELIGIBILITY

SECTION 1: Membership shall be open to all persons without regard to race, religion, or gender, who support the principles of the Democratic Party.

SECTION 2: An applicant becomes a member upon payment of annual membership dues. Annual membership runs from January 1 through December 31.

SECTION 3: A member is considered to be in good standing and eligible to vote if their annual dues have been paid by the first day of the month in which the ballot is distributed.

ARTICLE IV – FINANCE

SECTION 1: Annual Dues shall cover the fiscal/calendar year beginning January 1.

SECTION 2: The Board of Directors will recommend any changes in the dues, which will be subject to approval by a vote of the Board.

SECTION 3: At the January business meeting of the membership, the Treasurer shall present an annual budget for the fiscal year. The annual budget must be voted on no later than the next Board meeting.

SECTION 4: Financial business of the organization shall meet normally accepted standards of accounting and legal reporting requirements.

SECTION 5: All disbursements shall be made either by check, or by debit card associated with the Club's checking account; and shall be supported by proper documentation. At least three (3) members of the Board of Directors shall be authorized on the bank signature card.

SECTION 6: All funding requests shall be in writing and subject to approval by the Board.

ARTICLE V – BOARD OF DIRECTORS

SECTION 1: The Board of Directors consists of the four (4) elected Officers (President, Vice President, Secretary and Treasurer) and may include the Immediate Past President. The Board of Directors may also include two to eleven additional (2-11) Directors and four (4) Ex-Officio Board Members.

SECTION 2: The Executive Committee shall consist of the four (4) elected Officers. The President shall be the chairperson of the Executive Committee.

SECTION 3: Ex-Officio members of the Board may be appointed at any time to meet a special need for a particular area of expertise in the organization or as a liaison to a special group. Ex-Officio members will serve for a specific term and will not be voting members of the Board. The President will consider people who have served on the Standing Committees as candidates for Ex-Officio membership.

SECTION 4: Regular attendance is essential for all elected and appointed members. Absence from three (3) consecutively scheduled meetings without approval by the President shall result in removal from the office and the Board of Directors.

SECTION 5: The Board of Directors shall recommend candidates for vacancies occurring within the Board of Directors. Confirmation requires a majority vote of the membership at the next business meeting. In the case of an unexpected Board vacancy during a term, the Board may fill the interim vacancy.

SECTION 6: The term of office for a member of the Board of Directors is two (2) years. Half of the directors shall be elected in even numbered years and the remainder shall be elected in odd numbered years.

ARTICLE VI – ELECTED OFFICERS

SECTION 1: THE EXECUTIVE COMMITTEE

Officers of DWMC shall be: President, Vice President, Secretary and Treasurer. Each of the officers shall be elected at the first business meeting in January and hold office for two (2) years.

SECTION 2: OFFICERS

A. President: The President is the Chief Executive Officer of DWMC and presides over business meetings, the Executive Committee, and the Board of Directors. The President is the Representative of the DWMC and is a member of the Steering Committee of the Monterey County Center for Change.

In addition, duties include:

- Making appointments as required
- Acting as spokesperson for the organization
- Chairing the Annual Membership Meeting (January of each year)
- Serving on all other Committees, as an ex-officio member
- Approving all public communications representing the DWMC, i.e., press releases, correspondence and Club information
- Providing for liaison to the Monterey County Democratic Central Committee (MCDCC)

B. Vice President/President Elect: The Vice President serves at the direction of the President, assumes the duties of the President in the case of absence, and assists in carrying out the goals and programs of DWMC.

In addition, duties include:

- Serving as President Elect
- Opening the meetings except the Annual Meeting

C. Secretary: The Secretary takes the minutes of the Board of Directors meetings and DWMC business meetings, maintains records, and is responsible for distributing communications.

In addition, duties include:

- Responsibility for correspondence and internal communications
- Maintaining records of the organization

D. Treasurer: The Treasurer is responsible for collecting, depositing and recording of all funds received by the DWMC.

In addition, duties include:

- Providing regular financial statements
- Filing state and federal compliance reports, and all any tax documents.
- Serving on and providing data to the Finance/Budget Committee.

E. Immediate Past President: The Immediate Past President is available to provide advice and counsel to ensure continuity of the mission and goals of the DWMC.

ARTICLE VII – MEETINGS

SECTION 1: Membership meetings usually shall be held during the third week of each month. There shall be a minimum of ten (10) membership meetings or special events per calendar year. Months when there are no meetings will be July and December. When business is conducted at a membership meeting, minutes must be taken.

SECTION 2: Board meetings shall be held ten (10) months a year (excluding July and December) . Dates for Board meetings can be changed by a majority of a quorum at a Board meeting. The President or any three Directors may call a special Board meeting. A portion of each meeting is open to membership, members of the public, and Board-invited guests; the remainder of the meeting shall be open to Board members only. A quorum of the Board is required for the enactment of Board business.

SECTION 3: The Executive Committee shall consist of the President, Vice President, Treasurer and Secretary. The President may call Executive Committee meetings by verbal or written notice. The President may invite others to an Executive Committee meeting, as needed.

SECTION 4: Robert's Rules of Order (newest revision) shall be the parliamentary authority for the Club on all questions not covered by these Bylaws.

ARTICLE VIII – COMMITTEES

SECTION 1: Standing Committees include Finance/Budget, Programs, Special Events Program, Communications and Publicity, Outreach and Membership, Political Action and Advocacy. A Board Member will chair all Standing Committees.

- *Finance & Budget:* Oversees all fiscal responsibilities of organization.
- *Political Action & Advocacy:* Follows all political and social issues relevant to DWMC's vision and mission.
- *Outreach and Membership Committee:* Communicates with new members, meets and greets members at luncheons, manages membership coordination.
- *Communications & Publicity Committee:* Writes press releases, liaises with the media, PR Committee, and Luncheon Committee. Maintains website and social media.
- *Program Committee:* Creates and arranges programs throughout the year, including luncheons and/or monthly webinars.
- *Special Events Program Committee:* Plans and arranges DWMC annual fundraising event.

SECTION 2: Other committees may include, but not be limited to: Endorsement and Nominating Committee. The President may appoint Ad Hoc Committees (subject to Board approval) for purposes specified at the time of appointment.

SECTION 3: The Board may delegate authority to a committee, such as Special Events, to spend funds of the organization within the limitations established by the Board.

SECTION 4: No committee, sub-committee, ad hoc committee, or individual appointed to investigate and make recommendation(s) to the Board and/or the DWMC membership is empowered to commit the organization without the approval of the Board.

ARTICLE IX – ELECTIONS

SECTION 1: Three (3) months prior to the January membership meeting, the President or Board shall appoint three (3) members to serve on the Nominating Committee. At least one (1) member should be a Board Member. The Nominating Committee shall announce an open nominating period to the members; then select at least one (1) candidate for each Officer and Director position. The Nominating Committee's slate of choices shall be provided to the

members at least two weeks prior to the January DWMC business meeting. The election of Board Members will be by majority voice vote of the membership at the January business meeting.

SECTION 2: No proxies shall be permitted. For the sole purpose of determining good standing for voting, a member shall have been a paid member for thirty (30) days.

ARTICLE X – CANDIDATE ENDORSEMENTS

The DWMC may endorse local issues and local Democratic candidates in any partisan or nonpartisan race in a primary and/or general election upon request by a candidate or designated representative of the issue. The candidate or issue must be approved by a simple majority vote of membership. *The DWMC will follow the Endorsement Policy as outlined in the DWMC Endorsement Policy.*

ARTICLE XI – BYLAWS

Section 1: Bylaws are available for all members on our website at: DW-MC.org

Section 2: Bylaws may be amended by a majority vote of the membership at a business meeting provided that notice with the proposed amendment(s) has been provided electronically to every member prior to the meeting.

Section 3: Bylaws shall become effective immediately upon their adoption by the membership and shall be the governing rules of the DWMC.

BYLAWS REVISIONS

ADOPTED BY BOARD: **July 13, 2009**

ADOPTED BY MEMBERSHIP: **October 22, 2009**

ADOPTED AND AMENDED: **May 19, 2011**

ADOPTED AND AMENDED: **January 25, 2013**

ADOPTED AND AMENDED: **January 21, 2016**

ADOPTED AND AMENDED: **January 19, 2017**

ADOPTED AND AMENDED: **February 23, 2023**

APPENDICES

1. The business address of the organization is Post Office Box 223003, Carmel, CA 93922.
2. Donations and Honoraria Policy, posted on the DWMC website.
3. Endorsement Policy: (see attached)

ENDORSEMENT POLICY

Amended: February 10, 2023 DWMC Board Meeting

Overview

Our endorsement process prioritizes two equally important criteria when evaluating candidates:

1. A demonstrated history that the candidate's values and beliefs align with those of Democratic Women of Monterey County and,
2. The skills, temperament, and knowledge required to be a competent and effective elected official.

Endorsement Policies

- DWMC supports the CADEM and/or the MCDCC endorsed candidates for federal and state partisan and nonpartisan offices;
- DWMC endorsement policy focuses on the endorsements of county and local candidates running for office;
- Self-identified female candidates who meet the criteria below are eligible for monetary contributions or endorsements in name only.
- Other than self-identified female candidates who meet the required criteria as listed below are eligible for endorsements but not for financial contributions as part of the endorsement process.
- DWMC will not endorse one Democratic candidate over another in a contested Democratic primary race. Endorsements will not be made until the Democratic slate of candidates has been finalized.
- DWMC may, at our sole discretion, publicly revoke the DWMC endorsement of any candidate prior to the candidate's election.

Endorsement Policy Procedure

Establishment of Endorsement Ad-Hoc Committee

This committee must include either the Club President and/or the Club Vice-President.

Ad-Hoc Committee will:

- Establish a calendar deadline for candidates to request an endorsement from the DWMC membership.

- Attempt to contact every registered Democrat who has filed papers by final filing date to determine the candidate's interest in the DWMC endorsement.
- Provide the DWMC with information on candidate qualifications and position on relevant issues.
- Follow up with candidates to be sure all required submission material is complete and in order.
- Work with DWMC Tech/Webmaster to get Candidates information online in a timely manner and establish the best platform for members to vote.

To Be Considered for Endorsement

Candidates must:

- Fulfill all filing requirements as verified by the elections board overseeing ballot access and publicly announced the intention to run for a specific office;
 - Submit an estimated/approximate written budget;
 - Submit their campaign's current FPPC number;
 - Have a Treasurer and/or Campaign Manager; and
 - Submit:
 - Official campaign photograph (Recommended campaign photograph size is 1200px(w) x 630px(h). A web-quality photograph will be accepted);
 - Official biography;
 - Social media handles and Website URL.
- Candidates must agree to participate in DWMC public forums.
- Candidates must submit a video, no longer than two (2) minutes, stating why they merit a DWMC endorsement.
- Candidates may be interviewed in person or electronic communications to answer additional questions, at the sole discretion of the DWMC Endorsement Committee and/or the DWMC President.

Endorsement Process

- All candidates running for office are required to complete a written questionnaire to be considered for endorsement.
- All questionnaires require the candidate to sign the DWMC Pledge as adopted by DWMC's Board, and include campaign funding information and endorsements.
- The endorsement process will include an interview in an open DWMC public meeting as part of the evaluation process whenever possible.

- Candidates are prohibited from disclosing any DWMC Internal Information, including but not limited to, DWMC Questionnaire and Pledge.
- Once the candidate meets the criteria and all information has been submitted to the Ad-Hoc committee, it will be posted on the DWMC Website and an Electronic Ballot will be sent out to all DWMC Members in good standing. They will have a minimum of five days to vote, with one ballot per member.
- Endorsement of a candidate or position on a ballot measure requires a minimum 50% vote plus 1 of voting members who are in good standing. Per Article III, Section 3 of DWMC Bylaws, “A member is considered to be in good standing and eligible to vote if their annual dues have been paid by the first day of the month in which the ballot is distributed.”

Recommended Endorsement Criteria

DWMC members vote to determine which candidates to endorse. The DWMC Board recommends that members consider the following criteria when they vote:

- Commitment to DWMC’s agenda and the DWMC Community, based on questionnaire responses, statements in the public record, and on actions the candidate has taken to demonstrate such commitment;
- Responses to questions posed in interview meetings and/or on submitted questions; and
- Signing of the DWMC Pledge in support of the progress of All Women
- Candidate’s viability as judged by:
 - Commitment and ability to raise funds adequate to win;
 - Base of support, as demonstrated by endorsements and contributions from key individuals and groups that have a major influence in winning elections; and
 - Name recognition, personal history (strengths and liabilities), polling data, ballot designation and competitive standing equal to other candidates.

Publicizing an Endorsement

A DWMC endorsement becomes official after all members have had the chance to vote and the DWMC Board has approved it. Once this has occurred, it will be announced on the DWMC Website and Social Media platforms.

The endorsement applies *only* to the General or Local Election for which it is given.

Candidates are encouraged to publicize the endorsement by using a logo provided by DWMC. DWMC will provide print-quality and web-quality logo files.

In addition:

1. DWMC logo colors must not be changed, unless the printing process uses single colors, black/white or is grayscale.
2. proportions or scale should not be changed; and
3. logo should not be cropped.

Personal Endorsements

A DWMC Board member MAY NOT endorse, or have their name publicly associated with a candidate who is running against a DWMC endorsed Candidate.

If an individual DWMC Board member wishes to endorse a competing candidate to the DWMC endorsed candidate, that member must:

- take a leave of absence from the DWMC Board until the election has passed
- not participate in a Board Member or leadership capacity/volunteer in any DWMC fundraising or public events;

Finally, the candidate may not list the endorser's DWMC affiliation in campaign materials, as this may imply an endorsement by the organization.