

TEHACHAPI MOUNTAIN DEMOCRATIC CLUB

Constitution and Bylaws

ARTICLE I - Charter and Purpose

Section 1: The Tehachapi Mountain Democratic Club is an officially recognized organization within the California Democratic Party and chartered through the Kern County Democratic Central Committee.

Section 2: The Club's purpose is to promote the policy and platform of the Democratic Party and work for the election to public office of candidates endorsed by the Democratic Party, and to promote community understanding within its membership area of public issues of national, state, and local importance.

ARTICLE II - Membership and Dues

Section 1: Classes of Members

The TMDC shall have two (2) classes of members – Voting Members and Non-Voting Members.

Section 2: Voting Member - Any person who is registered as a Democrat and eligible to vote in elections held within the Assembly, Senate, and Congressional Districts that include Tehachapi is eligible to become a member of the Club with member voting privileges.

Section 3: Non-Voting Members - Non-Voting Members can be classified under three (3) different classifications.

a. Long-Distance Member - Any person registered as a Democrat outside of Tehachapi's Assembly District, Senate, and Congressional District. Provide proof, such as a copy of Voter Registration Verification, with either a state voter registration verification or through <https://www.usa.gov/confirm-voter-registration> or <https://registertovote.ca.gov/>

b. Advocate Member - Any person who is not registered to vote due to immigration status but is a supportive advocate for the Democratic Party. Advocate Members are considered on a case-by-case basis and are decided by the Membership chairperson.

c. Student Member - any person over the ages of 16 and under 18 years old who is "Pre-Registered" to vote as a Democrat.

Section 4. Non-voting members can participate in club events but can not vote in club elections or hold a seat on the board. Non-voting members may hold committee seats at the discretion of the Executive Board.

Section 5: Any such person shall be granted membership upon that person's request, regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, economic status, or disability as defined by the Americans with Disabilities Act of 1990, and upon payment of dues.

Section 6: Dues shall be assessed upon each member at the beginning of each fiscal year, July 1, through June 30, in the amount determined by the membership by June of each year. An increase or decrease of dues can be proposed to eligible club members for a vote and can be voted on in person or online. Membership dues are paid for a fiscal year from July 1 through June 30 and may be offered at discounted rates if the Executive Board approves. Membership dues paid in full from April 1 of each

year are considered payment for the upcoming fiscal year. (i.e., If paid April 1, 2024, dues are considered paid until June 30, 2025).

Section 7: A member who has not paid the current assessment of dues within 90 days of the assessment date shall be deemed in arrears, and such member's privileges of voting and holding office in the Club shall be suspended until the dues have been paid. The membership chairperson is responsible for attempting to renew lapsed memberships, or the President can appoint someone to the task.

Section 8: A member who publicly campaigns for a non-Democratic Party candidate in a partisan election shall be expelled from membership in the Club upon a determination by the Executive Board of the facts demonstrating such support; provided, that the Executive Board, upon the member's written application and for good cause shown may reinstate such member, with or without further condition, as the Executive Board may within its discretion decide.

Section 9: A member in good standing may resign from the Club at any time upon the member's written notice to a Club officer. Such members shall not receive any refund of dues previously paid.

Section 10: An individual member's dues may be waived by the Executive Board for hardship, provided the person has participated in 5 club activities or meetings within the previous 12 months. A hardship application must be completed and submitted to the President who shall refer it to the Membership Chair for review. The Membership Chair shall make a recommendation to the Board for a vote.

Section 11: All club members and guests participating in club events or events promoted by TMDC are expected to adhere to the Code of Conduct. Failure to comply may result in removal from the event or club and will be determined by the Executive Board on a case-by-case basis.

Section 12: Lifetime Membership may be conferred. Nominations for this distinction shall be submitted to the Executive Board, which must grant approval by an affirmative vote by the club members. Upon approval, the Lifetime Member's name shall be permanently recorded and maintained on the Club's membership roster by the Membership Chair.

ARTICLE III - Officers, Duties, and Elections

Section 1: The officers of the Club shall consist of a President, Vice President, Secretary, Treasurer, and three Trustees, and shall be elected by vote of eligible club members either in person or online for a 1-year term from July 1 through June 30; Voting requires a quorum.

A single candidate requires a vote of 50%+1.

- a. If there are two or more candidates for the same position, the candidate with the highest votes is elected.
- b. Trustee Positions: If there are more candidates than open seats, the top three with the highest votes are elected.
- c. Ties are decided by run-off elections. Voting may be done either in-person or online at the discretion of the board to be completed no later than the General Meeting in June.

Section 2: The President shall serve as the Club's Chief Executive Officer and shall preside at all meetings of the Club and its Executive Board, and report actions taken by the Executive Board to the membership at its regular meetings; The president shall work with the club Secretary to apply for

annual re-chartering as scheduled by the KCDCC; the President shall have the power to delegate to the Vice President or other appropriate officers any of the duties specified under these bylaws. The President may appoint or remove Chairpersons of club committees and any other position at their discretion.

Section 3: The Vice President shall preside pro tempore in the absence of the President and shall perform any duties delegated to the Vice President by the President. In the case the treasurer is not available, the VP has access to both the bank account and checkbook to help meet the club's needs.

Section 4: The Secretary shall keep a copy of the Club's proceedings and records and shall issue such notices and correspondence as may be directed by the President or Executive Board. If the Secretary is absent from a meeting, the President shall appoint a Secretary pro tempore.

Section 5: The Treasurer will follow the guidelines described in the TMDC Handbook. Should questions arise in regard to procedures, they will be directed to the Executive Board for clarification. The Treasurer shall receive and bank all Club monies and funds, and shall make any disbursements as may be duly authorized pursuant to these bylaws; the Treasurer shall keep an accounting of all receipts and disbursements, and shall report to the membership at its regular meetings all such activity since the last report, including cash on hand; the Treasurer shall be responsible for making all reports required by law--including but not limited to those required by the Fair Political Practices Commission (FPPC)-- pertaining to the Club's status and financial activity as a political entity. In the event of a vacancy in the office of the Treasurer, the President, with the concurrence of the Executive Board, shall appoint a member to serve as Treasurer until the next regular election.

- A. The authorized signers of the TMDC bank account(s) will be the treasurer and one board member appointed by the board. The Club President is the Administrator of the Club bank account. The authorized signers can not be held by persons related to each other.

- B. The TMDC document titled "financial report" will be accessible to both the Treasurer and the President. Under normal circumstances, only the treasurer has the authorization to edit financial reports unless the treasurer is deemed incapacitated or unavailable by the board. Then, the co-signer on the account can act on behalf of the treasurer to complete any accounting tasks required, and the president will act in conjunction with the co-signer to update the "financial report" to help maintain proper records until the treasurer returns to duty. If the treasurer is deemed incapacitated or unavailable for a period over 30 days, then a treasurer pro tem will be appointed by the board until the treasurer can return or until the end of the term, whichever is first.

- C. At no time will the same two parties have access to both bank account(s) and financial reports. The treasurer is the sole person with access to both TMDC bank accounts and TMDC financial reports.

- D. All TMDC financial records, including the check register, receipts, and bank statements, will be audited at the end of every TMDC fiscal year. The audit will be conducted by an adult not related to the treasurer and not directly involved in TMDC finances.

- E. An annual audit will be completed during May of each year. All financial records will be turned over to the audit committee, and complete cooperation will be given to help with any questions. Once an audit has been completed, the records will be returned to the Treasurer and then handed off to the new incoming Treasurer on or before June 30 of each year.

- F. An end-of-year audit report is issued to the Executive Board for approval and then made available to TMDC members.

Section 6: In the event of a vacancy of any board seat, the President shall appoint a replacement “in pro tem” for the remainder of the current term.

Section 7: The Trustees, in addition to their duties as members of the Executive Board and as otherwise provided pursuant to these bylaws, shall furnish such assistance as may be required to maintain order at Club meetings and to advise the presiding officer in the event of a question concerning parliamentary procedure.

ARTICLE IV - Executive Board

Section 1: The Executive Board shall be composed of all current officers of the Club and shall act as its general steering committee.

Section 2: Each member of the Executive Board shall have one vote, and any four of its members shall constitute a quorum at any duly noticed meeting.

Section 3: Decisions by the Executive Board shall be made by a majority vote of its members participating in a meeting.

Section 4: The Executive Board shall meet upon the call of the President or a majority of Executive Board members; such calls must, to the extent practicable, be timely communicated to each Executive Board member. In urgent circumstances, the members may participate in meetings by telephone or other electronic means.

Section 5: The Executive Board shall approve in advance any expenditure by the Treasurer in the amount of \$200 or more. Proposed expenditures in the amount of \$500 or more shall be submitted to the membership for approval. A proposed budget for the next fiscal year will be submitted to club members for approval by majority vote when a quorum is present, no later than the June General Meeting. The treasurer is authorized to pay all budgeted items without further approval.

Section 6: Any board member can be removed from the board for Dereliction of Duty by a vote of the Executive Board.

ARTICLE V - Committees

Section 1: In April of each year, the President shall appoint an audit committee of two or more members to audit the Treasurer's accounts. The committee shall report its findings to the membership at the June meeting.

Section 2: In April of each year, the president shall appoint a nominating committee of three or more persons to submit a slate of one or more candidates for each office in the Club at its May meeting; nominations may also be made from the floor at the June meeting.

Section 3: The President shall appoint any other committees at the President's discretion. The President shall be an ex officio member of all committees except the Nominating Committee.

Section 4: Any member or officer of the Club may be appointed to any committee.

//

Section 5: Endorsement Committee Appointment and Duties

a. Appointment: The President shall appoint an Endorsement Committee consisting of three or more club members no later than January 30 of each calendar year.

b. Duties: The Endorsement Committee shall be responsible for administering the endorsement process as defined in Section 3 of this Article. Specifically, its duties shall include:

- Receiving Requests: Receiving all written endorsement requests from candidates and motions from members regarding ballot measures or policies (per ARTICLE VIII Section 3.a).
- Candidate Due Diligence: Notifying all registered Democratic candidates who have filed their candidacy within the relevant race of the endorsement request and inviting them to present their platform to the members (per ARTICLE VIII Section 3.b).
- Procedural Review: Ensuring the conditions set forth in ARTICLE VIII Section 3.b (10-day response period, waiting for candidate presentation) are met before proceeding to a club vote.
- Recommendation: Conducting a formal review of the request and presenting the motion, along with its official recommendation, to the general membership meeting (per ARTICLE VIII Section 3.c).

ARTICLE VI - Membership Meetings

Section 1: A general membership meeting shall be held once a month with the exception of December and one month in the summer (usually replaced with a club event; ie, picnic or gathering) and may, for good cause, be canceled or rescheduled by the Executive Board.

Section 2: The membership shall be provided notice of the time and place of each general membership meeting at least seven days in advance. In emergencies, members will be notified by email if a meeting is cancelled or moved.

Section 3: Voting requires a quorum.

ARTICLE VII- Nominations and Elections for the California Democratic Party Club Representatives/Delegates

A. Selection of Representatives to California Democratic Party (CDP) Pre-Endorsing Conferences

1. Club representatives shall be allocated as follows: one representative, resident in the Assembly District and duly registered as a member of the Democratic Party of California, for each full (not a fraction of) 20 members in good standing registered to vote in the Assembly District who were listed on the roster submitted to Kern County Central Committee and to the appropriate Regional Director of the CDP no later than the date announced by the CDP in accordance with the CDP bylaws.

2. For purposes of this Section:

a. Only members in good standing who are registered Democrats as of the date announced by the CDP in accordance with the CDP bylaws 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 or granted lifetime membership;

c. The status of such members shall be certified by the Club's President, Secretary, or Treasurer; and,

d. The Club's representatives to any particular pre-endorsing conference are from the roster described above, and the overall list of representatives to all conferences adhere to the Equal Division Rule, to the extent possible.

3. Said representatives shall be selected by self-volunteering and election at a regular membership meeting.

ARTICLE VIII - Endorsements of Candidates and Policies

Section 1: The TMDC endorses all and only those candidates who meet at least one of the following conditions:

- a. They are the candidates endorsed by the California Democratic Party;
- b. They are the nominees of the Democratic Party;
- c. They are Democratic candidates running in a primary or general election who have sought the Democratic Party endorsement, and have been explicitly endorsed by means of the procedure set forth below in Section 3 of this Article; or
- d. They are candidates for non-partisan office, are registered as a Democrat, and have been explicitly endorsed by means of the procedure set forth below in Section 3 of this Article.

Section 2: The TMDC can endorse a policy position, including a ballot proposition, if, and only if, the position meets at least one of the following conditions:

- a. The position has been explicitly articulated in the current platform of the National Democratic Party or in the platform of the California State Democratic Party;
- b. The position has been explicitly approved by the Democratic National Committee or by the Democratic Central Committee of either the State of California or Kern County; or
- c. The position is consistent with the policy positions that fall under conditions (a) and (b) of the present section and has been explicitly approved by means of the procedure set forth below in Section 3 of this article.

Section 3: The process by which the TMDC explicitly endorses a candidate or policy is as follows:

- a. **Initiation and Written Request:** The process is initiated when a candidate submits a written request for endorsement to the club, or when a member makes a motion at a regular meeting to endorse a ballot measure or policy. The request shall be referred to the Endorsement Committee.
- b. **Candidate Notification and Presentation:** Upon receipt of a candidate's request for endorsement, the Endorsement Committee shall notify all candidates registered as Democrats (by way of due diligence) within the same race by email that a candidate is seeking endorsement, and shall invite all such candidates to speak with club members about their platform preferably at an upcoming regularly scheduled general meeting. The Endorsement Committee will give a 10 day time period for the candidate(s) to respond to the invite. The endorsement voting process can begin only after all candidates who responded to the invitation have presented themselves to the members. If no response was received by any other candidates after 10 days, the Endorsement Committee can proceed with their review per sub-section c.
- c. **Committee Review:** The Endorsement Committee shall conduct a review of the requests and present the club its recommendation at the general meeting.

d. Notice and Voting: Any endorsement vote shall be duly set forth on the agenda and sent to each member prior to the meeting. The endorsement must be approved by a 60% affirmative vote of the eligible voting members present and voting at the regularly scheduled meeting or it shall be denied.

Section 4: The public use of the name of the TMDC in any private endorsement, purposefully or intentionally, on the part of any member, or any candidate or policy position that does not meet one of the three conditions of Section 2 or 3 of this article, respectively, is strictly prohibited and may result in removal of the member from the TMDC.

ARTICLE IX Rules of Order

Section 1: Robert's Rules of Order, as interpreted by the trustees present, shall guide any question of procedure at membership meetings.

ARTICLE X - Amendments

Section 1: Any proposed amendment to these bylaws shall be referred to the Executive Board, which shall decide whether or not to pursue its further consideration.

Section 2: If the Executive Board decides to approve a proposed amendment, it shall be referred to the membership either in person or via email before the next regular meeting. A vote concerning its adoption may not take place until after the proposed bylaws have been given to club members for their review and discussion. A vote shall be held within 30 days, either in person or by electronic ballot and requires a quorum. No amendment shall be approved except upon an affirmative vote by the eligible voting members.

Section 3: Amendments shall be communicated in writing to all members, and each member shall have the right to inspect the entire constitution and bylaws as most recently amended.

ARTICLE XI - Quorum and Voting

Section 1: A quorum of TMDC members shall consist of 15% of voting members present, online or electronic. No business shall be conducted by TMDC without a quorum being present when the meeting is called to order.

Section 2: Voting may be conducted in person, electronically, or a combination of both. Any measure or action may be approved by the majority of votes cast.

Section 3: The results of a solely electronic vote shall be valid as long as the number of votes cast are equal to the quorum.

Adopted, 26 May 1999
Revised, 20 June 2001
Revised June 2011
Revised August 2020
Revised June 2023 (Attachment: Treasurer Guidelines, Removed May 2025)
Revised May 2025
Attachment: Code of Conduct Added May 2025
Revised January 2026

TEHACHAPI MOUNTAIN DEMOCRATIC CLUB

Code of Conduct

Revisions Drafted and Approved by TMDC Board

Code of Conduct for Events and Interactions

Purpose: This Code of Conduct outlines the expected behaviors and guidelines for all participants at events and in interactions with others to ensure a respectful, inclusive, and enjoyable environment for everyone.

1. Respect and Inclusivity

- Treat all individuals with respect, kindness, and consideration, regardless of their background, identity, or beliefs.
- Embrace diversity and foster an inclusive atmosphere where everyone feels welcome and valued.

2. Communication

- Practice active listening and engage in constructive dialogue.
- Use language that is respectful and free from offensive, derogatory, or discriminatory remarks.
- Be mindful of your tone and body language; they can significantly impact how messages are received.
- Respect the Podium: When a guest or member is speaking, do not speak over them or interrupt. Respect their designated time at the podium; side conversations or interruptions are a distraction to the speaker and the audience.

3. Personal Space and Boundaries

- Respect personal space and boundaries. Always ask for consent before initiating physical contact or sharing personal information.
- Be aware of and sensitive to others' comfort levels, especially in crowded settings.

4. Conflict Resolution

- Address disagreements calmly and respectfully. Focus on resolving issues rather than escalating conflicts.
- Seek assistance from event organizers or mediators if necessary to help resolve disputes.

5. Substance Use

- If alcohol or other substances are present, consume responsibly and be mindful of others' comfort.
- Avoid any behavior that could be perceived as disruptive or harmful to other attendees.

6. Harassment and Discrimination

- Zero tolerance for any form of harassment, bullying, or discrimination. This includes unwanted advances, threats, or intimidation.
- Report any incidents of harassment or discrimination to event organizers immediately.

7. Engagement and Participation

- Encourage and support participation from all attendees. Share the floor and allow others to express their opinions and ideas.
- Be punctual and engaged in sessions, respecting the time and contributions of speakers and fellow participants.

8. Social Media and Photography

- Be respectful of privacy when taking photos or sharing content on social media. Obtain consent from individuals before posting their images or comments.
- Use social media responsibly; avoid sharing personal information or content that could harm others.

9. Compliance with Event Guidelines

- Follow all event-specific guidelines and regulations as outlined by the organizers.
- Be aware of any health and safety protocols in place, especially those related to COVID-19 or other health concerns.

10. Solicitation and Distribution of Materials

- Any member or guest wishing to distribute handouts, (defined as literature, marketing materials, business cards, yard signs or signage of any kind), or seeking to solicit signatures or sign-ups from attendees at any TMDC event (whether hosted, co-hosted, or where TMDC is an invited guest) must obtain prior written authorization from TMDC Board or President.
- Protocol for Meetings: Going table-to-table to distribute materials or solicit signatures during a meeting is strictly prohibited, as it is a distraction to members and speakers.
- Approved Materials: If materials are approved by the Board or President, they will be assigned a designated table space. Members and guests may visit this area to sign or collect documents **before or after** the meeting only.
- Requests for authorization must be submitted to the TMDC Board at **TehachapiMountainDemocrats@gmail.com** at least **3 days prior** to the event.

11. Organizational Oversight and Member Protection

- TMDC members and guests participate in our events with the understanding that the content and promotions provided have been vetted and approved by the TMDC Board.
- To maintain the integrity of our mission and protect the privacy of our members, the Board must verify the sources and purpose of any signatures or personal data being requested.

12. Consequences of Violations

- Understand that violations of this Code of Conduct may result in consequences ranging from a warning, to immediate removal from the event and/or expulsion from the club by the TMDC Board.

Adhering to this Code of Conduct can create a positive and enriching environment for everyone involved. Thank you for your cooperation and commitment to these principles!

Any behaviors not covered under this Code of Conduct can be referred to our KCDCC Code of Conduct.

Adopted into Bylaws: May 2025

Revised February 2026