

ASIAN PACIFIC CAUCUS OF THE DEMOCRATIC PARTY ALAMEDA COUNTY
CONSTITUTION AND BY-LAWS

PREAMBLE: In order to foster an active interest in governmental affairs among Asian Pacific Democrats, to promote the interests of Asian Pacific Americans within the Democratic Party of Alameda County, and to ensure equal political and institutional participation in the Democratic Party of Alameda County, we do hereby establish the Asian Pacific Caucus of the Democratic Party of Alameda County.

Article I.- Policy and Purpose

Section 1. The primary purpose of this organization shall be to propose, discuss, and take appropriate action on issues impacting Asian Pacific Americans.

Section 2. This organization shall aim to contribute to the growth and influence of the Democratic Party and to increase Party participation.

Section 3. This organization shall maintain membership in the California Democratic Council (CDC) and shall affiliate with the California Democratic Party by chartering with the Alameda County Democratic Central Committee.

Section 4. This organization shall develop a voice within the Democratic Party of Alameda County on policy and electoral matters.

Section 5. This organization shall work on political education, including with young people and new citizens, to secure the future of the Democratic Party and its ideals in our communities.

Article II- Membership, Meetings and Dues

Section 1. Membership in this organization shall be open to all persons who subscribe to our policies and purposes, who wish to help advance our principles, and who pay one year's annual dues. Club members are encouraged to support registered Democrats in any partisan election and not to authorize the publication of her or his Democratic Party affiliation in support of any partisan candidate not a Democrat.

Section 2. Annual dues shall be paid at the time of joining and shall then be payable in January of each year in an amount determined by the Executive Board.

Section 3. By joining members, recognize and accept that they will be contacted periodically by the Caucus, like organizations, and individuals deemed appropriate by the Executive Board.

Section 4. Only those members whose dues are paid for the current year shall be eligible to vote, to hold office, or to be named as delegates to other bodies. Others including visitors may participate in discussion or may address the club at the discretion of the chair. Anyone joining in one meeting shall not be eligible to vote or nominate until the next general membership meeting.

Section 5. A regular general membership meeting may be held monthly, and will be held at least once per quarter. All members shall be given notice in advance as to the date, time and place of each regular or special general membership meeting.

Article III- Officers

Section 1. The officers of this club shall be: President, Vice President, Secretary, Treasurer and Membership Coordinator.

Section 2. Officers shall be elected and installed at the January general membership meeting and shall hold office for one year or until their successors have been elected and installed.

Section 3. A nominating committee of at least three members shall be designated in November by the Executive Board.

Section 4. The nominating committee shall propose at least one candidate for each office and report the recommendations at the December general membership meeting, at which time further nominations may be made by any member present.

Section 5. The notice of the January general membership meeting shall include the names of all candidates nominated to date and at the January general membership meeting the floor shall be held open for further nominations prior to the election of officers.

Section 6. In the event that any officer or delegate resigns, the remaining Executive Board members shall elect an acting replacement, by majority vote, at the next Executive Board meeting. Such elections shall be effective until the next general membership meeting, at which meeting the selection of the new officer or delegate shall either be confirmed by majority vote of the eligible members present and voting, or, a new replacement shall be elected by secret ballot, to fill the remainder of the term of the person who resigned.

Article IV-Executive Board

Section 1. The Executive Board shall consist of all the elected officers, the Chairs of committees, and others appointed by the board.

Section 2. The Executive Board may meet monthly to plan the general membership meeting and to prepare proposals for policies and activities of the organization. The Executive Board meeting shall be held on an appropriate date to allow time for mailing notices to the members.

Section 3. The Executive Board shall have power to act for the membership between general membership meetings, making necessary decisions. All official actions so taken shall be reported at the next general membership meeting.

Article V-Duties of Officers

Section 1. The President shall preside at all general membership meetings and Executive Board meetings, and shall be responsible for the overall direction of organization activities. The President shall be empowered to appoint committee chairs and to constitute, directly or by designee, committees to conduct Caucus business.

Section 2. The Vice President shall act to assist the President, and shall assume to the chair in the absence of the President.

Section 3. The Secretary shall be responsible for handling all correspondence under the direction of the President. The Secretary shall keep a record of all official actions of the organization and a copy of all formal reports.

Section 4. The Treasurer shall receive and disburse the funds of the organization, keeping a record of all receipts and disbursements. Routine and recurring expenditures may be authorized in advance and paid by the Treasurer upon presentation. When a project has been approved in principle by the general membership, and a budget for the project has been approved by the Executive Board, the Treasurer may be authorized by the Executive Board to make payments within budgetary limits, upon the presentation of bills. Special expenditures, including contributions to candidates or causes, must be approved by the membership in general membership or Executive Board meetings. The treasurer shall be responsible for reporting financial activities to relevant authorities as required by applicable local, California, and Federal law.

Section 5. The Treasurer shall disperse the organization's funds; however, the signatures of two of the executive officers shall be required for checks over \$300.00.

Section 6. The Membership Coordinator shall keep an accurate list of the membership including current contact information, and recruit new members. The Membership Coordinator will promote responsible access and use of the membership list, in accordance with these by-laws and the policies of the Executive Board.

Article VI-Delegates

Section 1. Delegates to represent this organization shall be elected at a general membership meeting. Those with the greatest number of votes shall be delegated in the authorized number. Other candidates shall be alternates, eligible to fill any vacancy among delegates, in the order of their standing in the number of votes received. If an election cannot be held, delegated and alternates may be appointed by the President with the approval of a majority of the elected officers.

Article VII-Quorum

Section 1. A quorum for conducting official business at any general membership meeting shall be 10% of the current number of paid-up members. However, at most, thirty (30) current, paid-up members shall be required for a quorum.

Section 2. A quorum of the Executive Board shall be the President or the Vice President, one other elected officer and three other board members.

Article VIII-Miscellaneous

Section 1. Unless otherwise provided in these bylaws, all questions of parliamentary procedure shall be as determined by Robert's Rules of Order.

Section 2. No proxy or absentee voting shall be permitted in any meeting of this organization.

Section 3. The Executive Board shall be the final arbiter of any dispute over the interpretation of these Bylaws.

Article IX-Endorsements

Section 1. The membership of this organization may endorse any ballot proposition or candidates for any office at a general membership meeting. To be eligible for endorsement, a candidate must be a registered Democrat, both at the time of filing candidacy and when considered for endorsement.

Section 2. All endorsements must get 60% of votes of the eligible members present and voting on the office or issue in question provided that the membership was notified that endorsements would be entertained in its notice of the meeting, and at least 7 days in advance of the meeting. No more candidates will be endorsed than there are offices available to be filled. Candidates will be ranked in the order of their standing of their eligible votes received as determined by the members voting. Additionally, all ballots shall contain spaces for eligible members to vote for “No Endorsement” or to “Abstain”.

Article X-Resolutions

Section 1. A resolution may be adopted by receiving 60% of votes of the eligible members present at a general membership meeting provided the proposed resolution has been sent to the membership in its notice of the meeting, and at least 7 days in advance of the meeting.

Section 2. A resolution which has not been sent to the membership in the notice of the meeting or less than 7 days in advance of the meeting may be adopted by a 66% vote of the eligible members present at a general membership meeting.

Section 3. When constituted, the Platform Committee shall be responsible for drafting and proposing resolutions and like communications that it deems advisable or as the Executive Board directs. In addition, the Platform Committee may research, study, and recommend positions on issues and legislation, receive resolutions, prepare recommendations on resolutions, prepare and make recommendations on programs and activities to support the positions and programs of the Caucus.

Article XI-Amendments

Section 1. Proposed amendments to these bylaws shall be presented at a general membership meeting, and may be discussed by the members present if desired, but shall not be put to a vote until the following general membership meeting.

Section 2. All members shall be notified, in connection with the notice of the second general membership meeting, as to the nature and effect of the proposed general membership meeting.

Section 3. Adoption of amendments shall require two-thirds vote of the eligible members present and voting.

Section 4. Amendments adopted shall be effective immediately upon tallying of the required vote, unless otherwise specified in the proposal for the amendment.

Constitution and Bylaws originally
Adopted on February 24, 2005