



## **California Young Democrats Bylaws**

Last amended  
November 12, 2017  
CYD Convention –  
Sacramento

### **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, work to elect Democrats at the local, regional, state, and federal levels of government, and contribute to the growth of as well as influence the values and policies supported by 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 (YDA). CYDs shall be affiliated with the College Democrats of America (CDA) through its standing caucus, California College Democrats (CCD). CYD shall be affiliated with the High School Democrats of America (HSDA) through its standing caucus called the California High School Democrats (CAHSD).

### **Article II: ORGANIZATION**

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

CYD shall be comprised of ten regions which shall be called the North State Region, the North Coast Region, the Bay Area Region, the North Valley Region, the Central Coast Region, the South Valley Region, the Los Angeles Basin Region, the Orange County Region, the Inland Empire Region, and the South State Region.

1. The North State Region shall consist of Siskiyou, Modoc, Shasta, Lassen, Tehama, Plumas, Glenn, Butte, Sierra, Colusa, Sutter, Yuba, Sacramento, Yolo, Placer, El Dorado and Nevada Counties.
2. The North Coast Region shall consist of Del Norte, Trinity, Humboldt, Mendocino, Lake, Sonoma, Napa, and Marin Counties.
3. The Bay Area Region shall consist of Solano, Contra Costa, San Francisco, Alameda, San Mateo, Santa Clara, Santa Cruz, Monterey, and San Benito Counties.
4. The North Valley Region shall consist of Amador, Alpine, San Joaquin, Calaveras, Stanislaus, Tuolumne, Mono, Merced and Mariposa Counties.
5. The Central Coast region shall consist of San Luis Obispo, Santa Barbara, and Ventura Counties.
6. The South Valley Region shall consist of Madera, Fresno, Kings, Tulare, Inyo, and Kern Counties.
7. The Los Angeles Region shall consist of Los Angeles County.
8. The Orange County Region shall consist of Orange County.
9. The Inland Empire Region shall consist of San Bernardino and Riverside Counties.
10. The South State Region shall consist of 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, Orange County, South Valley and Central Coast Regions shall comprise the Southern Section.
2. The North Valley, Bay Area, North Coast, and North State Regions shall comprise the Northern Section.

**ARTICLE III: MEMBERSHIP**

**Section 1: State Membership**

1. CYD membership shall be comprised of duly chartered Chapters of CYD and the

members thereof.

2. At-Large membership in CYDs 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 thirteen (13) 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 of thirteen (13) 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 their 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 CYD.
2. A chapter seeking to be chartered with CYD 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. CYD must notice the closing date of the Open Chartering Period to all Officers,

chartered chapters and on the CYD website 30 days in advance of the open charter period.

- 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.
  - b. 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).
  - c. A list of the applying chapter's Officers that includes last name, first name, title, phone number and email address of each elected officer.
  - d. 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(4)(c).
    - i. A violation of this subsection may not be used to refuse credentials to an otherwise compliant chapter.
  - e. A copy of the chapter's current bylaws.
  - f. The chapter bylaws must be submitted in Word or PDF format.
  - g. An annual progress report providing general information regarding membership,

meeting schedules, noteworthy events, and a financial statement.

- h. 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's charter 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. Upon receipt of the Credentials Report from the Committee on Credentials & Membership, the Rules Committee shall approve charter applications before the annual election of statewide Officers at the annual 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 State Leadership 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 fifteen (15) days prior to a duly noticed State Leadership 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 State Leadership 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 CYD shall be: State President, State Vice President of Membership, State Vice President of Finance, Vice President for Operations, State Secretary, State Parliamentarian, National Committeewoman, National Committeeman, State Political Director, Communications Director and ten Regional Directors. Together, these officers, Regional Directors, CCD President, and CHSD President shall constitute the State Executive Board.

### **Section 2: Duties**

1. The State President
  - a. Shall be the chief executive Officer and official voice of CYD and shall represent at all California Democratic Party (CDP) and Democratic National Committee (DNC) functions.
  - b. Shall chair all meetings of the Executive Board and State Leadership Committee..
  - c. Shall appoint chairs of all standing committees and the chairs and membership of all special committees, unless otherwise provided for in these Bylaws, with the exception of CCD and CHSD.
  - d. Shall appoint voting members of the Democratic State Central Committee (DSCC) as defined under Article II of the CDP Bylaws and Rules.
  - e. May appoint a State Controller with consent and approval of the Executive Board.
  - f. All appointments of the President are subject to the approval of the Executive Board.
  - 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 an *ex officio* member of all standing and special committees,
- b. Shall coordinate and work to increase At-Large membership in parts of the state where no established chapters exist,
- c. Shall coordinate the annual chartering process with the appointed chair of the credentials committee during all chartering periods
- d. Shall be the officer responsible for coordinating all caucus membership and partnership efforts in partnership with the caucus director and caucus chairs
- e. In the absence of the President, the Vice President of Membership shall preside at properly noticed meetings.
- f. 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 elected in accordance with these Bylaws.

### 3. The State Vice President of Finance

- a. Shall serve as the Treasurer of record, be responsible for coordinating all CYD fundraising activities,
- b. Shall submit financial statements to the State Leadership Committee at each regularly scheduled and properly noticed meeting,
- c. Shall chair the Finance Committee,
- d. May appoint a finance director who will sit on the finance committee and assist the Vice President of Finance subject to the approval of the executive board.
- e. 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.

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

#### 4. The State Vice President of Operations

- a. Shall be an ex officio member of all standing and special committees
- b. Shall be the officer responsible for coordinating convention and state leadership committee meetings in partnership with the State President and CDP staff
- c. Shall be the officer responsible for coordinating CYD committee meetings in partnership with committee chairs
- d. Shall be the officer responsible for coordinating major events in partnership with CYD officers and all appointed staff
- e. Shall act in the capacity of Chief of Staff

#### 5. The State Secretary

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

#### 6. The National Committeepersons

- a. Shall, together with the State President, represent CYD at all meetings of the National Committee of YDAa.
  - i. In the event that the National Committeepersons and/or the State President is unable to attend any National Committee meeting, that Officer shall give their proxy to any member of CYDs or any YDA National Committeeperson.
- b. The National Committeepersons shall prepare the materials necessary to maintain CYD's current membership in YDA.

#### 7. 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 YDA.



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

#### 8. 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.

#### 9. The Communications Director

- a. Shall be responsible for the generation, distribution and follow up of all CYD Press Releases as well as statements made on CYD social media. 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.

#### 10. 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

Leadership Committee. The Regional Leadership Committee includes a representative from each chapter in that region (each chapter has one vote). CYD Executive Board members that live within that region are a part of the Committee. Regional Directors shall assist the State President with the State President's duties in their respective regions.

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

1. All Officers shall be elected at the CYD State Convention.
2. The State President, State Vice President of Membership, State Vice President of Finance, State Vice President of Operations, State Secretary, National Committeepersons, 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 must reside in a different region than the State President.
4. Two (2) National Committeepersons shall serve, each of whom shall be of a different self-identified gender.
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**

Officers elected at the State Convention shall take office immediately after the adjournment of the State Convention.

### **Section 5: Vacancy**

1. Vacancy in any of the nine statewide offices shall be filled by a majority vote at a meeting of the State Leadership Committee, which shall be summoned upon at least 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 who would violate the requirement that the State President,

and the State Vice President of Membership must reside in different Regions, pursuant to Section 3(3) of this article.

3. The person filling the vacancy of one of the National Committeeperson positions must be of a different self-identified gender than that of the other National Committeeperson.

## **Section 6: Removal**

1. The State Leadership 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 Leadership 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 the individual(s) bringing forward the charges.
    - 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. Upon passage by a two-thirds (2/3) vote of the State Leadership Committee, 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 Leadership Committee shall be deemed an effective resignation, creating a vacancy in the office.
  - a. At the close of the third consecutive event in which an Officer has not submitted a written excuse for absence or failed to submit an Officer's report, their office shall be declared vacant due to dereliction of duty upon the vote of two-thirds (2/3) of the Executive Board.
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 CDP State Convention unless infeasible. In such a case, the Convention shall be held no later than May 31st of each year.
  - a. The location of the Convention shall follow the annual rotation of the CDP State Convention.
  - 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 Leadership 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 CCD, the President of the CAHSD, elected Young Democrat members of the DNC (if residing in California and a member of a chartered CYD chapter), who are members of a chartered CYD chapter and reside in California shall be voting delegates.

6. All Statewide Officers, Regional Directors, elected Young Democrat members of the DNC residing in the State of California and who are members of a chartered CYD chapter 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.
7. If an Officer listed in Section 2(5), above, forgoes the vote granted to them 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 Leadership Committee or three-quarters ( $\frac{3}{4}$ ) of the State Executive Board.
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 Leadership Committee members stating the time, location, and proposed 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 ten (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 CYD.
  - b. At no time during their service may the Chair run for election to any Office enumerated in these Bylaws.
  - c. The Chair may be removed by a two-thirds (2/3) vote the State Executive Board at a duly noticed meeting.
3. The Credentials Committee shall be formed by January 31st 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 State Leadership Committee positions, and all State Leadership 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 CYD Membership 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 ten (10) voting members.
- 2. The State Parliamentarian shall chair the Committee.
- 3. The Rules Committee:
  - a. Shall maintain and review these Bylaws;
  - b. Shall consider any changes before said changes are submitted to the State Leadership Committee;
  - c. May propose rules or amendments when necessary;
  - d. Shall interpret the rules when called upon by the State President, the State Leadership Committee, or any CYD member in good standing; and
  - e. 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: Policy and Legislation Committee**

1. There shall be a Standing Committee on Policy and Legislation consisting of a minimum of ten (10) CYD members, with no more than two (2) members being from the same chapter. In the event the Regional Director position is vacant, the President of the CYD shall make the appointments with the consent of a simple majority (fifty percent (50%) plus one (1)) of the State Executive Board.
2. Quorum shall be a minimum of ten (10) CYD members.
3. The State President shall appoint the chair.
4. The Policy Committee and Legislation shall review all proposed resolutions.
  - a. The Committee may recommend, reject, or amend a resolution prior to referring it to the membership or State Leadership Committee.
5. The Policy 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.
6. Proposed resolutions and the most recent bill analysis of the legislative body wherein legislation being considered by this committee is pending 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 CCD, President of the CAHSD, and 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 State Leadership Committee Board.
5. The Finance Committee shall propose a budget for CYD at the first State Leadership 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 in an odd-numbered year. 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 thirty (30) days after the first State Leadership Committee meeting following the State Convention.
4. The nominations of the Committee Chair shall be confirmed by vote of the State Leadership Committee at the first State Leadership Committee meeting following the State Convention and Committee members shall be confirmed by the President 36 days after the first State Leadership 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 as necessary so as to satisfy the requirements in Subsection 2.
6. Authority to ratify the Platform lies with the delegates to the Fall State Leadership Committee Meeting.
7. Copies of the platform shall be distributed to all voting members of the State Leadership 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 State Leadership Committee meeting in odd years.
9. The platform of the CYD shall reflect the core values of the CYD, shall treat of issues from the perspective of young voters and shall be separate and distinct from the platforms of the CDP and the YDA.

## **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 their 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 ten 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 of the Year,
  - c. Outstanding College Democrats Chapter of the Year,
  - d. High School Chapter of the Year,
  - e. CYD/CCD Outstanding Project,
  - f. Outstanding Leadership Award (reserved for an elected Officer),
  - g. The Willie Brown Mentor Award for a recipient over 35 years of age.
6. Only chartered chapters and members in good standing are eligible to receive awards, with the exception of the Willie Brown Jr. Mentor Award.
7. 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 CCD, State Political Director, CCD Political Director, and Communications Director as well as any additional members deemed necessary by the Communications Director subject to the approval of the executive board.

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, the State Parliamentarian, President of the CCD, CCD Political Director, President of the CAHSD, 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. With the consent of the CYD State Executive Board, the Political Affairs and Policy and Legislation Committee may have a combined meeting with official notice.

1. Quorum shall be fifty percent (50%) plus one (1) 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 candidate who are endorsed by CYD.
4. 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 CYD 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 CYD.

Recognition shall be subject to the Special Caucus submitting biennial chartering requirements listed and complying with the following provisions:

1. A Caucus membership list and bylaws are submitted to the Rules Committee for approval by the State Leadership Committee.
2. The Caucus bylaws are consistent with the Bylaws of this organization.
3. Special Caucus annual financial reports, if any, shall be filed with the State Vice President of Finance of this organization at the time of chartering.
4. Letters of support submitted by no less than ten (10) chartered chapters or Executive Board Members, unless the Special Caucus has successfully completed at least two (2) consecutive chartering requirements and is currently considered in good standing by the organization. Letters shall properly identify the Chapter President or of an Executive Board Member as submitted to CYD in that year's chartering packet. At least seven (7) of ten support letters must be signed by a Chapter President. Three (3) of ten support letters may be signed by an Executive Board Member of a Chapter.
  - a. Letters of support shall be received by the Rules Committee Chair no later than ten (10) days prior to Rules Committee meeting of the CYD annual Convention.
  - b. Letters of support shall be submitted in any one of the following ways to be deemed valid:
    - i. Mailed to CYD mailbox with wet signature of as submitted that year to CYD in that year's chartering packet.
    - ii. Emailed scanned copy of letter with wet signature and Executive Board Members 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 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 an "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 Special Caucus shall be renewed biennially except for CCD and CAHSD 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 CYD who meet the membership requirements of the Caucus bylaws.
9. All Special Caucuses shall meet in conjunction with the CYD State Leadership Committee and regional meetings.
10. All Special Caucuses are encouraged to participate fully in the CYD Platform, Legislative Advocacy, 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 that is endorsed by CYD. Caucuses may take appropriate action in support of legislation that is endorsed by CYD resolution or is in keeping with the organization's platform.
12. The State Leadership 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 (CCD)
  - a. CYD recognizes CCD as an integral part of the overall CYD organization and will strive to ensure fair and consistent representation to college chapters.
  - b. The President of CCD, or their designee, shall serve as the official liaison of CYD and the CCD Caucus to the CDA. The President, their designee, shall update CYD's State Leadership Committee on activities of the CDA at each Executive Board Meeting.
2. California High School Democrats (CAHSD)
  - a. CYD recognizes CAHSD as an integral part of the overall CYD's organization and will strive to ensure fair and consistent representation to high school chapters.
  - b. The President of CAHSD, or their designee, shall serve as the official liaison of CYD and the CAHSD to the YDA High School Caucus. The President, or their designee, shall update the CYD State Leadership Committee on activities of the

YDA High School Caucus at each Executive Board Meeting.

## **ARTICLE IX: STATE LEADERSHIP COMMITTEE**

### **Section 1: State Leadership Committee**

There shall be a State Leadership Committee of this organization that shall have all the powers and duties of CYD.

### **Section 2: State Leadership Committee Membership**

The State Leadership 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 CCD;
5. The President of CAHSD;
6. Any Officer of YDA, CDA, or HSDA residing in the State of California who is a member of a chartered CYD chapter;
7. Any member of the DNCe member who is a member of a 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: The State Leadership Committee Organization**

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

### **Section 4: State Leadership Committee Meetings**

1. The State Leadership 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 State Leadership 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 ten (10) or more members of the State Leadership Committee representing at least five (5) different regions 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. This notice must also contain a reminder for chapters and caucuses to submit their current officer list.
  - d. Prior to all State Leadership Committee meetings, chartered chapters and caucuses must submit their current officer list that includes last name, first name, title, phone number and email address of each elected officer to the State Secretary in order to be eligible to vote.

### **Section 5: State Leadership Committee Proxy Voting**

State Leadership Committee Members may not carry more than one vote. For State Leadership 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 chartered CYD chapter. The proxy holder may not be a member of the State Leadership Committee.
  - a. No person may hold more than one proxy.
2. The President of a duly chartered chapter may designate as their proxy only another member of the President's chapter.
3. A State Leadership Committee Member as defined in Sections 2(1) and 2(2) of this Article may not designate a proxy to cast their vote.
4. A State Leadership Committee Member wishing to cast their vote in absentia shall file their intent in writing with the State Secretary.

### **Section 6: State Leadership Committee Quorum**

The State Leadership Committee shall be deemed to have quorum and may conduct business when at least ten (10) voting members of the State Leadership Committee are present.

### **Section 7: Regional Leadership Committee**

1. Each Region shall have a Regional Leadership Committee. The Regional Leadership Committee shall have such duties within the Regions not covered by the State Leadership Committee.
2. Membership in each Regional Leadership 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.
3. Any other such members as may be determined by the Region's bylaws.
4. The Regional Director shall chair the Regional Leadership Committee.
5. Each Regional Leadership Committee shall meet at least once between each State Leadership Committee meeting. Special meetings may be called by the Regional Director or upon written request of at least five (5) members.
6. 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.

### **Section 8: State Leadership Committee Vote by Mail or Internet**

1. Upon the request of two-thirds (2/3) of the CYD Executive Board, matters normally considered at in-person meetings of the State Leadership Committee may be considered by the members of the State Leadership Committee through mail, or by means of electronic voting, provided that the following provisions apply:
  - a. Members shall have at least seven (7) days to return their ballot, and within seven (7) days after the close of balloting, the list of members voting and their vote cast shall be distributed to the State Leadership Committee.
  - b. Quorum necessary for measures submitted through this method shall be the return of ballots from a majority (fifty (50%) plus one) of the membership of the



State Leadership Committee.

- c. Voting must be made available through regular mail or fax to any member upon the request to the State Secretary.
- d. Voting must be done in a manner to ensure that all votes cast bear the signature, or an electronic signature of the member who cast the vote.
- e. Should twenty-five percent (25%) of the members of the State Leadership Committee vote to postpone the matter under consideration until the next in-person meeting of the State Leadership Committee, the matter shall be considered tabled until that time. The option to postpone shall be listed on any matter referred in this manner as an option to vote.
- f. The election of CYD Officers shall not occur through Vote by Mail or Internet.

## **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) in aggregate to a single source per calendar year without the prior approval of the State President and State Vice President of Finance.
2. Neither CYD nor any of its officers or members may expend any amount in excess of five hundred dollars (\$500) in aggregate to a single source per calendar year without the prior majority approval of the State Leadership Committee.
3. Neither CYD nor any of its Officers or members may expend any amount that may be in violation of applicable federal or state law.

### **Section 2: Endorsements**

The State Leadership 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 Leadership 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 Board of Equalization,
  - g. California State Assembly, and
  - h. California State Senate
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 CYD. Member chapters may make endorsements in races that differ from the endorsement of CYD.
  3. The State Leadership 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 Leadership 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 Leadership 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 CYD, shall have this endorsement rescinded.
  5. The State Leadership Committee will not consider any endorsements other than those outlined in subsection 1 of this section prior to the State Leadership Committee meeting in July prior to the election. If there is no State Leadership Committee meeting convened in July, such consideration will be made at the next State Leadership Committee meeting prior to the general election. No legislative endorsement meeting may take place prior to July 1 before the general election.
  6. Endorsements in non-statewide legislative and Board of Equalization races, defined in subsection 1(e) through 1(h) of this section, may be considered by the following process for endorsement in a General Election:
    - a. The State Leadership Committee will consider approval of a consent calendar

consisting of endorsement recommendations submitted by each Regional Leadership Committee.

- b. Each Regional Leadership Committee will convene within fourteen (14) days of the State Leadership Committee at which endorsements are considered. Regional Meetings shall be scheduled to conclude at least one (1) hour prior to the State Leadership Committee meeting.
  - c. Each Regional Leadership Committee may consider making recommendations for endorsements in local races, as defined by this section, whose district is included in its region.
  - d. Each Regional Leadership Committee may make such recommendations only after reaching a seventy-five percent (75%) majority of those present and voting. Only Regional Leadership 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 quorum of the members eligible to vote on the individual race at the time of the vote.
  - e. The State Leadership Committee may approve by acclamation such a consent calendar by unanimous voice vote. Any voting member of the State Leadership Committee 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 and voted on pursuant to the CYD bylaws and *Robert's Rules of Order (Newly Revised)*.
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 CYD fourteen (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 Leadership Committee object in a written communication submitted to the State President, State Secretary and State Political Director within thirteen (13) days after certification of a primary election's results. Candidates hereby removed from the list of automatic endorsements could be voted upon for consideration and receive the endorsement of CYD should they receive a two-thirds (2/3) majority vote of those present and voting at the next State Leadership Committee meeting following certification of primary results
8. The State Leadership 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 Regions and Chapters of CYD shall be considered autonomous organizations.

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

Should the State President or National Committeepersons be voting members of the National Committee by virtue of any other national position, the State Leadership 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 CYD 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 CYD 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 CYD 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 CYD shall require ratification by the State Leadership 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 Leadership 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 where at least one-third (1/3) of the total State Leadership Committee membership is present and who represent at least five (5) different regions. 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.

## **ARTICLE XIII: STANDING RULES**

By a two-thirds (2/3) vote of the CYD State Executive Board (comprising of CYD State Officers), CYD may adopt standing rules that supplement, but do not conflict with any provisions, of these Bylaws. If so adopted, these standing rules will be read into the record at the immediately following Statewide Leadership Committee or State Convention, whichever comes first.