

Bylaws

Northern California Committee of Correspondence for Democracy and Socialism

Ratified by the Northern California Annual Membership Meeting on March 13, 2004

Amended by the Northern California CCDS Coordinating Committee Jan. 12, 2013

Amended by June 18, 2016 Membership Meeting to remove “Annual” in references to membership meetings. Wherever it says “membership meeting” or “membership meetings”, that phrase replaces “the annual membership meeting”.

Bylaw 1. Membership

Section 1. The membership is all those who are current in their dues, as determined by the national organization to which this regional organization is chartered and reside in Northern California. Members shall be given timely notice of the need to renew.

Section 2. The membership meeting is the highest decision-making body: it elects officers and coordinating committee members, makes basic policy decisions, sets strategy for campaigns, and decides the direction for the organization. Anyone who is a member is entitled to attend and vote.

Section 3. Every member is encouraged to be active in the work of the organization. This includes attending membership meetings, chapter meetings, discussions of proposed policy, elections of officers and coordinating committee members, attendance at educational events, assistance with publicity, tabling, phone banking and volunteering to be monitors at endorsed events or demonstrations.

Bylaw II. Officers

Section 1. Chair: prepares agenda and chairs membership meetings and meetings of the Coordinating Committee, provides overall coordination of group activities, carries out group decisions as an executive function and acts as public spokesperson for the organization.

The Chair can make emergency decisions between Coordinating Committee meetings by polling a majority of the Coordinating Committee members and getting their approval. However, at the next meeting, all Coordinating Committee members must be informed of the decision.

The Chair provides for and facilitates discussions of proposed resolutions on all questions of policy, strategy, tactics, work and composition of chapters, and proposed amendments to those draft resolutions. The Chair sets a specified period of time for debate on a draft resolution that is submitted. The chair sets a specified date by which position papers, amendments or counter-proposals are submitted, which the Chair then disseminates to members of the Coordinating Committee or the membership. The Chair will make it known to all members of

the Coordinating Committee any request of a member for a review of policy, introduction of a new policy or any other discussion item. A vote by two-fifths of the Coordinating Committee requires that it be included on the agenda of the next Coordinating Committee meeting or ~~annual~~ membership meeting.

The Chair can appoint a Vice Chair.

Section 2. Treasurer: plans the budget, organizes fundraising, sets up bank accounts, trusts or other depositories with the approval of the Coordinating Committee, manages bank accounts, handles contracts and purchase orders, keeps an itemized accounting of expenditures, revenues and assets, signs all checks, drafts and notes as authorized by the Coordinating Committee, signs contracts for loans and advances or pledges property owned or controlled by the organization as security for loans or advances as authorized by the Coordinating Committee

Section 3. Recording Secretary: records minutes of meetings, organizes and maintains the office and files, picks up and sorts mail, purchases office supplies, answers correspondence, keeps a record of incoming phone messages and returns calls

Section 4. Members of the Coordinating Committee: are in elected positions of responsibility to carry out the work decided by membership meetings, regularly attend meetings of the Coordinating Committee, recruit new members, and inform members of the work of the Coordinating Committee. Coordinators must share a commitment to the basic goals and principles of the organization and an interest in the welfare and vitality of the organization. Coordinating Committee members must have a commitment to developing leadership skills and confidence among the membership. Coordinating Committee members are responsible for communicating information to the membership, facilitating dialogue among members and maintaining communication with other organizations. Coordinating Committee members are entitled to act as official spokespersons for the organization or as official representatives of the organization in any coalition.

Section 5. All members are eligible to be elected as an officer or member of the Coordinating Committee.

Section 6. The Coordinating Committee includes representatives of the chapters. Vacancies of chapter delegates to the Coordinating Committee are filled by the chapter.

Section 7. The Chair, Treasurer, Recording Secretary, or member of the Coordinating Committee are accountable to the Coordinating Committee and membership meetings.

Section 8. Vacancies among the at-large members of the Coordinating Committee may occur by resignation or lack of attendance as determined by three-fifths vote of the Coordinating Committee.

Bylaw III. Committees and Chapters

Section 1. Coordinating Committee: carries out the policies decided by membership meetings, is accountable to following the strategy laid out by membership meetings, makes tactical changes or emergency decisions as necessary in following the spirit of decisions made by membership meetings and coordinates the work of the chapters and committees according to the strategy decided by membership meetings. The Coordinating Committee can decide to sponsor, co-sponsor or endorse events, campaigns or actions if they follow the policies set by membership meetings. The Coordinating Committee organizes and sets the agenda for membership meetings. The Coordinating Committee shall select an Organizer and other staff as finances permit. The Coordinating Committee may establish subcommittees and working groups.

Section 2. Chapters: make decisions on the practical application of tactics in following the policies and direction decided in membership meetings.

The chapters are encouraged to hold monthly meetings. Special effort should be made to involve people on the periphery of the organization.

A member may show up at a meeting of a chapter to advance an idea or an activity in which the member wants to inform and involve others. This would be considered proper procedure to follow if one wanted to initiate something in the organization.

Bylaw IV. Publications

Section 1. The Coordinating Committee may arrange publications in the name of the Northern California Committee of Correspondence for Democracy and Socialism.

Section 2. The Coordinating Committee shall appoint editors and editorial boards of Northern California Committee of Correspondence for Democracy and Socialism publications.

Section 3. The Coordinating Committee shall organize a financial and circulation plan for these publications.

Bylaw V. Elections

Section 1. The Chair, Treasurer and Recording Secretary are elected at a membership meeting that is announced one month prior by mail to members.

Section 2. Nomination of Chair, Treasurer, and Recording Secretary are made by members present at the membership meeting called for that purpose. If more than

two candidates are nominated, there will be either instant run-off voting or a run-off election as determined by a majority vote of the members.

Section 3. Nomination of at-large members of the Coordinating Committee is from the floor at membership meetings. Election of members of the Coordinating Committee is by plurality or proportional representation as determined by a majority vote of those present at the membership meeting called for that purpose.

Section 4. Voting is by secret ballot unless otherwise determined by a majority vote of those present at the membership meeting.

Bylaw VI. Quorum

Section 1. A quorum is constituted by two-thirds of the members of the Coordinating Committee being present who have been present at two of the last three Coordinating Committee meetings.

Bylaw VII. Parliamentary Authority

Section 1. In the event of a procedural dispute, the source of authority will be Roberts Rules of Order.

Bylaw VIII. Method to Amend the Bylaws

Section 1. The bylaws may be amended by a majority vote at either a membership meeting or a regularly-scheduled Coordinating Committee meeting. Any vote on bylaw amendments must be preceded by a minimum discussion period of two prior Coordinating Committee meetings.

Bylaw IX. Minutes of Membership Meetings

Section 1. The minutes of each membership meeting can be approved by a majority vote of the newly elected Coordinating Committee. A draft of the minutes should be presented at the next regularly scheduled Coordinating Committee meeting following the membership meeting. The draft should be available to any member of the organization who wants to review the minutes prior to their approval. The minutes should be approved at the next Coordinating Committee meeting after the draft is presented and thereafter be made available to any member.