

BYLAWS OF
SANTA MONICA DEMOCRATIC CLUB

As Amended November 17, 2021

ARTICLE I. NAME AND AFFILIATIONS

SECTION 1. Name: The name of this Club shall be the Santa Monica Democratic Club.

SECTION 2. Affiliations: This Club shall be chartered by the Los Angeles County Democratic Central Committee and shall be affiliated with the California Democratic Council and the appropriate Democratic organizations for the Districts covering Santa Monica.

ARTICLE II. OBJECTIVES

This Club is dedicated to furthering the political goals and aspirations of the people of Santa Monica and the community in which it functions and, to that end, shall strive:

1. To educate Club members and the general public as to issues and candidates of interest to the Club.
2. To act to further the adoption of the Club position on issues of importance to the community, the state or the nation.
3. To elect registered Democrats in partisan and non-partisan elections, whose views most closely correspond to those of the Club.
4. To promote accountability to the community on the part of elected officials.
5. To open the democratic process to all citizens on the basis of equality, regardless of sex, race, color, ancestry, citizenship, national origin, religion, age, physical or mental disability, medical condition, pregnancy, marital status, military and veteran status, sexual orientation, gender identity or expression, caste, being transgender or a gender non-conforming individual or any other characteristic protected by federal, state, or local laws, and to promote the full participation of historically underrepresented groups within the community.
6. To pursue progressive values within the Democratic Party and within our community.

ARTICLE III. MEMBERSHIP AND DUES

SECTION 1. Membership: Only registered Democrats shall be eligible for membership in the Club, except a prospective member who, for reasons of age or citizenship, is ineligible to register

to vote but who declares the intention to register as a Democrat when eligible. For purposes of these Bylaws, "member in good standing" shall be defined as a member who has paid their annual dues or had them waived due to economic hardship and has met any other requirements to be eligible to be a voting member.

Only members in good standing as of July 1, who are duly registered as a member of the Democratic Party of California will be included in the roster submitted for purposes of participation in the California Democratic Party endorsement process.

New members shall be entitled to vote on Club matters thirty (30) days after dues are received. Ongoing members shall be entitled to vote upon payment of dues for the year. Membership must be renewed annually, with the exception of new members who join in the last three (3) months of the year, whose membership shall be deemed paid for the upcoming calendar year.

SECTION 2. Categories: The Executive Board may establish more than one category of membership in the Club, but all members shall have the same rights and privileges except as herein required by these Bylaws.

SECTION 3. Dues: Changes in annual dues shall be recommended by the Executive Board to the membership at a regularly called meeting of the Club after 30 days notice, and shall be approved by a majority of the members in good standing present and voting.

Payment for membership shall be accepted only from accounts in the prospective member's name or which the prospective member controls.

SECTION 4. Use of Club Name: No officer, Executive Board member or Club member shall use the name of the Club in connection with any candidate or issue not endorsed by the Club.

ARTICLE IV. OFFICERS

SECTION 1. Duties: The officers of the Club shall be President (or Co-Presidents), Vice President-Political Action, Vice President-Membership, Vice President-Programs, Vice President-Communication, Vice President-Diversity and Inclusion, Vice President-Legislation, Treasurer, Recording Secretary, and the Executive Board members elected and appointed as provided in Article V. The duties of the officers so elected shall be as follows:

1. The President shall preside at all meetings of the Club, sit as an ex-officio member of all committees, designate the chair of all special committees, act as primary spokesperson of the Club in all matters, including speaking for the Club on matters with respect to which the Club has taken a position, be first delegate to all conventions, council meetings, and Democratic groups and organizations, and perform such other duties as may be assigned from time to time by the Club or by the Executive Board. Each reference to "President" in these Bylaws applies to Co-Presidents during terms in which Co-Presidents have been elected, and applies equally to both Co-Presidents.

2. The Vice President-Political Action shall chair the Political Action Committee, assume presidential authority and duties in the absence of the president, and perform such other duties as may be assigned from time to time by the Club or by the Executive Board.

3. The Vice President-Membership shall chair the Membership Committee, and in the absence of the President and Vice President-Political Action assume the authority and duties of the President and perform such other duties as may be assigned from time to time by the Club or by the Executive Board.

4. The Vice President-Programs shall chair the Programs Committee, and in the absence of the President, Vice President-Political Action and Vice President-Membership, assume the authority and duties of the President, and perform such other duties as may be assigned from time to time by the Club or by the Executive Board.

5. The Vice-President-Communication shall chair the Communication Committee, and in the absence of the President, Vice President-Political Action, Vice President-Membership, and Vice President-Programs, assume the authority and duties of the President, and perform such other duties as may be assigned from time to time by the Club or by the Executive Board.

6. The Vice President-Diversity and Inclusion shall chair the Diversity and Inclusion Committee, and in the absence of the President, Vice President-Political Action, Vice President-Membership, Vice President-Programs, and Vice President-Communication, assume the authority and duties of the President, and perform such other duties as may be assigned from time to time by the Club or by the Executive Board.

7. The Vice President-Legislation shall chair the Legislative Committee, and in the absence of the President, Vice President-Political Action, Vice President-Membership, Vice President-Programs, Vice President-Communication, and Vice President-Diversity and Inclusion, assume the authority and duties of the President, and perform such other duties as may be assigned from time to time by the Club or by the Executive Board.

8 . The Treasurer shall maintain the financial records of the Club, including names, dates and amounts for all dues collected and funds expended; disburse the funds of the Club as authorized by the Club or by the Executive Board; make financial reports as needed or as requested; be responsible for all official financial reports; furnish necessary financial information to any entity or individual the Executive Board may hire to handle the filing of forms required by governmental bodies; and perform such other duties as may be assigned from time to time by the Club or by the Executive Board.

9 . The Recording Secretary shall keep a record of votes and actions taken at meetings of the Club and of the Executive Board, maintain a file of any reports submitted and perform such other duties as may be assigned from time to time by the Club or by the Executive Board.

ARTICLE V. EXECUTIVE BOARD

SECTION 1. Composition: The Executive Board shall consist of the elected officers, the immediate past President or Co-Presidents of the Club, five (5) members elected at large by the Club, and up to five (5) members appointed by the Executive Board. The appointments by the Executive Board may be made at any time. The Executive Board shall consider the promotion of diversity, commitment, and expertise when making appointments. Members of the Executive Board must either reside, work, or attend school in Santa Monica, with the exception of the President or Co-Presidents, who must be residents of Santa Monica.

SECTION 2. Duties: The Executive Board shall plan and direct the activities of the Club and shall appoint representatives and/or delegates to meetings and conventions of the various councils and other bodies with which the Club is affiliated or with respect to which the Club is otherwise entitled to representation or at which the Executive Board has decided there should be a Club presence.

Delegates to pre-endorsement conferences of the California Democratic Party shall also be appointed by the Executive Board of this Club, from its membership. To be appointed, a delegate must receive a majority of the votes of the Executive Board and must be a member in good standing.

SECTION 3. Quorum: A Quorum of the Executive Board shall be fifty percent (50%) of the Board for the transactions and decisions of the Club and of the Executive Board. A vote by a majority of the quorum shall be necessary on all matters binding upon the Club or Executive Board, except that recommendations for endorsement of candidates or ballot measures to the membership requires a vote by an absolute majority of the Executive Board. However, the Executive Board may meet and take advisory votes without a quorum present.

SECTION 4. Voting: The Executive Board shall meet regularly, maintaining a record of votes taken at each meeting, whether at a scheduled or a special meeting.

The Executive Board may, when circumstances require an immediate vote and the Board is unable to have an actual meeting, vote electronically and/or telephonically via conference call of the Board. Every Executive Board member must be notified electronically or telephonically of the issue and imminent vote. Contact shall be initiated by the Club President unless that person is not available, in which case(s) the regular order of succession shall take effect. A record will be kept of the vote and of the attempt(s), whether or not successful, to contact each Executive Board member.

SECTION 5. Removal, Suspension, or Reprimand: Any member of the Executive Board, elected or appointed, who has missed three (3) consecutive Board or general meetings, without good and valid reason as determined by the Executive Board, shall be considered to have resigned the office and shall be so notified. Board members who are unable to attend a meeting shall notify the Club President.

Any member of the Executive Board, elected or appointed, may be removed, suspended, or reprimanded in accordance with the Grievance Policy described in Article XII below.

SECTION 6. Vacancies: Any vacancy occurring during the term of any elected officer or other Board member shall be filled by a majority vote of the Executive Board, subject to ratification by a vote of the members in good standing at the next regularly called meeting of the Club. Any vacancy occurring during the term of any appointed Board member shall be filled in the same manner as said person was appointed initially.

SECTION 7. Disclosure, Transparency: No member of the Executive Board who holds an elective office (whether appointed or elected to such office) may participate in the process in which the Executive Board makes recommendation for endorsement to the membership, in a race involving the office s/he holds, during the year in which s/he is running for office.

Prior to the Executive Board initiating the process to recommend for endorsement, Board members shall disclose any campaign associations, contributions, volunteer activities, employment with, and/or relationship to a candidate or a ballot measure to the Board.

If an Executive Board member is related to a candidate or is employed by a candidate or ballot measure committee, the Board member shall recuse her/himself from the process of recommendation for endorsement. At the discretion of a majority of the Executive Board, recusal may be required for reasons not herein stated.

SECTION 8. Expenditures: The Executive Board may authorize expenditures up to \$500. If necessary, prior to the next membership meeting the Board may authorize expenditures up to \$1000, subject to approval of the membership at the next meeting.

During a General Election, the Executive Board may authorize expenditures up to 50% of funds on hand or \$15,000 (whichever is higher) for the purpose of publicizing the Club's endorsements in that election cycle. Higher expenditures must be approved by a majority of the members present at a general membership meeting.

During a Special Election, the Executive Board may authorize expenditures up to 25% of funds on hand or \$5,000 (whichever is higher) for the purpose of publicizing the Club's endorsements in that election cycle. Higher expenditures must be approved by a majority of the members present at a general membership.

SECTION 9. Membership on Committees: All Executive Board members shall be considered ex-officio members of all Club committees and shall be invited to all committee meetings unless specifically stating their disinterest to the Chair of any committee.

ARTICLE VI. ELECTIONS

SECTION 1. Elections of Officers and Executive Board: Notice of the annual election meeting shall be given to the membership no later than 45 days prior to the meeting. The annual election meeting of the Club shall be held as early as possible in the year, but in no case later than April.

Resident members in good standing may self-nominate as a candidate for office no later than 30 days prior to the annual election by informing the Recording Secretary in writing of their intent to run. At its discretion, the Executive Board may decide to recommend a candidate for one or more offices. The Board shall send to the membership no later than 20 days in advance of the meeting a list of all candidates. All candidates for officers and At-Large members of the Executive Board shall be given the opportunity to address the general membership at the meeting prior to the annual election.

The election may be conducted by voice vote or by raising of hands or cards or similar electronic method when the meeting is conducted remotely in accordance with Article VIII, Section 8, unless a request is made for a vote by secret ballot. A secret ballot option will be provided if requested, whether the meeting is held in person or remotely. Unless it is agreed by the membership to vote on all of the offices in one motion, the vote shall be taken in the order listed in Article IV, Section 1.

Candidates for the respective officer position receiving the highest number of votes of the members in good standing present and voting shall be considered elected. The nomination and election of Executive Board Members at-large shall be held immediately following the election of officers. The five (5) candidates receiving the highest number of votes for Executive Board at-large shall be elected.

All terms shall be until the next annual election meeting.

SECTION 2. Endorsements: The Executive Board may make recommendations on candidates or issues to the membership. In an emergency, it may also act in its own name when required before the next scheduled or special meeting. The action must then be submitted to the membership for ratification.

Endorsement votes may only be held at duly called meetings of the Club, at least ten (10) days in advance of which written notice, whether electronic or print, has been given that an endorsement vote would be held. For purposes of endorsing candidates for an office or a ballot measure, only those members on whose election ballot an office or ballot measure will appear—as well as those members who, for reasons of age or citizenship, are ineligible to register to vote but on whose ballot an office or ballot measure would appear once they became eligible to register to vote—are eligible to vote on Club endorsements for that office or ballot measure.

No more than three (3) votes may be taken on an issue or office under consideration. Only those candidates and issues that receive votes of at least fifty-five percent (55%) of eligible members in good standing present and voting in that race shall be considered endorsed by the Club. On each round of voting after the first round candidates who receive less than twenty percent (20%) of the vote become ineligible for subsequent rounds.

The endorsement vote may be conducted by voice vote or raising of hands or cards or similar electronic method when the meeting is conducted remotely in accordance with Article VIII, Section 8, unless a request is made for a vote by secret ballot. A secret ballot option will be provided if requested, whether the meeting is held in person or remotely. Whether by voice, raising of hands or cards, or by ballot, "No Endorsement" shall always be an option.

The Club may endorse only candidates who were registered as Democrats as of the filing deadline for the race in which they are running, whether in partisan or non-partisan races.

The Club shall only endorse for offices in districts and areas which overlap with any parcel within the geographic boundaries of the City of Santa Monica.

ARTICLE VII. COMMITTEES

SECTION 1. Political Action Committee: This committee shall be chaired by the Club's Vice President-Political Action, who will ensure the committee duties are carried out.

This committee shall be responsible for all political campaign organizing, including voter registration, voter outreach, fundraising for campaigns, volunteer recruitment and coordination, and campaign, supplies, and other organizing logistics in consultation with and under advisement from the Executive Board. This committee is responsible for recommending elected office candidate or ballot measure endorsements to the Executive Board, who shall make endorsement recommendations to the general membership.

The duties and tasks assigned to this committee may be carried out by the Executive Board as a whole, at the discretion of the President and Vice President-Political Action of the Club.

SECTION 2. Membership Committee: This committee shall be chaired by the Club's Vice President-Membership, who will ensure the committee duties are carried out.

This committee shall maintain the roster of members and initiate policies and procedures governing the recruitment of new members and the involvement of all members in the activities of the Club, subject to the approval of the Executive Board.

SECTION 3. Programs Committee: This committee shall be chaired by the Club's Vice President-Programs, who will ensure the committee duties are carried out.

This committee shall plan the programs and speakers for the regular meetings of the Club in consultation with the Executive Board, and shall procure the meeting place.

SECTION 4. Communication Committee: This committee shall be chaired by the Club's Vice President-Communication, who will ensure the committee duties are carried out.

This committee shall maintain contact with Club members electronically, by written means such as through the U.S. Postal Service, the print or electronic press, electronic mail, social media, or through any combination of these tools. It will maintain and update the content of the Club's website and use social media as needed to publicize the Club's meetings, activities, objectives and positions. Public relations, media relations, correspondence, social media, and related acts shall be under the purview of the Communication Committee.

SECTION 5. Fundraising Committee: This committee, which may be composed of the Executive Board as a whole, shall be chaired by the Treasurer, who will ensure the committee duties are carried out.

This committee shall devise, implement and coordinate projects to increase the funds of the Club treasury, including developing specific fundraising events.

SECTION 6. Diversity and Inclusion Committee: This committee shall be chaired by the Vice President-Diversity and Inclusion, who will ensure the committee duties are carried out.

This committee shall act on behalf of the concerns and goals of diverse groups that support the Democratic Club and the Democratic Party. This committee shall act as a funnel to welcome and engage diverse groups into, and promote equity within, the Democratic Club and the Democratic Party. This committee shall act as a safe and open space for diverse groups to share feelings and thoughts that may be affected by public policy and or cultural matters pertinent to its committee members.

SECTION 7. Legislative Committee: This committee shall be chaired by the Vice President-Legislation, who will ensure the committee duties are carried out.

This committee is responsible for tracking and advocating for the Club's legislative priorities. This committee shall seek policy priorities for local, state, and federal government from the general membership. The Executive Board may add additional policy priorities as it sees fit. The committee shall track bills and actions which align with these priorities and advocate for Democratic (liberal and progressive) positions and against positions seen as counter.

During the course of the year, this committee shall propose recommendations for endorsement or opposition to the Executive Board, who shall in turn make recommendations to the general membership at the next regular or special meeting. This committee shall be responsible for drafting and coordinating with the Vice President-Communications to submit position letters to respective legislative bodies, legislators, and executives or executive agencies, as well as providing content for social media and media releases.

SECTION 8 . Other Committees: The Executive Board may, from time to time, create such other committees as it deems necessary or appropriate to assist the Board in carrying out its functions.

ARTICLE VIII. MEETINGS

SECTION 1. Annual Election Meeting : The annual meeting of the Club for purposes of electing offices shall be typically held in the early part of each year, but must be held no later than April. It shall be a regular meeting of the Club.

SECTION 2. Regular Meetings: There shall be at least ten (10) regular meetings of the Club in each calendar year, to be held at such times and places as may be designated by the Executive Board. Insofar as possible, meeting locations and times should be consistent with prior and subsequent meetings.

SECTION 3. Executive Board Meetings: There shall be at least ten (10) regular meetings of the Executive Board in each calendar year, to be held at such times and places as may be designated by the President.

SECTION 4. Special Meetings: Special meetings of the Club may be held when called by the President (or by a Vice President in the event the presidency is vacated), by a one-third (1/3) vote of the members of the Executive Board or by written request, whether electronic or print, to the President by twenty percent (20%) of members of the Club in good standing. In the latter case, the President must call the meeting, with due notice to the membership, as soon as practicable but at most within fifteen (15) days from the receipt of the request, but such special meeting may coincide with a regular meeting of the Club if such is scheduled to occur within said 15-day period.

Special meetings of the Executive Board may be held when called by the President (or by a Vice President in the event the presidency is vacated) or by a one-third (1/3) vote of the Executive Board.

Written notice of special meetings, whether electronic or print, shall be sent to all members of the Club, or members of the Executive Board, as the case may be, and such notice shall specify the agenda or the meeting and the items to be discussed and/or upon which a vote may be taken at such special meeting.

SECTION 5. Quorum: Fifteen (15) members in good standing at a regular or special meeting of the Club shall constitute a quorum for such meetings.

SECTION 6. Final Authority: The general membership of the Club shall be the final authority of the Club. Any position taken by the general membership shall be by a majority vote of the eligible members in good standing present and voting at a regular or special meeting of the Club. Any action of the Executive Board may be overruled by the same vote of the general membership.

SECTION 7. Procedure: Meetings of the Club and of the Executive Board shall be conducted in accordance with the latest edition of Robert's Rules of Order, Revised for all matters of procedure not specifically covered by these Bylaws.

SECTION 8. Remote Meetings and Remote Attendance: All meetings of the Club and of the Executive Board may be conducted in whole or in part remotely - either via tele- or video-conferencing service or such other technological capability approved by and in compliance with state and/or county party guidelines and best practices - if agreed upon in advance by the Executive Board. Accordingly, once confirmed by an Executive Board member, the virtual presence of a club member counts towards quorum if a member is unable to physically attend a meeting but may attend remotely and vote remotely in accordance with these bylaws. A secret ballot option will be provided during remote meetings if requested.

ARTICLE IX. DEFINITIONS

Categories (of membership): Groupings such as families, seniors, low-income or other groups which have identifiable characteristics.

Democrat: Person shown registered as a Democrat on the voter rolls. For purposes of this Club, potential members must be shown to be registered as Democrats on the rolls of the Los Angeles County Registrar-Recorder. Exceptions are those members residing outside of Los Angeles County, who must be shown to be registered as a Democrat in the area in which they reside.

Member in Good Standing: Member who has paid their dues for the current year or whose dues have been waived due to economic hardship, their voting rights being subject to compliance with the other provisions of these Bylaws.

Membership: Only registered Democrats shall be eligible for membership in the Club, except a prospective member who, for reasons of age or citizenship, is ineligible to register to vote but who declares the intention to register as a Democrat when eligible. For purposes of these Bylaws, "member in good standing" shall be defined as a member who has paid annual dues or had them waived due to economic hardship and has met any other requirements to be eligible to be a voting member.

Member of the Democratic Party of California: Registered as a Democrat on the rolls of the California County in which the person resides.

Straight Up and Down Vote: Voting only for or against a motion, a candidate or measure, rather than voting on alternatives (as in the case of candidates).

ARTICLE X. AMENDMENTS

SECTION 1. Required Vote: An amendment to these Bylaws may be adopted by a majority vote of the members in good standing present and voting at a meeting of the Club at which a quorum is present.

SECTION 2. Prior Notice: Proposed amendments to these Bylaws shall be submitted to the membership in writing, whether electronic or print, at least thirty (30) days prior to the meeting at which such amendments will be considered.

SECTION 3. Effective Date: Any amendment to these Bylaws shall become effective as of the adjournment of the meeting in which it is adopted, unless otherwise specified at the time of the vote on adoption.

ARTICLE XI. POLICY AGAINST HARASSMENT AND WORKPLACE VIOLENCE

SECTION 1. Policy Against Harassment and Workplace Violence: The Policy Against Harassment and Workplace Violence attached hereto as Appendix A constitutes a part of these Bylaws.

ARTICLE XII. GRIEVANCE PROCEDURE

SECTION 1. Grievance Procedure: The Grievance Procedure attached hereto as Appendix B constitutes a part of these Bylaws. All potential sanctions described in the grievance procedure are authorized by these Bylaws.

ARTICLE XIII. CIVILITY PLEDGE

SECTION 1. Civility Pledge: The Civility Pledge attached hereto as Appendix C constitutes a part of these Bylaws.

APPENDIX A. SANTA MONICA DEMOCRATIC CLUB POLICY AGAINST HARASSMENT AND WORKPLACE VIOLENCE

The Democratic Party is committed to the goal of each worker, contractor, volunteer and member of the public interacting with any of the foregoing having a work environment free from harassment and workplace violence. In keeping with this goal, the Santa Monica Democratic Club (“SMDC”) is committed to providing each employee, contractor and volunteer with a work environment free of unlawful harassment and workplace violence. The SMDC will not tolerate any form of discrimination or harassment by anyone involved in the operation of the SMDC and, as such, prohibits unlawful discrimination against or harassment by all such persons, including by employees, officers, applicants, volunteers, interns, members, and persons providing services pursuant to a contract (hereinafter collectively “covered persons”). The SMDC considers discrimination and/or harassment to be the kind of serious violation of Party norms which can result in disciplinary action to the offending person. Members of the SMDC may, at their election, address alleged violations of this policy pursuant to the Grievance Procedure set forth in the SMDC Bylaws as Article XII (rather than the procedures set forth below) if and when the Grievance Procedure is applicable.

1. Anti-Harassment Policy:

a. Prohibited harassment or discrimination refers to harassment or discrimination on the basis of sex, race, color, ancestry, citizenship, national origin, religion, age, physical or mental disability, medical condition, pregnancy, marital status, military and veteran status, sexual orientation, or gender identity or expression, caste, being transgender or a gender non-conforming individual or any other characteristic protected by federal, state, or local laws. Prohibited harassment and discrimination also includes conduct based on the perception that anyone has any of the aforementioned characteristics, or is associated with a person who has or is perceived as having any of those characteristics. “Military and veteran status” is defined broadly as “a member or veteran of the United States Armed Forces, United States Armed Forces Reserve, the United States National Guard, and the California National Guard.” All such harassment, whether or not unlawful, is prohibited; and the SMDC has a zero-tolerance policy when it comes to prohibited harassment. The SMDC’s anti-harassment policy applies to all persons involved in the operation of any campaign headquarters funded or operated by the SMDC and it applies to prohibited and unlawful harassment by any such headquarters employee, contractor, or volunteer, including supervisors, those one supervises and coworkers.

b. The SMDC’s prohibition of unlawful discrimination and harassment specifically includes, but is not limited to, the following behavior to the extent it is violative of applicable law or constitutes an unlawful hostile or discriminatory workplace or condition of employment:

- i) VERBAL CONDUCT such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- ii) VISUAL CONDUCT such as derogatory and/or sexually-oriented posters, photography, videos, cartoons, drawings, or gestures;

iii) PHYSICAL CONDUCT including assault, unwanted touching, intentionally blocking normal movement, or interfering with work directed at an individual because of the individual's sex, race, or any other protected characteristic;

iv) THREATS AND DEMANDS to submit to sexual requests in order to keep a job, volunteer position, or avoid some other loss, and offers of job benefits in return for sexual favors;

v) ANY RETALIATION for having reported or threatened to report harassment.

c. Depending on the circumstances, examples of these behaviors include but are not limited to:

- unwanted sexual advances or requests for sexual favors;
- sexual jokes and innuendo;
- verbal abuse or advances of a sexual nature;
- commentary about an individual's body, sexual prowess or sexual deficiencies;
- leering, catcalls or touching;
- insulting or obscene comments or gestures;
- display or circulation in the workplace of sexually suggestive objects or pictures(including through e-mail, social media, or text); and
- other unwelcome physical, verbal or visual conduct of a sexual nature.

d. No covered person may threaten or insinuate, either explicitly or implicitly, that an individual's refusal to submit to sexual advances will adversely affect the individual's employment, compensation, advancement, assigned duties, or any other term or condition of employment or career development.

e. Harassment based on any other protected characteristic is likewise strictly prohibited. This policy prohibits unacceptable conduct in all interactions arising in connection with the operation of the the SMDC.

f. This policy is meant to be expansive and also includes a prohibition of harassment by visitors too "customers" of the SMDC's office or other facilities where the SMDC operates.

g. The obligation to treat others with dignity and respect extends to cyberspace. "Cyberbullying" is the willful and repeated use of cell phones, computers, and other electronic communication devices to harass and threaten others. Instant messaging, chat rooms and other social media, e-mails, and messages posted on websites are common means of engaging in this type of misconduct. It is not limited to words, but includes images, sounds, data or intelligence. Cyberbullying can include, but is not limited to, defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material (including so-called "sexting"), and sometimes includes efforts to embarrass or bombard another.

h. Cyberbullying incidents frequently runs afoul of the other prohibitions in this policy with no less serious disciplinary consequences, but even when it does not, it is severe

misconduct for which there is a zero tolerance.

i. If you believe that you have been unlawfully harassed or witnessed unlawful harassment, submit a complaint to the President of the SMDC or one of the SMDC's officers as soon as possible after the incident. You are never required to file a complaint with the harasser(s). Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. If you are uncomfortable providing details of the incident to the person to whom you report the incident, the SMDC will use its best efforts to provide you with access to a non-employee, non-officer to collect that data. The SMDC will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

j. If the SMDC determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the SMDC to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. To the extent consistent with law, Management ordinarily will advise all parties concerned of the results of the investigation.

k. The SMDC will not retaliate against any employee, member, volunteer or other covered person for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

l. The SMDC encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment.

EEOC, LA District Office
Roybal Federal Building
255 East Temple St., 4th Floor
Los Angeles, CA 90012
Phone: 1-800-669-4000
Fax: 213-894-1118
TTY: 1-800-669-6820
ASL Video Phone: 844-234-5122

California DFEH, Los Angeles Office
320 W. 4th Street, Suite 1000, 10th Floor
Los Angeles, CA 90013
Phone: 800-884-1684
TTY: 800-700-2320
Email: contact.center@dfeh.ca.gov

m. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

n. If you have any questions concerning this policy, please feel free to contact the SMDC's President or any member of its Executive Board.

2. Workplace Violence Policy:

a. The SMDC is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, the SMDC has established a policy that provides “zero tolerance” for actual or threatened violence against one’s co-workers, supervisors, visitors or any other persons who are either on our premises or have contact with our employees, contractors, and volunteers. Safety and security is everyone’s responsibility.

b. Compliance with this anti-violence policy is a condition of your employment (if you are an employee), membership (if you are a member), or your permission to be on our premises (if you are a non-employee or member).

c. Every verbal or physical threat of violence must be treated seriously and reported immediately to the President of the SMDC, one of the SMDC’s officers, or the Grievance Committee in accordance with the SMDC Bylaws Appendix B, Grievance Procedure. You are never required to file a complaint with the person making the threat. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. If you are uncomfortable providing details of the incident to the person to whom you report the incident, the SMDC will use its best efforts to provide you with access to a non-employee, non-officer to collect that data. The SMDC will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

d. If the SMDC determines that workplace violence or other misconduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the SMDC to be responsible for workplace violence or other such misconduct will be subject to appropriate disciplinary action, up to and including termination. To the extent consistent with law, Management ordinarily will advise all parties concerned of the results of the investigation. The SMDC will not retaliate against any employee for filing a complaint and will not tolerate or permit retaliation by management, employees, members, or co-workers.

e. In situations where an employee, contractor, member, or volunteer becomes aware of an imminent act of violence, threat of imminent violence or actual violence, emergency assistance should be sought immediately. In such circumstances, the employee, contractor, member, or volunteer should notify someone in charge and/or appropriate law enforcement authorities, as the circumstances demand. When promptly and properly notified of such an emergency, it is the policy of the SMDC to do whatever it can to ensure that appropriate action is taken.

f. Other resources you may wish to access include:

- Domestic Violence: 800-799-SAFE (7233)
- Trans Lifeline: 877-565-8860
- Suicide Prevention: 800-273-8255

- Sexual Violence: 800-656-HOPE (4673)

APPENDIX B. SANTA MONICA DEMOCRATIC CLUB GRIEVANCE PROCEDURE

1. Grievance Procedure: The Santa Monica Democratic Club (“SMDC”) seeks to initially employ the principles of Restorative Justice in handling grievances. Prior to processing a complaint, the Grievance Committee shall, if it determines the matter to be amenable to these principles, make attempts as described below to bring the parties together in a safe space to address situations face-to face in order to repair harm, promote healing and learning, and build community.

2. Grievance Committee:

a. The Grievance Committee shall consist of five members, two alternate members, and two restorative justice officers appointed by the Executive Board within 45 days of the adoption of this procedure, and thereafter 30 days after each annual election of the Executive Board beginning in 2023. Any position not timely filled by the Executive Board shall be elected by the membership at its next regularly scheduled meeting for which ten (10) days advance notice of the election can be given. The members, alternates and restorative justice officers shall be identified on the SMDC website, together with their email addresses.

b. Three of the members shall be self-identified females, and two shall not be self-identified females. At least one of the members shall be a person of color. At least two of the members shall be attorneys. One alternate member and one restorative justice officer shall be a self-identified female, and one alternate member and one restorative justice officer shall not be a self-identified female. Members of the Executive Board may not serve as Grievance Committee members or alternates, but they may serve as restorative justice officers.

c. The Grievance Committee may meet in person, by video conference, or by telephone, but may only interview witnesses in person or by video conference. The restorative justice officers may meet with one or more parties to a grievance in person or by video conference only.

d. Meetings of the Grievance Committee, and meetings by a restorative justice officer with one or more parties to a grievance, fall under the “Member Disciplinary and Other Proceedings Involving the Right to Privacy” exception to the “Policy Statement By the Rules Committee of the California Democratic Party on the Open Meeting Rule” and therefore need not be public.

e. The members of the Grievance Committee shall meet and elect a chair within fourteen (14) days of the appointment of its full membership (exclusive of alternates and restorative justice officers).

f. In the event that a member, alternate, or restorative justice officer is no longer willing or able to serve, the Executive Board shall appoint a replacement within thirty (30) days. Any

position not timely filled by the Executive Board shall be elected by the membership at its next regularly scheduled meeting for which ten (10) days advance notice of the election can be given.

3. Grounds and Jurisdiction: The sole grounds for a member filing a grievance, and the jurisdiction of the Grievance Committee shall be an alleged:

- a. Violation of Local, State, or Federal laws or regulations having a direct impact on:
 - i) SMDC, or,
 - ii) the complainant

- b. Violation of the SMDC Bylaws, including the Santa Monica Democratic Club Policy Against Harassment and Workplace Violence, and the SMDC Civility Pledge.

4. Standing: A complainant must be a member of the SMDC, in good standing, and be directly and adversely affected by the actions or conduct of another member of the SMDC, in order to file a grievance.

5. Remedy: If a grievance is found to have merit, it may lead to any of the following:

- a. Private Admonishment (the distribution of which will be limited to the parties to the grievance),
- b. Public Admonishment,
- c. Suspension of Rights for a time certain not to exceed 60 days,
- d. Removal from Office, and/or,
- e. Removal from membership.

6. Initiating a Grievance: A grievance may be initiated by filing a timely Written Statement with the Chair of the Grievance Committee (or, if the Chair is either the grievant or the accused, with any other member of the Grievance Committee who then shall assume all duties of the Chair described below):

- a. Setting forth with specificity, to the best of the complaining person's ability, the text of the Policy Against Harassment and Workplace Violence, Civility Pledge, SMDC Bylaws, regulation, and/or law alleged to have been violated,
- b. A statement of facts supporting the allegation, and,
- c. The requested remedy or remedies.

7. Initial Determinations and Actions:

- a. Upon receipt of a Written Statement, the Chair shall immediately advise the complainant not to communicate with the accused about the grievance outside the presence of

the Grievance Committee and/or the restorative justice officers until the grievance is finally resolved. The Chair also shall immediately send the Written Statement to all other Committee Members who are not parties to the grievance. Within four (4) days of receipt of the Written Statement, any Grievance Committee members who believe they have a conflict of interest shall so advise the other Grievance Committee members who are not parties to the Grievance, and (i) the Chair shall send the Written Statement to the alternate who identifies in the same manner (i.e., self-identified female or not self-identified female) as the conflicted member, and (ii) that alternate shall serve as a member of Grievance Committee for that particular grievance unless that alternate has a conflict of interest. If the alternate who identifies in the same manner as the conflicted member is already serving due to the conflict of another member, then the remaining alternate also shall serve as a member of the Grievance Committee for that particular grievance unless that alternate has a conflict of interest. If conflicts are so numerous for a particular grievance that a five-member Grievance Committee cannot be formed from the five members and two alternates, the Chair shall immediately notify the SMDC President (or if the President is the grievant or the accused, any other Club Officer), and the Executive Board shall appoint temporary members for the particular grievance as soon as practicable.

b. Within ten (10) days of completion of the process described in 6.a above, the Grievance Committee shall make an initial determination of standing, jurisdiction and actionable allegations, based solely upon the Written Statement and the members' existing knowledge of the laws, regulations and bylaws referenced in paragraph 2 above, subject to change after rebuttal evidence is received. The Grievance Committee, on the same basis, shall determine whether a restorative justice process is appropriate.

c. If it is initially determined that standing, jurisdiction, and/or actionable allegations are not present, the Chair of the Grievance Committee shall contact the complainant within seven (7) days of the determination and advise the complainant of the determination and that the grievance process is at an end.

d. If it is initially determined that standing, jurisdiction, and actionable allegations are present, the Chair of the Grievance Committee shall contact the accused within seven (7) days of the determination and advise as to the allegation(s) that meet these requirements, and offer the accused either (i) acceptance of the remedy requested by the complainant, or (ii) immediately proceeding with the formal process for the determination of the grievance by the Grievance Committee. If the Grievance Committee also initially determined that a restorative justice process is appropriate, the Chair also shall offer participation in that process as an additional option. The Chair further shall advise the accused not to communicate with the complainant about the grievance outside of the presence of the Grievance Committee and/or the restorative justice officers until the grievance is finally resolved.

e. If the accused is offered and accepts restorative justice, within four (4) days the Chair shall advise the two restorative justice officers and provide them with a copy of the Written Statement and with an explanation of the Grievance Committee's determination regarding

standing, jurisdiction, and actionable allegations. The restorative justice officers then have thirty (30) days to attempt a restorative justice process. If the restorative justice process is not completed within that timeframe, the restorative justice officer(s) running the process for a particular grievance may extend the period for up to an additional thirty (30) days only by advising the Chair. If the restorative justice process succeeds or fails within the original or extended time, the restorative justice officer(s) running the process for a particular grievance shall advise the Chair within four (4) days.

f. If (i) the accused elects to proceed immediately with the formal process for determination of the grievance, (ii) the accused elects restorative justice but the Chair receives notice that the process failed, or (iii) the time for the restorative justice process provided for in paragraph 6(e) has run, within four (4) days the Chair shall (i) provide the accused with a copy of the Written Statement, (ii) explain the portions of that statement that meet the requirements for standing, jurisdiction and actionable allegations, and (iii) request that the accused provide a written response within fourteen (14) days.

g. If, in the determination of the Grievance Committee, the accusation involves a potential violation of criminal law, the complainant shall be advised to contact the appropriate Law Enforcement Agency. This process will continue parallel to any Law Enforcement action at the discretion of the Grievance Committee. The Grievance Committee is not bound by any decision made by a law enforcement agency.

h. The Grievance Committee may, by a two-thirds vote, also make an initial determination, based upon the Written Statement, that the situation warrants temporarily suspending the membership rights of the accused, pending further action. If such a determination is made, the Grievance Committee will so advise the SMDC Executive Board.

8. Confidentiality: The identity of all persons involved in the process, and all information regarding the allegation(s), shall be treated with confidentiality, and protected to the extent possible, except as otherwise specified herein.

9. Hearings:

a. Hearings are not required for the issuance of Admonishments, or Suspensions of Rights, but must be held if the remedy sought is removal from office, and/or removal from membership in This Club. However, no remedy may be imposed except to the extent the underlying findings of misconduct justifying the remedy are based on evidence within the personal knowledge of the complainant, the personal knowledge of or admission by the accused, the personal knowledge of witnesses appearing at a hearing (or by written statement if the accused agrees thereto), or documents sent by or to the accused that either constitute actions of the accused or bear on the state of mind of the accused.

b. Despite the above, after review of the Written Response, any two (2) members of the Grievance Committee may determine that a hearing shall be held, regardless of the remedy sought.

c. The determination of whether or not to hold a hearing shall be made within seven (7) days of the earlier of (i) receipt of the Written Response or (ii) the end of time for the accused to provide the Written Response.

d. If a hearing is determined to be required due to the remedy sought, or by two (2) members of the Grievance Committee, it shall be held within fourteen (14) days of that determination.

10. Orders:

a. Orders of the Grievance Committee shall be made within fourteen (14) days of the determination that no Hearing is required, or, fourteen (14) days of the conclusion of any Hearing.

b. The Grievance Committee may, by majority vote, issue any admonishment, temporary suspension of rights, or dismissal of the Complaint.

c. The Grievance Committee may by a two-thirds (2/3rds) vote, concurred in by a majority vote of the Executive Board, remove an accused from office, and/or membership in the SMDC.

d. If the matter did not proceed to hearing, the Grievance Committee may only impose a remedy equal to, or lesser than, the remedy sought by the complainant.

e. If the matter proceeded to hearing, the Grievance Committee may impose any remedy set forth herein.

f. At any stage of this process the Grievance Committee may issue an Order Extending Time, provided, however, that the entire process from receipt of a Written Statement to issuance of a final determination by the Grievance Committee may take no longer than one hundred and forty (140) days.

g. If no remedy is imposed within fourteen (14) days of the determination that no Hearing is required, or, fourteen (14) days of the conclusion of any Hearing, the complaint shall be deemed dismissed, unless time has been extended.

h. All Orders shall be sent to the complainant and the accused by first class mail, and, if an email is on file with the SMDC, by email.

i. A written decision shall be rendered at the conclusion of the Process, setting forth the allegations made, facts determined, and remedy imposed, if any, and shall be sent to the complainant and the accused.

j. Proof of the date and manner of delivery of any notices required under this Article shall be maintained by the Chair.

11. Appeals:

a. The accused may, within twenty (20) days of the mailing of the Order(s), appeal any Suspension of Rights, or Removal from office or membership, to the SMDC Executive Board, which shall hear the matter at its next regularly scheduled meeting for which due notice can be given. The accused may exercise this right of appeal by emailing any officer at email addresses provided with the decision. Members of the SMDC shall, within four (4) days of receiving notice of the appeal advise whether they have a conflict of interest and, if so, shall have no involvement in any appeal.

b. Admonishments and Dismissals of Complaints are not subject to appeal.

12. Reporting:

a. The Chair of the Grievance Committee shall advise the SMDC Executive Board of the date of mailing of any order that imposes any Suspension of Rights or Removal from office or membership, and the identity of the person subject to such a sanction and the sanction imposed. The members of the SMDC Executive Board shall keep this information confidential. The SMDC Executive Board shall carry out any sanction ordered unless the accused timely appeals the sanction in accordance with paragraph 10 above.

b. The Chair of the Grievance Committee shall provide a report every month to the SMDC Executive Board regarding each grievance that has been filed. The report shall consist of the following information only: (i) the date the grievance was filed and (ii) the date each procedural step was completed.

13. Failure to Comply with this Procedure:

a. If the Grievance Committee fails to comply with any of the policies, timelines, or actions set forth above in this Grievance Procedure, the Executive Board may issue a warning to the Committee stating the error and direct action(s) to remedy the error, which the Committee shall follow.

b. If the Aggrieved Party fails to comply with the policies, timelines, or actions set forth above in this Grievance Procedure, the complaint shall be dismissed absent a showing of good cause deemed sufficient by the Grievance Committee. If the Aggrieved Party consists of multiple individuals, the failure of one complainant to comply with this Grievance Procedure shall void their ability to participate in the grievance and the grievance shall proceed with the remaining parties as complainants. An Aggrieved Party who has been removed from the process due to

their failure to comply with this procedure may appeal their removal to the Executive Board within twenty (20) days of removal, who shall make a decision on the appeal within fourteen (14) days of the appeal being filed.

c. If the Accused Party fails to comply with the policies, timelines, or actions set forth above in this Grievance Procedure absent a showing of good cause deemed sufficient by the Grievance Committee, the complaint and procedure shall proceed regardless of participation of the accused. The Accused Party may re-engage with the process at any time, but may not cause the procedure to restart at any point.

14. Reasonable Accommodations:

a. The Committee shall grant reasonable accommodations when requested in accordance with requirements of applicable disability law.

APPENDIX C. SANTA MONICA DEMOCRATIC CLUB CIVILITY PLEDGE
AS ADOPTED BY VOTE OF THE GENERAL MEMBERSHIP ON OCTOBER 20, 2021

Our City of Santa Monica, like many cities across the nation, requires inclusion in leadership of representatives from historically marginalized groups to assure diverse participation. This includes but is not limited to Black, Latinx, Asian, Indigenous people, women, LGBTQ+ and non-binary people, members of certain religious groups, individuals with disabilities, young persons, and the aged. When representatives from these groups step into a leadership role, they often face a more difficult dynamic, such as microaggressions, and then have to work harder to be heard, trusted, and valued.

Indeed, we've seen examples of this just in the past few months during City Council meetings, where members of the public have made inappropriate remarks about race and religion. It's well documented that members of diverse groups must overcome negative, ingrained stereotypes when elected, appointed, or volunteering to serve. They feel challenged to -- and must then actually -- work harder to overcome unwarranted and identity-based criticism, more rigid expectations, and biased public comments to prove their worth, which takes time and energy better spent serving the public.

Those in leadership positions who are not a member of the diverse representation often face a challenging moment to speak truth against biased comments or to stand silent. Often, because silence is easier and less confrontational, allyship during an incident falls to members of other marginalized communities. We support the value of intersectional support from members of other marginalized groups, but also recognize the real power when non-diverse members speak up and take action in defense of their colleagues.

We pledge to acknowledge and push back against the forces that dissuade marginalized groups from stepping into elected office or community leadership. We encourage all potential leaders of any background, affiliation, or condition to run for office or be appointed to serve in Santa Monica. We pledge to support and have their backs when they face bias or challenges because of their race, gender identity, religion, sexual orientation, age, or disability status. We strongly support First Amendment rights, but affirm that freedom of speech does not include a license to discriminate. This pledge, however, is not intended to be an endorsement of restrictions on speech that are in violation of the First Amendment of the United States Constitution.

To cultivate a truly diverse body of leadership in Santa Monica, we must work together to ensure civility and a bias-free environment for all to thrive. We pledge to step up, speak out, and intervene when a colleague, a member of the public, or city official is presenting biased behavior. We pledge, as the Santa Monica Democratic Club, to speak up and support our diverse leaders. We ask you to join us and pledge to do the same.