



CONSTITUTION
OF THE
DEMOCRATS OF MIRACOSTA COLLEGE

Founded. April 19th 2016

We the Students of MiraCosta College, in order to form a more perfect campus and community, establish justice and equality, ensure political activity, provide for the common community, promote the general intellect, and secure the rights of liberty for ourselves and future students, do ordain and establish this Constitution for the Democrats of MiraCosta College.

Article I - Name and Purpose

SECTION 1. The name of the organization shall be the Democrats of MiraCosta College, the official College Democrats chapter of MiraCosta College. For expediency it may be referred to as the *College Democrats* or *Democratic Club*.

SECTION 2. The purpose of the College Democrats shall be to support and act on the ideals of the Democratic Party, specifically progress, justice, and peace, as well as to encourage fellow students to do the same. The College Democrats will be the official College Democrats chapter at MiraCosta College and will be a non-profit student organization aiming to increase political activism on campus and within the community. In order to accomplish these goals, the College Democrats will:

- A. Publicly endorse and participate in campaign work for Democratic candidates running for local, state, or national office who intend to meet the ideals of the Democratic Party, according to the guidelines specified in Article VII. In this effort, College Democrats intends to encourage other students to support the same candidates.
- B. Hold weekly meetings to further the goals and and purposes of the club.
- C. Support progressive causes which the organization deems fit, through:
 - I. Dissemination of information;
 - II. Education of members;
 - III. Volunteer activity;
 - IV. Forums, discussions, debates and other activities;
 - V. Staging and/or attendance of protests and rallies.
- C. Facilitate the creation of a student-run campaign presence during high profile elections as specified in Article V.

Article II- Rules of Order

SECTION 1. The Democrats of MiraCosta College accepts Roberts Rules of Order (Newly Revised) as its Rules of Order.

SECTION 2. The Democrats of MiraCosta College shall adhere to the Ralph M. Brown Act for so long as a sitting member of the MiraCosta College Associated Student Government serves as a club officer (Government Code section 54952(c)).

SECTION 3. Any issue not covered by this document shall be addressed by reference to Roberts Rules of Order or relevant sections of the Ralph M. Brown Act.

Article III- Membership

SECTION 1. No person shall be denied membership to the College Democrats due to race, immigration status, sex, sexual orientation, gender, gender identity, ethnicity, national origin, religion, ability, age, career history, or socioeconomic status.

SECTION 2. Membership shall be differentiated between Members, those who shall enjoy full privileges, and Associate Members, those who shall not.

- A. In order to be a Member of the College Democrats, one must have the best interests of the College Democrats and the Democratic Party in mind and satisfy the following requirements:
 - I. Be a currently enrolled student attending MiraCosta College or an incoming Freshman enrolled in courses at MiraCosta College.
 - II. Be listed in the official membership roll
 - III. Be considered in “good standing” as defined by Section 3
- B. In order to be an Associate Member of the College Democrats, one must satisfy the following requirements
 - I. Be a currently enrolled student attending MiraCosta College or an incoming Freshman enrolled in courses at MiraCosta College.
 - II. Be listed in the official membership roll

SECTION 3. Members shall be considered in “good standing” if they have attended at least two-thirds of the previous academic year’s meetings, with exemptions for ignorance, personal matters, or academic scheduling, have not been censured by the club for violating the Constitution or the ideals of the Democratic Party, and have provided the information necessary for chartering with California Young Democrats.

Members in good standing shall have priority in access to events with limited attendance and applications to off-campus events and retreat

SECTION 4. As used throughout this document, full privileges shall be defined as the ability to vote in all elections, motions, bills, resolutions, and endorsements, and to stand for election, or submit bills and resolutions.

SECTION 5. As used in College Democrats proceedings, *censuring* shall be defined as;

- A. The act of temporarily suspending voting privileges until required mediation has been completed between two parties in conflict, as levied by a majority anonymous vote of the Executive Board of the College Democrats, or brought to vote by written statement of complaint from any member of the General Body; or
 - I. The act of temporarily suspending a member from the Executive Board for acting against the values and Constitution of the College Democrats, as levied by a majority anonymous vote of the Executive Board of the College Democrats, or brought to vote by written statement of complaint from any member of the General Body; or
 - II. The act of requesting members in conflict or in violation of Standards of Conduct to cease attendance of meetings and events until an investigation may be conducted or mediation completed
- B. General Membership and Officers shall be subject to censure if they violate the following standards of conduct:
 - I. A member shall conduct themselves with civility and respect towards all other members and Democratic Party candidates while a member of the Democrats of MiraCosta College.
 - II. Members shall not denigrate an endorsed candidate of the Democrats of MiraCosta College.
 - III. A member shall not create an intimidating, offensive, and/or abusive environment for other members.
 - IV. A member shall not engage in any actions detrimental to the purpose of the Democrats of MiraCosta College.
- C. In the instance of censure;
 - I. The President, or Vice President, will approach the individuals in conflict or accused of violating Subsection B, and attempt to bring them to mediation.
 - II. Should mediation be rejected or fail;
 - i. The rejecting parties will be indefinitely suspended until such time

that they agree to mediation.

- III. Any member who has been censured and is found in further violation of Subsection B, shall be referred to the Inter-Club Council and MiraCosta College Office of Student Life & Leadership, and will be barred from attending club meetings and events.
- IV. Censured and disbarred members may seek redress with the Inter-Club Council and Office of Student Life & Leadership and must submit to final arbitration and mediation as provided by the Counselling Department or Office of Student Life & Leadership.

Article IV- Officers & Advisors

SECTION 1. As required by MiraCosta College policy, all campus clubs must be overseen by a Staff Advisor and have the option to seek out a Community Advisor as well.

- I. An individual employed by MiraCosta College shall serve as Staff Advisor for the College Democrats
- II. Any member of the community may serve as Community Advisor to the College Democrats
- III. Either the Staff Advisor or the Community Advisor must be present for all events that require an Activities Request Form submission, with exception to those instances that the Office of Student Life & Leadership permits no Advisor to be present

SECTION 2. The Officers shall be representatives of the membership of the College Democrats. Elected and appointed officers must remain active in all of the College Democrats' activities, volunteer events, and endeavors to the best of their ability. Each officer shall focus on fulfilling their assigned duties as specified by Section 3; should they require assistance, they can turn to the other members of the College Democrats' Executive Board. Order of succession shall proceed in order as follows.

SECTION 3. The voting membership of the Executive Board will consist of the President, Vice President, Associate Vice President of Campus Affairs, Associate Vice President of External Affairs, Director of Communications, Director of Operations, and Treasurer:

- A. The President, who shall lead the College Democrats and ensure the organization actively aims to fulfill the purpose outlined in Article I. Specifically, the President shall:
 - i. Be duly elected for a one year term by the general membership of the College Democrats in the Spring Semester of the preceding academic year;
 - ii. Be the Chief Executive Officer of the College Democrats;
 - iii. With the College Democrats Executive Board's input, establish goals and projects for the club;
 - iv. Organize and preside over all Executive Board and general body meetings;
 - v. Carry out the policies and directives of the College Democrats' Executive

- Board;
 - vi. Maintain active communication with both the Staff Advisor and Community Advisor;
 - vii. Represent the College Democrats at all Full Council Sessions of the Inter-Club Council. This duty may be delegated to other members of the Executive Board should the President be unable to fulfill this function;
 - viii. Request rooms and tables for General Body Meetings;
 - ix. Serve as the College Democrats representative to all College Democrats of America, Young Democrats of America, California Young Democrats, and California College Democrats, meetings and conventions. Should the President be unable to attend, they may appoint a proxy subject to the relevant paperwork and guidelines of the respective institution. The President or Proxy in their voting capacities shall be bound to the will of the College Democrats unless such obligation is suspended by $\frac{2}{3}$ vote of the General Body.
 - x. Nominate the College Democrats' representatives to the California Democratic Party and San Diego County Democratic Party - and any other official representatives, delegates, and alternates from the club to conferences, caucuses, councils, conventions, and other meetings - subject to the approval of a majority vote of the officers;
 - xi. Serve as the College Democrats representative to the San Diego County Democratic Party Central Committee as an Associate Member. This duty may be delegated to another Officer of the College Democrats Executive Board or Member of the General Body should the President be unwilling or unable to fulfill this role. An Associate Member application, must be submitted to the San Diego County Democratic Party within 30 days of the representative's election or selection.
- B. The Vice President, who shall assist the President in achieving the organization's objectives, ensuring that the club has a large and active general body. Specifically, the Vice President shall:
- i. Be duly elected for a one year term by the general membership of the College Democrats in the Spring Semester of the preceding academic year;
 - ii. Manage internal responsibilities by ensuring that all officers and Presidential appointees accomplish the goals of their position, as set forth by the Constitution, as well as the President's goals and projects;
 - iii. Act as President when the President is unable to perform their duties;
 - iv. Assume the office of the President upon the President's death, resignation, removal, or inability to perform duties;

- v. Facilitate communication amongst members of the College Democrats' Executive Board through email and/or other social media;
- C. The Associate Vice President of Campus Affairs, who shall ensure the College Democrats maintains an active and expanding membership and who shall coordinate with other clubs on campus, and shall:
 - i. Be duly elected for a one year term by the general membership of the College Democrats in the Spring Semester of the preceding academic year;
 - ii. Spearhead all campus recruitment, registration, and outreach efforts.
 - iii. Attend other relevant organizations' General Body Meetings, informing them of College Democrats events and bringing back information to the College Democrats.
- D. The Associate Vice President of External Affairs, who shall ensure that the College Democrats supports its political objectives through active participation in external political activities, and shall:
 - i. Be duly elected for a one year term by the general membership of the College Democrats in the Spring Semester of the preceding academic year;
 - ii. Be the direct communicator with grassroots political and activist causes, elected officials, and campaigns, and organize events to support these campaigns;
 - iii. Collect information about political volunteer and internship opportunities, and disseminate this information to the club membership and student body;
- E. The Director of Communications (Director of Communications and Social Affairs), who shall manage all forms of social media and communication with the General Body. Specifically, the Director of Communications shall:
 - i. Be duly elected for a one year term by the general membership of the College Democrats in the Spring Semester of the preceding academic year;
 - ii. Actively maintain and update the College Democrats accounts on Instagram, Twitter, Facebook, Snapchat, and other forms of social media;
 - i. Create events on social media and coordinate publicity with the Executive Board;
 - ii. Approve, or delegate authority to do so, all media, posts, tweets, and snaps, before dissemination across College Democrats accounts;
 - iii. Respond to all communications sent to College Democrats accounts

- iii. Check and manage the College Democrats' email and respond to any inquiries, forwarding them to the relevant officer;
 - iv. Manage the contact lists of the College Democrats, and send out weekly emails, calls, or texts, with reminders about activities and meetings
 - i. The method, or multiple of such, of communication is dependent on the preference of the General Body;
 - v. Organize at least one social event per semester.
- F. The Director of Operations, who shall keep record of all documents, keep and publish all minutes, and ensure active attendance of all members. Specifically, the Director of Operations shall:
- i. Maintain and archive all College Democrats communications, forms, paperwork, documents, and other relevant items, for both posterity and transparency.
 - ii. Dictate and post minutes for all General Body and Executive Board meetings
 - iii. Coordinate with the Executive Board to maintain and update a monthly calendar of events, meetings, and other relevant activities, made accessible through means determined by the Director of Operations;
- G. The Treasurer, who shall manage all matters of finance and fundraising and their record for the College Democrats. Specifically, the Treasurer shall:
- i. Maintain the Associated Student Government's financial account of the club;
 - ii. Manage the annual budget and ensure solvency and fiscal responsibility;
 - iii. Coordinate fundraising events as necessary with the President and other Officers;
 - iv. Apply for funding from the Associated Student Government and Inter-Club Council and complete necessary forms;
 - v. Keep accurate record of all College Democrats expenditures and fundraising income, in the form of cheques, receipts, and so forth;
 - vi. Ensure reimbursement for all voluntary expenses personally incurred, having first been approved by the Executive Board, by the General Body for use of the club, unless otherwise provided as a donation.

SECTION 4. Every officer must attend relevant student organization training sessions administered by the Inter-Club Council or Associated Student Government.

- A. The President will assign relevant training sessions to each officer.

SECTION 5. All pertinent emails sent or received by officers acting as a representative of the College Democrats must be blind carbon copied to miracostadems@gmail.com .

Article V- Elections

SECTION 1. The present membership in good standing shall elect the President, Vice President, Associate Vice President of Campus Affairs, Associate Vice President of External Affairs, Treasurer, Director of Operations, and Director of Communications.

SECTION 2. Elections shall be held during April of the Spring Semester and be announced at least two weeks prior to the election date via email. Elected officers shall maintain their positions until the end of the Spring Semester.

SECTION 3. Eligibility for office and voting privileges shall be determined by the following guidelines;

A. Candidates

- i. Candidates for office must be enrolled students and be members in good standing.
- ii. Candidates must submit their intent by email or google form to run to College Democrats for elected positions at least two days prior to the first ballot.
- iii. Candidates must read, initial next to every Article of, and sign, the Constitution prior to running.
- iv. Candidates must read and sign a nondisclosure and guidelines form protecting the privacy of all members and integrity of the organisation.

B. Voting;

- i. Voters must be enrolled students and be in good standing to be eligible to vote.
- ii. First-time attendees shall be considered in good standing upon providing the necessary information
- iii. The Director of Operations will verify eligibility before disseminating ballots

SECTION 4. Elections shall be conducted in line with the following procedures;

- C. Before the vote, each candidate shall receive no more than two minutes to deliver a speech to the membership.
- D. After each candidate has delivered their speeches, the voters will have an opportunity to ask questions for a time specified by the election moderator.
 - i. No candidate shall ask their opponent any question.
- E. Every member determined as eligible by Director of Operations has one vote per race.
- F. Votes shall be cast by secret ballot only behind closed doors
 - i. No person may enter the voting room after the commencement and before the conclusion of voting procedures.

- G. Votes shall be counted by two election managers who are appointed by the President and are not running for office.
- H. Any member, upon request, shall have access to the ballots after they have been counted.

SECTION 4. A successful candidate must receive a simple majority of the votes.

- A. Runoff elections can and will be held in the absence of a simple majority between the top two candidates for any elected position.
 - i. Each candidate shall receive a two minute period for a speech.
 - ii. The membership shall cast their votes for a second time.
- B. Unsuccessful candidates may run for any remaining positions if they will be unopposed or running against another unsuccessful candidate.
 - i. Such an election will occur immediately following the initial voting session.

SECTION 5. Should a race between two or more candidates end in an exact tie, the following shall happen:

- A. Each candidate shall receive a two minute period for a speech;
- B. A two minute question and answer period shall follow each speech;
- C. The membership shall cast their votes for a second time;
- D. If an exact tie persists after the second vote, the elected officers shall vote, and the victor will be whoever receives a simple majority of those votes.

SECTION 6. Should any elected or appointed position be vacated or void for any reason, including impeachment, a special election shall be held two weeks after the vacant position originates.

SECTION 7. If a new Executive Board has not been successfully elected by the end of the Spring Semester, the outgoing Executive Board shall appoint a transition team of officers to guide the College Democrats, take on administrative duties, and organize meetings until elections can be held in the Fall Semester.

SECTION 8. The outgoing members of the Executive Board subsequent to the elections shall prepare the Executive Board-elect through a transition process running until the assumption of office by the new Executive Board.

Article VI - College Democrats Executive Board

SECTION 1. The Democrats of MiraCosta College will have one General Body Meeting a week, subject to the determination of the Executive Board.

- A. The College Democrats Executive Board will decide on possible meeting times and will present potential meeting times to the General Body to decide within one week of the first Fall Club Recruitment Day.
 - i. Preference shall be given to the schedule of officers in determining the meeting time of the General Body
 - ii. Officers are required to be present for all meetings, and their schedules must be accommodated.
 - i. If no potential meeting time permits for the entire Executive Board to attend, preference will be given to the President and Vice President and the attendance of the most Officers
 - iii. The College Democrats Executive Board will also decide on possible Executive Board meeting times

SECTION 2. The following are attendance requirements for every Officer, failure to meet them will be considered grounds for removal:

- A. Each Officer shall attend all regular functions of the Democrats of MiraCosta College;
 - i. Absences may be approved by the President with forty-eight hour notice, or retroactively for emergencies.
- B. Officers with scheduling conflicts will be approached with resignation or demotion to an appointed committee role of their current office
 - i. Exception or reinstatement may be made by majority vote of the Executive Board in instances where lack of attendance does not impede the accomplishment of the subject Officer's duties, or in instances where the seat is uncontested despite vacancy.
 - ii. In the event that an officer or committee leader is consistently lacking in attendance due to reason not related to scheduling conflicts, they shall be removed from office of their own volition or by majority vote of the Executive Board

SECTION 3. Should an officer be found demonstrably and willfully lacking in their duties, in violation of the Constitution, or in violation of censure, they may be impeached by the College Democrats General Body.

- A. Any member of the College Democrats may request impeachment of an officer by submitting a written complaint which cites the offense(s) and relevant bylaws.
- B. The President, or other non-impeached member of the Executive Board, is tasked with seeking a solution through mediation before submitting the request to a vote.
- C. If mediation fails, the officer in subject shall be automatically censured and impeachment shall be brought to a vote before the Executive Board. Proceedings will move forward with a $\frac{2}{3}$ affirmative vote. The vote may not occur without $\frac{3}{4}$ of the Executive Board present. If successful, an impeachment hearing must be announced to the General Body with two weeks notice
- D. An impeachment hearing shall be held and presided over by the Staff Advisor or Community Advisor
 - i. The aggrieved party will be given 5 minutes to make their case for impeachment and an additional two minutes for every cited offense. A proxy may present the argument for sake of anonymity
 - ii. The impeached officer will be given 5 minutes to defend themselves and an additional minute for every cited offense.
 - iii. Both parties will be given 5 minutes to respond to any allegations, and a two minute closing statement with the defending officer speaking last
 - iv. The plaintiffs shall leave at this point and the General Body will cast anonymous ballots.
 - v. The impeachment shall succeed upon receiving a majority vote from the members present, but shall be invalid if less than $\frac{3}{4}$ of members are in attendance.
 - vi. In instances of a tie, the presiding Advisor shall cast the tie-breaking vote
- E. A special election shall be announced and held two week after removal proceedings

Article VII - Resolutions

SECTION 1. The Democrats of MiraCosta College shall write and ratify resolutions on matters of public policy by a simple majority of the membership to signify the club's political stances in areas where the California Democratic Party has taken no stance or where the club's stances differ from the views of the California Democratic Party. This function may be used to take stances on ballot referendums and initiatives.

SECTION 2. The College Democrats shall follow a standard process for adopting resolutions:

- A. Any officer shall propose the text of a resolution at a meeting of the College Democrats' executive board.
- B. A majority of the present and voting officers must vote in favor of the resolution.
 - i. The officers may also vote to make amendments by a simple majority.
 - ii. Ties shall be broken by a random member chosen from a hat.
- C. A majority of the members at the following general body meeting must vote in favor of the resolution.
 - I. Ties shall be broken by a random member chosen from a hat.
- D. The President must approve or veto the resolution at the following meeting of the College Democrats' officers.
 - I. If the President chooses instead to veto the resolution, a $\frac{2}{3}$ majority of the present and voting officers may override the veto and pass the resolution.

Article VIII - Endorsements

SECTION 1. The College Democrats shall make endorsements to signal the support of the club's membership for specific candidates and slates. Endorsements shall be made no earlier than the filing deadline and no later than two weeks before the date of the election, unless the executive board determines the race to be strategically critical by $\frac{1}{2}$ vote. A strategically critical race shall be defined as having an identified Democrat who has previously been endorsed by the Party, has demonstrated the ability to fundraise, has established a significant campaign organization, or where the club has a chance to play a more significant role in races where early involvement and organizing could prove to be a key factor in winning that particular election. The College Democrats shall only make endorsements for offices in the greater San Diego area and California.

A. Requirements for consideration of endorsement shall be as follows:

- i. The College Democrats shall not endorse non-Democratic candidates. Non-Democratic candidates may only be rated as acceptable or unacceptable

B. The process for endorsing candidates shall be as follows:

- i. Any office may be brought to consideration before the Executive Board by any Member in good standing.
- ii. A questionnaire drafted by the Executive Board with input from the General Body may be sent to all prospective Democratic candidates.
- iii. In elections with more than one registered Democratic candidate is actively running, the President shall invite all candidates who have returned the questionnaire to speak five business days in advance.
- iv. The Executive Board shall then vote by $\frac{1}{2}$ majority to move an endorsement vote to the General Body and provide two weeks notice via email of the meeting.
- v. In elections with only one registered Democratic candidate is actively running, the College Democrats shall automatically endorse the Democratic candidate after the filing deadline.
- vi. A simple majority vote of the General Body is required for all endorsements. In the instance of a tie, the attending Advisor will conduct a coin toss. Should neither Advisor be present, this duty falls to the President and thus forth down the line of succession.

C. In races where the College Democrats do not endorse a candidate, the organization shall facilitate the dissemination of information for all Democratic candidates in those races.

- D. No penalties may be placed on regular members who campaign for Democratic candidates other than the endorsed candidate, except in instances where campaigning denigrates the endorsed candidate (cause for censure).
- E. Endorsements passed by the General Body must include language differentiating their authoring body from that of the San Diego County Democratic Party and California Democratic Party.

SECTION 2. In Associated Student Government elections, the College Democrats shall host an endorsement meeting to provide slates and independent candidates with the opportunity to present their platforms and candidates to the chapter's' membership. The membership in good standing shall then vote on endorsements for each of the individual executive candidates.

SECTION 3. In California Democratic Party, California Young Democrats, California College Democrats, College Democrats of America, and Young Democrats of America, elections, the Executive Board shall have the sole authority to issue endorsements and may consider potential endorsements

SECTION 4. The College Democrats may revoke an endorsement of a candidate by a majority vote of the executive board in cases where said candidate has acted in bad faith and has violated our ethical standards:

- A. Candidates and slates have a responsibility to commit their energy to promoting their own platforms rather than attacking other Democratic candidates;
- B. Candidates and slates have a responsibility to provide accurate and complete information and to avoid conduct that might mislead voters;
- C. Candidates and slates have a responsibility to follow all relevant campaign rules and regulations and, more generally, to abide by the law.

Article IX - Amendments to the Constitution

SECTION 1. Amendments to the College Democrats Constitution shall be proposed in the Spring Semester at the end of each academic year with two weeks notice given in advance via email

SECTION 2. The College Democrats Constitution shall be amended by a $\frac{2}{3}$ vote from the present membership at the Constitutional Convention.

A. Any member in good standing or elected officer may propose an amendment to the Constitution.

B.

C. All successful amendments shall be entered as new sections under their relevant Articles, with the superseded material being struck-through and kept for posterity.

SECTION 3. Both printed and digital copies of the Constitution must be provided to the Office of Student Life & Leadership, as well as printed and digital copies of all amendments to the Constitution as ratified by the College Democrats.

Article X - Disbursal of Club Assets

SECTION 1. In the instance the Democrats of MiraCosta College should become defunct, all assets will be released to the Inter-Club Council as dictated by the MiraCosta College Associated Student Government Bylaws.

Article XI - Approval

SECTION 1. This document was ratified by the Democrats of MiraCosta College and signed by the Executive Board on the following dates in order of re-ratification:

~~April 19th, 2016~~

~~October 3rd, 2016~~

~~February 27th, 2017~~

May 22nd, 2017

Signatures

President:

Vice President:

Associate V.P. of Campus Affairs:

Associate V.P. of External Affairs:

Director of Communications & Social Affairs:

Treasurer:

Director of Operations:

Staff Advisor:

Community Advisor:
