

Constitution

Bruin Democrats at UCLA

Preamble

In accordance with the Charter of the Young Democrats of America, the mission of the Bruin Democrats is fivefold:

1. To stimulate young people with an active interest in governmental affairs and promote their involvement in the political process.
2. To promote the acquisition of political power by young people, and to promote the policies and practices which are consistent with Democratic values.
3. To increase the efficiency of popular government and to provide the highest degree of justice and social welfare for the citizens of our country.
4. To act as the principal representative of Democratic policies, elected officials, and values to the UCLA student body.
5. To reach out to entering freshmen and transfer students, and provide a safe, fun, and enriching experience for all Bruin Democrats members.

Article I: The Executive Board

Section I. The Executive Board shall be composed of a President, Internal Vice President [IVP], External Vice President [EVP], Finance Director, Events Director, Policy Director, Marketing Director, Social Director, Field Director and a non-voting Freshman Representative.

Section II. The President, IVP, EVP, Finance Director, Events Director, Policy Director, Marketing Director, and Social Director shall be elected positions. Elections shall take place in Spring Quarter. Once new officers are elected, their tenures begin immediately. Officers (not including outgoing Presidents) who are graduating seniors, or students not re-elected to board shall stay on in an emeritus role until the end of the spring quarter with voting rights only on matters still concerning their tenure on board.

Section III. The Field Director and Freshman Representative shall be appointed positions. The current elected board members shall have the power as a body to appoint board members from the time of their election until the end of their term. Newly appointed officers shall take up the responsibilities and duties of their positions immediately. The Freshman Representative shall be a non-voting member on the Executive Board.

Article II: Procedure

Section I. Executive Board Meetings

A. Executive Board meetings shall be held weekly while UCLA is in regular academic session. When UCLA is not in academic session or in summer session the Executive Board shall operate as needed on club activities.

B. Meeting times and locations shall be decided on a consensus-basis by members of the Executive Board. The Board may, by majority vote, create binding rules, enforceable by the chair, to govern their business as long as it does not contradict this constitution.

C. Executive Board Meetings shall be chaired by the President. If the President is absent, then meetings shall be chaired in succeeding constitutional order. Action will only occur if quorum is attained, which is defined as two-thirds of the sitting board.

D. All matters not pertaining to organizational matters, amendments, or impeachment shall be decided by a majority vote of attending board members with voting powers, under quorum. The Executive Board as a whole shall be responsible for executive decisions for the club. When the board cannot convene or declines to make a decision, intra-departmental executive decisions will be decided by the board member with jurisdiction over the matter with oversight from the president. Inter-departmental matters (and all matters which require immediate action before the next board meeting and/or consulting the board member responsible) shall be decided upon through executive decision by the President in consultation with the Internal Vice President (when possible).

E. Matters pertaining to constitutional amendments shall be decided by a two-thirds vote of all sitting Executive Board members with voting powers under quorum.

F. Matters pertaining to impeachment, dissolution of organization, or organizational affiliation shall be decided by a three-fourths vote of all sitting executive board members, with voting powers, under quorum.

Section II: General Meetings

A. General meetings shall be held weekly while UCLA is in regular academic session but not during summer sessions.

B. Any UCLA undergraduate student, graduate student, faculty or employee may attend general meetings.

C. Non-UCLA affiliated individuals may attend general meetings as long as no disruption is posed.

D. Non-UCLA affiliated invited guests shall be permitted to speak at general meetings provided a majority of Executive Board members consents.

Section III: Committees

A. The Executive Board is permitted to create new non-board organizational schemes, such as committees, provided a majority of sitting board members consent or a sufficient number of general members agree, as defined by a majority of board. The leaders of these committees shall be comprised of a Board Advisor and a Chair of the committee who shall be elected by the committee following its formation. The IVP shall be in charge of overseeing, staffing, and ensuring the smooth function of committees and other non-board organizational schemes. General Members shall have the right to request to be on any committee or organization but ultimate appointment authority belongs to the Board Advisor in a committee.

B. Committees shall meet at least one time per quarter at a time set by consensus of the committee when both the Board Advisor and Chair can be present. In the absence of the Chair the Board Advisor will chair.

Section IV: Endorsements

A. All candidate or ballot initiative endorsements excluding on-campus elections (including but not limited to elections for USAC offices, ballot propositions, club and organization platforms and all other student elections run by the USA Election Board) must be made by the general membership of Bruin Democrats.

B. In accordance with the charter of YDA, only Democratic candidates may be endorsed by Bruin Democrats.

C. Candidates and ballot initiatives shall be considered 'endorsed' by Bruin Democrats if they are approved by a simple majority of general members and board members present at the general meeting in which the endorsement is raised. All endorsements will occur only after proper warning via email or other communication before the meeting.

D. If, pertaining to candidate endorsements, a simple majority of general members and board members is unable to be reached; there shall be 'no endorsement' for that race.

E. If, pertaining to ballot initiative endorsements, no simple majority of general members and board members combined votes to support or oppose a ballot initiative, there shall be 'no endorsement' for that ballot initiative.

F. For on-campus endorsements (i.e. USAC), the Executive Board shall make endorsements on behalf of the organization. All candidates and designated campaign representatives must recuse themselves from any endorsement proceeding. A simple majority of eligible, non-recused, voting board members is required for all

endorsements. Unanimous agreement of board members shall indicate a “Unanimous Endorsement” of a candidate.

G. Any Democratic candidate wishing to receive the endorsement of Bruin Democrats must fill out and return a candidate questionnaire before said endorsement can be voted on. If one Democratic candidate in a race requests a questionnaire, all candidates in that race must be sent a questionnaire.

H. Proxy voting is not allowed in any endorsement vote; in order to vote, general members and executive members must be physically present at the time of the vote.

Section V: Non-Discrimination

A. The Bruin Democrats shall have a strict non-discrimination policy in regards to admission to events, meetings, or any other function with which it is affiliated, in addition to Executive Board appointments.

B. This policy includes, but is not limited to: sex, race, ethnicity, religion, sexual orientation, gender identity, political affiliation, country of origin, age, familial status, economic standing, disability, or veteran status.

Article III: Duties and Responsibilities of Executive Board and Members

Section I. General Duties of All Board Members

A. All Board members are expected to attend every general meeting and board meeting. If any board member misses four or more designated meetings, as determined by the IVP, they shall be automatically nominated for a performance review, potentially leading to either censure or impeachment.

B. A performance review shall be triggered on advice of the IVP that a member has missed four or more designated meetings. A performance review shall consist of the President and IVP who shall evaluate the overall attendance, job performance and fulfilling of constitutional and board mandated roles of the board member in question and then report their recommendation to the board for impeachment, censure or no action, which the board must vote on.

C. All Board Members are expected to maintain an active involvement in all Bruin Democrats activities for the duration of the academic year.

D. All Board Members are expected to be active participants in the planning and execution of general meetings and events as defined by their constitutional duties as well as assignments from the President, IVP, Events Director and Social Director in their respective purviews.

Section II: Duties of the President. The President shall:

1. Oversee the Executive Board and club membership.
2. Conduct and facilitate general meetings and board meeting.
3. Be responsible for the smooth functioning of Bruin Democrats.
4. Act as the principle spokesperson for Bruin Democrats.
5. Be responsible for overseeing the Bruin Democrats Alumni Association
6. Will be the principle liaison between CYD, CCD and the greater Democratic Party for the club.
7. Will serve as an official legal “signatory” with ASUCLA, SGA, and SOLE.
8. Make all executive decisions in consultation with the IVP (when possible) on behalf of the board in interdepartmental affairs where the board cannot reasonably convene and in intradepartmental affairs where the board member with jurisdiction cannot be consulted in a reasonable amount of time relative to the decision.

Section III. Duties of the Internal Vice President. The IVP shall:

1. Assume the responsibilities of the President when the President is absent.
2. Work with the President to ensure the smooth functioning of the club.
3. Be responsible for all administrative activities of Bruin Democrats, including being a cosignatory on any Bruin Democrat bank accounts and financial holdings
4. Be responsible for ensuring internal affairs are in order, including managing personal disputes, conducting one-on-ones, managing the organization and use of the Bruin Democrats office and enforcing attendance.
5. Be responsible for the Bruin Democrats email account, the composition of the weekly emails, as well as oversee all other forms of official Bruin Democrats communication, including social media communication in conjunction with the Marketing Director.
6. Plan the Executive Board Retreats with consultation of the Social Chair.
7. Be responsible for compiling and maintaining a list of current and former members of the Bruin Democrats Alumni Association.
8. Work to increase and retain membership.
9. Oversee, Staff and ensure smooth functioning of all non-board organizational schemes
10. Maintain the official copy of this constitution, edit this constitution when an amendment has been approved by the board, act as the steward and expert on this constitution and advise the President and the Executive Board on all Constitutional matters.
11. Be responsible for organizing and updating the Bruin Democrats website in a timely manner with vital information such as the current version of this constitution, the weekly meeting time and location and an up-to-date events calendar.

Section IV. Duties of the External Vice President. The EVP shall:

1. Be responsible for interacting and collaborating with campus organizations and outside organizations.
2. Be responsible for encouraging co-programming with campus organizations.
3. Be responsible for managing an outreach team consisting of the Field Director, Policy Director, Marketing Director, and any interested general members.
4. Be responsible for managing communications with the media.
5. Assist the President in being a liaison between CYD, CCD and the greater Democratic Party.

Section V. Duties of the Finance Director. The Finance Director shall:

1. Be responsible for managing the funds of Bruin Democrats.
2. Be responsible for keeping the Executive Board apprised of the financial status of the group.
3. Be responsible for ensuring the fiscal responsibility of Bruin Democrats
4. Be responsible for applying for non-event specific USAC funding (e.g. SOOF and capital contingency) and funding from other sources.
5. Be responsible for reimbursing members and board members for expenditures.
6. Will serve as an official legal “signatory” on all Bruin Democrats bank accounts and financial holdings and with ASUCLA, SGA, and SOLE.
7. Coordinate with the Events Director and Social Chair on all activities geared towards increasing the Bruin Democrats’ coffers.
8. Be responsible together with the Events Director for overseeing the Annual Alumni and Friends Reception.
9. Be responsible for maintaining all Fundraising contacts and other materials.
10. Be responsible for organizing a Fundraising Task Force made up of general members and board members assist in implementing the Annual Alumni and Friends Fundraiser.
11. Be responsible for organizing at least one fundraiser per quarter.

Section VI. Duties of the Events Director. The Events Director shall:

1. Be responsible for formulating ideas for various club events.
2. Be responsible for delegating event responsibilities to other board members and general members.
3. Be responsible for reserving facilities and services necessary for events.
4. Be responsible for applying for event specific USAC funding (e.g. contingency and EVP funding sources).
5. Be responsible for all logistics for the Annual Alumni and Friends Fundraiser.
6. Be Responsible for maintaining a quarterly public calendar of events.
7. Will serve as an official legal “signatory” with ASUCLA, SGA, and SOLE.

Section VII. Duties of the Policy Director. The Policy Director shall:

1. Work towards fostering a great knowledge of issues among the campus population and general membership, specifically by including a weekly news update in the club email.
2. Be responsible for researching issues and policies for meetings, debates, or issue advocacy events.
3. Be responsible for organizing and facilitating any debates with the Bruin Republicans.
4. Be responsible for club lobbying efforts with elected officials and organizations.
5. Be responsible in conjunction with the President, IVP, EVP and Board as a whole for spearheading the formation and maintaining of an official platform for Bruin Democrats

Section VIII. Duties of the Marketing Director. The Marketing Director shall:

1. Work to increase visibility and membership of Bruin Democrats with the EVP through various means.
2. Be responsible for marketing events, including publicity via Facebook and other social media.
3. Be responsible for all tabling activities as well as the signboards, flyering, materials, and supplies.
4. Be responsible along with the President and the IVP for the Bruin Democrats Facebook group, twitter account, and any other social media.

Section IX. Duties of the Social Director. The Social Director shall:

1. Work to ensure that Bruin Democrats provides a fun social environment for general members.
2. Be responsible for organizing parties, social events, icebreakers, and other fun activities that develop a sense of belonging in the club.
3. Be responsible for recognizing members of the club for their service to the club.
4. Coordinate Executive Board Retreats and membership retention activities with the Internal Vice President.

Section X: Field Director. The Field Director shall:

1. Be responsible for educating the membership on campaign and career opportunities.
2. Be responsible for the coordination of political campaign efforts.
3. Be responsible for the coordination of issue advocacy with the Policy Director.
4. Be responsible for the coordination of voter registration.
5. Be responsible with the President and IVP for coordinating all extra-UCLA endorsements of both candidates and ballot initiatives.

Section XI: Duties of the President Emeritus. The President Emeritus shall:

1. Be a directly previous President to the current President that is still enrolled at UCLA who will continue serving on the Executive Board in an advisory role but shall not have a vote in board meetings beyond the end of events planned during their term as President.

Section XII: Duties of the Freshman Representative. The Freshman Representative shall:

1. Maintain Bruin Democrat's presence and get our message out in the residential halls and the Hill in general.
2. Work with Social Director to organize events on the Hill and recruit first year students.
3. Work with Internal Vice President on retention of new club members.
4. Learn the organizational structure and operation of Bruin Democrats.
5. The Freshman Representative shall not have a vote on Executive Board.
6. Be responsible for taking minutes at Board and general meetings as well as cataloging all Bruin Democrats activities.

Article IV: Elections

Section I. Elections shall take place in spring quarter and shall be facilitated by the outgoing President and the outgoing IVP.

Section II. In the case of a President and/or IVP running for reelection, the next senior outgoing board member(s) will assume responsibility.

Section III. Only members on the sitting Executive Board or members who previously held a position on the Executive Board can run for the position of President.

Section IV. Prior to elections, the Executive Board will determine the amount of time allotted to each position for speeches.

Section V. All votes shall be conducted anonymously. A candidate must have secured at least one-third ($\frac{1}{3}$) of the vote in order to be elected. In the case that no candidate receives at least one-third, there will be a runoff between the top-two vote getters, with the winner being decided by a simple majority. In the case of a tie, a simple majority of eligible board members voting anonymously, constituted by board members not contending for the position in question, shall determine the winner. In the case of tie among board members, the tie will be decided by a coin flip.

Section VI. All Bruin Democrats general members are permitted to vote for elected officers. The length of membership that constitutes being a full-fledged 'general member' shall be defined as attending at least three meetings prior to Election Day, unless a majority vote of board sees fit to alter the definition of "member". The IVP shall

be in charge of recording meeting attendance for purposes of deciding who is a general member for elections voting.

Section VII. Newly elected Board Members shall assume responsibilities and duties immediately.

Section VIII. Graduating Board Members or Board Members not re-elected (not including outgoing Presidents), shall remain on board in an emeriti role with voting rights only on matters pertaining to their time in office until the end of spring quarter. Appointed board members shall hold their position on board until the following year's appointments are made.

Article V: Disciplinary Action

Section I. All members of the board shall act in a manner befitting the Democratic Party as specified in the Code of Conduct.

Section II. An Executive Board member may be reprimanded via censure if it is determined by a majority of the Executive Board that they display low performance, have broken the Bruin Democrats Code of Conduct, or have obstructed the proper functioning of the club. Censure will serve as a private admonishment to the censured Board Member.

Section III. An Executive Board member may be removed from office if it is determined by three-fourths of the Executive Board that they are unable or unwilling to complete their duties, have broken the Bruin Democrat's Code of Conduct, or obstruct the proper functioning of the club. An impeached board member's position shall be treated as a vacancy as defined in Article VI. Articles of Impeachment can be brought to the president by any board member. If a majority of the board votes to conduct an impeachment hearing, said hearing shall be scheduled for the next consecutive board meeting.

Article VI: Vacancies

Section I. In the case of death, resignation, impeachment, transfer, or incapacitation, simply defined as the inability to perform one's duties, of the President, the IVP shall assume all responsibilities of the President (with succeeding order thereafter if the IVP is indisposed).

Section II. In the case of death, resignation, impeachment, transfer, or incapacitation of a board member aside from the President, that position shall remain unfilled until elections unless by a 2/3rds vote, the board chooses to fill that position.

Article VII: Amendments

Section I. Amendments to this document can be made by a two-thirds vote of the total sitting members with voting powers Executive Board.

Section II. The Marketing Director, and Internal Vice President shall be responsible for keeping an updated and amended copy of this document and making sure it is posted on the website.

Section III. The IVP shall inform general members that amendments have been made to the constitution and where they may find the latest version of the constitution at the next general meeting following amending the constitution as well as deliver the latest version of the constitution to SOLE.

Amended September 19th, 2016 by the 2016-2017 Executive Board