

## Article I — Name

In order to foster the ideals and principles of the Democratic Party, and to encourage Democratic Party activity in Lake Arrowhead and nearby mountain communities, we now join together to establish the Mountain Bears Democratic Club.

## Article II — Purpose

1. It shall be the policy of the Mountain Bears Democratic Club (hereinafter called MBDC) to contribute to the growth of the Democratic Party (hereinafter called the Party) within the Rim of the World Community; to advance the goals of the Party through public policy and political issue analysis, education, fundraising, recruitment, coordination with other Democratic groups, endorsements, and other activities to benefit the Party.
2. The MBDC shall support all officially endorsed candidates of the Party.
3. The MBDC will hear, and give an audience to all members of the Party seeking office.
4. Territorial Jurisdiction. The Mountain Bears Democratic Club shall serve registered Democrats residing within the unincorporated mountain communities of San Bernardino County, California, specifically including ZIP codes: 92325, 92352, 92382, 92391, 92322, 92321, 92317, 92378, and 92341. In the event a listed ZIP code includes both incorporated and unincorporated territory, only residents of the unincorporated areas shall fall within the Club's jurisdiction. Residency shall be determined by the member's voter registration address. The Club's territorial jurisdiction remains subject to the chartering authority of the San Bernardino County Democratic Central Committee.

## Article III — Chartering of MBDC

1. The MBDC is officially chartered with the San Bernardino County Democratic Central Committee (hereinafter called the

SBCDCC) and was duly chartered by the SBCDCC on December 18, 2003.

2. As a chartered and affiliated club of the SBCDCC, the MBDC shall comply with bylaws of the SBCDCC and the California Democratic Party (hereinafter called the CDP), as they apply to fully chartered local affiliates.

#### Article IV — Membership Dues

1. All members must be registered Democrats, except for:
  - a) Minors sixteen years of age or older who have stated their intention to register as Democrats upon reaching legal voting age.
  - b) Persons in the process of naturalization who have stated their intention to register as Democrats upon becoming citizens.
2. Members may be expelled for:
  - a) Failing to remain a registered Democrat
  - b) Campaigning for, or supporting a candidate in a partisan race who is a member of a party other than the Democratic Party or the endorsed CDP candidate.
  - c) Procedure for Expulsion
    - i. The Executive Board recommends expulsion to the general membership.
    - ii. Before a member can be expelled, said member shall be notified by CERTIFIED MAIL, RETURN RECEIPT REQUESTED, as to the reasons for pending removal, and given fifteen (15) days to request a hearing by the EXECUTIVE COMMITTEE.
    - iii. Members requesting a hearing should do so by CERTIFIED MAIL or deliver their request, in writing, to the CHAIR. If no written request for a hearing is received by the time of the meeting designated for the hearing, it will be assumed that the member does not wish to be heard on the ground(s) of removal cited in the communication to the member. The EXECUTIVE COMMITTEE will, however, attempt to ascertain if there is a legitimate reason for lack of communication from the member(s) (illness, etc.) before action is taken.
    - iv. Notice of a general meeting at which expulsion of a member will be voted upon shall be given to the general membership at least seven (7) days prior to the meeting.

- v. Expulsion of any member in good standing shall require a vote of not less than 60% of those members present and voting at a general meeting.
3. Membership Dues shall be reviewed at the last meeting of each calendar Year of the Executive Board, and recommended by the Executive Board to the General Membership for approval at the last meeting of each calendar year of the General Membership. Dues may be waived or reduced by any two (2) elected officers for any member for whom such dues shall constitute an economic hardship.
4. Membership Dues for each member are due on January 1, and are payable no later than March 1 of each calendar year. Membership shall expire for any member whose dues are more than sixty (60) days in arrears. Members will be reinstated upon paying dues.
5. Voting Eligibility. A Member in Good Standing shall have the ability to participate in votes of the general membership. Only Members in Good Standing who reside within the Club's Territorial Jurisdiction, as defined in Article II, shall be eligible to vote in: (a) Officer elections; (b) Candidate endorsements; (c) Bylaws amendments; and (d) Any vote establishing the official position of the Club. Members residing outside the Territorial Jurisdiction may participate in discussion and Club activities but shall not be eligible to cast votes in the above matters.
6. CDP Pre-Endorsement Process—Members in Good Standing. The roster submitted to comply with the CDP Pre-Endorsement Process shall only include members in good standing as referenced above in section 5 , and, as of July 1 of the year prior to the Pre-Endorsement Conference, who reside in the California 34<sup>th</sup> Assembly District (AD) and are duly registered Democratic Party voters in the California 34<sup>th</sup> AD. The roster shall be sent to the Regional Director and Executive Board Members of the SBCDCC prior to July 15 of the same calendar year.
7. The required number of Club representatives to the CDP Pre-Endorsement Conferences are one representative for each full 20 members appearing on the Club roster in good standing and registered to vote as a Democrat in the California 34<sup>th</sup> AD.
8. The MBDC representatives to the CDP Pre-Endorsing Conferences shall be selected as follows:
  - i. Prior to July 1 of the year prior to the Conference, at a regularly scheduled Executive Board meeting, the Board shall vote upon and select to be recommended to the general membership, the

MBDC representatives to the Pre-Endorsement Conferences. Approval by the general membership of the recommendations of the Executive Board will be scheduled as an agenda item at the next regularly scheduled general meeting. All MBDC members in good standing shall be given 10 days notice by e-mail of the impending vote of the MBDC representatives to the Pre-Endorsement Conferences at the next general meeting.

- ii. The MBDC representative(s) as recommended by the Executive Board shall thereafter be selected by a majority vote of the general membership in attendance at the following regular general MBDC meeting.
- iii. If the general membership at the regular meeting rejects by a majority vote any of the members recommended by the Executive Board, at the same general meeting, the Chair shall suggest nominations for MBDC representatives from the general membership. Any MBDC member in attendance may thereafter nominate any MBDC member(s) in good standing to be the representative(s). The general membership shall thereafter select by majority vote among the members nominated, the required number of MBDC representatives(s) for the Pre-Endorsement Conferences.

#### Article V — Officers & Elections

Elected officers shall be President, Vice-President, Secretary and Treasurer. The President may appoint Club members to serve in other capacities as needed.

Elected officers shall serve a term of two years, or until a successor is duly 2. elected. Appointees shall serve at the pleasure of the President.

3. Nominations for officers shall be taken from the floor at an organizational meeting set for this purpose in November of even years. To be eligible for nomination, a person must be a member in good standing, and must indicate in person or in writing, their willingness to serve.
4. If there is more than one candidate for an office, the election shall be held by secret ballot. If no candidate wins a majority of the votes cast on the first ballot, a run-off shall immediately be held between the two candidates receiving the most votes.
5. Elected officers shall take office on January 1 after the election.

6. The Executive Committee shall fill vacancies for elected positions for the un—expired term. The President will fill vacancies for appointed positions.
7. An elected officer can be removed from office by a resolution approved by the EXECUTIVE COMMITTEE and a two-thirds vote of the Regular members at a General Meeting.
  - i. Before a member can be removed, the officer shall be notified by CERTIFIED MAIL, RETURN RECEIPT REQUESTED, as to the reasons for pending removal, and given fifteen (15) days to request a hearing by the EXECUTIVE COMMITTEE.
  - ii. If the officer requests a hearing, he/she must submit such a request by CERTIFIED MAIL or deliver their request, in writing, to the CHAIR.
  - iii. If no written request for a hearing is received by the time of the meeting designated for the hearing, it will be assumed that the officer does not wish to be heard on the ground(s) of removal cited in the communication to the member. The EXECUTIVE COMMITTEE will, however, attempt to ascertain if there is a legitimate reason for lack of communication from the member(s) (illness, etc.) before action is taken.
  - iv. Members must be given 10 days notice of a General Meeting at which Removal of an Officer will be voted upon.
  - v. Cause for removal shall include three, unexcused absences of consecutive meetings, or, non-performance of duties as set forth in these Bylaws.

## Article VI - Duties of Officers

### 1. Duties of the President

- a) To preside at all the meetings of the MBDC and its Executive Committee
- b) To call regular and special meetings of the MBDC and its Executive Committee.
- c) To act as the chief spokesperson for the MBDC or designate an alternate.

- d) To appoint committee chairs as necessary.
  - e) To appoint standing or ad hoc committees as necessary.
2. Duties of the Vice-President
- a) To preside in the temporary absence of the President.
  - b) If the President vacates the office, the Vice President (VP) shall ascend to the position until the Executive Committee selects a replacement to fill the un-expired term.
  - c) To maintain a list of members in good standing.
  - d) To perform duties as assigned by the President.
3. Duties of the Secretary
- a) To keep minutes of all meetings of this organization
  - b) To ensure that all members are notified of Club meetings, and maintain all written records of the Club.
  - c) To handle all correspondence.
  - d) To inform the President if there is a quorum for the business meeting.
4. Duties of the Treasurer
- a) To take custody of all funds collected, raised or received by this organization.
  - b) To maintain a bank account for the deposit of such funds.
  - c) To make disbursements at the direction of the membership or the Executive Committee.
  - d) To report receipts and disbursements at each meeting.
  - e) To see that no more than \$100 be expended without prior approval of the general membership.
  - f) To complete and submit all reports to the FPPC and/or FEC as required by law.

#### Article VII — Executive Board

1. The Executive Board shall consist of all elected officers and all Club Members appointed as Board Members by the President in accordance with Article V section1 of these bylaws.
2. The Executive Board shall meet between meetings of the

MBDC (Club), or as necessary, for the purpose of planning and directing the activities of the Club, and shall be responsible for implementing the club's goals and maintaining financial viability.

3. Board meetings are open to all members.

#### Article VIII - Meetings

1. The MBDC shall hold regular monthly meetings on such day as the membership may determine.
2. The chair may cancel a regular meeting as needed.
3. Special Meetings
  - a) Special meetings may be called by the president at any time, on notice as specified below.
  - b) In the absence of the President, any two officers may call a special meeting, on notice as specified below.
4. Notice of Meeting
  - a) Notice of regular or special meetings shall be given at least seven (7) days in advance to all active members, and any manner as follows:
    - 1) Notice in writing by US mail
    - 2) Notice in writing by email
    - 3) By telephone or text message
  - b) Emergency special meetings may be called within 72 hours by the methods above.
  - c) Notice of the meeting shall be deemed sufficient by any manner as specified above. Such notice shall include the date, time, and place of the meeting and shall be given so as to be received by the membership at least one week prior to the meeting, or in the case of an emergency meeting, then 72 hours notification.

#### Article IX — Rules for Meetings

1. Roberts Rules of Order, Newly Revised, shall govern the conduct of the meeting. The president may use consensus with the approval of a majority of the voting members present at the meeting.

2. A quorum shall be declared to exist at any regularly scheduled meeting, or at a special meeting having 20% of the members in attendance as reported by the secretary.
3. Unless otherwise specified in these bylaws, the MBDC shall conduct its regular business with a majority vote of the members present at any meeting.
4. The MBDC may pass resolutions not related to endorsements with a two-thirds vote of those members present and voting at any meeting. All resolutions shall comply with the current standard number of "Whereas" and "Therefore" clauses as adopted by the SBCDCC.

#### Article X –MBDC Endorsement Policies

1. The goal of the MBDC regarding the endorsement of candidates is to increase the number of qualified Democratic Party candidates in the San Bernardino Mountain region, the California 8<sup>th</sup> Congressional District, the applicable California State Assembly District, the applicable California State Senate District, the County of San Bernardino and the State of California. The MBDC shall only issue endorsements regarding California State Ballot Propositions, Referendums, recall elections, initiatives, or local, state or federal legislation that comply with and support the values and policy positions of the California and National Democratic Party and the MBDC Platform, and candidates for positions in the California Democratic Party and the San Bernardino County Democratic Party Central Committee.
2. The MBDC shall only endorse candidates who are currently registered as Democratic voters.
3. The MBDC in its endorsement of candidates shall consider among other things the following factors:
  - a. Whether the candidate actively supports and promotes the values and policy positions of the Democratic Party and the MBDC Platform.
  - b. Whether the candidate has demonstrated to the satisfaction of the MBDC sufficient integrity, character and common sense.

- c. Whether the candidate has demonstrated to the satisfaction of the MBDC sufficient knowledge, background and experience to competently campaign for and perform the duties of the elected position sought and satisfies the statutory and legal requirements of the position sought.
  - d. Whether the candidate has actively participated in local and community organizations that promote and advance the values and policy positions of the Democratic Party and the MBDC Platform.
- 4. The MBDC endorsement policies and procedures as set forth in these bylaws shall apply to the endorsement by the MBDC of California State ballot propositions, referendums, recall elections, resolutions, initiatives, local state or federal legislation, or any other public policy issues. The MBDC shall only endorse ballot propositions, legislation or public policy issues that support the values and policy positions of the Democratic Party and the MBDC platform, and candidates for positions in the California Democratic Party and the San Bernardino County Democratic Party Central Committee.
- 5. The MBDC Executive Board shall establish an Endorsement Committee, appointing a committee chairperson and club members to the committee. The Endorsement Committee shall have the following responsibilities:
  - a. Drafting MBDC endorsement procedures, subject to the approval by the MBDC Executive Board. The MBDC Endorsement Procedures, upon approval shall be attached as an exhibit to these bylaws, and are to be incorporated by reference as part of the bylaws.
  - b. Creating a candidate questionnaire for each elected office, to be completed by each prospective candidate seeking the MBDC endorsement.
  - c. Research, assessment and due diligence investigations as to each prospective candidate's background and qualifications.
  - d. Upon the candidate's completing the candidate questionnaire to the satisfaction of the committee and the satisfactory completion of the assessment and investigation process, the committee may in its discretion interview the prospective candidate, invite the prospective candidate to either meet with the Executive board,

address the general membership at a regularly scheduled general meeting, or, if there are multiple candidates for an elected office, invite all prospective candidates to a Candidate Forum at either a regularly scheduled or a special meeting of the general membership.

- e. Recommendations to the Executive Board and the membership for the MBDC endorsement of each prospective candidate or each pending ballot resolution or pending legislation.
- f. Amendments or changes to the MBDC Endorsement Policies can be made and is effective immediately either by:
  - i. A vote of the general membership approving any such change or amendment by the same percentage of votes as required for the endorsement of candidates, propositions, legislation and policy positions as set forth in the MBDC Endorsement Procedures attached as an exhibit and incorporated as a part of these bylaws.
  - ii. A vote by a simple majority of the general membership in attendance at a regularly scheduled or special meeting.

#### Article XI – Amendment of Bylaws

1. Any amendment of the bylaws must first be discussed as an agenda item at the general membership preceding any general membership meeting at which approval of the amendment will be voted upon by the membership.
2. One weeks' notice must be given to the general membership of each meeting at which amendment of the bylaws will be discussed or voted upon.
3. The proposed bylaw amendment shall be posted in the MBDC Newsletter or sent via email to the membership at least 1 week prior to the meeting at which it will be voted upon.
4. Amendment of the bylaws shall require a vote of two thirds of the general membership in attendance at a regularly scheduled meeting.
5. Any amendment of the bylaws shall be effective immediately upon approval by the general membership.

Article XII – Code of Conduct

1. Club Members will abide by and uphold the California Democratic Party Code of Conduct. (See attached)

ADOPTED: April 28th, 2026

Certified By: \_\_\_\_\_

President, *Holiday Heller*

Last Revised: 5/24/2016, 6/28/2016, 7/26/2016, 10/25/2016, 1/23/2018, 9/25/2018, 10/23/2021, 6/17/2025, 4/28/2026

## CODE OF CONDUCT

### **Expected Behavior**

The California Democratic Party (CDP or Party) is committed to providing a welcoming, respectful, friendly, safe, supportive, and harassment-free environment for members, employees, and all others associated with the CDP.

The CDP expects all leaders, members, employees, and others associated with the CDP to act professionally, respecting the personal rights and dignities of all individuals involved with the Party so as to create a productive, inclusive environment for everyone. The CDP also expects all such individuals to alert Party leaders and/or the Party Ombudsperson of a perceived violation of this Code and to cooperate in an investigation of a potential violation.

The CDP's expectations are not limited to CDP conventions and other meetings. Conduct in violation of this Code will not be tolerated at any and all events sponsored by or having an official connection with the CDP, as well as in any CDP office and in any call, text, or email, or on any digital communication platform or social media, that occurs in the context of conducting CDP business.

### **Harassment Prohibited**

All individuals should feel welcome and safe within the CDP, regardless of their sex, gender, gender identity, gender expression, sexual orientation, pregnancy/reproductive status, race, color, ethnicity, national origin, ancestry, religion, caste, creed, age, disability, health status, marital status, military or veteran status, body size, physical appearance, domestic violence victim status, social or economic status, or any legally protected classification or characteristic.

The CDP will not tolerate harassment and prohibits the creation of hostile conditions — that is, disrespectful or unprofessional conduct — based on any of the aforementioned categories. The manner of any such prohibited behavior includes verbal conduct, whether spoken or written (such as slurs, jokes, insults, remarks, epithets, teasing, yelling, foul or profane language, emails, posters, leaflets, internet posting, slander, etc.), visual conduct (such as the wearing, posting, or distributing of offensive symbols, pictures, cartoons, drawings, and computer displays, leering, gestures, libel, etc.), and physical conduct (such as gestures, blocking someone's way, assault, invading someone's space, unwelcome touching, etc.).

The CDP emphasizes that it will not tolerate sexual harassment, that is, conduct based on sex or of a sexual nature. Prohibited sexual harassment may include the actions described above, as well as other unwelcome sex-based conduct, such as unsolicited sexual advances or unwanted contact (such as kissing, hugging, neck-rubbing, an overlong handshake, etc.), requests for sexual favors, conversations regarding sexual activities, or other verbal, visual, or physical conduct or contact of a sexual or sexually suggestive nature.

The CDP prohibits quid pro quo sexual harassment, such as when submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's membership in the CDP or an appointment to a CDP committee, to CDP leadership, or to another role within the CDP; or submission to or rejection of sexual conduct by an individual is used as the basis for decisions affecting that individual.

The examples above are just that—examples. In general, any conduct that is based on one or more of the protected classifications listed above that could interfere with an individual's participation in the CDP or could create an offensive, unsafe environment will be considered harassment in violation of this Code of Conduct. This is the case even if the offending individual did not mean to be offensive. It is essential that we all are sensitive to the feelings of others.

### **Retaliation Prohibited**

Retaliation for good faith reporting of behavior that may violate this Code of Conduct, or for participating in an investigation into a potential violation, is prohibited.

Retaliation may include, but is not limited to, exclusion from meetings, committees, or opportunities for advancement and full participation, ostracism, bad mouthing, or other conduct that may discourage engagement with the CDP, or that would be reasonably likely to deter a reasonable person from reporting a violation of this Code or participating in an investigation of a potential violation.

### **Reporting Procedure**

Anyone who experiences, witnesses, or learns of a perceived violation of this Code should promptly report it either to a Party leader or to the Party Ombudsperson. A Party leader who receives such a report must promptly report it to the Party Ombudsperson. The Ombudsperson will decide whether to initiate an investigation and remains available to the reporter throughout the investigation process and will oversee any investigation that ensues.

### **Consequences for a Violation**

A violation of this Code of Conduct may result in sanctions including but not limited to private censure, public censure, being prohibited from attending Party events, and removal from a CDP office and/or delegate status.

### **CDP-Affiliated Clubs and Organizations**

Party-affiliated clubs and organizations are encouraged to adopt this Code of Conduct or a code similar to it. However, the procedure for reporting a violation of such a code, the responsibility for investigating and enforcing it, and the consequences for violating it must be established by the club or organization independently of the CDP and its procedures and ombudsperson

**Adopted 7/23/19**

**Updated and Approved 7/10/22**