

AMENDED AND RESTATED BYLAWS 2025

ARTICLE I: NAME

1. The name of this organization shall be: Culver City Democrats United.

ARTICLE II: PURPOSE

1. The main purpose of this organization is to originate, advance, and coordinate Democratic Party activity in Culver City and throughout Los Angeles County as it affects members of this Club. This includes the following, and such other matters as may be permitted by law:

a. Motivation

i. Motivate party members to increase participation in the political process, and persuade non-Democrats to join our party;

b. Leadership

i. Develop leadership throughout Culver City;

c. Relationships with the Democratic Party, Clubs, and Other Like-Minded Organizations

i. Contribute to the growth and influence Democratic Clubs and the Democratic Party;

ii. Maintain and promote cooperation within party ranks, including like-minded groups that share our values, and are working to elect CCDU's endorsed candidates and legislation;

iii. Cooperate with and be a resource of information for membership of CCDU-affiliated Democratic Clubs. Additionally, work with like-minded organizations with whom we choose to work with;

d. Public Outreach

i. Maintain Democratic visibility in Culver City and its surrounding areas;

ii. Inform members and the public about local, state, national and international issues, about candidates, and about party positions;

iii. Promote and maintain voter registration;

e. Promote, support and assist in campaigns for CCDU's endorsed candidates, as well as other important races outside of, but deemed important to, our geographic area;

- f. Advocate for CCDU's endorsed positions and resolutions;
- g. Raise money to aid Democratic activities.

ARTICLE III: AFFILIATION

1. The Club is officially chartered with the Los Angeles County Democratic Party (hereinafter called the LACDP) and shall apply for re-charter as required by the LACDP. As a chartered and affiliated club of the LACDP, the Club shall comply with the bylaws of the LACDP and the California Democratic Party (hereinafter called CADEM), as they apply to fully chartered affiliates.

ARTICLE IV: MEMBERSHIP REQUIREMENTS

1. Qualifications: Any individual qualifies for Club membership if the individual:

a. is a registered Democrat or is currently ineligible to vote (due to underage, non-residency, or other legal impediments) but pledges to register as a Democrat when eligibility is attained; and

b. and supports the purpose of the Club as stated in Article II, above

c. and agrees to abide by the attached Code of Conduct.

2. Members in Good Standing: A qualified individual shall be considered an active member in good standing for the purposes of voting in endorsements and other requirements if the member has paid all required club dues and is a registered Democrat residing within Los Angeles County.

3. This organization does not require or use any test of membership or oath of loyalty which has the effect of requiring prospective or current members to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, ancestry, physical ability, mental ability, sex, age, religion, ethnic identity, sexual orientation, gender identity, gender expression, medical condition, or economic status.

4. The membership list of this Club consists of the name, address, phone number, email address, and political and financial data (e.g. – districts, contributions, and dues status) pertaining to those persons who are or have been members of the club. Only the President and Secretary of the club shall possess copies of the membership list.

5. This Club shall comply with the reporting requirements of the Democratic Party and/or any other affiliating organization. All persons provided with access to the membership list are to make use of it for authorized purposes only.

ARTICLE V: DUES

Dues for each calendar year shall be set by the Executive Board upon recommendation of the Treasurer.

1. Membership is effective upon receipt of dues.
2. The Executive Board may set a lower level of dues for students or those under the age of 30.
3. Payment of dues shall not be obligatory to anyone whom it constitutes an economic hardship. Waiver of dues payments may be available to alleviate financial burdens for a member or potential member experiencing hardship with the approval of the President and Treasurer.
4. The membership period is the calendar year, starting on January 1. Any person who pays dues (or renews) after October 1 in any calendar year is automatically a member for the remainder of that calendar year and the following calendar year (Example: a person who pays membership dues on October 2, 2027, is a member for the remainder of 2027 and all of 2028). The Executive Board may extend membership terms for good cause, except that it cannot extend a membership term that would result in someone voting for endorsement who could not otherwise do so except as set forth in Article VII below.
5. Lifetime membership dues are \$500. Upon such payment, the member will automatically be considered a member in good standing thereafter unless they choose to resign. This amount may be increased by the Executive Board hereafter by majority vote, which shall constitute an immediate change to the Bylaws as to that amount, but such an increase shall not affect the privileges and membership of existing lifetime members.

ARTICLE VI: MEETINGS

1. Meetings

a. Regular meetings shall be held at least quarterly on a date specified by the Executive Board, or by the President if the Executive Board has not been elected or lacks a quorum. The meeting schedule will be determined by the Executive Board. Meetings will always follow the schedule unless otherwise stated by the President, with the concurrence of the Executive Board except in emergency situations.

b. Special meetings may be called by the President at any time, on notice as specified below. In the absence of the President, any two Officers may call a special meeting, on notice as specified below.

c. A quorum for any official meeting of the Club shall be 10 members in good standing and a majority of the elected officers.

d. Unless otherwise specified in these Bylaws, the Club may adopt events and conduct regular business with a majority vote (50 percent plus one member) of the members present at any meeting.

2. Notice of Meetings

a. Notice of regular and special meetings shall be given at least 7 days in advance to all active members, by one or more of the following: (1) in writing, via U.S. mail; (2) in writing, via e-mail; (3) by telephone or text message.

b. Notice of the meeting shall be deemed sufficient by any manner specified above if such notice includes the date, time and place of the meeting and is calculated to be received at least seven (7) days prior to the meeting.

c. Notice of the meeting must also be sent to the LACDP ten (10) days prior to the meeting.

3. Rules for Meetings - The Club shall use the most current edition of Roberts Rules of Order to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these By-Laws.

ARTICLE VII: CLUB ENDORSEMENTS

1. General Provisions

a. The Club shall not endorse more candidates for an office than the number to be elected for that office.

b. The Club shall make no form of endorsement for and shall not support in any official way a candidate who is not a Democrat.

c. The Club shall not provide direct support to any candidate who has not received the Club's endorsement.

d. The Club may endorse candidates in any race in Los Angeles County, including judicial offices, for any Statewide California office, for President and Vice President of the United States, and for or any State or Federal office with a district that includes a portion of Los Angeles County. The Club may also endorse any ballot measure that will appear on a ballot in Los Angeles County.

e. The Club may endorse candidates at any time the Executive Board deems fit to bring such endorsement to the membership for a vote. Ordinarily the Club will not endorse candidates before the universe of likely Democratic candidates is known except for the case of an incumbent seeking re-election.

2. Duties of Executive Board Members

a. Members of the Executive Board shall not personally endorse any candidate or measure in opposition to the Club's endorsement after such endorsement is made, and should generally refrain from making endorsements in races where a Club endorsement is expected until the Club makes its endorsements.

- b. Any member of the Executive Board may endorse or support any registered Democrat in any race if the Club does not make an endorsement for all the positions in a particular race (e.g., if the Club endorses two candidates but there are four seats open, a member may personally endorse for the third or fourth seat). However, the Executive Board member should note where appropriate that he or she is not speaking for the Club.
- c. Any member of the Executive Board may also endorse or support any registered Democrat in any race, and may support or oppose any measure, if any of the following occurs (1) if the Club chooses not to endorse in any race or as to any measure (2) if the Club issues a “no endorsement” recommendation for a race or measure, or (3) if the Club after voting is unable to achieve the 60% necessary to endorse or oppose a measure. However, the Executive Board member should note where appropriate that he or she is not speaking for the Club.

3. Endorsement Process

a. President oversees the endorsement process in coordination with the Vice President of Endorsements. The Executive Board shall constitute the Endorsements Committee unless the Executive Board chooses to create an Endorsements Committee which must be led by either the Vice President of Endorsements or the President.

b. Only members in good standing and who have been members for at least 60 continuous days are eligible to vote in the endorsement process at any time. However, a person whose membership has inadvertently lapsed may reinstate the membership within 60 days of an endorsement race, and may vote in such endorsement race, if all of the following conditions are met: (i) the person pays full annual membership dues at that time; and (ii) if that person had been a member in good standing during the prior calendar year. Otherwise, that renewing member is not considered lapsed and must still wait 60 days to vote on an endorsement race after renewing. (For clarity: within 60 days of an endorsement race in 2030, a person whose membership has lapsed may pay dues, reinstate membership, and vote in that endorsement race in 2030 if and only if they had previously paid dues and were a member in good standing in 2029. If the membership lapsed earlier, it cannot be reinstated for voting purposes within 60 days of an endorsement vote.)

c. The Vice President of Endorsements shall recommend to the Executive Board [or to an Endorsements Committee if one has been created by the Executive Board (the relevant body hereinafter the “Committee”)], the offices up for election where the Club should make an endorsement. (For these purposes “offices up for election” shall include state or local ballot measures.) The Committee shall decide by majority vote where endorsements should be made and may add any office or measure not already recommended.

- a. For any office where the Committee decides to make an endorsement, the Committee shall decide how to proceed to make an endorsement.
- b. The Committee may choose to proceed by having one or more of the following: (a) questionnaire; (b) interview panel; (c) forum; (d) candidate invitation to the Club for open session endorsement; or (e) any other

reasonable means decided by the Committee prior to opening the office for endorsement.

- c. For judicial offices, the Club shall ordinarily be inclined to proceed by open session endorsement due to the limited subjects on which judicial candidates may speak.
- d. In all cases, the Club may endorse a candidate only upon a vote of members as follows:
 - a) (**Open Meeting Vote**) the Executive Board may place on the agenda of a general or special meeting an agenda item or “consent calendar” item listing that office for open meeting endorsement, which shall require for endorsement no less than the affirmative vote of 60% eligible club members in good standing and present at the meeting, including those who choose not to vote when the question is called; or
 - b) (**Electronic Vote**) The Executive Board shall send out an electronic vote (taken by “election buddy” or other electronic means) where all eligible club members in good standing are issued a ballot, which shall require for endorsement no less than the affirmative vote of 60% eligible club members casting a vote (persons voting “abstain” electronically will not be counted as part of the total number of voters on the question).
- e. The Committee may choose to recommend a candidate on a “consent calendar” with other races and offices by majority vote, which shall be presented to the Club as recommendations for an Open Meeting Endorsement to be subject to a single group vote. If no candidate reaches a majority in the Committee, the Committee may place a “no consensus” recommendation on a “consent calendar” or may decline to put the matter on a consent calendar. A Committee majority may also vote to make a “no endorsement” recommendation if no candidate is suitable. Recommendations adopted and placed on the consent calendar are not endorsements until voted on, and there shall be no endorsement by the Club unless and until the Club approves the “consent calendar” items by a 60% vote of members in good standing and present at the meeting.
- f. Notice of a meeting of the General Membership shall provide that endorsements will be on the agenda for any endorsements to take place. This will include items on a “Consent Calendar” and also information concerning the chosen endorsement process.
- g. When a "Consent Calendar" is used to present recommendations of the Committee to the membership, the following rules apply:
 - 1. The Organization does not permit motions to add recommendations to a Consent Calendar.
 - 2. A motion to remove an office from the Consent Calendar may be made by any Member in Good Standing. If such a motion to remove or sever an office is made and seconded,

the recommendation and office will be removed if and only if at least twenty percent of the Members in Good Standing and present vote to remove the recommendation for separate consideration by the General Membership. If the office has more than one seat, the motion to sever must be to remove the entire office from the consent calendar and to eliminate all recommendations.

3. Should a recommendation and office be removed or severed, it will be moved to separate consideration by the membership as an agenda item. If the office has more than one seat, the motion to sever must be to remove the entire office from the consent calendar and to eliminate all recommendations. (E.g., if the consent calendar item recommended two candidates for two open seats, a motion to sever or remove the office would put the entire office up for membership vote without recommendations or restrictions).
4. A vote will be held on any remaining recommendations on the Consent Calendar following any removals. Upon an affirmative vote 60% of the members of the Organization present and voting, the recommendations of the Executive Board presented as a Consent Calendar shall become the endorsement of this Organization.

h. In the case of a severed or removed item from the consent calendar, separate consideration for each such removed office will be held in the order in which the offices were originally placed on the Consent Calendar. The process for debate and voting will then be the same as for any endorsement by Agenda item, and is described below.

- a. Democratic candidates present may speak for up to two (2) minutes pertaining to the office in consideration;
- b. Each Candidate may ask up to three speakers (including surrogates for candidates if the Candidate is not present), but the speaking time for the Candidate and all surrogates and speakers may not exceed 5 minutes total.
- c. Any Member in Good Standing may speak for up to one (1) minute to recommend the Organization chose to stand on "no consensus." Only one person may make such a presentation.
- d. These time limits may be extended by the President for good cause, and the President may permit additional persons to speak provided that the allowance is equal for all sides or candidates. If no candidate is present, and no candidate has designated speakers, the President may permit one (1) speaker to volunteer for each candidate (or for or opposed to any measure).
- e. The general membership present and in good standing, eligible to vote, shall then vote on the endorsement directly. Endorsement shall require 60% of such members voting to vote in the affirmative for the candidate.

- i. Immediately following the endorsement of a candidate or ballot measure — whether on a Consent Calendar or as an item for separate consideration — a candidate or representative may speak for up to one minute about their campaign.
- j. When endorsement is by full club vote of all members by electronic means, the following procedure shall apply.
 - a) In all cases, a 60% majority of ballots cast is required for endorsement.
 - b) If no candidate receives 60% on the first ballot, a second vote shall be taken after first eliminating all of the candidates who did not receive at least 20% of the votes cast. If all candidates listed received at least 20% of the votes cast, but no candidate received 60%, the organization has reached “no consensus” and no further vote may be taken at this time.
 - c) If a second ballot is taken after removing one or more candidates, and a candidate receives 60% majority of all ballots cast on that second ballot, the candidate shall be endorsed. If no candidate receives 60% on the second ballot, it shall be deemed in that case that the organization has reached “no consensus.”
 - d) An office where “no consensus” has been reached may be brought back to the membership for a vote on endorsement by the Executive Board at a future meeting if there has been a material change in the conditions concerning that office or the candidate field.

4. Selection of Representatives to California Democratic Party (CADEM) Pre-Endorsing Conferences:

a. The number of Club representatives is to be allocated by CADEM according to its bylaws.

b. For purposes of this Section:

i. Only members in good standing as of the deadline prescribed by the CADEM shall be included on the roster;

ii. “Member in Good Standing” shall mean a member whose dues are current, or have been waived due to economic hardship;

iii. The status of such members shall be certified by the Club's President, Secretary, or Treasurer; and,

iv. The Club's representatives to any particular pre-endorsing conference be from the roster described above and that the overall list of representatives to all conferences reflect the diversity of the district(s) in question, to the extent possible.

c. Said representatives shall be selected by the President in consultation with the Vice President of Endorsements.

d. This Club shall inform its membership of the process for selection as a Representative to the CADEM Pre-Endorsing Conferences, via email to those members who have provided email addresses for notice purposes. Members interested in being considered for Representative positions shall self-identify to the Secretary or President of the Club. The Representative shall be chosen by the Executive Board by majority vote.

e. In order for a member's name to be submitted as one of This Club's representatives to CADEM Pre-Endorsing Conferences, the member must submit a signed written declaration of intent to the Selection Committee declaring their intent to support This Club's endorsed candidates at the Pre-Endorsing Conferences by voting for them thereat.

ARTICLE VIII: Executive Board

1. There shall be an Executive Board of this Organization, which shall have all the powers and duties of this Organization when the full membership is not in actual session. The Executive Board shall consist of the Officers of the Club.
 - a. The President, in consultation with the Executive Board, shall set the agenda for all meetings.
 - b. The Executive Board shall conduct the business of the Organization and approve major financial transactions.
 - c. The Executive Board shall approve an annual budget.
 - d. The Executive Board shall have the power to create new temporary Executive Board positions beyond those enumerated these bylaws, when the needs of Club governance make it reasonable. The President, with the approval of the majority of the Executive Board, shall then appoint a member to fill any position thus created for the remainder of the term. The new position shall have voting power at the next meeting of the Executive Board.
 - e. The Executive Board shall have the power to create new standing committees of the Organization as the need arises.
 - f. The President shall be the Chair of the Executive Board and the Secretary shall be the Secretary of the Executive Board.
 - g. The Executive Board shall meet typically each month, but no less than quarterly.

- h. The Executive Board may convene special meetings in the following manner:
 - a. At the call of the President and at such time and in such place as the President may designate; or,
 - b. Upon written request submitted to the President by a majority of the members of the Executive Board and at such time and in such place as they may designate.
 - c. The Executive Board may conduct business by email provided that a majority vote is achieved on relevant issues.
- i. Notice of regular and special meetings shall be delivered via electronic mail to Executive Board members.
- j. All decisions of the Executive Board shall be by majority vote unless otherwise provided in the Bylaws.
- k. The President shall nominate an Executive Vice President who will take office upon the concurrence of a majority of the Executive Board. The Executive Vice President shall preside over meetings when the President is unable to do so.

2. Election of Officers

a. Any member interested in serving as an officer shall submit his/her name to the Secretary or President on or before December 3rd to be placed on the ballot for the election. The Executive Board may set a later date by majority vote, but no later than the end of January of the immediately following year.

b. Election of officers shall occur every 2 years.

c. The Secretary for the prior calendar year shall preside over the election. If the Secretary is unable to carry out this duty for any reason, the President may do so, or the Executive Vice President upon request of the President.

d. All members in good standing and present for the meeting may vote for officers. In uncontested races, at the option of the presider, the candidate may be elected by voice vote. Only members in good standing and who have been members for at least 60 continuous days are eligible to vote for officers.

e. No individual may hold more than one Executive Board office simultaneously. **However**, any officer may also serve simultaneously as the Executive Vice President.

3. Qualifications

a. Candidates for President shall be a member in good standing and must have been an active member of the Club for at least 1 year before standing for election.

b. Candidates for all other offices shall be members in good standing and must have been an active member of the Club for at least 6 months before standing for election.

c. The Treasurer shall avail themselves of training provided by CADEM, the LACDP or other qualified entity.

4. Duties of Officers

a. President

- i. Principal officer and spokesperson of the Club
- ii. Responsible for the overall direction of the Club's activities
- iii. Sets yearly goals and projects
- iv. Presides over all general meetings as well as Board meetings; and appoints an officer to act as President pro tempore in the absence of the President if no Executive Vice President has been appointed, or if the Executive Vice President is unable to serve.
- v. Works hand-in-hand with each of the Officers of the Club to ensure that each has sufficient support and resources to ensure success in their missions
- vi. Responsible for appointing a professional Treasurer, with the consent of the Board
- vii. May convene special committees as necessary to the functioning of the Club
- viii. Appoints a Secretary pro tempore for any meeting if the Secretary is not present or has not been elected.
- ix. Ensures charter with LACDP is renewed according to LACDP requirements

b. Secretary

- i. Records minutes of Club meetings
- ii. Maintains records of the Club, including meeting minutes, notices of meetings, and formal communications
- iii. Works with the VP of Membership to ensure that the membership list is current, including e-mail contact information for all members so that electronic ballots may be sent to them.
- iv. Responsible for ensuring the confidentiality and security of all records and membership lists

c. Treasurer

- i. Responsible for all Finances of the Club
- ii. Receives and disburses all funds of the club under the direction of the
- iii. Board
- iv. Reports to the membership the current financial status of the Club at each monthly membership meeting
- v. Responsible for the preparation and timely filing of all financial reports as required by law in conjunction with the professional treasurer, if any.

d. Vice President - Communications

- i. Leads the newsletter committee which shall be responsible for the monthly newsletter.
- ii. Ensures the Club website is up-to-date and operational
- iii. Oversees social media (e.g. Facebook group, Twitter account, Instagram, etc.) for the Club
- iv. Primarily responsible for securing speakers and other programming for meetings

e. Vice President - Membership

- i. Leads the Membership committee which shall be responsible for the application and intake of all new members. Will re-evaluate the membership guidelines each year, in conjunction with the Club President and Treasurer.
- ii. Leads efforts to recruit new members to the Club, and handles membership Inquiries
- iii. Works with the Secretary to maintain an active and accurate membership list including an active email for each member for electronic balloting.

f. Vice President – Community Outreach

- i. Responsible for keeping track of Culver City's local issues they would like the Club to focus on
- ii. Responsible for the conduct, implementation, and execution of the Club's political organizing activities (e.g. canvassing, tabling at events, phone banking, other activities on behalf of candidates for

office and legislative initiatives supported by the Club)

- iii. Actively seeks to engage members from communities that are historically underrepresented

g. Vice President - Endorsements

- i. Heads the endorsement committee, which eventually will be responsible for the running of endorsement forums, candidate interviews, and which endorsed candidates will receive contributions in conjunction with the Club President, and Treasurer.
- ii. Responsible for the conduct, implementation, and execution of the Club's endorsement process
- iii. Serves as Chair of the Endorsement Committee when there is such a committee other than the Executive Board, unless the Executive Board selects the President to do so.

h. Executive Vice President

- i. Presides over meetings when the President is absent.
- ii. In the event of a vacancy in the office of the President or the absence or temporary disability of the President, shall exercise all powers of the President.
- iii. Supports the President in the President's duties.

i. Creation of New Executive Board Position

- i. Upon approval of a majority of the existing Executive Board members, a new Executive Board position may be created; however, at all times there must exist an odd number of Board positions
- ii. New Executive Board members are appointed by a majority the current Executive Board members
- iii. New Executive Board positions, after appointment by a majority of the existing Executive Board, are then subject to election and re-election with the first such election occurring in the January of the election of the remaining Executive Board positions and then every two years thereafter as with the other Executive Board members.

ARTICLE IX: REMOVAL OF MEMBERS

1. Any member of the Club may request the removal of another member from the Club for good cause. Good cause includes, but is not necessarily limited to, behavior that violates the mission of the Club as set forth in these Bylaws, or violates the code of conduct of the Los Angeles County Democratic Party or the California Democratic Party, including each entity's anti-harassment policies.
2. Requests for removal shall be in writing, setting forth the reasons why the complainant requests removal and submitted to Secretary and President. The subject of the removal shall be informed of the request by telephone and email with a copy of the complaint, and given no less than five (5) business days to respond, in writing, with the reasons why they should not be removed.
3. The Board shall make a recommendation regarding removal, with two-thirds being required to recommend removal. Any member for whom removal has been recommended by the Executive Board has the option to voluntarily resign their membership. Removal shall require a vote of 60% of the general membership present at a duly noticed meeting.

ARTICLE X: FINANCES

The Treasurer shall maintain all financial records of the club, be responsible for bank accounts, ensure FPPC/FEC financial reports are submitted on time, and will provide a monthly financial report at club meetings.

Treasurer shall not issue a check in excess of \$1000 without the prior written approval of the Executive Board and shall not enter into any financial agreement for amounts of more than \$1000 without written Executive Board approval, which may take the form of approval by email majority.

ARTICLE XI: AMENDMENTS

1. These bylaws may be amended or amended and restated by a two-thirds (2/3) vote at a general membership meeting after the proposed amendment or restatement has been presented to the membership at a preceding meeting. The bylaws amendment vote shall be by eligible members present at the meeting and in good standing who have been members for at least 60 days -- the same requirements if it were an endorsement vote.
2. The Secretary will propose the amendments to the Bylaws to the body to be voted on.

3. ARTICLE XIV: DISSOLUTION

1. In the event of the dissolution of Culver City Democrats United, the President shall direct the Secretary and the Treasurer to donate all property, records and books to the Los Angeles County Democratic Party.

**DOCUMENT CONTINUES NEXT PAGE WITH APPENDICES I AND II WHICH ARE
CONSIDERED AS PART OF THESE BYLAWS**

APPENDIX I of II CODE OF CONDUCT

The Culver City Democrats United is committed to fostering an environment that is free from discrimination and harassment, including sexual harassment. The Culver City Democrats United expects that all members, including officers and board members, and our associated party allies will conduct themselves in a respectful manner to ensure that all events and meetings are places where members feel welcomed and comfortable.

Our goal is to guarantee that any club member or ally who comes forward to share their story about harassment, assault, or a violation of any kind can expect their story to be taken seriously – regardless of who the perpetrator is, whether a club member, a club leader, a party leader, a candidate, a staffer, or an elected official.

Prohibited Behaviors:

1. Discrimination—The unfair treatment of a person or group because of that person’s or group’s category status, including race, religion, sex, gender identity and expression, sexual orientation, disability status, national origin, veteran status, and immigration status,
2. Harassment—Physical or verbal hostility, or any unwelcome or offensive conduct or communication, directed toward someone or toward a group of individuals, because of their category status,
3. Sexual Harassment—Unwelcome sexual advances; requests for sexual favors; or any other unwelcome verbal or physical conduct or communication of a sexual nature, and,
4. Sexual Assault—any physical sexual act (including touching and grabbing) perpetrated upon a person, without their consent, where:
 - a. the assailant uses physical force, threat, coercion, or intimidation to overpower or control another;
 - b. the victim fears that he or she, or another person, will be injured or otherwise harmed if he or she does not submit;
 - c. the victim’s ability to give or withhold consent is impaired due to the influence of alcohol or other drugs; OR,
 - d. consent is otherwise not freely given.

Reporting Violations & Disciplinary Action

1. Culver City Democrats United strongly encourages all survivors to report violations to a trusted person or to the authorities. We also strongly encourage and expect third parties, when and if possible and not endangering individual safety and/or emotional well-being, to report knowledge of violations of this Code of Conduct.
2. Violation of this Code of Conduct may include disciplinary action up to and including

termination of rights to membership, and leadership positions, attendance at club events, consideration for endorsements, and other applicable privileges.

3. This Code of Conduct may be amended from time to time by the membership. Amended versions shall replace prior versions and shall have the same force and effect. This Code of Conduct shall be posted on the Club web page.

APPENDIX II of II 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 Club is committed to providing each employee, contractor and volunteer with a work environment free of unlawful harassment and workplace violence. The Club will not tolerate any form of discrimination or harassment by anyone involved in the operation of the Club 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 Club 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.

Anti-Harassment Policy

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, 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 Club has a zero-tolerance policy when it comes to prohibited harassment. The Club's anti-harassment policy applies to all persons involved in the operation of any campaign headquarters funded or operated by the SDC and it applies to prohibited and unlawful harassment by any such headquarters employee, contractor, or volunteer, including supervisors, those one supervises and coworkers.

The Club's prohibition of unlawful discrimination and harassment specifically includes, is but 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:

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

- THREATS AND DEMANDS to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors.

- ANY RETALIATION for having reported or threatened to report harassment.

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); and
- other unwelcome physical, verbal or visual conduct of a sexual nature.

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.

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 Club.

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

Cyberbullying incidents frequently run 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.

If you believe that you have been unlawfully harassed or witnessed unlawful harassment, submit a written complaint to the President of Club, one of the Club's officers, or THE CHAIR OF THE LOS ANGELES COUNTY DEMOCRATIC PARTY 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 Club will use its best efforts to provide you with access to a non-employee, non-officer to collect that data. The Club will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the Club determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Club to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. To the extent consistent with law, the Club ordinarily will advise all parties concerned of the results of the investigation. The Club will not retaliate against any employee, member, volunteer or other covered person for filing a complaint and will not tolerate or permit retaliation by others.

If you have any questions concerning this policy, please feel free to contact the Club's President or the Chair of the Los Angeles Democratic Party.

Workplace Violence Policy

CCDU is committed to providing a volunteer space and workplace that is free from acts of violence or threats of violence. In keeping with this commitment, the SDC 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.

Compliance with this anti-violence policy is a condition of your employment (if you are an employee) or your permission to be on our premises (if you are a non-employee). Every verbal or physical threat of violence must be treated seriously and reported immediately to the President of the Club, one of the Club's officers, or the Chair of the Los Angeles Democratic Party. 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 Club will use its best efforts to provide you with access to a non-employee, non-officer to collect that data. The Club will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the Club 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 Club 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, the Club ordinarily will advise all parties concerned of the results of the investigation. COMMITTEE will not retaliate against any employee for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers. In situations where an employee, contractor, or volunteer

becomes aware of an imminent act of violence, the threat of imminent violence or actual violence, emergency assistance should be sought immediately. In such circumstances, the employee, contractor, 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 Club to do whatever it can to ensure that appropriate action is taken.

Other resources you may wish to access include:

Domestic Violence: 800-766-SAFE

Trans Lifeline: 877-565-8860

Suicide Prevention: 800-273-8255

Sexual Violence: 800-656-HOPE