

MANUAL OF OPERATIONS
Palos Verdes Democrats
Revisions Adopted August 25, 2016

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1.0 GENERAL

- 1.1 PURPOSE OF THIS MANUAL OF OPERATIONS - Describes the practices, procedures, and standing rules of the Palos Verdes Democrats (PVD), the structure, formal and informal committees and the responsibilities of the membership and Club leaders. Furthermore, it provides incoming and current Club leaders a description of the tasks of their office and the expectations of the Board. It may be amended by the Board as necessary to conform to current Club needs and the capabilities of the current Officers. Although the smooth running of the club is based on these tasks being performed, this is not a list of requirements per se; rather this is designed to establish guidelines and goals for Board members.

- 1.1.1 This Manual is subsidiary to the By-Laws and is subject to revision by the Board of Directors.
- 1.2 REVIEW - Each newly-constituted Board shall review, revise as necessary and approve the Manual of Operations according to the requirements of the By-Laws and the present needs of the PVD.
- 1.3 CLUB LEGAL NUMBERS:
 EIN # = 330473628
 FPPC # = 744025
 FEC #C00427067
 Mailbox Location and number =
- 1.4 MEETING TOPICS -
 Throughout the year the Officers shall discuss prospective meeting topics that are within the PVD mission (By-Laws Para. 1.3) to decide on topics for the PVD general meetings.
- 1.5 ANNUAL CALENDAR
- 1.5.1 Monthly: The Newsletter will be distributed before the first Sunday; Membership meeting on the third Sunday; the Board meeting will be scheduled during the week following the Membership meeting.
- 1.5.2 July: Annual Meeting, Installation of Officeholders.
- 1.5.3 December: [No membership or board meeting].
- 1.5.4 January: Board appoints a Nominating Committee. No January newsletter.
- 2.0 DUTIES OF THE OFFICEHOLDERS – These are lists of responsibilities:
- 2.1 ORGANIZATIONAL BOARD MEETING – The first meeting following the election of Board members.
- 2.1.1 Review and discuss By-Laws and Manual of Operations at the July board meeting.
- 2.1.2 Discuss goals and functions of the Club and the Board members.
- 2.2 OFFICEHOLDERS - Each officer should maintain an archive of club activities in their own area of responsibility for future use and guidance. In the event of an absence, officeholders are responsible for notifying the President and finding replacements to perform their duties, preferably from among other Board members. In the event no replacement is found, the 1st VP will assume those duties, to the extent possible.
- 2.2.1 The PVD PRESIDENT
- 2.2.1.1 Represents the Palos Verdes Democrats.
- 2.2.1.2 Delegates tasks to Board and committee members.

- 2.2.1.3 Signs official letters of the Board and Club.
- 2.2.1.4 Following their election, meets with newly elected Board members to provide orientation to Board activities.
- 2.2.1.5 Presides at meetings of the membership and the Board.
- 2.2.1.6 Administers the business of the organization as directed by the Board.
- 2.2.1.7 Accepts reports from the Board members, committees, and other interested persons and organizations.
- 2.2.1.8 Prepares the Board's agenda from items submitted, referencing the annual calendar.
- 2.2.1.9 Convenes closed sessions of the Board in which a sensitive issue is considered, If appropriate.
- 2.2.1.10 Follows up to see that the Board actions, the requirements of the By-Laws, this Manual, and motions passed in Board and General meetings, are carried out and completed.
- 2.2.1.11 Is an ex-officio member of all committees except the nominating committee.
- 2.2.1.12 Appoints the chairpersons of standing committees in consultation with and with the approval of the Board.
- 2.2.1.13 Appoints special committees as necessary, with the advice and approval of the Board.
- 2.2.1.14 Is responsible for a year-end review of the club's activities to be published in the June or July newsletter, or at the Annual Meeting.
- 2.2.1.15 Serves as an alternate signatory of the club's checking account(s).;
- 2.2.1.16 Is responsible for insuring that the Treasurer files financial reports in a timely manner to the Fair Political Practices Commission and to the Federal Election Commission (as required).
- 2.2.1.17 Is responsible for determining who shall have keys and access to the post office box.
- 2.2.1.18 When there is insufficient time to obtain agreement by the board in a meeting or by email, is authorized to spend up to \$300 on matters crucial to the club, (excluding contributions to political campaigns). These expenses must be ratified by the Board at the next meeting.
- 2.2.1.19 Recruits candidates for vote by membership to represent the PV Democrats at the preconvention endorsement caucus. (See By-laws 11.0)
- 2.2.1.20 If any board position is not filled, assumes or delegates those duties.
- 2.2.1.21 Selects the monthly Board meeting day and time.

2.2.1.22 Composes or directs the content of e-mails to the club membership as deemed necessary or expedient to be distributed by the Publicity Committee.

2.2.1.23 Conducts raffle at the end of the General meeting.

2.2.1.24 Prepares a "State of the Club" overview of the previous year to be included in the July or August Newsletter.

2.2.2 The FIRST VICE-PRESIDENT

2.2.2.1 Assumes duties of the President if necessary.

2.2.2.2 Signs papers of the Club when the President is not available.

2.2.2.3 Responsible for documents required by the federal, state, and local government and Democratic organizations.

2.2.2.4 Serves as President-elect by studying the By-Laws and this Operations Manual in preparation for leading the club in the following year.

2.2.2.5 If necessary, establishes or delegates a telephoning system for members without access to e-mail in the event these members cannot be otherwise contacted.

2.2.2.6 Takes responsibility for pre-endorsement processes.

2.2.2.7 Assumes the duties of other board members in their absence unless other arrangements are made.

2.2.3 The SECOND VICE PRESIDENT

2.2.3.1 Makes proposals and seeks direction from the membership and the Board regarding program topics, formats, and speakers.

2.2.3.2 Plans and makes arrangements for programs including correspondence as needed with speakers.

2.2.3.3 Maintains speaker lists and files.

2.2.3.4 Communicates program information to the newsletter editor and publicity chair in a timely manner for publication.

2.2.3.5 Communicates speaker requirements to Treasurer so AV arrangements can be made.

2.2.3.6 Provides speaker information to corresponding secretary for thank you notes.

2.2.4 RECORDING SECRETARY

2.2.4.1 Takes meeting minutes.

- 2.2.4.2 Records all motions made at Board meetings, the members making and seconding the motion, and the outcome.
- 2.2.4. 3 Records all action items accepted by Board Members and Committee Chairs during Board meetings and highlights them in the minutes.
- 2.2.4. 4 Prepares a draft of the minutes of the Board and Membership Meetings ideally within seven days after the meeting, and e-mails the draft to the Board members. Board members may submit corrections and additions during the following week, whereupon a final version is distributed prior to the following board meeting. Minutes, including further additions and corrections, are voted on at the board meeting.
- 2.2.4.5 Includes in the minutes all changes and corrections of the prior meeting minutes.
- 2.2.4. 6 Maintains a permanent record of the corrected minutes.
- 2.2.4. 7 At the end of the Recording Secretary's term, turns over all records to the next Recording Secretary.
- 2.2.5 CORRESPONDING SECRETARY
 - 2.2.5.1 Writes occasional letters or cards to members, including helping membership committee with correspondence related to annual dues collection as directed by the Board.
 - 2.2.5.2 May act as administrative assistant to the President.
 - 2.2.5.3 Writes thank-you letters to speakers and/or others deemed worthy by the Board..
 - 2.2.5.4 Writes welcome letters to new members. Receives new member contact information from Membership chair or Treasurer.
 - 2.2.5.5 Prepares and maintains files of official letters and resolutions.
- 2.2.6 TREASURER
 - 2.2.6.1 Responsible for the receipt and disbursement of all club funds.
 - 2.2.6.2 Deposits all dues and other income in the PVD checking account.
 - 2.2.6. 3 Disburses funds for approved expenditures and keeps appropriate records.
 - 2.2.6.4 Prior to each Board meeting, e-mails a Treasurer's Report for the prior month detailing income and expenditures incurred.
 - 2.2.6.5 Provides financial reports in a timely manner to the club's political reporting firm for submission to the Fair Political Practices Commission and to the Federal Election Commission, as required.

- 2.2.6.6 Establishes early in the fiscal year and in cooperation with Board input, a budget and provides budget reports as needed.
- 2.2.6.6.1 The annual budget may be revised at any time by vote of the board to reflect changes in priorities and/or expected income or expenses.
- 2.2.6.7 Documents the basis for all payments with a statement or a voucher completed and signed by the submitter.
- 2.2.6.8 Establishes, in cooperation with Officers, a budget for the Organization and provides budget reports as needed.
- 2.2.6.9 Serves as one of the signatories of the bank checking account.
- 2.2.6.10 Insures the outgoing Treasurer's and any other outgoing signatory's name is removed from the bank checking account.
- 2.2.6.11 Notifies any committee and the Board when the committee's spending pattern indicates that it may exceed its budget.
- 2.2.6.12 Serves as liaison to club political reporting firm.
- 2.2.6.13 Maintains membership data base.
- 2.2.6.14 Provides updated membership list to Board as appropriate.
- 2.2.6.18 Books and submits payment for General meeting rooms based on the yearly calendar and arranges for AV equipment as requested by speaker contact person.
- 2.2.7 **PARLIAMENTARIAN**
- 2.2.7.1 Advises the President on matters relating to the By-Laws, Manual of Operations, and Rules of Order, including the votes needed to pass a motion in accordance with the By-Laws.
- 2.2.7.2 Verifies the presence of a Quorum at meetings (By-Laws Para. 4.7 "For purposes of voting, a QUORUM shall consist of one third of the entire Board.").
- 2.2.7.3 Conducts all votes regarding election of officers, and revisions to the By-Laws at general membership meetings.
- 2.2.7.4 Conducts voting for, and follow up on, resolutions.
- 2.2.7.5 Responsible for on-track timekeeping at general and board meetings.
- 3.0 **NOMINATING COMMITTEE:**
The duties and composition of this committee are defined by the By-Laws.
- 4.0 **STANDING COMMITTEES**

4.1 MEMBERSHIP CHAIR

- 4.1.1 Notifies members when annual dues are needed to continue their membership; this includes a written reminder 3 months after failure to renew membership.
- 4.1.2 Provides mailing labels as needed for newsletter.
- 4.1.3 Supervises outreach mailings.
- 4.1.4 Provides corresponding secretary with contact info as new members join.
- 4.1.5 Provides table at events, including membership meetings (sign-in sheets, name-tags).
- 4.1.6 Records general meeting attendance and raffle totals to Board.
- 4.1.7 Provides the Treasure with the information regarding new and renewing members.
- 4.1.8 Collaborates with Hospitality on raffle items and collects raffle money.
- 4.1.9 Provides contact information of non-members who sign in to club meetings.
- 4.1.10 Records raffle winner information and delivers that and raffle proceeds to the Treasurer.

4.2 LACDP Associate Member:

- 4.2.1 Attends all monthly LACDP meetings and reports items of relevance to the Board.

4.3 PUBLICITY CHAIR

- 4.3.1 Sends press releases regarding club events and activities to the print and electronic media, especially the community event calendars of these publications.
- 4.3.2 As directed by the President, sends out meeting reminders to members and to those on extended e-mail lists.
- 4.3.3 Arranges to have photographs taken at meetings and events; sends photographs to the Newsletter Editor and the Newsletter Designer for possible use in the newsletter.
- 4.3.4 Publicizes particular members' or groups' contributions to PVD or wider community life.
- 4.3.5 Writes and keeps current a publicity manual listing the public media (especially free media) available and the procedures and contacts for publishing PVD news in them.
- 4.3.6 Maintains a record of all publicity submissions and, which electron-media submissions were posted.
- 4.3.7 Is custodian of the PVD poster, and displays it at the entrance to General meeting locations.

4.4 ELECTRONIC MEDIA MANAGER

4.4.1 Maintains and keeps current the club Website. [www.pvpdemocrats.org.]

4.4.2 The website shall include the monthly newsletter, upcoming membership meetings, local Democratic events and news, club By-Laws, Manual of Operations, the names of the club Officers and a means of contact.

4.4.3 Maintains or delegates social media for the club.

4.5 MAILING CHAIR:

4.5.1 Collects the newsletter from the printer, the current mailing list from the Treasurer or Membership Chair, and purchases necessary postage stamps.

4.5.2 Mails by post the monthly newsletter to those club members not receiving e-mail.

4.5.3 Brings remainder of printed newsletters to the following general meeting.

4.5.4 Reviews each new membership list to check for those without e-mail addresses and adds those names to postal mailing list.

4.6 PRECINCT CAPTAIN

4.6.1 Creates and supervises a precinct organization in conjunction with the California Democratic Party and local campaigns.

4.6.2 Recruits members to participate in voter registration drives and voter contact efforts.

4.6.3 Ideally, appoints a precinct chair for each of the four cities on the Peninsula.

4.6.4 Coordinates registration, phone bank, and precinct organization activities approved by the Board.

4.6.5 Coordinates the participation of the club in Democratic Party events.

4.8 HOSPITALITY COMMITTEE

4.8.1 Provides refreshments as needed for meetings.

4.8.2 Works with hosts at events to arrange for refreshments, supplies, and equipment as needed.

4.8.3 Greets members and visitors at meetings.

4.8.4 Collaborates with Membership chair on raffle items.

4.8.5 Plans Installation Party with help from the Board.

4.9 NEWSLETTER COMMITTEE

- 4.9.1 Newsletter Editor represents the committee at Board meetings and assigns articles to volunteer authors.
- 4.9.2 Newsletter Editor provides authors with submission date. The submission date is usually the Sunday after the general meeting.
- 4.9.3 Receives and edits the authors' submissions and emails them to the Newsletter Designer.
- 4.9.4 The Newsletter Designer arranges the submitted articles into the club's standard newsletter template.
- 4.9.5 The Newsletter Designer alerts the Newsletter Editor and President if the submitted copy is insufficient to fill the template.
- 4.9.6 The Newsletter Editor, Designer, and President collaborate to provide more copy if needed (could be in the form of a political cartoon, e.g.) to fill the template.
- 4.9.7 The Newsletter Designer provides a proof to the Newsletter Editor and the President for proofreading.
- 4.9.8 After the President approves the proof; the Newsletter Editor gives final approval to the Newsletter Designer to go to print.
- 4.9.9 The newsletter should be ready to go to print no later than the Friday after the Sunday submission deadline so that the newsletter can be distributed to the membership by the first Sunday of the month.
- 4.9.10 The Newsletter Designer sends the final version of the newsletter to the printer for printing for mailing to members who don't have email and for distribution at the club table for outreach purposes.