



## **PALOS VERDES DEMOCRATS BY-LAWS**

Adopted 3/21/2010  
Amended 3/15/2015  
Amended 5/17/2015  
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## NAME, OBJECTIVES & POLICIES

- 1.1 The NAME of this organization is the Palos Verdes Democrats (Amended November 17, 2013), founded in 1952 and chartered by the Los Angeles County Democratic Party.
- 1.2 The PURPOSE of the club is to provide a forum on the Palos Verdes Peninsula for fostering the ideals and principles of the Democratic Party. To that end, the club will work to elect Democratic candidates for partisan and non-partisan offices, it will stimulate and encourage active participation in governmental and political affairs, it will serve as a pipeline for developing local party leadership and it will be a resource for the community and elected officials.
- 1.3 The club's MISSION is to create an environment for learning, discussion, camaraderie and involvement for Democrats and people interested in the Democratic Party.
- 1.4 ENDORSEMENTS - The club may participate in the making of endorsements through delegates to appropriate Democratic Party councils or conventions. In primary and general elections the club shall support the candidates endorsed by the Democratic Party, including allowing the name of the club to appear in endorsed candidates' campaign materials.
- 1.5 CANDIDATES for election who are registered as Democrats may be invited to address a membership meeting; non-Democrat candidates shall not have that privilege.
  - 1.5.1 Since the Palos Verdes Peninsula has a large majority of registered Republicans, many Democrats who hope to be elected to local office in NONPARTISAN RACES register as Decline-To-State. Rather than denying them a forum, the club President may suspend the above requirement.
- 1.6 The FISCAL YEAR of the club shall be from July 1st to June 30th. Elections and terms of officers shall be consonant with this.
- 2.0 MEMBERSHIP
  - 2.1 ELIGIBILITY for club membership is limited to one of two voter registration categories:
    - a. Registered Democrats as published in the precinct lists issued by the Registrar of Voters as well as those ineligible to register who express the intent to register as a Democrat upon becoming eligible.
    - b. Persons who are registered as NPP (No Party Preference) are also eligible to become members, with the following exceptions: NPP members
      - 1-may not participate in club voting;
      - 2-may not represent the club in pre-endorsement caucuses;
      - 3-may not be considered as part of the membership numbers reported to CADEM.

- 2.2 A person shall be considered a MEMBER IN GOOD STANDING if they have paid their annual dues (or have had them waived) and are also in compliance with other provisions of these bylaws.
- 2.3 Members shall pay annual DUES in such amount as the Board of Directors shall determine. Such dues are payable as of July 1 (plus a one month grace period). New members paying dues after April 1 shall be considered members without further payment for the subsequent fiscal year. A person claiming financial hardship may have his or her dues reduced or waived, as determined by the Board.
- 2.4 The Club shall 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, physical ability, sex, age, religion, ethnic or gender identity, sexual orientation, or economic status.
- 2.5 ELIGIBILITY FOR OFFICE: No board member of another Los Angeles County Democratic Party chartered democratic club may serve on the Board of Directors of this organization.
- 3.0 The OFFICERS of the club are: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Parliamentarian.
- 3.1 PRESIDENT: Acts as executive head of the club and assumes responsibility for the overall success of the Board in meeting its purposes as enumerated in the By-laws and Manual of Operations.
- 3.2 FIRST VICE-PRESIDENT: Assumes the President's duties in the event the President is absent.
- 3.3 SECOND VICE-PRESIDENT: Develops and presents membership meeting programs and assumes the president's duties when the President and the first Vice President are absent.
- 3.4 RECORDING SECRETARY: Takes and distributes club board meeting minutes and maintains club records.
- 3.5 CORRESPONDING SECRETARY: Writes and mails club correspondence.
- 3.6 TREASURER: Receives, disburses and accounts for all Club funds.
- 3.7 PARLIAMENTARIAN: Provides information on the By-laws, Manual of Operations, and Roberts Rules of Order.
- 4.0 BOARD OF DIRECTORS

- 4.1 MEMBERSHIP of the Board of Directors shall consist of the officers designated in Article 3.0, the immediate past President of the club, and the chairpersons of standing and special committees.
- 4.2 The Board is the governing body of the organization. It shall conduct its business affairs and exercise its POWERS subject to the limitations of these By-laws and the club's Manual of Operations.
- 4.3 All members of the Board shall have VOTING privileges at Board meetings.
- 4.4 A vacancy in the office of the President shall be filled by succession of the First Vice President. The President is responsible for finding a candidate for other VACANCIES on the Board; the nomination shall be ratified by a majority vote of the Board. If the Board cannot agree, a Nominating Committee shall be appointed.
- 4.5 BOARD MEETINGS shall be held regularly, according to the schedule listed in the Manual of Operations. At least one week's notice shall be given {to the membership}. They are open to all members.
- 4.6 SPECIAL BOARD MEETINGS may be called by the President or by written request to the President by three members of the Board. Excepting emergency status as determined by the President, at least forty- eight hours' notice stating the purpose of the meeting shall be given and the business of the meeting shall be confined to the purpose stated.
- 4.7 For purposes of voting on all matters, a QUORUM shall consist of at least one- half of the entire Board.
- 4.8 Any Board member may be removed from office for cause; such REMOVAL requires a 60% vote of the entire Board. Any officer shall be automatically removed from the Board upon three consecutive unexcused absences from Board meetings.
- 4.9 EXPENDITURES for items in excess of \$300 shall require a majority vote of the Board.
- 4.10 The Board may, by a majority vote, order MAIL, EMAIL, OR TELEPHONE BALLOTS of the full Board or the membership when a situation has reached an impasse or when a quorum has not been attained for an important vote on an issue. A telephone or email ballot may also be used when a matter arises after the monthly board meeting and there is urgency to the action. In such a case at least three of the elected board officers must agree that the situation is of sufficient urgency to merit such action. U.S. Postal mail shall be used to contact any members who cannot be reached through e-mail or by telephone.
- 5.0 NOMINATING COMMITTEE:
- 5.1 The Board shall appoint a nominating committee and its chair not later than the January

Board meeting. The duty of this committee is to nominate officers for the following year. Such committee shall consist of three members of the organization, not more than one of whom shall be a member of the Board; such Board member shall not chair the committee.

5.2 The NAMES of the nominating committee shall be conveyed to the membership at least by the March newsletter in order to provide for input from the membership.

5.3 The committee shall prepare a SLATE OF CANDIDATES for offices which shall be submitted to the membership in the April newsletter.

5.4 ADDITIONAL NOMINATIONS may be submitted to the Nominating Committee by petition of five members. Such nominations shall be published in the May Newsletter.

## 6.0 STANDING AND SPECIAL COMMITTEES

6.1 The Board shall form STANDING AND SPECIAL COMMITTEES as necessary. The Standing and Special Committees and their duties and responsibilities are listed in the Manual of Operations.

## 7.0 MEETINGS

7.1 The ANNUAL MEETING shall be held in July.

7.2 MEMBERSHIP MEETINGS shall be held regularly as decided by the Board. Written notice in the newsletter or otherwise shall be transmitted to the membership at least ten days in advance of the meeting.

7.3 SPECIAL MEMBERSHIP MEETINGS may be called by the President or upon written request to the President by five members of the Board or not less than 10% of the membership. One week written notice stating the purpose of the meeting shall be transmitted to the membership, and the business at the meeting shall be confined to the purpose stated.

7.4 Every registered Democrat member in good standing present in person at any duly called membership meeting may vote on any issue. Proxies shall not be valid. A membership meeting QUORUM consists of ten members plus 5% of the membership.

7.5 All meetings shall be conducted according to Roberts' RULES OF ORDER, Revised.

7.6 A copy of the club By-laws and Manual of Operations shall be AVAILABLE for reading at every membership meeting and on the club website.

## 8.0 ELECTIONS – MAY MEMBERSHIP MEETING

8.1 The Nominating Committee shall transmit its list of nominees to the membership at least seven days before the May meeting including NOMINATIONS made by petition.

ELECTION of the officers from the list presented by the Nominating Committee shall be by majority vote of those present, voting, and qualified as voting members by February 1<sup>st</sup>, providing that a quorum exists. The Parliamentarian shall conduct the election.

8.2 When more than one person has been nominated for any office, election to that office shall be by secret BALLOT, and the member with the highest number of votes shall be declared the winner. In case of one or more ties, there shall be a second vote for these positions. If there is still a tie, the members at the meeting may postpone the vote to the succeeding general membership meeting or may order a mail ballot.

## 9.0 MANUAL OF OPERATIONS

9.1 The club shall maintain a Manual of Operations relating to the administration of the organization and containing the standing rules. In case of any conflict, the By-laws shall govern. The Manual shall be reviewed and updated as necessary by the Board.

## 10.0 AMENDMENTS AND REVISIONS

10.1 These By-laws may be amended or revised by a two thirds majority vote of the membership present at any regular or special membership meeting, providing that an exact copy of the existing provisions and the proposed changes have been made available to the membership and posted on the club website not less than two weeks prior to the meeting. Written notice of the time and place of the meeting and information as to how copies of the proposed changes can be obtained shall be included in the newsletter or mailed to the membership not less than two weeks before the date set for consideration of such proposed changes. Meeting time and place shall match the time and place of standard monthly membership meetings. The Parliamentarian shall conduct all such votes.

10.2 Shifts in requirements affected by a change in fiscal year such as nominating committee, election, and membership terms, schedules shall be as specified in the Manual of Operations.

## 11.0 CALIFORNIA DEMOCRATIC PARTY (CDP) PRE-ENDORSING CONFERENCES

11.1 The Club shall submit a roster of Members in Good Standing per the CDP deadline specified in the Manual of Operations.

11.2 The status of such members on the roster shall be certified by the Club's President or by a board member appointed by the President.

11.3 Representatives to any particular pre-endorsing conference shall be from the list described above and the overall list of representatives shall be apportioned to the extent possible, equally between men and women.

11.4 Representatives shall be voted on at a duly-noticed meeting of the Club by a vote of



those members in good standing.

## 12.0 POLICY AGAINST HARASSMENT AND WORKPLACE VIOLENCE

12.1 The Palos Verdes Democrats are committed to the goal of having an environment free from discrimination, harassment and violence. As such, we commit to the provisions laid out in our Policy against Harassment and Workplace Violence as Addendum 1.

## 13.0 GRIEVANCE PROCEDURES

13.1 The Palos Verdes Democrats employ the principles of Restorative Justice in handling any grievances. Attempts shall be made to bring the parties together in a safe space to address situations face-to face in order to repair harm, promote healing and learning, and build community. If such efforts are determined to be inappropriate to the situation presented, or if such efforts are unsuccessful, the Grievance Procedures shall be undertaken. The Grievance Procedures are listed as Addendum 2



## By-laws Addendum 1

### POLICY AGAINST HARASSMENT AND WORKPLACE VIOLENCE

The Palos Verdes Democrats are committed to the goal of each contractor, volunteer and member interacting with any of the foregoing having a work environment free from harassment and workplace violence. In keeping with this goal, The Palos Verdes Democrats are committed to providing each employee, contractor and volunteer with a work environment free of unlawful harassment and workplace violence. The Palos Verdes Democrats will not tolerate any form of discrimination or harassment by anyone involved in the operation of The Palos Verdes Democrats and, as such, prohibits unlawful discrimination against or harassment by all such persons, including officers, applicants, volunteers, interns, members, and persons providing services pursuant to a contract (hereinafter collectively “covered persons”). The Palos Verdes Democrats 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.

#### 1. 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 Palos Verdes Democrats has a zero-tolerance policy when it comes to prohibited harassment. The Palos Verdes Democrats’s anti-harassment policy applies to all persons involved in the operation of any campaign funded or operated by The Palos Verdes Democrats and it applies to prohibited and unlawful harassment by any such contractor, or volunteer, including supervisors, those one supervises and coworkers.

The Palos Verdes Democrats’ prohibition of unlawful discrimination and harassment specifically includes, is but not limited to, the following behavior to the extent it violates applicable laws or constitutes unlawful hostile or discriminatory conditions:

- 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 Palos Verdes Democrats.

This policy is meant to be expansive and also includes a prohibition of harassment by visitors to or "customers" of The Palos Verdes Democrats' where The Palos Verdes Democrats 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 runs 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 The Palos Verdes Democrats, or one of The Palos Verdes Democrats' officers 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 Palos Verdes Democrats will use its best efforts to provide you with access to a non-officer to collect that data. The Palos Verdes Democrats will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

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

The Palos Verdes Democrats encourages anyone to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment.

EEOC, LA District Office  
Roybal Federal Building  
255 East Temple St., 4th Floor  
Los Angeles, CA 90012  
Phone: 1-800-669-4000

California DFEH, Los Angeles Office  
320 W. 4<sup>th</sup> Street, 10<sup>th</sup> Floor  
Los Angeles, CA 90013

Phone: 800-884-1684 (TTY) or California's Relay  
Service at 711

Fax: 213-894-1118

TTY: 1-800-669-6820

ASL Video Phone: 844-234-5122

TTY: 800-700-2320

Email: [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov)

If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

If you have any questions concerning this policy, please feel free to contact The Palos Verdes Democrats President or other member of the Board.

## 2. Violence Policy

The Palos Verdes Democrats is committed to providing an environment that is free from acts of violence or threats of violence. In keeping with this commitment, The Palos Verdes Democrats 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 have contact with our members,

contractors, and volunteers. Safety and security is everyone's responsibility.

Compliance with this anti-violence policy is a condition of your membership (if you are a member) or your permission to attend our meetings (if you are a non-member).

Every verbal or physical threat of violence must be treated seriously and reported immediately to the President of The Palos Verdes Democrats, or one of The Palos Verdes Democrats. 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 Palos Verdes Democrats will use its best efforts to provide you with access to a non-officer to collect that data. The Palos Verdes Democrats will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If The Palos Verdes Democrats determines that violence or other misconduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any member determined by The Palos Verdes Democrats to be responsible for violence or other such misconduct will be subject to appropriate disciplinary action, up to and including termination. To the extent consistent with law, Management ordinarily will advise all parties concerned of the results of the investigation. The Palos Verdes Democrats will not retaliate against any employee for filing a complaint and will not tolerate or permit retaliation by management or members.

In situations where a member, contractor, or volunteer becomes aware of an imminent act of violence, 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 Palos Verdes Democrats 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

Signature: Rascha Hall, President, Palos Verdes Democrats  
2019

Date: November 17,



## By-laws Addendum 2

### Grievance Procedure

A. Grievance Procedure: Palos Verdes Democrats (PV Dems) seeks to initially employ the principles of Restorative Justice in handling grievances. Prior to processing a complaint, the Grievance Committee shall, if it determines the matter to be amenable to these principles, make attempts to bring the parties together in a safe space to address situations face-to face in order to repair harm, promote healing and learning, and build community.

If such efforts are determined to be inappropriate to the situation presented, or if such efforts are unsuccessful, the Grievance Procedures described below shall be undertaken.

The timelines described below shall be tolled until engagement in the Restorative Justice Process is concluded or determined to be inappropriate or unsuccessful.

#### 1. Grievance Committee:

- a. A Grievance Committee consisting of 3 members shall be appointed within twenty-eight (28) days of the adoption of this procedure and thereafter 28 days after the election of This Club's officers in July. Any position not so appointed shall be elected by the membership at its next regularly scheduled meeting for which due notice can be given.
- b. The PV Dems board will seek out, nominate and appoint the members of the Grievance Committee. None of these appointed members can be a member of the PV Dems Board of Directors. Two alternate members will be chosen to serve in the event a regular member of the Grievance Committee is unable to serve or has a conflict of interest.
- c. Persons appointed to the Grievance Committee need not be members of This Club, provided they are either members of the Policy Committee of the Los Angeles County Democratic Party or Members of the Executive Board of the California Democratic Party.
- d. The Grievance Committee may meet in person, video conference, or by telephone, but may only interview witnesses in person or by video conference.
- e. Meetings of the Grievance Committee fall under the "Member Disciplinary and Other Proceedings Involving the Right to Privacy" exception to the "Policy Statement by the Rules Committee of the California Democratic Party on the Open Meeting

Rule” and therefore need not be public.

f. The Grievance Committee shall meet and select its own chair within fourteen (14) days of the appointment of its full membership.

g. Once a member is appointed, in the event a vacancy occurs, it shall be filled within twenty-eight (28) days of the notice of vacancy by the person holding the same position as the original appointor. In the event the vacancy is not so filled, a member shall be elected by the membership at its next regularly scheduled meeting for which due notice can be given.

2. Grounds and Jurisdiction: The sole grounds for a member filing a grievance, and the jurisdiction of the Grievance Committee shall be an alleged:

a. Violation of Local, State, or Federal laws/regulations having a direct impact on:

- 1) This Club, or,
- 2) the complainant

b. Violation of these bylaws, including the Code of Conduct and/or the Policy Against Harassment and Workplace Violence attached as appendices hereto.

3. Standing: A complainant must be a member of This Club, in good standing, and be directly and adversely affected by the actions or conduct of another member of This Club, in order to file a grievance.

4. Remedy: If a grievance is found to have merit, it may lead to any of the following:

- a. Private Admonishment,
- b. Public Admonishment,
- c. Suspension of Rights for a time certain not to exceed 60 days,
- d. Removal from Office, and/or,
- e. Removal from membership.

5. Initiating a Grievance: A grievance may be initiated by filing a timely Written Statement with the Secretary of This Club (or President, if the Secretary is the accused) and the Chair of the Grievance Committee:

- a. Setting forth, with specificity, the text of the Code of Conduct, Policy Against Harassment and Workplace Violence, regulation, and/or law alleged to have been violated,
- b. A statement of facts supporting the allegation, and,

- c. The requested remedy.
6. Initial Determinations and Actions:
- a. Within fourteen (14) days of receipt of the Written Statement, the Grievance Committee shall make an initial determination, based solely upon the Written Statement, subject to change after rebuttal evidence is received, of standing, jurisdiction, and actionable allegations.
  - b. If it is initially determined that standing, jurisdiction, and actionable allegations are present, the Chair of the Grievance Committee shall contact the accused within seven (7) days of the determination and advise as to the allegation(s), without disclosure of the identity of the complainant, and make an offer of the remedy requested by the complainant.
  - c. If rejected by the accused, the Grievance Committee shall provide the accused with a copy of the complaint, and the identity of the complainant, and request a written response, after instructing the accused not to contact the complainant, during the duration of this process.
  - d. If, in the determination of the Grievance Committee, the accusation involves a potential violation of criminal law, the complainant shall be advised to contact the appropriate Law Enforcement Agency. This process will continue parallel to any Law Enforcement action at the discretion of the Grievance Committee.
  - e. The Grievance Committee may, by a two-thirds vote, also make an initial determination, based upon the Written Statement, that the situation warrants temporarily suspending the membership rights of the accused, pending further action.
7. Confidentiality: The identity of all persons involved in the process, and all information regarding the allegation(s), shall be treated with confidentiality, and protected to the extent possible and will, except as otherwise specified herein.
8. Hearings:
- a. Hearings are not required for the issuance of Admonishments, or Suspensions of Rights, but must be held if the remedy sought is removal from office, and/or removal from membership in This Club.
  - b. Despite the above, after review of the Written Response, any two (2) members of the Grievance Committee may determine that a hearing shall be held, regardless of the remedy sought.
  - c. The determination of whether or not to hold a hearing shall be made within seven (7) days of receipt of the Written Response.
  - d. If a hearing is determined to be required due to the remedy sought, or by two members of the Grievance Committee, it shall be held within fourteen (14) days of



that determination.

9. Orders:

- a. Orders of the Grievance Committee shall be made within fourteen (14) days of the determination that no Hearing is required, or, fourteen (14) days of the conclusion of any Hearing.
- b. The Grievance Committee may, by majority vote, issue any admonishment, temporary suspension of rights, or dismissal of the Complaint.
- c. The Grievance Committee may by a two-thirds (2/3rds) vote, concurred in by a majority vote of the PV Dems Board of Directors, remove an accused from office, and/or membership in This Club.
- d. If the matter did not proceed to hearing, the Grievance Committee may only impose a remedy equal to, or lesser than, the remedy sought by the complainant.
- e. If the matter proceeded to hearing, the Grievance Committee may impose any remedy set forth herein.
- f. At any stage of this process the Grievance Committee may issue an Order Extending Time.
- g. If no remedy is imposed within fourteen (14) days of the determination that no Hearing is required, or, fourteen (14) days of the conclusion of any Hearing, the complaint shall be deemed dismissed, unless time has been extended.
- h. All Orders shall be sent to the accused by first class mail, and, if an email is on file with This Club, by email.
- i. A written decision shall be rendered at the conclusion of the Process, setting forth the allegations made, facts determined, and remedy imposed, if any, and shall be sent to the complainant, and the member who is the subject of the Written Statement.
- j. Proof of the date and manner of delivery of any notices required under this Article shall be maintained.

10. Appeals:

- a. The accused may, within fourteen (14) days of the mailing of the Order(s), appeal any Suspension of Rights, or Removal from office or membership, to the PV Dems Board of Directors, which shall hear the matter at its next regularly scheduled meeting for which due notice can be given.
- b. Admonishments and Dismissals of Complaints are not subject to appeal.

Signature: Kathy Bradford, President, Palos Verdes Democrats

Date: May 8,

2021