



Pilipino American Los Angeles Democrats
"We strive for progress and build for the future."

Table of Contents

- I. Name
- II. Mission & Purpose
- III. Affiliation
- IV. Membership Requirements
- V. Dues
- VI. Meetings
- VII. Rules for Meetings
- VIII. Board of Directors
- IX. Officers
- X. Ethics & Conflict of Interest Provisions
- XI. Amendments
- XII. Dissolution
- XIII. Acceptance

I. Name

The name of this organization shall be the Pilipino American Los Angeles Democrats (hereinafter called PALAD).

II. Mission & Purpose

- A. It shall be the object of this organization to promote and support the Democratic Party by inspiring greater participation of Filipino Americans in the democratic process and stimulate active interest and participation in government affairs.
- B. PALAD endeavors to identify, encourage, and actively support state and national Democratic candidates, especially candidates of Filipino American origin or those friendly to the Filipino American community, for all levels of elected office.
- C. To focus its efforts within the county of Los Angeles; and shall build its membership from registered Democrats within the county, concentrating on individuals of Filipino American descent for involvement.



- D. PALAD shall inform, notify, and educate elected officials and political candidates of issues important to the Filipino American community.
- E. PALAD strives to maintain a policy that fosters mutual respect and promotes professional conduct as well as harmonious and productive relationships.
- F. PALAD's policy prohibits conduct that constitutes unlawful harassment, discrimination and retaliation by members as well as third parties. This prohibition includes, without limitation, harassment based on sex, race, religion, color, gender, gender identity, national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, domestic partnership status, or any other basis protected by federal, state, local laws or ordinance or regulation.
- G. This club will support state and national Democratic Party platforms.
- H. This club shall be a Democratic club and shall charter with the Los Angeles County Central Committee.
- I. These bylaws hereby incorporate by reference Section 9(a) of the
- J. California Democratic Party Bylaws and Rules and the same as may be amended from time to time.

III. Affiliation

- A. PALAD is chartered with the Los Angeles County Democratic Central Committee (hereinafter called the Central Committee) and was first duly chartered by the Committee in June 1987.
- B. As a chartered and affiliated club of the Central Committee, PALAD shall comply with the bylaws of the Central Committee and the California Democratic Party, as they apply to fully chartered local affiliates.
- C. PALAD shall apply for membership in the California Democratic Council. Membership above the minimum affiliation level shall be permitted if approved by a majority vote of the members, or two-thirds (2/3) of its officers.

IV. General Membership Requirements

- A. Qualification for Membership. Any individual who is a registered Democrat or persons ineligible to register as Democrats who express an intent to register as a Democrat upon becoming eligible and subscribes to the



objects and purposes of PALAD as set forth in Article III, regardless of race, age, religion, sex, sexual orientation, creed, marital status, disability, medical condition or economic status.

- B. Member in Good Standing. A member is in good standing if the member has affirmatively applied for membership and has paid all PALAD dues or had them waived for economic reasons. A member is in good standing if the member has become a paid member at least three (3) calendar days in advance of the Annual Membership Meeting and shall have the right to speak and vote at meetings of members and is eligible to serve on the Board or serve as Committee Members or Committee Chairpersons.
- C. Expulsion of a Member. Any member whose actions are judged unanimously by the Executive Board to be averse to the interests and purposes of PALAD shall be expelled.
- D. Qualifications: Any individual qualifies for PALAD membership if:
 - a. The individual is a registered Democrat and
 - b. Supports the purpose of PALAD as stated in Article II above.
- B. Active Membership: A qualified individual shall be considered an active member only if the member has paid all PALAD dues.
- C. Any member whose actions are judged unanimously by the Board of Directors to be adverse to the interests and purposes of PALAD shall be expelled.

V. Dues

- A. Each member shall pay dues on an annual basis, as follows:

Lifetime (one-time payment)	\$500
Individual	\$25
Senior (over age 60)	\$10
Student (Full time)	\$10
Family Membership (3 or more/household)	\$35

- B. Dues are due annually on January 1 and payable at least three (3) calendar days before the Annual Membership Meeting in order to be a voting member.

VI. Meetings

- A. Regular Meetings



1. PALAD shall hold regular meetings, and no less than one annual meeting in each calendar year, as the membership may determine from time to time.
2. Regular meetings shall not be canceled more than three times within any calendar year and in no event shall more than two regular meetings be canceled in succession.

B. Special Meetings

1. The President may call special meetings at any time, on notice as specified below.
2. In the absence of the President, any two officers may call a special meeting, on notice as specified below.

C. Notice of Meeting

1. Notice of regular or special meetings shall be given at least ten calendar days (10) in advance to all active members, in any manner as follows:
 - a. Notice in writing by e-mail and/or telephone
2. 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 ten calendar days (10) prior to the meeting.

VII. Rules for Meetings

- A. PALAD shall use the newly revised Roberts Rules of Order to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these bylaws.
- B. A quorum for any official regular or special meeting of PALAD shall be 15 percent of the total organizational membership, or eight members, whichever is smaller, as of seven calendar days (7) before the meeting, as reported by the secretary.
- C. Unless otherwise specified in these Bylaws, PALAD may sponsor issues and events and conduct regular business with a vote majority of the members present at any meeting.
- D. PALAD may pass resolutions not related to endorsements with a vote of a majority of those members present and voting at any meeting.



- E. A process to consider the endorsement of candidates must be approved by the Board of Directors prior to any suggestion of endorsements. If the discussion of an endorsement process is noticed in the meeting agenda, such process must be approved by at least two-thirds of those present and voting at any meeting. If the discussion of an endorsement process is brought up from the floor as New Business, such process must be approved by at least three-fourths of present members of the Board and voting at any meeting. Under no circumstances may PALAD consider the endorsement of a candidate for public office who is not registered with the Democratic Party. The minimum threshold for endorsement in a race with multiple Democratic candidates is two-thirds of the members present and voting. Only candidates that have been endorsed by PALAD shall be eligible to receive campaign contributions from PALAD. PALAD may not endorse candidates in contradiction to those endorsed by the State or County Democratic Party. PALAD may endorse candidates in nonpartisan races as in City Council elections, judicial office elections, or county elections. The endorsements committee shall comprise of the President, the Immediate past President and the Vice President of Programs & Endorsements and bring forth an endorsements vote to the full Board of Directors.
- F. PALAD may suspend specific portions of these bylaws and/or Roberts Rules of Order for the purpose of emergency business by a vote of two-thirds of the membership present at a meeting, unless the item to be suspended calls for a higher qualification. In such case, the percent specified in that portion of the bylaws shall be required to suspend that text. The motion to suspend shall call out the particular section of the bylaws proposed to be suspended.

VIII. Board of Directors

- A. The PALAD Board of Directors shall consist of thirteen (13) members to be elected by the General Membership to serve two-year terms.
- B. The PALAD Board of Directors shall elect the Officers including the President, Vice President(s), Secretary, and Controller.
- C. Each member of the Board of Directors shall have one vote, even if qualified by more than one criterion.



- D. The quorum for meetings of the Board of Directors shall be forty percent of the voting members of the board. Proxies shall not be valid at meetings of the Board.
- a. The duties of the Board of Directors shall include the approval of the budget; establishing membership requirements; formulating policy intended to carry out the purpose of the organization; and reviewing all projects and activities of the committees.
 - b. Each officer shall prepare and present a report to be incorporated in the “state of the club” report at each annual meeting.
 - c. The majority of the Board of Directors shall authorize the disbursement of funds for individual expenditures of more than \$250.00.

IX. Officers

- A. Election of Officers. Officers of PALAD shall be elected by a majority vote of the quorum of the Board of Directors to serve one-year term of office. The election of officers by the Board of Directors shall be held immediately after the annual meeting
- A. President
- a. Shall set the agenda and officiate at all meetings of the Board of Directors and of the membership and shall be responsible for coordinating the activities of the PALAD Board of Directors.
 - b. May establish a standing or select committee and nominate its Director. Approval of a Director requires an affirmative vote by a majority of the members present and voting at a called meeting. Upon approval, Committee Directors shall take office immediately.
 - c. Shall be responsible for ensuring that PALAD maintains its charters and affiliation with the county, state and national Democratic Party structures.
 - d. Shall act as Controller in the absence or inability of the Controller to serve.
 - e. May appoint members temporarily to fill unexpired or unfilled terms of office to the Board of Directors.
 - f. May appoint PALAD members to serve in other capacities as needed.



B. Immediate Past President

- a. Is a voting member of the Board of Directors.
- b. Shall be responsible for supporting the President and performing duties, as the President shall assign.

C. Vice President(s)

- a. Shall be responsible for supporting the President and performing duties, as the President shall assign.
- b. The primary responsibilities shall be divided between the Vice Presidents. Vice President titles and roles may include but are not limited to the following:
 - i. Executive Vice President
 - 1. Shall be deemed as the President-elect and will succeed the current President when her/his one-year term is over.
 - 2. Shall support the President and perform the duties of the President if her/him is not present, including presiding over Board Meetings and General Membership Meetings and acting as a surrogate at meetings and events, if assigned.
 - ii. Vice President of Communications
 - 1. Shall be responsible for ensuring that all members are notified of PALAD meetings as prescribed by the Bylaws.
 - 2. Shall be responsible for the preparation and distribution of the PALAD newsletter, media advisories, press releases, flyers and other mailings or printed material; oversee the preparation and presentation of website content in conjunction with the designated webmaster(s).
 - iii. Vice President of Community Outreach & Engagement
 - 1. Shall develop and implement a plan to increase the visibility of PALAD among Democrats within the county of Los Angeles; identify community events and other outreach opportunities that complement PALAD's purpose; organize outreach events



- iv. Vice President of Membership
 - 1. Shall coordinate efforts to bring new membership into PALAD and organize membership events; maintain the membership database.
- v. Vice President of Fundraising
 - 1. Shall lead PALAD's fundraising efforts, including fundraising strategy and events; develop new donors and main existing donor base.
- vi. Vice President of Programs
 - 1. Shall work with the President and Executive Vice President on programming relevant to PALAD members and the broader Filipino and Asian American community.
- vii. Vice President of Endorsements
 - 1. Shall schedule and book meeting dates and times at the direction of the President; develop endorsements calendar and coordinate with candidates, oversee the endorsement process and ensure that only qualified candidates receive PALAD's endorsement.
- viii. Vice President of Policy & Political Strategy
 - 1. Shall make a recommendation to the Board of Directors for PALAD's political agenda and policy platform each year at the national, state, and local level that highlight key issues and demands important to the Filipino American community.
 - 2. Shall work with the President on working with other Democratic clubs and Filipino constituency groups and organizations to organize involvement in political agenda
 - 3. Develop a voter contact plan in coordination with the VP of Programs & Endorsements for the Filipino community by building relationships with the existing organizations that represent these communities
- ix. Vice President of Rising Leaders



1. Shall oversee the recruitment, engagement, and professional development of PALAD's Rising Leader Committee
 2. Shall spearhead the Rising Leader Committee in developing and implementing a year-long strategy to increase civic engagement and political participation of youth and young adults within and beyond our Filipino American community.
 3. Shall work with Vice President of Communications to promote unique content created by the Rising Leader Committee that promotes PALAD and Rising Leader's mission and share educational information to local communities
- c. If the President vacates the position, the Executive Vice Presidents shall ascend to the position until an election is held to fill the President's remaining term of office. If the Executive Vice President is unable or unwilling to ascend, then the VP for Membership shall ascend, (and so on) then VP for Programs then VP for Communication.

In the temporary absence of the President, the Executive Vice President shall serve as President in the same order as mentioned above.

D. Secretary

- a. Shall be responsible for supporting the President and performing duties, as the President shall assign.
- b. Shall maintain all organizational records of PALAD.
- c. Shall be responsible for ensuring that minutes of any meeting are completed in a timely fashion; be prepared to present the minutes of the previous meeting for approval at the current meeting of the Board of Directors or of the membership.
- d. If the position of Secretary is vacant, the Vice President of Communications shall serve as Secretary.

E. Controller

- a. Shall be responsible for supporting the President and performing duties, as the President shall assign.



- b. Shall manage the fiscal affairs of PALAD, maintain all written and financial records, and disburse funds.
 - c. Shall provide the Board of Directors and the membership with regular treasury reports.
 - d. Shall advise the Board of Directors on the preparation of the annual budget.
 - e. Shall be responsible for complying with any and all pertinent requirements stipulated by the Internal Revenue Service, the Federal Election Commission, the California Fair Political Practices Commission, the California Democratic Party, and all other appropriate government and Democratic agencies.
- F. Committee Director(s)
- a. Shall be appointed non-Officer positions by the President.
 - b. Shall be responsible for determining the organizational structure and establishing the meeting schedule for their respective committees.
 - c. A Committee Director may be removed from office upon written recommendation of two Board members. Such recommendations must be submitted to the membership at a called meeting and shall require a two-thirds majority of members present and voting to remove the officer.
- G. PALAD shall be represented at meetings of the Central Committee and any Assembly District Committee meetings at which it may be entitled to membership, and at meetings of the California Democratic Party and the California Democratic Council. A person may serve as representative to more than one outside body if the club membership approves.
- H. PALAD may elect such other officers as may be deemed necessary from time to time to conduct PALAD business.
- I. An officer may resign at any time during their term by submitting a letter of intent to the membership at least two weeks prior to their final day in office.
- J. An officer may be removed from office upon written recommendation of two Board members. Such recommendations must be submitted to the membership at a called meeting and shall require a two-thirds majority of members present and voting to remove the officer.



X. Ethics & Conflict of Interest Provisions

- A. A member of the Board of Directors may not vote on nor make a motion concerning a recommendation for endorsement of a candidate during proceedings of an Endorsement Committee if:
 - a. The member is a candidate for the public office under consideration; or,
 - b. The member is a paid employee or independent contractor of the controlled committee of a candidate for the office under consideration; or,
 - c. The member is an employee who serves or works in paid employment at the pleasure of a person standing for election to the office under consideration; provided, however, that nothing in this rule shall preclude any person serving on a non-salaried basis as an appointee to a public panel, board or commission from voting on such a recommendation for endorsement.
 - d. Disqualified members may, however, participate in discussion and debate.

XI. Grievance Procedure

- A. Grievance Procedure: PALAD 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.
- B. 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.
- C. The timelines described below shall be tolled until engagement in the Restorative Justice Process is concluded or determined to be inappropriate or unsuccessful.
 - a. Grievance Committee:
 - i. A Grievance Committee consisting of 5 members appointed by the PALAD Board 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 at the end of the calendar year. Any position not so appointed shall be



- elected by the membership at its next regularly scheduled meeting for which due notice can be given.
- ii. The PALAD Board will appoint members and alternates of the grievance committee. None of these appointments can be a current officer or have a conflict of interest in the pending case. Alternate members will be chosen to serve by lot in the event a regular member of the Grievance Committee is unable to serve or has a conflict of interest.
 - iii. 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.
 - iv. The Grievance Committee may meet in person. Video conference, or by telephone, but may only interview witnesses in person or by video conference.
 - v. 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.
 - vi. The Grievance Committee shall meet and elect its own chair within fourteen (14) days of the appointment of its full membership.
 - vii. 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.
- D. 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 or regulations having a direct impact on:
 - i. This Club, or,
 - ii. the complainant
 - iii. Violation of these bylaws, including the Code of Conduct and/or the Policy Against Harassment and Workplace Violence attached as appendices hereto.



- b. Standing: A complainant must be a member of PALAD, in good standing, and be directly and adversely affected by the actions or conduct of another member of PALAD, in order to file a grievance.
- c. Remedy: If a grievance is found to have merit, it may lead to any of the following:
 - i. Private Admonishment,
 - ii. Public Admonishment,
 - iii. Suspension of Rights for a time certain not to exceed 60 days,
 - iv. Removal from Office, and/or,
 - v. Removal from membership.
- E. Initiating a Grievance: A grievance may be initiated by filing a timely Written Statement with the Secretary of PALAD (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.
- F. 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 allegation.
 - 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.
- G. 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.
- H. 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 four members of the Grievance Committee, it shall be held within fourteen (14) days of that determination.
- I. 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 Steering Committee, 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.
- J. 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 Steering Committee, 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.

XII. Amendments

These bylaws may be amended by a two-thirds vote at a membership meeting after the Board has approved the proposed amendment.

XIII. Dissolution

If the PALAD is dissolved, any residual funds shall be donated to the California Democratic Party.

XIV. Acceptance

Acceptance of these bylaws shall require the approval of two-thirds of the members present and voting at a called meeting.

Certified by:
