

California High School Democrats Bylaws

Article I: Name

Section 110 Name

This organization shall be known as the California High School Democrats, which may be abbreviated as CAHSD.

Article II: Policy

Section 210 Organizational Functions

Pursuant to the Bylaws of the California Democratic Party, the California High School Democrats shall:

- Engage our fellow students to be active in the Democratic Party and the entirety of the American political system
- Actively support Democratic nominees in local, state, and national elections and shall conduct an active campaign in support of Democratic nominees
- Make its principle mission the identification, training, and recruiting of Democratic activists in High School, and the insertion of Democratic messaging into high school

Article III: Organization

Section 310 State Organization

The California High School Democrats shall be composed of the Executive Board as well as other bodies and positions created at the discretion of the State Chair.

Section 320 Regional Organization

California High School Democrats shall be comprised of two (2) sections, each with five (5) regions to a total of ten (10) regions which shall be called as follows:

- Northern Section
 - The North State Region shall consist of Siskiyou, Modoc, Shasta, Lassen, Nevada, Plumas, Glenn, Butte, Sierra, Colusa, Sutter, Sacramento, Yolo, Placer, El Dorado, Tehama, and Yuba Counties.
 - The North Coast Region shall consist of Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Sonoma, and Trinity Counties.
 - The Bay Area Region shall consist of Alameda, Contra Costa, Monterey, Solano, San Benito, San Francisco, San Mateo, Santa Clara, and Santa Cruz Counties.
 - The North Valley Region shall consist of Amador, Alpine, Calaveras, Mariposa, Merced, Mono, San Joaquin, Stanislaus, and Tuolumne Counties.
 - The South Valley Region shall consist of Fresno, Inyo, Kern, Kings, Madera, and Tulare Counties.
- Southern Section
 - The Central Coast region shall consist of San Luis Obispo, Santa Barbara, and Ventura Counties.
 - The Los Angeles Region shall consist of Los Angeles County.
 - The Inland Empire Region shall consist of Riverside and San Bernardino Counties.

- The Orange County Region shall consist of Orange County.
- The South State Region shall consist of Imperial and San Diego Counties.

Section 330 Local Organization

The California High School Democrats shall organize its membership into local and regional units which will serve to perform the purpose of this organization in their respective jurisdictions. Local chapters will be subject to all pertaining requirements of this document.

Section 340 Parent Organization

The California High School Democrats shall:

- Operate as the official High School Branch of the California Young Democrats
- Maintain a relationship as a parent organization to all local chapters

Article IV: Membership

Section 410 General Membership

Any self-identified Democrat in a California high school, or any Democrat who is a California resident, being a public, private, or home school student, shall be eligible for active membership in this organization.

Section 420 Membership Guidelines

All members of California High School Democrats shall be granted the following rights:

- a) Members can vote in any statewide CAHSD election provided their membership is in accordance with election rules.
- b) Members will not be discriminated against based on gender, sexual orientation, race, religion, age, socioeconomic status, nationality, disability, or any other factor that could cause discrimination
- c) Members must not receive a membership test or oath albeit they must declare support for the Democratic Party
- d) Members shall all have the opportunity to run for state office and the state executive board after two (2) months of membership
- e) Members whose behavior is deemed in violation of the principles enshrined in this document may be subject to removal and/or disciplinary action at the discretion of the Executive Board.

Section 430 Data Privacy

All data collected by the California High School Democrats, including membership lists, financial records, and other sensitive information, will be subject to the following guidelines:

- a) Data can only be used for official purposes and must not be shared with external organizations or individuals without explicit permission from the member(s) from whom it is derived. This includes the unauthorized collection of information, such as recording phone calls or private conversations, without the knowledge and consent of all parties involved.

- b) Any personal information submitted by a member must not be displayed on any public mediums unless the member has consented to this display and has been given the option to opt out; this provision does not apply to CAHSD leadership whose information may be displayed publicly at the discretion of State Leadership.
- c) CAHSD data cannot be used for personal purposes, including, but not limited to, campaigning for CAHSD leadership positions or promoting a cause that is not of official policy.

Accidental leakages of CAHSD membership data cannot be exploited by any members of CAHSD for purposes that violate the above guidelines. Any CAHSD member found to have violated the above restrictions will be subject to disciplinary action, including impeachment and/or ineligibility to run in future elections.

Article V: Local Chapters

Section 510 Chartering Requirements

In order for a chapter to be chartered with the California High School Democrats, the State Chair must confirm that the chapter has at least three (3) members, all of whom are registered, or plan to register, as members of the California High School Democrats.

Section 520 Chapter Types

Chapters may be chartered as either:

- A high school chapter centered at a school
- A community chapter centered within a community or locality
- A county chapter centered within a county

Section 530 Chapter Requirements

The following regulations apply to all local chapters:

- a) Registered chapters must maintain close contact with the California High School Democrats as is necessary to further the mission and goals of this organization
- b) Chapter members must be registered as members of the CAHSD
- c) Registered chapters shall be required to guarantee all rights owed to their members by state and national bylaws
- d) Chapters are encouraged to have democratically elected leadership within a year of first meetings

Section 540 Chapter Revocation

Any chapter not in compliance with this document or shown to be violating the principles of the California High School Democrats may have their chapter charter revoked by a simple majority vote of the Executive Board. Chapters whose charters have been revoked shall not be allowed to reform with similar organization as a new chapter, unless granted approval by a simple majority vote of the Executive Board.

Section 550 Chapter Privileges

Local chapters that have been chartered shall have the privilege of participating in both the California High School Democrats and the High School Democrats of America. All registered members of chartered local chapters shall be considered members of this organization.

Article VI: Executive Board

Section 610 Role of the Executive Board

The Executive Board shall see to the functioning and growth of this organization and its programs.

Section 620 Composition of the Executive Board

The Executive Board of the California High School Democrats shall be composed of the elected offices of Chair and Vice Chair. Other positions on the Executive Board will be appointed and created at the discretion of the Chair.

Section 630 Tenure of Executive Board Members

Elected members of the Executive Board shall serve for a term of no more than one year after their election, after which they shall either graduate, seek re-election, or discontinue their role. Appointed members of the Executive Board shall serve for a term of no more than one year after their appointment, after which they may seek appointment by the newly elected Chair or discontinue their role.

Section 640 Duties of the Executive Board

The Executive Board shall have the following responsibilities and duties:

- a) The State Chair shall serve as the Chief Executive of the California High School Democrats, set the agenda, and chair all meetings of the Executive Board, as well as serve as the official voice of this organization. The State Chair must also execute and obey all rules and resolutions adopted by this organization.
- b) The Vice-Chair shall fulfill all duties of the State Chair in the absence of the office holder and manage the staff of this organization.
- c) The Chair and the Vice Chair may appoint state staff to aid in fulfilling organizational responsibilities and furthering the goals of CAHSD as a whole.

Section 650 Causes for Impeachment

The Chair and Vice Chair are subject to impeachment and removal from office for failure to fulfill assigned duties or for violation of any law or rule of this organization, the Democratic Party, or for the commission of high crimes and misdemeanors, or for generally inappropriate conduct.

Section 660 Impeachment Process

Appointed members of the Executive Board may be removed by the Chair, with the consent of the Vice Chair, at any time.

Three-fifths (3/5) of the Executive Board may petition to trigger the impeachment process of the Chair or Vice Chair. Subsequently, a meeting of the Executive Board shall be called, in which the initial petitioners

shall call upon another HSDA elected leader (from a statewide or nationwide position) to preside and oversee the proceedings. It shall be the duty of the presiding HSDA elected leader to ensure that the process of impeachment is conducted fairly and that the following protocols are followed.

In the impeachment meeting, for which at least five (5) days of notice must be provided, the Executive Board members shall be given the opportunity to present evidence and discuss the option of impeachment. Then, in a secret ballot, a five-sixths (5/6) majority of the Executive Board may remove the Chair or Vice Chair.

Section 670 Vacancies

If a member of the Executive Board resigns, is removed from office, or is otherwise incapable of serving, the State Chair shall have the power to fill or not fill the vacancy with any individual.

If the position of Chair is vacant, the Vice Chair assumes the position of Chair for the remainder of their term. If the Vice Chair is vacant, a special election, as specified in Section 790, shall be held to replace the Vice Chair. If the positions of Chair and Vice Chair are simultaneously vacant, the Chair of the High School Democrats of America shall be asked to appoint an interim Chair from the members of the Executive Board, who will serve until a special election can replace both positions. The interim Chair may not declare candidacy in the following special election.

Section 680 Executive Board Meetings

Executive Board meetings shall be held weekly by the State Chair, who may also call special meetings for any reason. All Executive Board members must be notified of meetings at least two (2) days prior to the meeting, except under extraordinary circumstances. A quorum of one more than half ($1/2+1$) of the Executive Board members must be present for business to be conducted, except under circumstances in which the Chair deems it necessary to adjust quorum. Business recorded shall be taken at all meetings of the Executive Board and shall be accessible to all CAHSD members.

Section 680a Executive Board Meeting Attendance

If a CAHSD Executive Board member misses more than two (2) consecutive meetings without notification to the State Chair at least twenty-four (24) hours in advance for an excused absence, they will be immediately suspended from the state Executive Board. This Executive Board member can request to be reinstated to the Executive Board wherein the member's status will be under the discretion of the State Chair.

Section 680b Executive Board Meeting Attendance Exemptions

A CAHSD Executive Board member is to be excused without consequence from Executive Board for the following reasons:

- a. Religious Holidays or Obligations
- b. Family or Pet Emergencies or Bereavement
- c. Medical Emergencies
- d. Immigration Status Crisis
- e. Community Emergencies

- f. Detention by Law Enforcement, not including the period after one has been formally charged with a criminal offense

Any other excused absence must be approved by the State Chair at least twenty-four (24) hours before a missed CAHSD Executive Board meeting.

If the State Chair is chronically absent, they may be subject to impeachment under Section 660.

Section 680c Executive Board Meeting Prohibitions

An Executive Board meeting cannot be held:

- a. Simultaneously with any CAHSD or HSDA-mandated conference, rally, or other event
- b. Less than two (2) hours after any mass shooting or similar scale terrorist attack
- c. During or directly after any immediately devastating natural disaster that directly affects Executive Board members such as an earthquake or wildfire

Section 680d Enactment

This amendment will take effect immediately upon passage. Formal censures may be approved retroactively, but no members will be suspended for past violations.

Section 690 Endorsements

The Executive Board shall hold the power to make endorsements on behalf of the California High School Democrats.

An endorsement shall be made for a candidate with a ½ affirmative vote of those present at an Executive Board meeting.

Members of the Executive Board (including the Chair and Vice Chair) may submit offices for which endorsements shall be considered.

Before endorsements that may be deemed exceptionally controversial are voted on by the Executive Board, a minimum of two (2) weeks must pass in which the members of the California High School Democrats are, via e-mail:

- Notified about which offices are being endorsed;
- Notified which candidates are under consideration in the aforementioned offices; and
- Able to submit comments to be considered by the Executive Board when endorsing.

Article VII: Adult Advisory Board

Section 710 Role of the Adult Advisory Board

The Adult Advisory Board shall serve as a source of guidance and long-term structure for the California High School Democrats while maintaining the integrity of a student-run organization. It shall assist the Executive Board with the financial and legal obligations for maintaining CAHSD.

SECTION 720 Composition of the Adult Advisory Board

The Adult Advisory Board shall be made up of at least three (3) people.

SECTION 730 Selection of the Adult Advisory Board

All Adult Advisory Board members shall serve until they choose to resign their position or are removed by the Chair with the consent of the Executive Board. The Chair may appoint any adult to the Adult Advisory Board, with the consent of the Executive Board.

Article VIII: Election of Officers

Section 810 State Elections

The California High School Democrats shall hold a statewide election once a year, utilizing traditional ballots designed to be fair & readable.

Section 820 Constituency

All members of this organization, as per their rights under Section 420(a), shall be eligible to receive a ballot.

Section 830 Election Coordinator

Elections will be conducted by the State Chair of the departing term, or if preferred by the Chair, the State Vice Chair of the departing term. They shall be known as the Election Coordinator. In the event that both the Chair and Vice Chair are non-seniors, elections shall be led by the Chair or Vice Chair not seeking re-election. In the event that both the Chair and Vice Chair are non-seniors and are both seeking re-election, a graduating member of the executive board shall become the Election Coordinator. The Election Coordinator may appoint additional Election Coordinator(s) to assist them, if preferred.

Section 840 Candidates

All members of the California High School Democrats shall be able to run for a position in the organization, provided that they are in full compliance with all bylaws and regulations that apply to candidacy (including previous violations), that they meet all the requirements mentioned in this document, and that they fill out all required candidacy forms. The Election Coordinator shall have the ability to revoke the eligibility of candidates they find in disagreement with the Election Rules and values of the California High School Democrats.

Section 850 Campaigning

Candidates shall start campaigning twenty-four (24) hours after the filing deadline. This includes any social media posts, website, distribution of campaign-related documents, contacts with local chapters or members for campaign-purposes or endorsements. The consequence of any candidate who starts campaigning before the filing deadline and the twenty-four (24) hour period shall be determined by the Election Coordinator.

Section 860 Ballots

Ballots shall be designed in such a manner that they are easily understandable, all text is legible, and that they are fair to all candidates. Each member shall be given only one ballot to fill out, and shall not be permitted to “write in” or otherwise select a candidate that is not listed on the ballot.

Section 865 Certification of the Vote

After all votes have been tallied, the Election Coordinator shall hear all appeals from candidates, and choose whether to investigate, or to dismiss, appeals based on the facts of the appeal. All appeals having been heard (at the judgment of the Election Coordinator), and all discrepancies, allegations, and irregularities investigated, the Coordinator may decide to certify the results. Once certified, all results shall be final.

Section 870 Notice

The membership of the California High School Democrats shall be notified of the statewide election at a time designated by the Election Coordinator. This time must be, at minimum, one week (or 7 days) prior to the completion of the election. Three (3) days prior to the completion of the election, members must be notified (through channels such as the CAHSD Instagram Account) of the Election Rules, Election Packet, and Election Ballot.

Section 880 Election Coordinator Discretion

The Election Coordinator, deeming it necessary and proper, shall reserve the right to add additional rules and regulations regarding the governance and administration of elections. The Election Coordinator shall also reserve the right to bypass or remove any or all regulations listed in this document with the approval of either the Chair or Vice Chair and a supermajority (two-thirds) of the CAHSD Executive Board. Any rule changes made by the Election Coordinator shall supersede all prior rules and regulations, and those changes shall be observed immediately following passage.

Section 890 Special Elections

If there is a special election with conditions as outlined in Section 670, an Election Coordinator shall be chosen in accordance with the conditions outlined in Section 830. The Election Coordinator shall have the authority to determine the manner in which the special election has run, however they must follow the minimum notice requirements listed in Section 870.

Article IX: Financial Responsibility and Processes

Section 910 Organization Status

California High School Democrats should continue to file as a General Committee with the FPPC and adhere to all campaign finance rules.

Section 920 Treasurer

California High School Democrats should retain an adult Treasurer under contract to fulfill financial services, and the contract should be signed by the Treasurer, one member of the Adult Advisory Board,

and the Finance Director. Contract approval and dissolution require a 2/3 majority of the Executive Board and approval of both the Chair and Vice Chair. The Treasurer will also join the Adult Advisory Board

Section 930 Expenditures

Expenditures directly from the CAHSD bank account requires written approval from either the Chair or Finance Director to the Treasurer. Requests for reimbursement should be directed through the Finance Director or Statewide Chair and require records of purchase.

Section 935 Expenditures. Continued

Expenditures of greater than \$99 require the approval of either the Chair, the Vice Chair, the Finance Director, OR a simple majority of the Executive Board and one of the above positions.

Section 940 Donations

We will accept donations of any amount from individuals or PACs unless an Executive Board member moves to return the donation. This requires a simple majority. Corporate donations of more than \$200 will automatically result in a vote and a simple majority of the Executive Board can vote to reject it.

Section 950 Financial Misconduct

Financial misconduct will result in immediate expulsion; this will be determined by the AAB under the guidance of the Finance Director, Chair, and Vice Chair, unless one of these positions is under investigation. Pressed charges for theft of funds is a possible consequence based on the offense.

Article X: Amendments

Section 1010 Amendment Process

This document may be amended by the consent of the State Chair and the Vice Chair along with the simple majority vote of the Executive Board. Alternatively, this document may be amended with a two-thirds ($\frac{2}{3}$) majority vote of the Executive Board. Any member of the Executive Board may propose an amendment.

Section 1020 Referendum

This document may be amended by a referendum passed by a two-thirds majority of votes by CAHSD members, and shall be approved or denied by the State Chair. All referendums shall be overseen by the State Chair and Vice Chair, and all referendum options shall be granted the same rights as candidates, and shall be governed by all regulations under Article VIII.