

Appendix B

Democratic Club of Greater Tracy

Code of Conduct

**Revised 7/31/2025*

As members of the Democratic Club of Greater Tracy (DCGT), we are committed to upholding the values of respect, inclusivity, integrity, and accountability in all of our interactions, whether in person, online, or in public. The following Code of Conduct outlines behaviors that are inconsistent with these values and may result in disciplinary action, up to and including suspension or removal from the Club.

1. Prohibited Conduct

Members shall not engage in any of the following behaviors in public, at Club events, in digital communications, or on social media platforms when acting as, or reasonably perceived to be, a representative of the Democratic Club of Greater Tracy or the Democratic Party:

- **Harassment or Discrimination:** Including but not limited to unwelcome conduct based on race, ethnicity, national origin, gender, gender identity or expression, sexual orientation, religion, age, disability, or any other protected characteristic.
- **Intimidation or Bullying:** Verbal, written, or physical conduct intended to threaten, demean, or harm another person, including persistent aggressive behavior or efforts to humiliate.
- **Threats or Acts of Violence:** This includes any statements, gestures, or actions that could be interpreted as a threat of physical harm or violence toward another person.
- **Defamation or Character Attacks:** Making false or misleading statements that damage the reputation of fellow Club members, Democratic officials, or candidates.
- **Obscene, Abusive, or Disrespectful Behavior:** Including gestures, language, or conduct that would be considered inappropriate in a professional or public setting.
- **Disruption of Club Activities:** Intentionally undermining Club business, events, meetings, or proceedings through disorderly, uncooperative, or hostile behavior.
- **Misuse of Club Representation:** Engaging in conduct that could reasonably be interpreted as representing the Club or Party while acting in ways that violate this Code or reflect poorly on the Club or Democratic Party.
- **Digital Misconduct:** Using social media or other digital platforms to attack, harass, or spread misinformation about fellow members, Club leadership, endorsed candidates, or the Democratic Party.
- **Retaliation:** Taking adverse action against any individual for reporting a violation of this Code or participating in an investigation.

2. Additional Provisions

- **Accountability:** Members are expected to model ethical behavior and to hold themselves and others accountable to these standards.
- **Respect for Democratic Processes:** Members shall respect the outcomes of Club decisions, elections, and endorsements, and engage in dissent or debate constructively.
- **Reporting and Enforcement:** Alleged violations may be reported to the Executive Board in writing. The Board will investigate complaints in a timely, confidential, and fair manner and may take appropriate action as outlined in the Club bylaws.
- **Affirmation of Values:** By participating in the Democratic Club of Greater Tracy, members affirm their commitment to the values of democracy, equity, and justice, and pledge to act in ways that reflect positively on the Club and the Democratic Party at all levels.

Member Acknowledgment Form

Democratic Club of Greater Tracy Code of Conduct Acknowledgment

Signing this Code of Conduct Acknowledgement is optional since the bylaws section H.f. states “have read and agreed to abide by the Club’s Code of Conduct. “

By signing below, I acknowledge that I have received, read, and understood the *Code of Conduct* of the Democratic Club of Greater Tracy. I agree to abide by its terms and understand that failure to do so may result in disciplinary action, including suspension or removal from the Club.

- Name (printed): _____
- Signature: _____
- Date: _____

Optional:

- Email Address: _____
- Phone Number: _____

Complaint Procedure Language

Democratic Club of Greater Tracy – Code of Conduct Enforcement Policy

1. Reporting Violations

Any Club member or member of the public may report a suspected violation of the Code of Conduct. Reports should be submitted in writing to the Club President or another Officer of the Executive Board. The written complaint should include:

- The name(s) of the individual(s) involved.
- A detailed description of the incident(s), including date, time, and location (if applicable)
- Any supporting evidence (e.g., screenshots, witness statements)
- The name and contact information of the person submitting the complaint.

Anonymous complaints may be considered but may limit the ability to fully investigate.

2. Initial Review

Upon receipt of a complaint, the Executive Board (or a designated Conduct Committee, if formed) will conduct an initial review to determine whether the complaint appears credible and falls within the scope of the Code of Conduct. The defendant in the complaint will be notified of the complaint and given an opportunity to explain his/her circumstances.

3. Investigation

If the complaint warrants further action, the Board will initiate an investigation. The defendant may request a hearing which may or may not be granted depending on the severity of the complaint. Further investigation may include:

- Interviewing parties involved and witnesses.
- Reviewing submitted or publicly available evidence.
- Keeping records of all findings

The investigation will be conducted with confidentiality, impartiality, and fairness.

4. Resolution and Action

Following the investigation, the Board may take appropriate action, which could include:

- Informal warning or mediation
- Formal warning or reprimand
- Suspension from Club events or activities
- Removal from leadership roles
- Revocation of membership (as outlined in the Club bylaws)

The complainant and the accused will be notified in writing of the outcome.

5. Appeals

A member subject to disciplinary action may appeal the decision in writing within 15 days of notification. The Board will review the appeal and issue a final decision.

Complaint Form

Democratic Club of Greater Tracy Code of Conduct Complaint Form

Complainant Information

- Name: _____
- Phone Number: _____
- Email Address: _____
- Are you a Club member? ☐ Yes ☐ No

Subject of Complaint

- Name of person(s) the complaint is against:

- Date(s) of incident(s):

- Location(s) of incident(s):

Description of Incident(s)

Please provide a detailed description of the conduct in question. Attach additional pages if necessary.

Supporting Documentation

Please list and attach any documents, screenshots, or witness names/statements that support your complaint.

Desired Outcome or Resolution (optional)

Signature: _____

Date: _____