

DEMOCRATIC CLUB OF GREATER TRACY

Constitution and Bylaws

ARTICLE I DEFINITION AND COMPOSITION

A. NAME & ORIGIN

This organization shall be known as the Democratic Club of Greater Tracy (hereinafter called the Club), and is chartered by the Democratic Central Committee of San Joaquin County (hereinafter called the Central Committee).

As a chartered and affiliated club of the Central Committee, the Club shall comply with the Bylaws of the Central Committee and the California Democratic Party, as they apply to fully chartered local affiliates.

B. PURPOSE

The purpose of the Club shall be to:

1. Encourage the growth and success of the Democratic Party in the Greater Tracy Area by promoting voter registration, education and participation in politics;
2. Seek to identify and support Democratic candidates and causes;
3. Assist the endorsed Democratic political campaigns occurring within the Greater Tracy Area;
4. Perform any other duties and services for the Democratic Party in the Greater Tracy Area as beneficial for the party.

C. OFFICERS

1. The officers of the Club shall be the President, President Emeritus, Vice President, Treasurer, and Secretary.
2. The President may appoint a Member as Parliamentarian. The Parliamentarian shall serve at the pleasure of the President.

D. DUTIES OF OFFICERS

1. The President shall:
 - a. Arrange for meeting facilities;
 - b. Preside over meetings;
 - c. Conduct official business of the Club;

- d. Appoint if necessary Standing and Ad Hoc Committee Directors and members of those Standing and Ad Hoc Committees;
 - e. Be the official spokesperson for the Club;
 - f. Ensure representation of the Club at regular monthly Central Committee meetings and at any meetings at which it may be entitled to membership.
- 2. The Vice President shall:
 - a. Assist the President in performance of his/her duties;
 - b. Exercise all powers of the President in event of absence or vacancy of the President.
- 3. The Treasurer shall:
 - a. Receive and disburse all funds belonging to the Club and be responsible for their safekeeping and accounting;
 - b. Deposit all Club funds into a financial institution approved by the Executive Committee;
 - c. Disburse Club expenditures as required by action of the membership or the Executive Committee;
 - d. File all financial reports as required by law in a timely fashion with the appropriate agencies.
 - e. Provide a written report of all financial transactions and the financial status of the Club for each regular meeting;
 - f. Serve as a member of the Finance/Fundraising Committee;
 - g. Notify any Member whose dues are delinquent;
 - h. Draft and present a proposed annual budget for review and membership approval with the assistance of the Executive Committee.
 - i. Maintain the roster of Club members in good standing.
- 4. The Secretary shall:
 - a. Keep written records of the proceedings of all meetings, attendance at all meetings, and a record of the ratified bylaws and standing rules;
 - b. Be responsible for recording Member attendance at regular Club meetings, and keep the record of required minimum attendance and voting right eligibility.
 - c. Carry on the correspondence pertaining to the Club as directed by the President, the Executive Committee or action by the membership;
 - d. Be responsible for sending out or posting of the Club and/or Executive Committee minutes, meeting agendas and any other official announcements concerning the Club to the membership no later than seventy-two hours prior to the next regular Club meeting;
- 5. The Parliamentarian shall:
 - a. Be knowledgeable in the Rosenberg's Rules of order, Club bylaws and proper procedures for conducting Club meetings;
 - b. Assist the Club with drafting and interpretation of bylaws and rules of order;
 - c. Maintain the integrity of meetings by advising on rules of order.

E. THE EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of President, President Emeritus, Vice President, Treasurer and Secretary serving as officers of the Club, and Committee Directors who shall serve in an advisory capacity with no voting powers.
2. The most recently-serving President shall serve as the President Emeritus, with full voting rights.
3. The Executive Committee shall assume all powers of the membership when it is not possible for the membership to convene.
4. A quorum of the Executive Committee shall be fifty percent plus one of the number of officers of the Club.
5. All official actions of the Executive Committee shall be properly documented and be reported at the next regularly scheduled Club meeting.
6. The Executive Committee meetings are open to all members with the exception of confidential meetings provided for in the bylaws.
7. The Executive Committee shall approve the Treasurer's choice of commercial institution(s) to be designated as the depository for Club funds.

F. ELECTION OF OFFICERS

1. Officers and Committee Directors shall be elected to a two-year term at the December Club meeting following the General Election.
2. All officers and Committee Directors shall be nominated from the floor.
3. A paper or electronic ballot shall be used in all elections of officers, except in the absence of a contest.
4. In the absence of a contest, the election shall be by acclamation.
5. All new officers shall be seated effective January 1 of the next year.

G. OFFICER VACANCY

1. In event of a vacancy in the office of President, the Vice President shall become President.
2. In the event of a vacancy in any elected office other than President, the vacancy shall be filled by a vote of the Membership. The President may appoint an acting officer to serve until such time as an election is held to fill the vacancy. The acting officer will have all the duties and powers of the office they fill, including a vote on the Executive committee.
3. In the event of a vacancy in the office of President Emeritus, the President may appoint any previous President to fill the vacancy. Otherwise, the office shall remain vacant until the next biennial election.

H. MEMBERSHIP

1. Membership Requirements:
Any individual qualifies for Club membership if the individual:

- a. is either a registered Democrat or
- b. is ineligible to but pledges to register as a Democrat when eligibility is attained.

In addition, the individual must:

- c. have attained the age of eighteen years; and
- d. reside in the electoral and educational districts which serve the greater Tracy area and
- e. support the purposes of the Club as stated in Article I Sec. B.
- f. have read and agreed to abide by the Club's Code of Conduct.

2. Types of Membership

- a. The Club is composed of three types of Members: Regular, Associate, and Youth, all of whom shall have the privilege of the floor [See Appendix A].
- b. Regular Members are individuals who qualify for membership as prescribed in Article I Sec. H.1. Only Regular members in good standing, who comply with Article I Sec. H.4 shall have voting rights.
- c. Associate Members are individuals who qualify for membership as prescribed in Article I Sec. H.1, except that they do not reside in the districts that serve Tracy.
- d. Youth Members are individuals under eighteen years of age who have demonstrated an interest in the Democratic Party, and support the purposes of the Club as stated in Article I Sec. B. The designation of Youth Member shall be conferred at the discretion of the Executive Committee.

3. Members in Good Standing

Regular Members whose dues are not delinquent for the current membership year are considered "Members in Good Standing." Only "Members in Good Standing" who are registered Democrats shall be included on the Membership Roster. The status of such members shall be certified by the Club's President, Secretary or Treasurer.

4. Membership Duties

In addition to meeting the membership requirements of Article I Sec. H.1, all members with voting rights are also expected to meet a minimum level of attendance of regular Club meetings. Any member with voting rights who has had two or more consecutive unexcused absences from regular Club meetings will temporarily lose their voting rights. Voting rights will be restored when the member has attended a third subsequent consecutive regular Club meeting.

For an absence to be considered excused, an elected officer of the Club must be notified in person or by email, text message or phone call before the start of the regular Club meeting.

5. Processing a Membership Application
 - a. When a Membership Application is completed it will be sent to the Executive Committee to be vetted.
 - b. The Executive Committee will verify that the applicant, other than a Youth member, is a registered Democrat.
 - c. The Executive Committee has the right to reject an applicant who does not meet the requirements of Article I Sections B and H.
 - d. If approved, the applicant will be notified with instructions to pay their dues.
 - e. New Regular Members will attain voting rights at the second regular Club meeting they attend, but all new Members will have the privilege of the floor at the first regular club meeting they attend.

I. MEMBER DISCLOSURE

All Members shall be required to provide full and ongoing written disclosure to the Club regarding the nature of any and all financial relationships with, and/or fiduciary responsibilities to, any political organization or private business or public entity collaborating with, or pursuing a business relationship with the Club.

J. REMOVAL OF MEMBERS AND OFFICERS

1. Members or Officers may be removed from membership or office for misconduct, neglect of duties or for public disloyalty, including but not limited to disloyalty to the California Democratic Party, the Central Committee, the Club, or endorsed or elected Democrats. Removal shall require a two-thirds vote of the Members with voting rights.
2. At least two Members of the Club must sign and submit to the President a written "Statement of Charges" containing the alleged grounds for removal.
 - a. Upon receipt of the "Statement of Charges", the President must send a copy of the "Statement of Charges" and a letter stating removal proceedings of the accused member or Officer, to the accused Member or Officer.
 - b. A confidential meeting will be held by the Executive Committee of the Club to discuss the charges. If the Executive Committee, by a two-thirds majority, agrees that there are sufficient grounds for removal, the Member or Officer will be given the opportunity to either resign or to have the matter brought before the Membership for a vote.
 - c. The membership shall then vote on the removal of the Member or Officer in question at the next regularly scheduled meeting.
3. In the event that the President is the Member/Officer in question, the Vice President shall assume all duties of the President, as described in this Article. Should the President be acquitted, they shall immediately resume the duties of their office.

4. A member who has been removed for cause may re-apply for membership after six months from the date of removal.

ARTICLE II MEETINGS

A. REGULAR MEETINGS

The Club shall meet monthly at a time chosen by the Executive Committee. Regular meetings shall not be cancelled more than three times within any calendar year and, in no event, shall more than two regular meetings be cancelled in succession.

B. SPECIAL MEETINGS

Special meetings of the Club may be called by:

1. The President;
2. The Executive Committee;
3. A majority vote of the Members with voting rights; or
4. A written request to the President, signed by at least the same number of voting Members as would constitute a quorum.

C. QUORUM

A quorum is defined as that share of the total number of Members with voting rights that must be present in order for the Club to conduct business. A quorum shall be twenty-five percent of the total number of Members with voting rights when at least seventy-two hours' notice has been provided. Any meeting convened without seventy-two hours' notice must have fifty percent plus one of the total number of Members with voting rights.

D. PROCEDURE

1. Rosenberg's Rules of Order shall govern all meetings.
2. A copy of the Rules of Order and the Club bylaws shall be made available to any member.
3. Voting procedures:
 - a. Any Member with floor privileges may request a roll-call vote at any time, except for contested election voting.
 - b. A simple majority shall be achieved when the number of "yes" votes exceeds the number of "no" votes.
 - c. A two-thirds majority is achieved when the total number of "yes" votes is equal to or greater than twice the number of "no" votes.

- d. "Present and voting" means that abstentions will not be counted. "Present" means that abstentions will be counted as "no" votes.
- e. Votes relating to endorsements, removal of officers or members, or amendments to the Bylaws require a two-thirds majority vote of Members with voting rights present for passage.
- f. All other votes are by simple majority of the Members with voting rights present and voting.

E. MEETINGS FORMATS

Meetings shall be conducted in any of the following manners

- 1. In person at a location arranged by the President or President's delegate
- 2. Virtually on-line and/or via phone
- 3. A hybrid of in-person and Virtual

ARTICLE III DUES

A. SETTING OF DUES

- 1. All dues of the Club shall be reviewed every December by the membership. Each member shall pay dues on an annual basis, as-prescribed in Appendix A.
- 2. All members residing in the same household within the districts which serve Tracy may pay a single joint fee.
- 3. In cases of financial hardship, the Executive Board will consider written request for membership fee reduction.

B. TIME FRAME

Dues shall be due on January 1 of each year and delinquent if not paid by February 15 of the membership year.

C. PAYMENT

Dues are non-refundable and are not pro-rated.

ARTICLE IV COMMITTEES

A. ELIGIBILITY AND APPOINTMENTS

1. Any members may volunteer to serve on Standing or Ad Hoc committees. Committee Members shall be appointed by the Committee Director. All committee members serve at the pleasure of the Committee Director unless otherwise specified in these Bylaws.
2. Committee Directors will be elected by the voting membership. In the event of a Committee Director vacancy, the President may appoint an acting Director until such time as a permanent Director can be elected. Directors must be Regular Members.
3. Standing and Ad Hoc Committee meetings, except for GOTeam meetings, are open to all members.
4. Meeting minutes shall be taken and maintained for all committee meetings, and include a list of attendees.
5. A quorum for the transaction of business of a Standing Committee meeting shall be fifty percent plus one of voting members present.
6. The Director of any Standing or Ad Hoc Committee, or their designee, will provide a verbal report to the Executive Committee and to the next regular Club meeting after any meeting of the Committee.

B. STANDING COMMITTEES

1. The Bylaws Committee shall:
 - a. Be responsible for reviewing and making recommendations to the Club on all proposed amendments to the Bylaws;
 - b. Be responsible for furnishing copies of proposed Bylaw amendments to the membership of the Club for review;
 - c. Be responsible for furnishing a final approved copy to the Secretary for filing purposes and distribution to all concerned parties.
2. The Outreach Committee shall:
 - a. Be primarily engaged in reaching out to all segments of the Greater Tracy area with a goal toward improving the membership, visibility and diversity of the Club;
 - b. Oversee the development of the youth membership program in the Club by providing outreach to the high schools and colleges in the county.
4. The Finance & Fundraising Committee shall:
 - a. Be responsible for recommending adjustments to the adopted budget;
 - b. Establish a year-round fundraising plan for the Club.
5. The Grassroots Organizing Team (GO Team) Committee shall:
 - a. Identify, recruit, screen, train, and advise Democrats who are candidates or potential candidates for appointed or elected public office;
 - b. Support voter identification and voter registration;

- c. Encourage organizers and Democrats at-large to participate in Club activities;
 - d. Monitor the feedback between constituency and club passing information and suggestions.
6. The Communications Committee:
- a. Shall be responsible for maintaining the website and social media accounts;
 - b. Postings may be in support of club-supported issues and legislation, and/or in support of endorsed candidates and Democratic positions;
 - c. All communication materials require the approval of the Director of the Communications Committee or their designee, prior to submission for publication in any format;
 - d. Devise methods, through the use of speakers, printed materials, media contact, and website to inform the public about the Club and the Democratic philosophy and programs with approval of the Executive Committee.
7. AD HOC COMMITTEES.
- The President, as he/she deems appropriate, shall appoint ad hoc committee Directors, who will then select committee members.

ARTICLE V

ENDORSEMENT OF CANDIDATES FOR PARTISAN AND NONPARTISAN OFFICE, PROPOSITIONS AND LOCAL MEASURES

A. CANDIDATE ENDORSEMENT GUIDELINES

- 1. The Club may endorse, not endorse or take no position on candidates for partisan and nonpartisan public office.
- 2. Endorsement may be in the form of use of the Club's name, use of volunteers, monetary contributions or any combination therein, and in accordance with state law.
- 3. All monetary contributions to candidates must be made in accordance with state laws and the Club's requirement that a minimum of a \$225 balance remains available in the treasury at all times.
- 4. The Club may only consider registered Democrats for endorsement.

B. CANDIDATE ENDORSEMENT PROCEDURES

- 1. Prior to the filing deadline of any upcoming election, the President shall appoint an Ad Hoc Endorsement Committee to be responsible for seeking and notifying candidates of the Club's endorsement procedure. The Club Secretary and Director of the GO Team shall serve on the Endorsement Committee.

2. All Democratic candidates who are seeking the Club's endorsement will be invited to an endorsement meeting. Candidates will be notified of the rules before the meeting.
3. The Endorsement Committee shall set the rules of the endorsement meeting, giving each candidate an equal amount of time for presentation.
4. If candidates are not able to attend the endorsement meeting, candidates may send a representative or have a Club member speak on their behalf.
5. Candidates may also provide literature, a resume or any other promotional materials.
6. Following all presentations, members present who have voting rights shall vote. In order for a candidate to be endorsed, the candidate must receive at least a two-thirds majority vote of Members with voting rights present.
7. When necessary the club may use a multiple round system of voting to determine the endorsement.
8. The Club shall not endorse more candidates than seats available.
9. In accordance with state laws and club requirements, Members present with voting rights may vote by a two-thirds majority to make a monetary contribution to an endorsed candidate's campaign.
10. All Candidates applying for endorsement shall be notified of the Club's decision in a timely manner. Endorsed candidates may be listed in a press release distributed to the appropriate media.

C. ENDORSEMENT OF PROPOSITIONS AND BALLOT MEASURES

Endorsements of pending legislation, propositions, ballot measures and any other issues of importance to the Club may be voted on by Members with voting rights. Endorsement requires at least a two-thirds majority vote of Members with voting rights present.

D. RESCISSION OF ENDORSEMENTS

The Club can rescind any endorsement with at least a two-thirds majority vote of the Members present with voting rights.

E. PRE-ENDORSEMENT CONFERENCE

1. The Club may be represented in a Pre-endorsement Conference as prescribed by the bylaws of the California Democratic Party and the Central Committee. Only members in good standing as defined in Article I Sec.H.3 and identified in the Club's Roster are eligible to be considered to represent the Club at the Pre-endorsing Conference.
2. Club representatives must reside in the Assembly District they are representing and be registered as members of the Democratic Party.

3. In the event of two or more Club representatives, consideration will be given to have representation equally between those who identify as female and those who identify as other than female, to the extent possible.
4. At a regular noticed monthly Club meeting prior to the pre-endorsement conference, regular Club members in good standing may be nominated or self-nominated for consideration to represent the Club.
5. Nominations will be presented to the Club members for a vote. A majority vote of members in good standing present and voting will determine the member or members to represent the Club at the pre-endorsement conference.
6. Elected representatives shall vote as directed by the Club Membership.

ARTICLE VI

APPENDICES

A. FORCE OF APPENDICES

Appendices have the same weight and force as the bylaws.

B. CONFLICT OF BYLAWS AND APPENDICES

Where the bylaws and the appendices conflict, the bylaws shall be the controlling authority.

C. AMENDMENT PROCEDURES

1. Amendments to the appendices need not be submitted to nor reviewed by the Bylaws Committee.
2. Notwithstanding anything else in these bylaws, amendments to the appendices shall be adopted by a simple majority of members with voting rights present and voting.

ARTICLE VII AMENDMENT PROCEDURES

A. PROPOSED AMENDMENT

Proposed amendment(s) to the bylaws shall be submitted in writing to the Bylaws Committee.

B. REVIEW OF PROPOSED AMENDMENTS

The Bylaws Committee shall review all proposed amendments to the bylaws and shall recommend approval or disapproval to the Club within sixty (60)

days.

C. ADOPTION

1. Following the recommendation of the Bylaws Committee, the proposed amendment(s) shall be voted on at the next regular meeting of the Club.
2. Modifications to the proposed amendments may be adopted by at least a two-thirds majority vote of Members with voting rights present and voting.
3. A consent calendar of all amendments, excepting any amendments requested to be pulled by any Member with voting rights, may be adopted by general consent.
4. Amendments pulled from the consent calendar shall be voted on individually.
5. A two-thirds majority vote of Members present with voting rights shall be required for adoption of any amendment(s).

ARTICLE VII RATIFICATION PROCEDURES

A. RATIFICATION

This document shall be ratified by a two-thirds majority vote of all Members present with voting rights. Upon ratification, these Bylaws will be considered legal and binding.

Ratified: August 24, 2004

Amended/Approved: December 12, 2007

Martha Gamez, President, Democratic Club of Greater Tracy

Amended/Approved: August 9, 2012

Linda Jimenez, Secretary, Democratic Club of Greater Tracy

Amended/Approved: May 11, 2015

Linda Jimenez, President, Democratic Club of Greater Tracy

Amended/Approved: February 26, 2017

Verica Elliott, President, Democratic Club of Greater Tracy

Amended/Approved: February 11, 2018

Barbara Sasso, President, Democratic Club of Greater Tracy

Amended/Approved: February 10, 2019

Barbara Sasso, President, Democratic Club of Greater Tracy

Amended/Approved: November 13, 2022

Robin Cole, President, Democratic Club of Greater Tracy

Amended/Approved: March 12, 2023

Robin Cole, President, Democratic Club of Greater Tracy

Amended/Approved: October 8, 2023

Robin Cole, President, Democratic Club of Greater Tracy

Amended/Approved: July 14, 2024

Robin Cole, President, Democratic Club of Greater Tracy

Amended/Approved: November 10, 2024

Robin Cole, President, Democratic Club of Greater Tracy

Appendix A

Democratic Club of Greater Tracy

Membership Dues Structure

Dues are paid by each member on an annual basis as stated in Article III Sec. A.1.

In 2022 the current dues are as follows:

Individual	\$25.00
Household	\$45.00
Associate Member	\$25.00
Youth	\$15.00

Appendix B

Democratic Club of Greater Tracy

Code of Conduct

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

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.