

California Young Democrats

Womxn's Caucus Bylaws

PREAMBLE

The California Young Democrats Womxn's Caucus (CYD Womxn's Caucus) shall endeavor to support the most electable, competitive Democratic women candidates who support women's rights and Democratic values that can win the races necessary to increase our party's seats in Congress and build on our Democratic majorities in California. The Caucus shall identify issues affecting women and families and work to make the political and legislative system more responsive to the needs of women and to ensure that these issues are included in the Democratic Party Platform. The Caucus will work to ensure that Democratic women are an internal part of the decision-making process within the CYD.

ARTICLE I NAME AND AFFILIATION

Section 1 Name

1. The official name of this organization shall be the California Young Democrats Womxn's Caucus (CYD Womxn's Caucus).

Section 2 Affiliation

1. This Caucus shall operate under the constitution and bylaws of the statewide California Young Democrats and Robert's Rules of Order Newly Revised.

ARTICLE II ORGANIZATION

Section 1 Regional Organization

1. The CYD Womxn's Caucus shall be comprised of three (3) Regions.
 - i. The Southern Region shall be comprised of Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, and Ventura counties.
 - ii. The Central Region shall be comprised of Inyo, Fresno, Kern, Kings, Madera, Mariposa, Merced, Mono, Monterey, San Benito, San Joaquin, San Joaquin,

Stanislaus, Tulare, and Tuolumne Counties.

iii. The Northern Region shall be comprised of Alameda, Alpine, Amador, Butte, Calaveras, Contra Costa, Colusa, Del Norte, Humboldt, El Dorado, Glenn, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, and Yuba Counties.

ARTICLE III OFFICERS

Section 1 Officers

1. The officers of this Caucus shall be: Chair, Northern Regional Director, Central Regional Director, Southern Regional Director, Secretary/Membership Director, Treasurer, Political Director, Communications Director, Legislative Director, and Parliamentarian.

Section 2 Duties

1. Chair

- i. Ensure the Caucus develops relationships with senior party members on the appropriate County Committees, CDP Executive Committee members, and with CYD chapters and CYD officers.
- ii. Represent the Caucus at CYD statewide and regional meetings or send a representative.
- iii. Provide regular updates to the CYD Executive Board at their quarterly meeting.
- iv. Guide the Caucus to recruit new members and provide avenues for them to participate in the Democratic Party.

2. Northern Regional Director

- i. Shall discharge duties at the discretion of the Chair.
- ii. Shall serve as Chair in the absence of the Chair for any of the above duties if the Chair does not reside in the Northern region of the state.
- iii. Shall be the chief organizing Officer of the Northern region of the state and will perform the following duties:
 - a. Proactively recruit members within their respective region.
 - b. Regularly inform region's membership of the Caucus' political activities.
 - c. Aid in the development and retention of membership.
 - d. Call and preside over the Regional Executive Committee.
 - e. Assist the Chair with the Chair's duties in their respective Region.

3. Southern Regional Director

- i. Shall discharge duties at the discretion of the Chair.
- ii. Shall serve as Chair in the absence of the Chair for any of the above duties if the Chair does not reside in the Southern region of the state.
- iii. Shall be the chief organizing Officer of the Southern region of the state and will perform the following duties:
 - a. Proactively recruit members within their respective region.
 - b. Regularly inform region's membership of the Caucus' political activities.
 - c. Aid in the development and retention of membership.
 - d. Call and preside over the Regional Executive Committee.
 - e. Assist the Chair with the Chair's duties in their respective Region.

4. Central Regional Director

- i. Shall discharge duties at the discretion of the Chair.
- ii. Shall serve as Chair in the absence of the Chair for any of the above duties if the Chair does not reside in the Central region of the state.
- iii. Shall be the chief organizing Officer of the Central region of the state and will perform the following duties:
 - a. Proactively recruit members within their respective region.
 - b. Regularly inform region's membership of the Caucus' political activities.
 - c. Aid in the development and retention of membership.
 - d. Call and preside over the Regional Executive Committee.
 - e. Assist the Chair with the Chair's duties in their respective Region.

5. Secretary/Membership Director

- i. Shall discharge any duties at the discretion of the Chair.
- ii. Shall maintain the minutes of each caucus meeting.
- iii. Shall store/save all important files on behalf of the Caucus.
- iv. Shall maintain the caucus membership roster.
- v. Shall ensure that the Caucus meets its membership goals by assisting in recruitment and retention of Caucus members.
- vi. Shall work with Caucus members to ensure that their membership dues are current.

6. Treasurer

- i. Shall maintain all CYD Women's Caucus records, serve all required notices, and discharge any other duties at the discretion of the Chair.
- ii. Shall keep and maintain financial records of the Caucus.

iii. Shall lead fundraising efforts of the Caucus. iv. Shall report on a monthly basis to the board its financial status.

v. Shall assist in the creation, maintenance, and operation of any political action committees created by the caucus, with the cooperation of the Chair.

vi. Shall act as the Treasurer of Record for any political action committees sponsored by the Caucus.

7. Political Director

i. Shall ensure that the Caucus develops and implements a plan for political action reflecting the ideas of the Caucus.

ii. Shall work with Regional Directors to engage local CYD chapters and other interested parties in political actions that outreach to young people that might identify with the ideals of the Caucus.

8. Communications Director

i. Shall ensure that the Caucus develops and implements a robust communications plan reflecting the ideas of the Caucus.

ii. Shall be the primary officer to operate the Caucus social media channels.

iii. Shall be the primary officer to send activity and event-related communications on behalf of the Caucus or its Officers to Caucus membership.

iv. Shall be the primary officer to handle email updates to members

9. Legislative Director

i. Shall ensure the Caucus develops and implements a plan for engagement in state and/or federal legislation reflecting the ideals of the Caucus.

ii. Shall work with the CYD Policy and Legislation Committee to ensure that the Caucus's ideas are represented and legislation is properly presented for consideration and adoption of CYD.

10. Parliamentarian

i. The Parliamentarian shall develop and maintain current bylaws for the Caucus, adjudicate any procedural conflicts, liaise with the CYD Parliamentarian, and serve as counsel for parliamentary issues.

Section 3 Election of Officers

1. Caucus officers shall be elected every two years at California Young Democrats State Conventions (CYD Conventions) during odd-numbered years, or when vacancies in such positions exist.

2. Candidates for office can file their candidacy with the Secretary of the Caucus prior to the opening of the meeting in which the election is being held.

3. Caucus officers shall be elected by a majority vote of the voting members present.

4. All officers will be selected by the entire state.

Section 4 Term of Office

1. Officers elected for a full term (at a CYD Convention during an odd-numbered year) shall take office immediately after the adjournment of the Convention.
2. Every Officer shall hold office until the adjournment of the next full term (at a CYD Convention during an odd-numbered year) or until removed pursuant to Section 7 of this Article.

Section 5 Vacancy

1. Vacancy in any of Caucus offices shall be filled by a majority vote at a meeting of the Caucus members, which shall be summoned upon with at least twenty-one (21) days notice.
2. The Caucus Chair may appoint person(s) to position(s) as they deem necessary, subject to confirmation by the Caucus membership.

Section 6 Officer Meeting Attendance

1. Each officer is required to attend the majority of the calendared meetings set forth by the executive board.
2. Excused and unexcused absences are at the discretion of the Chair.
3. The Secretary will notify any officer about attendance issues or the failure to meet the majority attendance requirement. The Secretary will also notify the Chair of such communication.
4. Any officer may be removed pursuant to Section 7 of this Article should they continue to not meet the requirements.

Section 7 Removal

1. Any officer may be subject to removal from the board if the following criteria is met:
 - i. The officer has not fulfilled their duties pursuant to these bylaws.
 - ii. The officer has failed to meet the Officer Meeting Attendance requirement.
 - iii. The officer's personal demeanor or actions have negatively impacted the caucus as determined by a majority of the other Caucus Officers.
2. The removal process is as follows:
 - i. Any Executive Board Member or Caucus Member can submit in writing to the Chair the reason for removal.

- ii. The Chair would be required to convene a special meeting of the Executive board within 72 hours of the submission.
- iii. The person or persons subject to the removal will be notified within 48 hours of the submission. While this proceeding is occurring the executive board member is temporarily relieved of voting privileges on executive board items.
- iv. If the Chair is subject to the removal process the Vice Chair shall be the acting chair while this process is ongoing.
- v. The Executive Board will read the removal request and render the merits of the removal. The board will also submit its report to the Caucus Membership at the next scheduled Membership Meeting.
- vi. With a 60% vote from the Executive Board it can overwrite the removal request if the request was rendered to have no merit or deemed inadequate.
- vii. The Caucus Membership must be informed of the proceedings, and allowed to listen in on all meetings in regards to the removal request.
- viii. If the removal request was found to have merit or adequate evidence the person or persons subject to the removal will have the opportunity to submit a rebuttal to the Executive Board and the Membership.
- ix. The person or persons subject to the removal process will then have an opportunity to address the charges at a public meeting.
- x. The CYD Womxn's Caucus Membership will be the final vote on the removal. 60% of those members present and voting in the affirmative will remove the person or persons subject to the removal request. If 60% of the membership is not reached upon the 1st vote the removal request it is deemed inadequate and the person or persons subject to removal are allowed to continue their duties for which they were elected to do.
- xi. No member or members may be subject to the same removal request if the first request fails.

3. All Removal Request Meetings are subject to an open meeting policy. Members are allowed to listen in, but will not be allowed to partake in the discussion portion of meetings.

- i. Members will be allowed to make remarks prior to the conclusion of any open removal meeting, and prior to the final vote at the Statewide Membership Meetings.

Section 8 Special/Emergency Meetings

1. Should a Special Meeting need to be called, the Chair must announce and post the agenda for the Special Meeting no less than 48 hours prior to the meeting.
2. Should an Emergency Meeting need to be called. The Chair must announce and

post the agenda no later than 12 hours prior to the meeting.

ARTICLE IV VOTING PROCEDURES

Section 1 Eligibility

1. Only members of the Caucus shall be allowed to vote.
2. Each member shall be allotted one (1) vote.
3. Only a member in good standing shall be allowed to vote in caucus meetings.

Section 2 Proxy Voting

1. Proxy voting shall not be allowed unless specifically allowed by the Caucus prior to the meeting.
2. The Secretary must be notified of a proxied vote via email no less than 24 hours prior to the next scheduled membership meeting.

Section 3 Voting

1. All votes shall require a majority (50%+1) of those present and voting.
2. Provided a meeting has been properly noticed, a quorum shall be 20 percent (20%) of Caucus membership (rounded up) or ten people, whichever is fewer.

Section 4 Electronic Voting

1. The Caucus may decide to utilize electronic voting in cases where physical or telephone meetings are not possible.
2. Procedures for electronic voting should be determined by the Chair, Vice Chairs, Secretary, and Communications Director and should ensure that Caucus Membership is only allowed to vote once.

ARTICLE V MEMBERSHIP

Section 1 Membership

1. The requirements for both Caucus membership and voting rights shall be:
 - i. Prior attendance to at least one Caucus meeting or event.

- ii. Dues paid or waived at the discretion of a majority of the Officers.

Section 2 Dues

1. Caucus dues shall be on a tier basis at the discretion of the Officers. Dues are subject to change at the discretion of the Officers, and payable at each CYD Convention or online throughout the year.
2. If membership is paid in a month other than the CYD Convention, that individual shall have a one year membership from the day it was paid.
3. Dues may be waived for individual members at the discretion of a majority of the Officers.

ARTICLE VI GENERAL PROVISIONS

Section 1 Expenditures

1. Expenditures in excess of one hundred dollars (\$100.00), but less than one thousand dollars (\$1,000). shall be subject to prior approval of the Chair.
2. Expenditures in excess of one thousand dollars (\$1,000.00), but less than three thousand (\$3,000) shall be subject to prior approval by a majority of the Officers.
3. Expenditures in excess of three thousand dollars (\$3,000) shall be subject to prior approval by a majority of the Caucus present and voting.
4. All expenditures must be reported to the Caucus membership at the next regularly scheduled meeting.

Section 2 Contracts and Consultants

1. The Caucus may hire a consultant to perform various duties on behalf of the caucus such as Bookkeeping, Communications, Fundraising, Lobbying, or Treasury Reporting, etc.
2. Contracts and consultants valued up to one thousand dollars (\$1,000), but less than three thousand dollars (\$3,000) shall be subject to prior approval by a majority of the Officers.
3. Contracts and consultants valued over three thousand dollars (\$3,000) shall be subject to prior approval by a majority of the Caucus membership present and voting.
4. The Caucus Chair and Treasurer must authorize all contracts on behalf of the Caucus based on the provisions set forth in Article VI, Section 2.2 and 2.3.

ARTICLE VII AMENDMENTS

Section 1 Bylaws

1. In order to amend these bylaws, the changes must be submitted in writing and the Caucus membership must be notified by the 21-day meeting notification deadline and provided with the proposed amendment(s).
2. A 2/3 (two-thirds) affirmative vote of present and voting members is required to accept changes.