**BYLAWS**

**of the**



**DOUGLAS COUNTY DEMOCRATIC PARTY**

**WOMEN’S CAUCUS**

**(DCDP WC)**

**ARTICLE I – NAME**

The name of this organization shall be the Douglas County Democratic Party Women’s Caucus and shall be referred to as the Women’s Caucus in this document. The Women’s Caucus shall operate in conformity with the Constitution and Bylaws of the Douglas County Democratic Party.

**ARTICLE II – PURPOSE/MISSION STATEMENT**

The Mission of the DCDP Women’s Caucus is to empower women of all ages, advocate for women’s rights, educate on women’s issues, work towards equitable representation of women in leadership both inside and outside of government, and grow the Democratic party.

**ARTICLE III – MEMBERSHIP**

**Section 1: Non-Discrimination Statement**

Any individual, regardless of race, creed, religion, sex, gender, sexual orientation, gender identity, disability, socio-economic status or national origin, or any other protected class, who professes and demonstrates a commitment to and support of the goals and Platform of the Women’s Caucus, and who is not registered with any political party other than the Democratic Party, shall be eligible to become either a voting or non-voting member of the Caucus.

**Section 2: Voting Members**

Voting membership in the Women’s Caucus shall be restricted to Democrats registered in Douglas County who identify as a \*woman, trans woman, genderqueer woman, or non-binary persons who also identify as femme, complete a membership form, make voluntary annual contributions or complete quarterly volunteer hours, and are in good standing of the Women’s Caucus.

\*The Women’s Caucus understands that gender identity is ever evolving, and this is not meant to be an all-encompassing list of femme identities welcomed as voting members. The Women’s Caucus embraces an inclusive definition of the term “woman”.

**Section 3: Non-voting Members**

Any registered Democrat or Nonpartisan who does not meet the criteria set forth in Section 2 who supports the Mission and Platform of the Women’s Caucus, completes a membership form, and makes annual voluntary contribution or completes quarterly volunteer hours will be considered a non-voting member.

**Section 4: Honorary Membership for Non-citizens**

Whereas Douglas County residents who are not citizens (e.g. DACA recipients and permanent residents) are not legally allowed to register to vote or contribute financially to political organizations, these residents may become non-voting members by completing a membership form and volunteering quarterly. Non-citizens residing in Douglas County who identify as a woman, trans woman, genderqueer woman, or non-binary persons who is also femme identifying, support the goals and Platform of the Women’s Caucus, and are in good standing, but are legally unable to register as Democrats, will be considered honorary voting members.

**Section 5: Temporary Voting Members**

Non-voting members may be temporary voting members after a majority vote of present voting members prior to each vote.

**Section 6: Voluntary Annual Contributions and Quarterly Volunteer Hours**

Voluntary annual contributions and volunteer hours shall be determined annually by the voting body of the Women’s Caucus present at the first membership meeting of each year.

**Section 7: Members in Good Standing**

To be considered in good standing of the Women’s Caucus members shall have: (i) completed a membership form; (ii) made voluntary annual contributions or completed quarterly volunteer hours; (iii) shown consistent participation in the Women’s Caucus membership meetings and events.

**ARTICLE IV – STRUCTURE AND MEETINGS**

**Section 1: Structure**

1. The Executive Committee shall serve as the governing body of the Women’s Caucus between DCDP County Conventions and at Membership Meetings.
2. The full voting membership of the Women’s Caucus shall serve as the governing body of the Caucus at the DCDP County Convention.

**Section 2: Membership Meetings**

1. The Women’s Caucus shall hold monthly meetings each month prior to each scheduled Central Committee in accordance with DCDP Bylaws.
2. The Women’s Caucus shall have at least 5 recognized voting members present to constitute a quorum for the purpose of voting.

**Section 3: DCDP County Conventions**

1. Before the convening of the County Convention, but on the same day of the County Convention, the full membership of the Women’s Caucus shall convene to carry out the business of the caucus; including the election of officers, the amending of Bylaws, and the consideration of caucus resolutions and platform positions.
2. At least 5 recognized voting members shall be present to constitute a quorum for the purpose of voting.

**Section 4: Virtual Attendance**

1. Members participating in membership meetings where virtual conference is available will be marked as in attendance and considered active members.
2. Recognized voting members participating virtually in membership meetings shall have their vote recognized.

**ARTICLE V – CAUCUS OFFICERS, DUTIES, AND RESPONSIBILITIES**

**Section 1: Women’s Caucus Officers**

1. Women’s Caucus Officers shall be elected at the Women’s Caucus meeting prior to the DCDP County Convention.
2. Elected officers shall be voting members in good standing of the Women’s Caucus.
3. Officers of the Women’s Caucus shall be Chair, Vice Chair, Secretary, and Treasurer.
4. Women’s Caucus Officers shall work to increase the visibility and efficacy of the Caucus within the Douglas County community by: (i) organization of quarterly events that contribute to our community; (ii) promote opportunities to volunteer or donate to community efforts that align with the Platform of the Women’s Caucus; (iii) participate in local events.
5. Women’s Caucus Officers shall work to increase the visibility and efficacy of the Caucus within the County and State Democratic Party by: (i) regularly attending Caucus meetings and events: (ii) giving significant aid to Democratic campaigns and candidates and; (iii) other duties deemed necessary.
6. No individual may be elected to or serve in more than one elective Women’s Caucus office concurrently. The duties,powers, and responsibilities of each office shall be as follows:

**Section 2: Duties and Responsibilities**

1. Women’s Caucus Chair
   1. The Women’s Caucus Chair shall: (i) serves as the Executive Committee Chair; (ii) preside over all Caucus membership meetings; (iii) serve as the official liaison to the Douglas County Democratic Party; (iv) coordinate the activities of the caucus and call meetings when necessary; (v) create Committees and appoint members to those Committees; (vi) appoint Caucus Committee Chairs of the Caucus to fill vacancies when necessary; (vii) serve as Chief Executive Officer of the Women’s Caucus; (viii) be recognized as the official Spokesperson for the Women’s Caucus.
   2. The Women’s Caucus Chair shall be responsible for the following: (i) direct correspondence on behalf of the Caucus; (ii) Maintain official Women’s Caucus membership roll and current Bylaws; (iii) conduct Caucus Mailing, Phone Calls, and Email Communications.
   3. The Women’s Caucus Chair shall be an ex-officio member of any committee of the Women’s Caucus.
2. Women’s Caucus Vice Chair
   1. The Women’s Caucus Vice Chair shall: (i) serve as Caucus Chair in the absence of the Chair and in such capacity hold all authority accorded to the Chair; (ii) hold the position of Caucus Chair until the next voting election in the event the Chair becomes vacant; (iii) serve as the representative of the Caucus Chair at the Chair’s direction; (iv) be responsible for parliamentary procedures and order by serving as a parliamentarian as required.
   2. The Women’s Caucus Vice Chair shall be to person of contact for all Committees created; permanent or ad hoc.
3. Women’s Caucus Secretary
   1. The Women’s Caucus Secretary shall: (i) be responsible for the official communication between the Caucus membership and the Executive Committee at the direction of the Chair; (ii) record minutes at all membership meetings and official conference calls; (iii) record attendance at all membership meetings and official conference calls; (iv) be responsible for the production, filing and maintenance, and delivery of party records; (v) report Caucus election results to the County Convention.
   2. The Women’s Caucus Secretary shall be responsible to make reports to the Central Committee on the CCO’s activities in accordance with DCDP Bylaws and as directed by the Chair.
4. Women’s Caucus Treasurer
   1. The Women’s Caucus Treasurer shall maintain the financial records of the Caucus by: (i) keep a written report of all receipts and disbursements; (ii) submit a detailed report to the Executive Committee and General Membership at each membership meeting.
   2. The Women’s Caucus Treasurer shall preside as the Chair of the Fundraising Committee.
5. Executive Committee
   1. The members of the Executive Committee shall be the Officers of the Party.
   2. The duties of the Executive Committee shall be: (i) take actions as directed by the Caucus or these Bylaws; (ii) act in accordance with the wishes of the County Central Committee.

**ARTICLE VI – EXECUTIVE COMMITTEE**

**Section 1: Executive Committee Members**

The Executive Committee shall consist of the following Officers, each with one vote: Chair, Vice Chair, Secretary, Treasurer, and any Committee Chairs.

**Section 2: Executive Committee Meetings**

The Executive Committee shall meet each month prior to the membership meeting and will be open to general membership.

**Section 3: Quorum**

A quorum will consist of at least 3 Executive Committee Members and a grand total of 5 people including the general membership.

**ARTICLE VII – STANDING CAUCUS COMMITTEES**

Standing Caucus Committees shall form as needed and be recognized by a simple majority vote of present voting members.

**Section 1: Standing Caucus Committees**

The permanent Standing Caucus Committees shall include the Fundraising Committee.

**Section 2: Committee Chairs**

Each Standing Caucus Committee shall have a Committee Chair appointed by the Women’s Caucus Chair with advice and consent of the Executive Committee. The Chair of the Fundraising Committee shall be the Caucus Treasurer.

**Section 3: Committee Membership**

Each committee shall consist of at least 3 members including the Committee Chair. The Women’s Caucus Chair shall be an ex-officio member of each committee.

**Section 4: Committee Descriptions**

1. Fundraising Committee
   1. The Fundraising Committee shall: (i) develop sources of revenue for the Women’s Caucus; (ii) work with DCDP on funds; (iii) provide a monthly fundraising report to the Executive Committee.

**ARICLE VIII – ELECTIONS**

**Section 1: Election of Officers**

1. Elections with 3 or more candidates will be determined by Instant Runoff Voting.
2. Elections with 2 candidates will be determined by First Past the Post.
3. Elections with a single candidate will require a simple vote by acclamation.

**Section 2: Terms of Office**

The terms of office for all elected officer positions of the Women’s Caucus shall be a period to begin at the conclusion of the election of officers at the DCDP County Convention and Concluding at the end of the next DCDP County Convention.

**Section 3: Term Limits**

Each Officer shall serve no more than 3 consecutive terms in the same office. In the event no other candidate has come forward the caucus may choose to extend the current Officers position for another term through a majority vote of present voting members.

**ARTICLE IX – OFFICER VACANCIES**

**Section 1: Vacancy of the Women’s Caucus Chair**

1. Vacancy of the Women’s Caucus Chair shall be declared for any of the following: (i) three cumulative unexcused absences within the period between DCDP County Conventions; (ii) resignation; (iii) change in party affiliation; (iv) removal from office.
2. In the event of a vacancy of the Women’s Caucus Chair, the Vice Chair shall assume the duties of the Chair until a special election open to all members of good standing can be held as arranged by the Executive Committee. Any Women’s Caucus Chair thereby elected by a majority vote of the membership of the Caucus in which a minimum of 5 members and (iii) a majority vote of those present of the Central Committee certifying such election to be elected as Women’s Caucus Chair will take office immediately and serve the remainder of their predecessor’s term.

**Section 2: Vacancy of an Officer**

All open offices shall be filled by the Chair with the Executive Committee’s advice and consent. Offices filled by the Chair will remain in office for the remainder of their predecessor’s term.

**ARTICLE X – IMPEACHMENT AND REMOVAL**

**Section 1: Authority**

The Executive Committee shall be the governing body in investigations and enforcement of impeachment proceedings and the revocation of memberships of any Executive Committee or Caucus members. Caucus membership shall be the ruling body of impeachment and removal proceedings of any Executive Committee or Caucus members. Members of the Executive Committee shall not serve on the governing body for their own impeachment or removal proceedings.

**Section 2: Grounds for Impeachment or Removal**

The Following shall constitute grounds for impeachment and removal from office or revocation of membership: (i) malfeasance, misfeasance or nonfeasance of office or membership; (ii) theft or unauthorized use of Caucus property or monetary funds; (iii) illegal activity; (iv) abuse of relationship with the Caucus.   
  
**Section 3: Proceedings of Removal for County Caucus Officer**

Upon petition of twenty-five percent (25%) of the average members present during the previous three member meetings of the Women’s Caucus, a meeting to consider removal of an Officer or Caucus member shall be called. A three-fourths (75%) majority of those members in good standing of the Women’s Caucus present shall be required to affect a removal, which shall be effective immediately.

**Section 4: Impeachment/Removal of County Caucus Chair**

Upon petition of twenty-five percent (25%) of the members of the Central Committee or 10 members of the CCO of which the Caucus Chair is a member, a meeting to consider removal of a Chair of a CCO shall be called. The grounds for removal shall be violation of the County Constitution, these Bylaws and/or conviction of a felonious crime against the State of Nebraska and/or the United States of America. A three-fourths (75%) majority of those members in good standing of the Central Committee present shall be required to affect a removal, which shall be effective immediately.

**ARTICLE XI – RESOLUTIONS AND PLATFORM**

**Section I. Caucus Resolutions**

Resolutions, declarations and proclamations by the Caucus may be passed by a simple majority vote of present membership at the Caucus Meeting at the County Convention or regular monthly meetings.

**Section II. Caucus Platform**

The Caucus may consider endorsement of additions and changes to the Platform of the Caucus. Such Platform endorsements shall require simple majority vote of present membership at either the County Convention Meeting or a regular membership meeting.

**ARTICLE XII – SOCIAL MEDIA, VIRTUAL ACCOUNTS, AND CAUCUS PROPERTY**

**Section 1: Social Media and Virtual Accounts**

All social media and virtual accounts created for use of Women’s Caucus business shall be deemed property of the Women’s Caucus and shall remain in the control of the Executive Committee.

**Section 2: Return of Caucus Property**

Upon termination, resignation, or removal, members and Officers will return all Women’s Caucus property to the Executive Committee.

**ARTICLE XIII – PARLIAMENTARY AUTHORITY**

The most recent edition of Robert’s Rules of Order shall govern all deliberations not herein contained by the appropriate authority of The Caucus. The Caucus or any subdivision thereof, is empowered to adopt such rules and/or procedures as shall deem mete by the adopting body; said rules and/or procedures to over-rule Robert’s. Said rules and/or procedures must be in writing before, during and after debate and adoption.

**ARTICLE XIV – RATIFICATION AND AMENDMENT OF BYLAWS**

**Section 1: Ratification of Bylaws**

The Bylaws of this Caucus shall provisionally take effect upon approval at the meeting they are voted on and adopted. For these Bylaws to take permanent effect, a final ratification must occur at the County Convention Caucus Meeting.

**Section 2: Amending the Bylaws**

The Bylaws may be amended by a 2/3 majority vote at a County Convention Meeting or a Membership Meeting. Any Amendment adopted during a regular meeting must be further ratified at a Convention Meeting by a 2/3 majority vote or it shall become null and void.