

***Irish American Caucus, CDP  
ByLaws***

***Preamble***

*We, the Irish American Caucus, California Democratic Party [“Caucus” and also known as the California Irish Democratic Caucus], hereby adopt these by-laws to achieve the following goals:*

- 1. To promote the full participation of Irish Americans in the California Democratic Party by establishing a statewide organization known as the Irish American Caucus, California Democratic Party, and an effective network of local Irish American Democratic Clubs, in order to:*
  - a. Formally affiliate with the State or County Democratic Central Committees;*
  - b. Provide a vehicle to systematically participate in and affect the direction of our party and the selection of candidates in the State of California;*
  - c. Urge the integration of our community to participate in Democratic politics, thereby enhancing our political participation and promoting our civil, social, economic, and community well-being;*
  - d. Bring into the network established leadership and organizations that can be mobilized to support Irish American causes; and,*
  - e. Cultivate new leadership committed to working within the California Democratic Party.*
- 2. To research, develop, articulate, and advocate issues that concern Irish Americans, including, but not limited to, reaffirming:*
  - a. Our outreach and cooperation with other Democratic caucuses and ethnic groups;*



Current Bylaws of the Irish American Caucus of the California Democratic Party  
Amended at the November 13<sup>th</sup>, 2009 E. Board in San Diego

*The business of the Caucus shall be conducted at Caucus meetings in conjunction with meetings of the Executive Board, California Democratic Party, at state conventions of the California Democratic Party, or at any other time designated by the State Chair of this caucus. At each meeting, all current dues paying members along with each county club which shall designate a minimum of one delegate who shall be an “active member” of that club to participate on behalf of that club and to report that club’s activities to the Caucus.*

*1. The Irish American Caucus recognizes it’s obligations under the CDP Bylaws Article XII. General Policies]. In particular: publication of any notice of this caucus provided for by these bylaws, may be given by means of e-mail and additionally the posting of such notice on the caucus web site and any other caucus social networking site, ie. Facebook or any future site chosen by this caucus! Those members who have email may receive notice via email in a manner consistent with CDP Bylaws for the use of e-mail within Democratic Organizations.*

*a. Publication of any Caucus notice via email will be considered valid if:*

*1. **The sender and receiver have both consented, in writing, to sending and receiving notice in this manner,***

*2. The notice was sent to or from the email address specified when giving consent, or most recent email address specified on a subsequent notice of change of address by sender or receiver, and,*

*3. The obligation to inform and procedure for informing of any change in email address has been specified in writing.*

*b. This Caucus hereby consents to receive email notice from any member who consents, in the manner required by the CDP to receive such notice from this Caucus from any Caucus domain or officer’s address.*

- c. *Notice to this Caucus of change of email address is to be provided to the Secretary of this Caucus in writing.*
- d.. *The filing via email of a challenge, or response to a challenge, under Article XI of the CDP Bylaws shall be deemed consent to receive notice of all matters regarding that challenge, including response, as well as any appeal or response thereto, via email and a waiver of any right to maintain the confidentiality of that email address while said challenge is pending final disposition.*

**2. Timely Notice:**

- a. *Ten days written notice is sufficient for any business at a regularly scheduled caucus meeting.*
- b. *Special and off site meetings of this caucus will require thirty days notice sent and posted upon the call of the State Chair or Executive Board of this caucus.*
- c. *Notice of meetings will include posted agendas no later than ten days prior to any meeting.*
- d. *All public meetings of the caucus are open to any registered Democrat. Non-members may speak with the permission of the membership of the caucus.*

**3. The Council of Clubs.** *Upon the chartering of at least three clubs around the state of California of the Caucus, each club legally chartered as an Irish American Democratic Club of [appropriate designation] shall designate at least one delegate who shall be an “active member” of that club, to serve as a member of the Council of Clubs [“Council”]*

- 1.** *Every county is encouraged to form an Irish American Democratic Club that is chartered by the Democratic Central Committee in that county.*

**4. The Executive Committee**

- a. *The Caucus shall elect seven individuals to serve on the Executive Committee:*

- [1] State Chair*
- [2] State Vice Chair*
- [3] Vice Chair, Northern California*
- [4] Vice Chair, Southern California*
- [5] Vice Chair, Central California*
- [6] State Secretary*
- [7] State Treasurer*

- b. The Chair Emeritus will also be a member of the Executive Committee.*
- c. The immediate Past State Chair will also be a member of the Executive Committee if still a member of the State Central Committee.*

**5. Responsibilities of the Executive Committee**

- d. The Executive Committee of this caucus shall be responsible for conducting the business of the Caucus. These responsibilities shall include, but are not limited to:*

*[1] Making decisions on behalf of the Caucus between meetings, subject to the ratification by the caucus;*

*[2] Monitoring, oversight, and implementation of program goals and policy objectives of the Caucus;*

*[3] Reporting to the Caucus on a timely basis past and current business matters;*

*[4] Referring public and media inquiries to the State Chair or other designated member of the Executive Board.*

***[5] Calling an annual meeting of the Caucus.*** *The annual meeting of the Caucus shall be held in conjunction with the Annual State Convention of the California Democratic Party.*

- b. There shall be no Executive Committee votes by secret ballot, though a consensus will be considered to be all members*

*of the Executive Committee voting at an Executive Committee meeting or by conference call or by designated listserv group.*

**c. Standing Committees**

*[1] The Executive Committee may establish the following standing committees:*

- [a] Fundraising*
- [b] Voter Registration*
- [c] Membership & Outreach*
- [d] Legislation*
- [e] Election/s*
- [f] Immigration*

*[2] The State Chair [of this caucus] shall appoint a chairperson who shall chair each standing committee, or designate a member of the Executive Committee to chair such committee!*

**d. Ad Hoc Committees.** *The Executive Committee may from time to time create such ad hoc committees as it deems appropriate for the conduct of its business. Each chair is to report its recommendations and activities to the Executive Committee as required by the Executive Committee and to the general caucus membership at the annual meeting.*

**e. Sections**

*[1] The Northern California Section shall be comprised of the counties of Alameda, Contra Costa, Marin, Mendocino, Lake, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma;*

*[2] The Southern California Section shall be comprised of the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura;*

*[3] The Central California Section shall be comprised of the counties of Fresno, Kern, Sacramento, San Joaquin, San Luis*

*Obispo, Santa Barbara, Stanislaus, Tulare, Yolo, and all other unenumerated counties.*

## **Article IV. Membership**

*The Caucus does not discriminate on the grounds of race, color, creed, national origin, sex, age, religion, ethnicity, sexual orientation, economic status or disability as defined by the Americans with Disabilities Act of 1990. The Caucus shall be composed of “active members” who are registered Democrats, and are either of Irish descent or who believe in and support the purpose of the Irish Caucus, as follows:*

*[1] An individual who pays his/her membership dues directly to the Caucus shall be a member of the Caucus.*

*[2] A chartered local Irish American Democratic Club that pays its membership dues to the Caucus shall be a member of the Caucus.*

*[3] All dues and fees must be fully paid in order to qualify as a member in good standing.*

*[4] Membership dues for the Caucus shall be as follows:*

*[a.] All Caucus members shall pay dues. The Executive Committee shall establish the time, amount and manner by which dues are to be paid.*

*Dues may be paid online through the CADEM.org designated page, by mail to the Caucus Treasurer as listed on the web site, or in person or online at the annual State Convention of the California Democratic Party.*

*[b.] All dues shall be paid directly to the Caucus on or before the annual state convention of the Irish American Caucus, California Democratic Party, to retain good standing. These dues may be paid either annually or biannually as the member so chooses.*

*[c.] Additional levels of membership may be established by the Executive Board to recognize special, additional levels of membership. Each such level of membership will have its own*

*dues amount and term of membership which shall still only allow a single vote per member.*

*[d.] Any member who fails to pay the described dues shall not be entitled to vote during Caucus meetings and shall not be allowed to hold elective office in the Caucus.*

*[e.] Payment of dues shall not be mandatory for any member for whom it constitutes an economic hardship. In the event of economic hardship, a petition, letter, or e-mail for waiver of dues shall be submitted by the club or individual to the Caucus State Treasurer. The Caucus State Treasurer shall present this petition, letter or e-mail of waiver of dues to the Executive Board for consideration; and,*

*[f.] An individual or club may reinstate its lapsed membership by paying all past membership dues.*

*[5.] There will be a non voting category for any minor, or green card non citizen who pledges to register as a Democrat when eligible to register as a voter!*

### ***Article V. Voting***

- 1. Only “active members” of the Caucus who are in good standing or properly designated delegates from active, chartered, local clubs may vote on matters presented to the Caucus for consideration;*
- 2. A quorum is defined as 10% or ten members, whichever is greater of the active members present and voting at the Caucus.*
- 3. A member in good standing or a properly designated local club delegate shall be entitled to vote in the general election.*
- 4. No proxies shall be allowed to vote in any meetings or elections; and,*
- 5. For disbursement of funds for expenses beyond general meetings, or membership communications, a request for appropriation of funds must be approved by the Executive Board and ratified by a majority vote of the active members present and voting, a quorum having been established.*

6. *Candidates for partisan public offices will be considered for endorsement once they have received the “official endorsement” of the CDP as provided under the CDP’s by-laws. Unless a candidate has received an “official endorsement”, all motions of support, recommendation, other expressions of approval, no matter how denominated, shall be out of order at any meeting of the Caucus.*

## ***Article VI. Officers***

### ***1. Selection and Tenure***

- a. *The officers of the Irish American Caucus shall consist of a State Chair, a State Vice Chair, a Northern California Vice Chair, a Central California Vice Chair, a Southern California Vice Chair, a State Secretary, and a State Treasurer. Such officers shall be elected by active members of the Caucus in conjunction with the California Democratic Party elections of state party officers held during the annual convention. The term of office shall be two years.*
- b. *The State Chair and State Treasurer must be member/s of the State Central Committee as a prerequisite for holding their positions in the Caucus.*
- c. *The Chair of the Caucus will be the Executive Board representative to the California Democratic Party.*

### ***2. Duties and Responsibilities of Officers***

- a. *The State Chair shall be the chief presiding officer of the Caucus. S/he will have the responsibility of calling and conducting scheduled meetings of the Executive Committee and shall serve as the spokesperson for the Caucus. S/he will appoint the Chair for each of the standing and ad hoc committees of the Caucus, or designate a member of the Executive Committee to chair such committee! S/he may convene a meeting of the local club representatives as necessary or upon petition presented to the State Chair or to the State Secretary by 51% of all active and affiliated clubs.*

- b. *If the State Chair is unable to preside over a Caucus or Executive Committee meeting, the State Vice Chair will preside.*
- c. *The Northern California Vice Chair will take the place of the Chair as presiding officer of the Caucus as required and will perform other assignments as determined by the Executive Committee. In addition, the Northern California Vice Chair shall have overall responsibilities for initiating and coordinating the political activities for Northern California in conjunction with the Executive Committee and local county organizations and clubs.*
- d. *The Southern California Vice Chair will take the place of the Chair as presiding officer of the Caucus as required and will perform other assignments as determined by the Executive Committee. In addition, the Southern California Vice Chair shall have overall responsibilities for initiating and coordinating the political activities for Southern California in conjunction with the Executive Committee and local county organizations and clubs.*
- e. *The Central California Vice Chair will take the place of the Chair as presiding officer of the Caucus as required and will perform other assignments as determined by the Executive Committee. In addition, the Central California Vice Chair shall have overall responsibilities for initiating and coordinating the political activities for Central California in conjunction with the Executive Committee and local county organizations and clubs.*
- f. *The State Secretary shall keep written records of meetings, provide notices of meetings, and other communications to the members. The State Secretary shall maintain a written record of all meetings of the Caucus, Executive Board, and the Council of Clubs upon it's formation.*
- g. *The State Treasurer shall be designated in writing to be the primary, responsible, financial contact along with the State Chair for the Caucus. S/he is to manage the finances, keep all financial*

*records, and audit and confirm the provided quarterly reports from the California Democratic Party Treasurer or CDP staff, and present a biannual budget to the Budget and Finance Committee Chair or State Chair of the Irish American Caucus of The California Democratic Party for approval.*

*[1] **Disbursement of funds.** The State Treasurer, in conjunction with the State Chair and/or the State Vice Chair, shall be empowered to request disbursement of funds from the bank account of the Irish American Caucus, California Democratic Party. This account and any funds deposited therein shall be Administered by and maintained by the California Democratic Party. The State Treasurer shall submit a request for disbursement of funds to the Caucus, Executive Board, or the Council of Clubs for consideration. In turn, an approved request for disbursement of funds will be forwarded to the Treasurer, California Democratic Party or CDP staff for final processing and disbursement. All such requests shall include the approval of two of the three following persons: State Chair, State Vice Chair, or State Treasurer. All such requests may be sent and cosigned by electronic mail.*

*[a] All transactions must comply with FPPC and FEC regulations. All requests for payment must be accompanied by a clear explanation and description for the expenditure, as well as any accompanying invoice or receipt.*

*[b] All transactions must first go through the Caucus State Treasurer. All transactions must first be recorded for internal Caucus purposes by the Caucus State Treasurer or audited and confirmed the provided quarterly reports from the California Democratic Party Treasurer or CDP staff. All contributions and requests for payment must be clearly designated to be for the Irish American Caucus, California Democratic Party account and, thereafter, forwarded to the Treasurer, California Democratic Party, with clear identification and instructions.*

*[c] All requests for disbursement from the Irish American*

*Caucus account will require at least a 48 hour advance notice after initial approval. Other than in the case of genuine emergency, ie. , a deposit for an event, 48 hours notice in writing is required by the Treasurer, California Democratic Party, in order to issue a check from the Irish American Caucus account. All such requests may be sent and cosigned by electronic mail. The Irish American Caucus will be billed for any postage charges, and any UPS charges applicable to emergency check issues.*

*[d] The State Chair and the State Vice Chair are authorized to provide information and/or request checks as two of the three authorized requestors. Requests are to be made via letter or electronic mail from the State Chair to the Treasurer, California Democratic Party or CDP staff.*

*[2] **Receipt of funds.** The State Treasurer, in conjunction with the members of the Executive Committee or other designated individuals, may solicit and collect monies for the purpose of funding the Irish American Caucus, California Democratic Party, activities as detailed by current limits and the various types of membership levels, dues, and permissible sponsorships. If possible, all monies will be collected in the form of bank drafts payable to the Irish American Caucus, California Democratic Party or processed online as set up by the CDP or Caucus as approved. All monies received or processed will be deposited in the Caucus account administered and maintained by the California Democratic Party. Occupation/employer information and complete name and address must be provided with each contribution. If a bank draft is issued as payment for club/membership dues, the recipient of the check should attempt to obtain a driver's license and telephone number from the issuer of the check when possible.*

*[a] Collection of funds that are the result of returned checks or payments is the responsibility of the Caucus State Treasurer. The California Democratic Party will forward copies of any notices received with regard to returned checks. Upon receipt of notification of insufficient funds, the issuer of the check will be suspended and all membership rights and privileges held in*

*abeyance until payment in full is received from the issuer by the Caucus State Treasurer. The Irish American Caucus may impose a \$20.00 returned check fee in addition to fees charged by the banking institution and by the Treasurer, California Democratic Party. The Caucus State Treasurer shall be empowered to use, if necessary, any and all legal remedies to obtain payment of funds owed to the Irish American Caucus.*

*[b] The Irish American Caucus acknowledges the need to promptly account for funds raised or disbursed and to process them according to current rules promulgated by the Finance Committee of the California Democratic Party.*

3. **Removal from office.** *Upon good cause, the Caucus may remove an officer by a two-thirds vote of the membership present and voting; notice having been given with the reason for the vote and reason for removal.*
  - a. **Members of the Executive Board** *Grounds for removal from office are:*
    - 1] *Continued absences from the meetings of the Executive Board, Irish American Caucus, California Democratic Party. The Caucus Secretary shall certify non-attendance.*
    - 2] *Actions detrimental to the purposes of the Caucus or California Democratic Party as enumerated in Article II, Membership, Section 9, Removal from Membership of the State By-laws & Rules of the California Democratic Party.*
4. **Vacancies** *An officer may resign by a written notice to the Chair of the Caucus and Executive Committee. Such resignation shall be effective upon receipt and acceptance by the Executive Committee. Vacancies created by removal or resignation shall be filled by appointment of the Chair of the Caucus and Executive Committee concurrence of the Executive Committee. This appointment shall be ratified at the next regularly scheduled meeting of the general membership. Such appointee shall serve the remainder of the two year term.*

### ***Article VII. Procedures***

- Amendments.*** *These by-laws may be amended by a two-thirds vote of those members present and voting at a meeting, provided that a minimum of 30 days written notice is given. This notice may be posted by electronic mail to those who have given consent to receive such notice, and all such amendments shall be posted on any Caucus web site and any social network page [ie. Facebook] of the Caucus in addition to due written notice being given.*
1. *.For the purposes of amending the By-Laws, a quorum is determined as a majority of the membership present and voting.*
    - a. *Amendments shall be recommended by the Executive Committee, any affiliated active club, or individual active members of the Caucus.*
    - b. *Any amendments, except for minor changes to keep them in compliance with the Bylaws and Rules of the CDP, must have two readings at two subsequent meetings. First reading to present the amendment, and the second meeting for ratification.*
    - c. *No amendments may be ratified at the reformation biannual meeting of the Irish American Caucus, but will be referred to the newly constituted Executive Board for review and ratification at the next regular Caucus meeting.*
  2. ***Inspection of Books and Records.*** *Any active member of the Caucus may, by written request, inspect the books and records of the Caucus. The written request shall be directed to the Caucus Secretary or Caucus Treasurer, as appropriate. The officer shall make such records available to the Caucus member within sixty [60] days of receipt of the written request. If photocopies are provided, the active member shall bear the costs for reproduction of materials and other associated costs.*

### ***Article VIII. Definitions***

Current Bylaws of the Irish American Caucus of the California Democratic Party  
Amended at the November 13<sup>th</sup>, 2009 E. Board in San Diego

1. *An “active” member is a person or an affiliated club who has paid his/her/their membership dues for the fiscal year to the Caucus.*
  - a. *Only “active members” shall be designated as a delegate to the Caucus by an active, chartered club.*
  - b. *Only “active members” shall be able to vote during Caucus meetings and to hold elective or appointive office in the Caucus.*
2. *All “active members” must be citizens of the United States and registered Democrats in the State of California.*

***Article IX. Effective Date***

*Approved by Executive Committee: Thomas Patrick O’Shaughnessy, State Chair, and Mary Ellen Early, State Vice Chair, certifying on a conference call on Sunday, October 11, 2009.*

*Reviewed by Garry Shay, CDP Rules Chair for compliance*

*Amended Bylaws adopted at the Executive Board Meeting, November 13 to 15<sup>th</sup> in San Diego, 2009.*