



# WOMEN'S CAUCUS

of the California Democratic Party

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## BYLAWS OF THE WOMENS CAUCUS OF THE CALIFORNIA DEMOCRATIC PARTY

AMENDED MAY 16, 2015 WOMEN'S CAUCUS MEETING ANAHEIM CA.

### Article I NAME

The name of this organization is the Women's Caucus of the California Democratic Party (the "Women's Caucus")

### ARTICLE II: PURPOSE

The purpose of the women's Caucus is:

- A.** To encourage and assist Democratic women candidates who are pro- choice and who support and embrace democratic values; and who run for state and federal public office by providing campaign assistance and recruitment of volunteers;
- B.** To assist, whenever possible, in the appointment of pro-choice Democratic women to local, state and national leadership positions;
- C.** To identify those issues affecting women and families and to make the political and legislative system more responsive to the needs of women, and to ensure that these issues are included in
- D.** the Democratic Party Platform;
- E.** To secure full legal equality of women;
- F.** To ensure that Democratic women are an internal part of the decision-making process within the California Democratic Party including at least 50% female membership on all standing and all other special CDP committees.
- G.** To advance a culture of equity and respect for all, and work to eliminate harassment, discrimination, bullying and abuse.

### ARTICLE III: MEMBERSHIP

Voting Membership: A voting member shall be any Democrat currently registered to vote in California who has either paid their dues or has been granted a waiver for economic hardship, and:

- A.** Is a Woman, or?
- B.** Who believes in and supports the purpose of the Women's caucus.
- C.** Corresponding Secretary will keep the Secretary of Rules informed of current Women's Caucus Officer information.

#### **ARTICLE IV: DUES**

The Women's Caucus shall neither raise nor disburse funds other than dues in the amount of \$10 per Member, \$25 for Advocate, \$50 for "Shero", or \$100 for Suffragist payable annually to the California Democratic Party Women's Caucus (and standard or routine costs of regular meetings). A waiver of dues on the grounds of economic hardship is available to any member to whom constitutes an economic hardship. **This waiver can be obtained by contacting the Chair including same day meeting registration. The Chair shall issue verbal dues waivers at any time up until the voting to be as inclusive as possible.**

#### **ARTICLE V: ORGANIZATION**

This Caucus is constituted in accordance with the bylaws of the California Central Committee of the California Democratic Party. The executive Committee of the Women's Caucus shall be composed of the women's Caucus officers duly elected by the voting membership.

The Executive Committee shall exercise all powers of the Women's Caucus between meetings. The Executive Committee shall inform the members of the Women's

Caucus of all decisions and recommendations made by the Executive Committee. As the Executive Committee is representative of the membership, no vote may be taken by secret ballot. Information regarding any such decision shall be provided at the next Women's Caucus meeting.

COMMITTEES: The Chairperson shall appoint the chairs of all committees, after consultation with the other members of the Women's Caucus Executive Committee. Special and AD HOC Committees may be established as necessary by the Chairperson.

#### **ARTICLE VI: OFFICERS**

- A.** CHAIR: The Chair **must be a DSCC member. The Chair** shall preside over all general meetings of the Caucus and represent the Caucus on the Executive Board of the Democratic State Central Committee. **A candidate for Chair must have been a DSCC and a Women's Caucus member for at least one year to be eligible to seek this office.**

- B. NORTHERN VICE CHAIR:** The Northern Vice-Chair must be registered to vote as a Democrat, in the Northern Section, defined herein as a county not defined in "C" below as being part of the Southern Section. **The Northern Vice Chair must be a DSCC member.** The Northern Vice Chair shall assume the responsibility of the Chair if the Chair is absent for meetings in her region. The Northern Vice Chair shall direct the activities of the Caucus in her region.
- C. SOUTHERN VICE CHAIR:** The Southern Vice Chair must be registered to vote as a Democrat, in the Southern Section defined herein as the counties of Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara and Ventura, and shall assume the responsibilities of the Chair if the Chair is absent for meetings in her region. **The Southern Vice Chair must be a DSCC member.** The Southern Vice Chair shall direct the activities of the Caucus in her region.
- D. RECORDING SECRETARY:** The Recording Secretary shall keep the minutes of the Caucus. **She will also manage the registration volunteer staff at all meetings.**
- E. CORRESPONDING SECRETARY:** The Corresponding Secretary shall keep the correspondence of the Caucus and be responsible for sending out correspondence as directed by the Committee. **She will also manage the guest speaker list, notify Secretary of Rules on current Caucus Officer information and coordinate the Caucus Newsletter distribution.**
- F. TREASURER:** The Treasurer shall account for all Caucus funds and prepare financial reports as required by the Democratic State Central Committee. The treasurer acknowledges the responsibility to promptly account for raising and disbursing funds and to process them according to rules promulgated by the Finance Committee. **The Treasurer will provide a written report to officers at meetings. She will work with Rules Committee staff for verification of dues payments and membership fees.**
- G. Legislative Chair:** The Legislative Chair shall work with the Democratic State Central Committee and the Legislative Committee to ensure the inclusion of women's legislative issues in their efforts. The legislative chair will inform, educate and mobilize members regarding current legislation that will have an impact on women.
- H. Policy Issues Chair:** The Policy Chair shall work with the Democratic State Central Committee to ensure the inclusion of women's policy issues in their efforts. The Policy Chair will represent the caucus in overseeing the Women's plank of the California Democratic Party Platform and will inform, educate, and mobilize members regarding policies and ballot initiatives that will have an impact on women.

- I. POLITICAL DEVELOPMENT CHAIR:** The Political Development Chair shall develop a statewide program for women candidates, appointees, campaign, and staff volunteers.
- J. Special and AD Hoc Committees** may be established as necessary by the Chair who shall appoint the chair(s) of such committees, after consulting with the other members of the Executive Committee. Committees: There are no standing committees of the Women's Caucus.

The Caucus shall have as a non-voting member of the Executive Committee from the California State Legislative Women's Caucus. The Ex-Officio Officer shall be the ranking Democratic woman of the California State Legislative Women's Caucus or her designee.

#### OFFICER REMOVAL FOR CAUSE

Any officer of the Caucus may be removed prior to the expiration of her term for cause, including to but not limited to, malfeasance, misuse of Caucus funds, and such other conduct as may hereafter be determined by amendment to the Bylaws for the Executive Committee and ratified by the Caucus provided that the due process rights of any officer sought to be removed shall be observed.

#### ARTICLE VII: ELECTIONS

The election of officers shall occur at the Caucus meeting every two years in odd numbered years at the time and place that the California Democratic Party holds its biennial convention.

- A.** Officers shall be nominated from the floor and elected by a majority of the members present and voting on the day and date determined for the first meeting of the Caucus of each odd- numbered year. Immediately following the election of officers, the newly elected Chair shall assume the role of presiding officer.
- B.** All officers must be voting members of the Caucus, and the Chair and Vice Chairs must be members of the Democratic State Central Committee
- C.** Officers shall be elected by secret ballot in contested elections by a majority of members present and voting. In the case that no candidate gets the majority of votes, there would be a run off with the 2 candidates with the highest vote total.
- D.** All vacancies shall be filled by appointment of the Caucus Chair and Vice Chairs and ratified by the remaining officers.
- E.** Provisional ballots shall be cast by any voter who with good faith believes is a member of the caucus in good standing. Provisional ballots will be counted and announced in addition to the regular ballots. All ballots will be remanded to the custody of the CDP staff for verification and ballot review. All candidates agree all appeals go to the CRC.

- F.** Any declared candidate may request a copy of the Women's Caucus membership list for a nominal fee determined by the CDP staff.

## **ARTICLE VIII: VOTING**

- A.** A quorum for any meeting the general membership shall consist of 20 voting members of the Women's Caucus
- B.** All decisions shall be made by a majority vote of those present and voting
- C.** A voting member must be present to cast a vote. no proxies are permitted.
- D.** An economic hardship waiver can be obtained by contacting the Chair including same day meeting registration.
- E.** Process for eligibility verification and cut-off is the same day as the meeting.

## **ARTICLE IX: MEETINGS**

Meetings are noticed in accordance with the applicable State and Federal laws as well as the rules of the California Democratic Party. Those members who have email may receive notice via email in a manner consistent with CDP Bylaws for the use of e-mail within the Democratic Organizations, including but not limited to, the requirement of the member to consent to notice via email.

**ARTICLE X: ENDORSEMENTS** This caucus shall not endorse candidates who have not received the endorsement of the California Democratic Party.

## **ARTICLE XI: AMENDMENTS TO THE BYLAWS**

- A.** Proposed amendments to these bylaws must be in writing and must be mailed or e-mailed to all current voting members of the Women's Caucus at least two weeks before any vote can be taken on such amendments
- B.** Amendments to these bylaws must be approved by the affirmative vote of two-thirds of those voting members who are voting on such amendments. Voting may occur at a properly called meeting of the Women's Caucus at which a quorum is present.

Meetings of the membership shall coincide with meetings of the Executive Board of the California Democratic Party.

All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised. Except as may be otherwise specifically provided herein, or in Robert's Rules of Order, all decisions shall be made by a majority vote of those present and voting.

All members shall be informed of each Caucus meeting in addition to those described in Section A above. All meetings shall be fully accessible to people with disabilities.

**Article XII: General Policies:**

- A.** The Women’s Caucus specifically recognizes its obligations to adhere to the General Provisions of the CDP Bylaws.
  - B.** All public Caucus meetings shall be open to all members of the Democratic Party regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, and sexual orientation **or identity**, persons with disabilities as defined by the Americans with Disabilities Act of 1990, or economic status.
  - C.** The Women’s Caucus shall not discriminate on the grounds of race, color, creed, national origin, sex, age, religion, ethnicity, sexual orientation **or identity**, disabilities as defined by the American with Disabilities Act of 1990, or economic status.
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