

SCDP _____ CAUCUS BYLAWS

ARTICLE I NAME AND PURPOSE

SECTION 1: NAME

The name of this organization shall be the _____Caucus (This Caucus) of the South Carolina Democratic Party (SCDP)

SECTION 2: PURPOSE

A. The purpose of this Caucus is to promote _____ issues and to elect Democratic candidates.

B. All SC Democrats, pursuant to these Bylaws and the Rules and/or Bylaws of the SCDP may become members of This Caucus.

C. These Bylaws shall govern the organization, operation, and function of this Caucus.

D. This Caucus shall elect officers and shall conduct such other business as the policy and program of the Caucus may require.

E. This Caucus may not endorse candidates for partisan public office in any election unless that candidate has also received an official endorsement by the SCDP as provided under the SCDP Rules and/or Bylaws.

F. Unless a candidate has received an official endorsement from the SCDP Executive Committee, all motions of support, recommendation, or other expressions of approval, no matter what form, shall be out of order at any meeting of this Caucus, but this Caucus may take positions on ballot measures.

G. It is the purpose of this Caucus to accurately represent the needs and interests of _____ Democrats.

H. This Caucus does not discriminate on the grounds of race, color, creed, national origin, gender, age, religion, ethnicity, sexual orientation, disabilities as defined by the Americans with Disabilities Act of 1990 or by economic status.

ARTICLE II

MEMBERSHIP

Section 1: QUALIFICATION FOR MEMBERSHIP

Caucuses may be comprised of State and County Executive Committee members, County Chairs, Delegates or Alternates to the immediately previous State Democratic Convention or a Democrat who has been recommended by a County Party Chair or SCDP Executive Committeeperson.

Further, members must have an interest in identifying and promoting _____ issues of South Carolina, subscribe to the purposes of the _____ Caucus and pay such dues as may be established by a vote of the Caucus.

Section 2: NOTIFICATION OF MEMBERSHIP

A. The Chair of this Caucus shall notify each member of this Caucus, that he or she is a member of this Caucus and of the date and place of regular meeting of this Caucus.

B. The Chair of this Caucus shall provide a link to a digital version of the Bylaws unless the member specifically requests a copy to be mailed.

Section 3: DUES

A. Dues may be established to be paid by Caucus members. The membership shall establish time and manner and amount of the payment of Dues, if any.

B. The Dues of This Caucus may be waived on the grounds of economic hardship.

C. This Caucus shall neither raise nor disburse funds other than minimal dues, for the standard or routine costs of meetings operations and reimbursements.

ARTICLE III

OFFICERS

Section 1: OFFICERS

A. The officers of This Caucus shall be a Chair, a 1st Vice Chair and Vice Chairs for each Congressional District, a Secretary and a Treasurer.

B. The 1st Vice Chair, (who represents one of the Congressional Districts) will be elected by the seven Congressional District Vice Chairs, from these seven Vice Chairs.

Section 2: DUTIES OF OFFICERS

1. The Caucus Chair will be an ex officio member of the SCDP Executive Committee, if he or she is not already a voting member of the SCDP Executive Committee.

2. The Vice Chairs should be voting members of SCDP Executive Committee, if possible.

3. The Chair shall preside over all meetings or delegate the function in the absence of both the Chair and the First Vice Chair.

4. The Chair shall distribute the agenda seven days prior to meetings or delegate this function to any appointed member of this Caucus.

5. The First Vice Chair shall preside over meetings in the absence of the Chair and perform other functions as delegated by the Chair.

6. The Secretary's duties shall include but not be limited to the following: Taking minutes at all Caucus meetings and providing copies of minutes to the Chair and/or posting them online for review within two weeks after each meeting. The Secretary should also have, at each meeting, a list of any Caucus standing committees, and such special committees as are in existence at the time, as well as copies of these bylaws and minutes from prior meetings.

7. The Treasurer shall promptly account for all Caucus funds and prepare financial reports, as required by the Finance Committee of the SCDP. The Treasurer of This Caucus shall submit quarterly financial reports with the Treasurer of the SCDP. The Treasurer shall at the end of his/her term turn over to the properly elected successor all records and documents associated with the office of Treasurer of This Caucus.

8. The Caucus officers shall serve as the Executive Committee and will have the power to conduct any business which cannot be delayed until the next scheduled Caucus meeting. As the Executive Committee is representative of the membership, no vote may be taken by secret ballot. Any such action must be reported at the next caucus meeting for concurrence. The Executive Committee may meet and cast votes electronically, including by telephone, web chat, and/or email.

9. Each Congressional Vice Chair must convene at least two properly noticed teleconferences or in person meetings inviting all _____ Caucus members and County chairs in the Counties represented by that Vice Chair each year. Notice by E-mail of regional teleconference or in person meeting will be acceptable.

If a Vice Chair fails to perform this function, the non-performing Vice Chair's position will fall vacant and be subject to nomination and an election to replace him/her will be held at the next SCDP Executive Committee meeting after such non-performance has been announced.

10. The Caucus Chair shall announce at each _____ Caucus meeting which Congressional Districts have held teleconferences or in-person meetings, at each Caucus meeting and at each SCDP Executive Committee meeting and which regions have not held such meetings.

Section 3: ELECTION OF OFFICERS

A. This Caucus's officers shall be elected to their two-year terms during the annual convention of the SCDP during odd numbered years.

B. All officers shall be elected by the entire membership of This Caucus.

Section 4: VACANCIES

In the event that any office shall become vacant, the vacancy shall be filled on a temporary basis by the remaining officers of this Caucus and a new election for the office shall be held at the next regularly scheduled meeting.

Section 5: REMOVAL OF OFFICERS

A. An officer of This Caucus may be removed from office for cause, that is, misconduct or neglect of duty in office.

B. An officer of This Caucus may be removed for Party disloyalty (endorsement or support of a non-Democrat).

Section 6: APPOINTMENTS

A. The chair may appoint members to the Caucus to support roles after seeking input from the Executive Committee.

B. Congressional Vice Chairs are encouraged to recruit and to appoint Assistants to support regional outreach.

C. Appointed Caucus leaders shall have voice but no vote at Caucus Executive Committee meetings, unless the appointed persons are then elected to fill vacant officer positions per these bylaws.

ARTICLE IV

MEETINGS

Section 1: PUBLIC MEETINGS

All public meetings of This Caucus shall be open to all members of the Democratic Party and members of the Press or invited guests regardless of race, color, creed, national origin, gender, age, religion, ethnic identity, sexual orientation, persons with disabilities or economic status.

Section 2: REGULAR MEETINGS

A. This Caucus shall convene its first regular meeting at the Convention of The Party in odd-numbered years.

B. This Caucus shall also meet upon call of the chair or a majority vote of the Executive Board of This Caucus.

Section 3: SPECIAL MEETINGS

This Caucus may hold special meetings in any of the following ways: upon call of the Chair; upon call of the officers; or upon the call of the Chair within 15 days after receipt by the Chair of a written request signed by a majority of the members of This Caucus.

Section 4: PLACE OF MEETINGS

Regular meetings will be held at a time and place designated by the Chair of the Caucus.

Section 5: AGENDA

A. The agenda for all regular meetings shall be determined by the Chair, with input from the officers of This Caucus.

B. Such agenda shall include provisions for the adoption of This Caucus's Bylaws, election of officers, and such other matters as may be deemed in the best interest of This Caucus.

Section 6: QUORUM

Ten percent (10%) of the membership of This Caucus including at least one officer shall constitute a quorum for the transaction of business. If at any regular or special meeting of This Caucus a quorum is not present, those present may adjourn until a time when a quorum shall be present.

Section 7: PROXIES

Members of This Caucus may be represented at any meeting of This Caucus by proxy ONLY in accordance with the SCDP Rules and/or Bylaws.

Section 8: PARLIAMENTARY PROCEDURE AND VOTING

Issues of This Caucus policy may be voted on by the Executive Committee of This Caucus via email or electronically and then recommended to the body for electronic vote. In all cases not provided for by law or by these Bylaws, the meetings of This Caucus shall be governed by *Roberts Rules of Order, Newly Revised*.

ARTICLE V

OBLIGATIONS UNDER GENERAL PROVISIONS OF SCDP

BYLAWS This Caucus specifically recognizes its obligations to adhere to the General Provisions of the SCDP Rules and/or Bylaws.

ARTICLE VI

AMENDMENT OF THE BYLAWS

Section 1: AMENDMENT

A. These bylaws may be amended at any meeting of This Caucus, provided that the Caucus amends these bylaws in the following manner:

1. The amendment must be submitted to This Caucus and filed with Secretary no less than thirty days (30) prior to the date of the vote on the amendment.
2. A copy of the amendment shall be sent with the meeting notice to each member of This Caucus at least ten days (10) in advance of the meeting at which the amendment is to be voted on, and,
3. Two-thirds (2/3) of those members of This Caucus actually present and voting at any meeting have approved the amendment.

Section 2: EFFECTIVE DATE

These bylaws or any amendment thereto shall become effective immediately upon their adoption.

7/14/13klk