



## SCDP CAUCUS MODEL BYLAWS

These Model Bylaws have been created as a guide for South Carolina Democratic Party Caucuses to use to create a set of bylaws. Caucuses are free to create bylaws without using this template. Caucus bylaws must not conflict with the SCDP Rules and the Executive Committee’s Rules for Caucus Operations.

All caucus bylaws must be reviewed by the Committee on Caucus Organization, Operations and Bylaws (COOB) and approved by the SCDP Executive Committee.

*All sections in italics are at the discretion of the caucus to determine and to write accordingly. Sections not in italics have been approved by COOB.*

1. The name of this organization shall be the \_\_\_\_\_  
Caucus of the South Carolina Democratic Party (SCDP).

This caucus operates as a subsidiary of the SC Democratic Party, and is governed by the *Rules* of the SCDP, and the *Rules* of the Committee on Caucus Organization, Operations, and Bylaws.

### **2. PURPOSE**

- A. The caucus members should develop this statement of purpose, taking into consideration the values of the membership, the need to advance the goals of the SCDP, the purposes of political organizations, and any other factors deemed important to caucus members.*

*This section need not be long—a short paragraph or a couple of sentences may be sufficient to express your purpose.*

### **3. MEMBERSHIP**

- A. Any interested Democrat may join this Caucus.
- B. Membership requires submitting a form that is an appendix to these Bylaws. Membership must be renewed annually. The chair of this caucus shall notify each person submitting a form that he or she is a member and of the date and place of the next regular meeting of this caucus.
- C. Members shall be provided with digital copies of these Bylaws and of the other Democratic Party rules under which the Caucus operates, as listed in Section 1.
- D. *Any additional membership requirements should be listed here.*

#### **4. OFFICERS**

- A. The officers of this caucus shall be a chair, a vice chair, a secretary and a treasurer, elected every two years in the odd year during the state convention weekend or a time set by the state executive committee for the purposes of electing officers and reorganizing. All officers shall be elected by the entire registered membership of the caucus, except that if there are officers representing geographic areas they will be nominated and elected by their respective districts and presented to the caucus for a full vote.
- B. *If your caucus wants to elect more officers than set forth in A, list those offices and duties.*
- C. *If there are diversity or geographic requirements for some officers, you should list those.*
- D. *Must a nominee be present in order to be elected?*
- E. In the event that any office shall become vacant, the vacancy shall be filled for the remainder of the term by the remaining officers of the Caucus with the approval of COOB. In the event the Chair is vacant, the vacancy shall be filled by election at a meeting to be set by the remaining officers with ten days notice to registered members.

## 5. DUTIES OF OFFICERS

### A. Chair

- 1) The caucus chair will be a nonvoting *ex officio* member and represent the caucus at SCDP Executive Committee meetings if he or she is not already a voting member of the SCDP Executive Committee.
- 2) The caucus chair shall preside over all meetings or delegate this function in the absence of the chair and vice chair(s).
- 3) *What other duties does this caucus chair have? For example:  
Develop programs and agendas; raise funds; recruit members; set meeting dates; etc*

### B. Vice Chair(s)

- (1) The vice chair shall preside over meetings in the absence of the chair and perform other functions as delegated by the chair.
- (2) *In the case of multiple vice chairs the caucus shall designate which vice chair presides in the absence of the chair.*
- (3) *List here any specific duties of the vice chair(s), for example:  
membership recruitment, coordinating with county parties or local caucuses, fundraising, etc.*

### C. Secretary

- (1) The secretary's duties shall include: Taking minutes at all caucus meetings; providing copies of minutes to the chair and posting them online for review within two weeks after each meeting. Submitting minutes by email to the SCDP Subcommittee on Organization, Operations and Bylaws. Minutes must be emailed to the caucus members and, if requested, a copy mailed to caucus members.

- (2) The secretary shall keep records of caucus membership as well as minutes of previous meetings, bylaw, and lists of members of any caucus committees.
- (3) The secretary shall disseminate the caucus agenda. A digital version of this agenda shall be distributed by email or other electronic means three days and no less than two hours prior to meetings.
- (4) *If your secretary has other responsibilities you should list them here.*

#### **D. Treasurer**

- (1) The treasurer shall report all financial activity to the caucus at every meeting.
- (2) 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.

### **6. EXECUTIVE BOARD**

- A. The caucus officers shall serve as the executive board members and will have the power to conduct any business which cannot be delayed until the next scheduled caucus meeting.
- B. As the executive board 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 board may meet and cast votes electronically, including by telephone, web chat, and/or email using an SCDP approved platform.

### **7. MEETINGS**

- A. This caucus will schedule at least four regular meetings per year.

- B. All meetings will be open to the public; only registered members may vote.
- C. This caucus shall convene its first regular meeting at the state convention of the Party in odd-numbered years. This meeting shall be scheduled by the SCDP Executive Director.
- D. *Designate here the procedures for calling special meetings: upon call of the chair? Upon call of the officers? After receipt by the chair of a written request signed by a majority of the members?*
- E. *Specify here how the time and place for meetings will be decided. By the chair of the caucus? By a vote of the executive board? Inserted in these bylaws by a vote of the caucus?*

## **8. AGENDA**

- A. *Who determines the agenda?*
- B. *How and when are items added or subtracted?*

## **9. QUORUM**

Twenty percent (20%) of the registered membership of the caucus, including at least one officer, shall constitute a quorum for the transaction of business based upon the number of registered members. If at any regular or special meetings of this caucus a quorum is not present, those present may adjourn until a time when a quorum shall be present or, may continue with a meeting but no votes shall be taken on any business.

## **10. FINANCE**

- A. *Who determines how caucus money is spent?*
- B. *Does a caucus have a budget and how is that determined?*

## **11. COMMITTEES**

*Does the caucus want to have committees, for example a membership committee or a finance committee? If so, list them here. Who appoints them? How are the committee chairs or co-chairs chosen?*

## **12. AMENDMENT OF THESE BYLAWS**

These bylaws may be amended at any meeting of the caucus, provided that:

The amendment must be submitted to registered members of the caucus no less than thirty days prior to the date of the vote on the amendment and/or addenda.

A copy of the amendment shall be sent with the meeting notice to each registered member of the caucus at least ten days in advance of the meeting at which the amendment is to be voted on, and,

Two-thirds (2/3) of those members of the caucus present and voting at any meeting have approved the amendment. The approved amendment must be submitted to the COOB.

### **13. EFFECTIVE DATE**

These bylaws or any amendments thereto shall become effective immediately upon their adoption and their approval by the SCDP Executive Committee and dated each time an amendment and addendum is made.