

**Bylaws of the R.I. Democratic Party Women’s Caucus**  
*(as adopted 6/12/17)*

Article I  
Name

The name of this organization shall be the Rhode Island Democratic Party **Women’s Caucus (herein referred to as “Caucus”)**.

Article II  
Object

The object of this organization shall be to maintain and promote the further growth of the Democratic Party in Rhode Island and the United States. As a Caucus, we seek to ensure gender equality in our laws, our Democratic Party, and in our government representation. We believe that a strong Democratic Party values and includes the diverse voices of our party.

Article III  
Members

Section 3.1

a. Members

Active, voting membership is open to any woman who is a registered Democrat in Rhode Island, has made an annual financial contribution of their choosing to the Caucus Political Action Committee (PAC) on an annual basis. Members are expected to regularly attend Caucus meetings and participate in the activities of at least one Subcommittee.

For the purpose of voting on founding by-laws on June 12, 2017, all **registered Democrat women who attend the Women’s Caucus and agree to meet the above criteria will be considered voting members.**

b. Associate Members

Associate Members can be any other Democratic voter in Rhode Island who embodies the principles of gender equality. Associate Members are expected to make an annual financial contribution of their choosing to the Caucus PAC and attend Caucus meetings. Associate Members will receive Caucus communications but will not have a vote and cannot hold office in the Caucus.

c. Underage Voters

If Members or Associate Members are not old enough to register to vote, and therefore unable to register as a Democrat, participation in the Caucus will deem them to fill this requirement.

Section 3.2

Contributions to the PAC will be made on an annual basis. An initial contribution will be made by members in order to join the Caucus and then annually in January of every subsequent year. The Treasurer will oversee contributions.

Section 3.3

The Treasurer will notify Members and Associate Members via email at least one month in advance when their annual contributions are due.

Members are encouraged to attend all meetings and activities of the caucus. Members must attend at least 3 meetings a year to remain in good standing and participate in the activities of at least one Subcommittee. Members must fill out a membership form that includes contact information and a commitment to the mission and values of the Caucus.

Members may be removed by a majority vote of the Executive Committee for any of the following reasons: non-payment, inactivity in the Caucus for one year, or not adhering to the mission and values of the Caucus.

Article IV  
Officers & Executive Committee

Section 4.1

The elected Officers of the Caucus shall be Chair, Vice-Chair, Secretary, and Treasurer.

#### Section 4.2

Any member of the Caucus in good standing shall be eligible to serve on the Executive Committee.

#### Section 4.3

Officers will be elected by a majority Caucus Member vote in January of 2018 to serve a one-year term. Thereafter, Officers will be elected by a majority Caucus Member vote in January of odd-numbered years and will serve two-year terms.

Candidates will be nominated by a Member or self-nominated during the fourth (4<sup>th</sup>) quarter meeting prior to elections. Within two (2) weeks of nomination, nominees will submit to the Nominations Committee biographies or any other materials necessary to inform Members about the candidates. This material will be provided via the Caucus or Party website, email list, or social media by the Nominations Committee no later than one (1) week prior to voting.

#### Section 4.4

The primary duties of the Officers are as follows:

a. Chair:

- i. Introduce and execute short- and long-term objectives for the Caucus

b. Vice-Chair:

- i. Oversee activities of Subcommittees
- ii. May assign other members of the Executive Committee to serve as primary liaison to the Subcommittees

c. Secretary:

- i. Take minutes and distribute to members for each Caucus meeting via the Caucus or Party website, email list, or social media.

- ii. Take minutes and distribute to Executive Committee for each Executive Committee meeting; Executive Committee meeting minutes will be available to the Caucus
  - iii. Send out the annual meeting calendar to Caucus members each year and post notice of the agenda a least forty-eight (48) hours prior to each Caucus meeting via the Caucus or Party website, email list, or social media.
- d. Treasurer:
- i. **Record and deposit the Caucus's income and** expenses
  - ii. Create annual budget for approval by the Executive Committee and voting Members
  - iii. Monitor **Caucus's** income and expenses in order to meet or adjust the budget
  - iv. Create and monitor **Caucus's** annual membership contributions schedule and notify Members and Associate Members via email one month before contributions are payable
  - v. Work with the Finance Committee as defined in Article 7 herein

#### Section 4.5

Officers may be re-elected. If an Officer position becomes vacant during the two-year term, vacancies will be filled by a majority Caucus Member vote at the subsequent quarterly meeting. The Nominations Subcommittee will oversee a vote of the membership to fill the position in a manner consistent with regular Officer selection. Any Member in good standing may be nominated to fill the vacancy.

### Article V Meetings

#### Section 5.1

Regular Caucus meetings will be held quarterly, except when otherwise ordered by the Caucus or the Executive Committee. The Caucus may have other

meetings as desired for Subcommittees, groups, or special functions. The Executive Committee will set calendar dates for Caucus meetings annually and will post the calendar to Caucus social media. Every effort will be made to reflect statewide geographical representation.

#### Section 5.2

Meetings may be cancelled by the Executive Committee.

#### Section 5.3

An annual meeting to elect Officers and review activities of the Caucus will be held in January.

#### Section 5.4

A quorum of twenty percent (20%) is required for voting purposes. Attendance for the sake of the quorum will be taken at the beginning of the meeting and assumed until the end. Each Member gets one vote. Votes by proxy are accepted by email if given to the Secretary prior to the meeting.

### Article VI Executive Committee

#### Section 6.1

The Executive Committee will consist of 11 members and be comprised of the following: Chair; Vice-Chair; Secretary; Treasurer; one representative from each **of Rhode Island's** two congressional districts (CD-1 & CD-2) responsible for following federal issues and elections; two members of any town/city Democratic committees; and one representative from each of our five (5) counties: Providence, Kent, Bristol, Newport and Washington responsible for outreach/engagement within the towns of their counties

#### Section 6.2

The duties of the Executive Committee are as follows:

- a. Determine the short- and long-term objectives for the Caucus
- b. Develop Subcommittees and appoint Subcommittee chairs as needed
- c. Maintain a relationship with the state Democratic Party

- d. Create meeting calendar annually
- e. Oversee the use of Caucus PAC funds
- f. Make decisions about Caucus-endorsed activities
- g. Represent the Caucus on other boards or commissions, at events, or to the media; or otherwise designate voting Members to do so

### Section 6.3

Each person on the Executive Committee will get one vote. There is a quorum of at least the majority for votes by the Executive Committee. Officers can vote by proxy via email as long as the email is given to the Secretary prior to the meeting.

### Section 6.4

Meetings of the Executive Committee will be held in intervening months to the Caucus meetings. Meeting minutes will be made public to the Caucus.

Any member of the Executive Committee may call a special meeting, as needed. Committee members will be notified forty-eight (48) hours in advance, not inclusive of weekends or holidays, about the meeting. Notification will be provided via the Caucus or Party website, email list, or social media.

## Article VII Subcommittees

### Section 7.1

The Subcommittees and its duties are as follows:

- a. Membership Subcommittee
  - i. Recruit Members and Associate Members

- ii. Maintain communication with Caucus and coordinate communication between Subcommittees, Executive Committee, and Caucus
  - iii. Maintain database of Caucus Members and Associate Members and their contact information
  - iv. Mobilize Caucus efforts to create voter registration and turnout
  - v. Coordinate volunteer activities within Caucus and on behalf of Caucus
- b. Nominations Subcommittee
- i. Accept nominations for Officer and Subcommittee positions
  - ii. Ascertain the eligibility of nominees
  - iii. Present nominees to Members and Executive Committee according to procedures defined herein
- c. Fundraising and PAC Subcommittee
- i. Present Executive Committee with fundraising project proposals
  - ii. Review project proposals submitted to and within the Subcommittee
  - iii. Compile a list of previous successful fundraisers from across the state **in order to create “best practices” guidelines for internal and external use**
  - iv. Organize, promote, and administer fundraising efforts and events for the Caucus in cooperation with Executive Committee
- d. Finance Subcommittee
- i. Work with Treasurer on oversight of the budget
  - ii. **Hire an accounting firm to audit the Treasurer’s records and PAC financial disclosure process**
  - iii. Make a financial report with recommendations to Treasurer and Executive Committee

- iv. Set a maximum amount that the Caucus Chair can spend annually on Caucus projects
- e. Public Relations and Communications Subcommittee
  - i. Monitor and share political, social, and cultural news of concern to the Caucus
  - ii. Prepare press releases and social media updates and host news events for the media
  - iii. Make recommendations to Caucus for best form of communication about Caucus-related activities
- f. Legislative, Elections, and Training Subcommittee
  - i. Review proposed and ongoing legislation in Rhode Island and nationally
  - ii. Propose legislation for Caucus to advocate for and support
  - iii. Inform members of legislature and coordinate Caucus for legislative events and actions
  - iv. Hold annual meeting with elected Democrats to share policy recommendations and goals
  - v. Review potential training activities and coordinate with similar organizations to host, support, or run trainings as needed for Members, Associate Members, potential candidates, campaign volunteers and staff

## Section 7.2

Ad hoc and such other Subcommittees can be created by the Executive Committee as shall be necessary to carry on the work of the organization. Committees can be created and dissolved at the discretion of the Chair with the approval of the Executive Committee.

## Section 7.3



Subcommittee Chairs are responsible for coordinating the efforts of Subcommittee members to achieve the respective Subcommittee's duties. Members can nominate themselves to chair a Subcommittee. The Executive Committee will appoint the chair of each Committee for a term coinciding with the two-year term of the Executive Committee. If a Subcommittee chair becomes unable to serve, the Executive Committee will appoint a new chair.

Members will sign up for Subcommittee activities of their own choosing. Members must participate in at least one Subcommittee or activities thereof.

#### Article VIII Amendment to the Bylaws

Bylaws will be ratified by a two-thirds (2/3) vote by Members. Changes to bylaws will require a quorum, and all members of the Executive Committee and Subcommittee chairs in attendance for the vote. Members can vote by proxy via email if email is sent to the Secretary prior to the start of the meeting.

Bylaws may be amended at a regular meeting, however, prior notice of proposed amendments must be made available to the membership at least two (2) weeks in advance.

###