

# Bylaws of the Womxn's Caucus of the Democratic Party of Oregon

## ARTICLE I: NAME

The name of the organization is the Womxn's Caucus of the Democratic Party of Oregon, hereafter referred to as the Womxn's Caucus.

## ARTICLE II: PURPOSE

We believe that womxn's rights are human rights. We believe that bigotry in any form is fundamentally incompatible with our goal of gender equality. The purpose of the Womxn's Caucus, through its members and activities is to: endeavor to educate and train womxn in all areas of political participation, from the importance of voting to running for office. We will promote full and equal participation of womxn in government. We strongly encourage Democratic womxn to seek public office and pledge to support them while they campaign and after voting ends, regardless of the result.

## ARTICLE III: QUALIFICATIONS FOR MEMBERSHIP

Any Democrat registered to vote in the State of Oregon who by signing the Womxn's Caucus membership list subscribes to the purposes of the Womxn's Caucus as described in Article II and complies with the provisions of these bylaws shall be a member of the Womxn's Caucus.

## ARTICLE IV: ANNUAL REPORT TO THE STATE CENTRAL COMMITTEE

In the first quarter of every year, the Womxn's Caucus shall present the Democratic Party of Oregon with a report of its membership, attendance and activities for the preceding calendar year.

## ARTICLE V: ARTICLE XV OF THE DEMOCRATIC PARTY OF OREGON BYLAWS

The Womxn's Caucus will abide by Article XV (Special Caucuses) of the Democratic Party of Oregon Bylaws and any additional policies as established by the Democratic Party of Oregon.

## ARTICLE VI: THE EXECUTIVE COMMITTEE

### **Section 1**

The Executive Committee shall be the administrative body of the Womxn's Caucus and shall have the power and authority to do and perform all acts and functions that the Womxn's Caucus itself might do or perform, which are consistent with these bylaws.

### **Section 2**

The Executive Committee shall be made up of the elected officers of the Womxn's Caucus and the Chairs of the Standing Committees.

### **Section 3**

The Executive Committee shall select the Chair of each Standing Committee.

### **Section 4**

A quorum for the Executive Committee is a majority of its members.

## ARTICLE VII: OFFICERS

### **Section 1**

The officers of the Womxn's Caucus shall be the Chair, Vice- Chair, Secretary, and Treasurer.

### **Section 2**

The term of office for the officers shall be two (2) years. There are no term limits.

### **Section 3**

All members of the Womxn's Caucus qualify for nomination and election to office in the Womxn's Caucus. Names of proposed officers will be placed in nomination from the floor during the organizational meeting.

## **ARTICLE VIII: OFFICERS' DUTIES**

### **Section 1**

The Chair shall preside at all meetings of the Womxn's Caucus and the Executive Committee, shall be responsible for preparing the agenda for all regular meetings, shall represent the Womxn's Caucus on the Oregon State Central Committee Executive Committee, shall appoint Ad Hoc committees as necessary and shall perform other duties that are pertinent to the office.

### **Section 2**

The Vice Chair shall assume the duties of the Chair during any absence, incapacity, or temporary disability of the Chair and perform such duties as may be assigned by the Chair.

### **Section 3**

The Secretary shall maintain the membership and mailing lists, keep the minutes of all meetings of the Womxn's Caucus, send out notices of all meetings, and perform other duties that are pertinent to the office. The Secretary shall be the custodian of all documents associated with the office of Secretary of the Womxn's Caucus. The Secretary, at the expiration of his/her term, shall surrender all records and property of the Womxn's Caucus in his/her possession to the Chair.

### **Section 4**

The Treasurer shall be responsible for ensuring that the Womxn's Caucus complies with the regulations and financial requirements of the State Central Committee. The Treasurer shall make a report of the income and expenses of the Womxn's Caucus at each meeting of the Executive Committee, and make a financial statement to the members at the annual meeting of the Womxn's Caucus. The Treasurer shall be the custodian of all the financial records of the Womxn's Caucus. The Treasurer, at the expiration of her/his term, shall surrender all records and property of Womxn's Caucus in his/her possession to the Chair.

## **ARTICLE IX: RESIGNATIONS, REMOVALS, AND VACANCIES**

### **Section 1**

Resignation of the Chair shall be effective upon receipt of such resignation, in writing, to the remaining members of the Executive Committee. Resignations of the other members of the Executive Committee shall be effective upon receipt of such resignation, in writing, to the Chair.

### **Section 2**

A member of the Executive Committee may be removed by two-thirds vote of the membership for malfeasance or for conduct clearly contrary to the purposes or best interests of the Womxn's Caucus.

### **Section 3**

Any member of the Executive Committee who is absent from two (2) consecutive meetings may be subject to removal.

### **Section 4**

The Executive Committee shall fill by appointment any officer vacancies on the Executive Committee, subject to the approval of the membership.

## ARTICLE X: STANDING COMMITTEES OF THE EXECUTIVE COMMITTEE

### **Section 1**

The Chair of the Womxn's Caucus shall appoint the members of each standing committee from the membership of the Womxn's Caucus. Meetings of any standing committee shall be called by the chair of the committee by giving notice of the time and place of meeting to each member of the committee.

### **Section 2**

The Fundraising Committee may raise funds to further the Purposes of the Womxn's Caucus. The Treasurer shall be a member of and may chair the Fundraising Committee. The Fundraising Committee is empowered to solicit monetary and in-kind contributions and to sell items promoting the Womxn's Caucus in compliance with the policy and bylaws of the Democratic Party of Oregon and state and federal campaign financing laws and regulations. SECTION THREE: Membership Committee - The Membership Committee shall recruit members, greet new members, and maintain the membership list in coordination with the Secretary.

### **Section 3**

The Chair of each Standing Committee shall sit as a member of the Executive Committee.

### **Section 4**

Duties and responsibilities of standing and special committees not defined in these bylaws shall be established by the Executive Committee.

## ARTICLE XI: RECOGNITION OF THE SPECIAL RELATIONSHIP WITH WOMXN'S ADVOCACY ORGANIZATIONS.

## **Section 1**

We encourage Democratic womxn associated with groups which advocate for womxn's health, domestic violence awareness, and issues facing womxn of color, families, motherhood, etc. to bring their knowledge and experience to the Womxn's Caucus to ensure the Caucus is inclusive and represents the widest range of issues facing womxn today.

## **ARTICLE XII: MEETINGS**

### **Section 1**

The Executive Committee shall meet at least four (4) times a year. At least one such meeting shall be held on a face-to-face basis. Other meetings may be by teleconference, email or other similar communication. Participation shall constitute presence at such meetings.

### **Section 2**

Additional meetings may be called by a majority vote of the Executive Committee and may be by teleconference or email.

### **Section 3**

The membership shall convene at least semi-annually at a time and place to be determined by the Executive Committee. Notice of the meetings may be given electronically, and a copy of the notice must be given to the Democratic Party of Oregon. Notice of a meeting of the membership shall be at least 20 days, unless an emergency has been declared by the Executive Committee. Quorum at meetings of the membership shall be the number of members present at the meeting or 10 members, whichever is greater.

## **ARTICLE XIV: ENDORSEMENTS**

### **Section 1**

The caucus will support only elected Democratic officials and Democratic nominees in partisan races and in non-partisan races where Democrats are not opposed by Democrats.

#### **ARTICLE XV: AMENDMENT OF BYLAWS**

The bylaws for the Womxn's Caucus may be amended by a 2/3 majority vote at a regular meeting of the Caucus. A non-substantive editorial change can be made by a majority of the Executive Committee.

#### **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

Unless otherwise provided by these bylaws, the most recent edition of Robert's Rules of Order Newly Revised shall govern the meetings of the Womxn's Caucus where those members present exceed 20. Otherwise, the current edition of Roberts Rules of Order, Newly Revised, for Small Boards shall govern the Womxn's Caucus and its Committees.

#### **ARTICLE XVII: ANTIDISCRIMINATION PROVISIONS**

The Womxn's Caucus shall not discriminate on the basis of race, color, religion, gender, ethnic or national origin, age, disability, veteran status, social or economic status, marital status, sexual orientation, gender identity, or any other factor unrelated to membership and the mission of the Womxn's Caucus.