

Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ) Democrats of North Carolina

ARTICLE I: NAME AND AFFILIATIONS

Section 1. Name. The official name of this organization shall be the Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ) Democrats of North Carolina. Informally, the organization shall be known as the “LGBTQ Caucus” or “Caucus.”

Section 2. Affiliations. This organization shall be influenced and guided by the platforms and policies of the Democratic Party on the state and national levels. It shall be considered a state auxiliary of the North Carolina Democratic Party.

Section 3. Scope. This organization shall not take any action which is in conflict with these Bylaws, with the Constitution of the United States, with the North Carolina Constitution, with national, state, and local law, or with the Plan of Organization of the North Carolina Democratic Party.

ARTICLE II: OBJECT AND POLICY

Section 1. Object & Vision. The purpose of the LGBTQ Democrats of North Carolina is to work within the North Carolina Democratic Party, providing a strong voice and representation within the party structure; securing full equal rights for LGBTQ Citizens through effective legislation and policies; electing pro-equality Democrats to office and encouraging LGBTQ persons to participate fully as Democrats at all levels of policy- making and public service.

Section 2. Charge. This organization and its members shall take an active interest in local, state, and national affairs.

Section 3. Party Nominees. This organization and its members shall support actively and by appropriate means the nominees of the Democratic Party in national, state, and local elections. This organization shall not endorse or support the candidacy of any person for public office prior to nomination by the Democratic Party; however, individual members may support candidates prior to nomination.

Section 4. North Carolina Democratic Party Executive Committee. This organization shall seek in all of its operations the advice and cooperation of the North Carolina Democratic Party Executive Committee.

ARTICLE III: MEMBERSHIP

Section 1. Policy. The membership of the LGBTQ Democrats of North Carolina shall be open to all registered Democrats in North Carolina.

Section 2. Classifications. There shall be two (2) classifications of membership:

- a. **Active.** Any registered Democrat shall be eligible for Active membership who has paid their dues and:
 - i. who identifies as lesbian, gay, bisexual, transgender queer/questioning (LGBTQ); or
 - ii. an Ally who believes in and supports the purpose of the LGBTQ Caucus

b. **Honorary.** Any person who is not an Active member of this organization, who professes and demonstrates allegiance with the principles of the Democratic Party, shall be eligible for honorary membership.

Section 3. Membership Fee. The Caucus may assess nominal dues per year, and standard or routine costs of regular meetings.

- i. **At-Large Member.** The amount of ten dollars (\$10.00) per year per each At-Large Member, defined as a member who does not reside within an area where there is an organized chartered Club
- ii. **Chartered Clubs.** The amount of five dollars (\$5.00) per year per each paid member of the chartered Club will be paid to the state Caucus Treasurer.

Section 4. Caucus State Convention Delegate. Any Active member shall, upon being duly registered at a caucus state convention, be considered a delegate and entitled to one vote. Honorary members shall be duly registered as non-voting delegates.

ARTICLE IV: CAUCUS EXECUTIVE COMMITTEE

Section 1. Duties. The affairs of this organization shall be conducted between state conventions by the Caucus Executive Committee

Section 2. Voting members. Voting members of the Caucus Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Vice-President of University and College Outreach, the Chair of each District Organization, and Presidents of all chartered and affiliated Clubs.

Section 3. One voice, one vote. If a member of the Caucus Executive Committee holds two or more positions on said committee, by virtue of holding statewide office and being Chair of a District Organization, that member shall have only one vote on the Caucus Executive Committee and the District Vice-Chair shall vote to represent the District.

Section 4. Non-voting, ex-officio members. Past Presidents shall serve as non-voting ex-officio members of the Caucus Executive Committee. The current President may appoint a Legal Counsel, Newsletter Editor, and other positions as approved by the Caucus Executive Committee as non-voting ex-officio members of said committee.

Section 5. Frequency, time, place of meetings. The Caucus Executive Committee shall meet at least two times a year.

Such meetings shall be called by the President or upon written request of the majority of the members of the Caucus Executive Committee. The time and place for such meetings shall be determined by the President with the approval of the Secretary.

Section 6. Quorum. Quorum shall exist at any meeting of the Caucus Executive Committee when one-third (1/3) of the members of the Caucus Executive Committee are present.

Section 7. Removal of members. Members of the Caucus Executive Committee may be removed from office under the following provisions:

- a. The member is no longer an Active member; or,
- b. The member misses two (2) Caucus Executive Committee meetings without sending a proxy vote; or,
- c. The President may recommend to the Caucus Executive Committee that any member be removed from office. The President shall state the nature of the charges in writing to the Executive Committee at least twenty (20) days prior to any Caucus Executive Committee meeting. A two-thirds (2/3) vote of those present at the Caucus Executive Committee meeting shall be necessary to remove any officer.
- d. All documentation of removal of officers shall be forwarded to the Secretary for safekeeping and a copy sent to the North Carolina Democratic Party Chair. An individual who has been removed from office may appeal to the Caucus Executive Committee for reinstatement. A vote of two-thirds (2/3) of those present at the Committee meeting shall be necessary for reinstatement.

Section 8. Proxy Votes. Any member may designate an Active Member from the group they represent to serve as their alternate for a Caucus Executive Committee meeting by notifying, in writing, the presiding officer prior to the call to order for such meeting; provided, however, no person may serve as an alternate for more than one member at any meeting and no one may cast more than one vote.

Section 9. President's Council. At all times there shall be a President's Council, consisting of the elected officers of this organization (the President, Vice-President, Secretary, Treasurer, and a Vice-President of University and College Outreach). The President's Council is concerned with the overall operation of the Caucus during periods between Caucus Executive Committee meetings and has such powers as the Caucus Executive Committee has during periods between Caucus Executive Committee meetings except for those powers related to the amendment of the Bylaws, removal of officers, or replacement of officers. Meetings of the President's Council may be called by a majority of its membership at a time and place approved by a majority of its membership.

ARTICLE V: OFFICERS

Section 1. Officers. The elected officers of this organization shall consist of a President, a Vice-President, a Secretary, a Treasurer, and a Vice-President of University and College Outreach.

Section 2. Duties of the President. The duties of the President shall be to uphold and enforce the provisions of these Bylaws; to organize and administer the organization; to preside over all meetings; to appoint chairpersons of standing and select committees; to represent the organization at all official functions; to serve on the North Carolina Democratic Party Executive Council; to submit a final report to the Chair of the North Carolina Democratic Party at the conclusion of each year; and to chair the Caucus Executive Committee. All appointments by the President shall be submitted to the Caucus Executive Committee, which may veto any appointment within 10 days by majority vote.

Section 3. Duties of Vice-President. The duties of the Vice-President shall be to advise and assist the President in the administration of the organization and to assume the duties of the executive office in the absence of the President. The Vice President will chair the Membership Committee, actively recruit and assist in the development of new members, and oversee the district organizations and officers.

Section 4. Duties of the Secretary. The duties of the Secretary shall be to maintain the files of the organization; to record the minutes of all meetings; verify memberships; maintain an accurate membership list of the organization; to submit all official records to the state archives; and with the approval of the President to conduct the official correspondence of the organization. Persons, as specified by the Caucus Executive Committee, will be sent notices of each Caucus Executive Committee meeting. The Secretary should send notices at least four weeks in advance of the meeting. Notices will be accompanied by the proposed minutes of the most recent meeting and by an agenda for the upcoming meeting.

Section 5. Duties of the Treasurer. The duties of the Treasurer shall be to keep an accurate account of all financial transactions; to compile periodic financial status reports; to file financial reports as required with the State Board of Elections; to furnish a bond in an amount determined by the Caucus Executive Committee; and to conduct all financial affairs of the organization. The treasurer will forward a copy of State Board of Elections financial reports to the State Party staff for their records.

Section 6. Duties of the Vice-President of University and College Outreach. The Duties of the Vice President of University and College Outreach shall be to focus on growing the Caucus membership among members of the college community. The Vice President of University and College Outreach shall be a college student or a graduate of an institution of higher learning within the past two academic years.

Section 7. Eligibility for office. Any Active member in good standing shall be eligible to hold elected office in this organization.

Section 8. Election of state officers. All state officers shall be elected at a state convention to be held in odd numbered years.

Section 9. Term of state officers. State officers shall serve for a period of two years following their election and until their successors are elected and installed.

Section 10. Minutes of Caucus Executive Committee. During each Caucus Executive Committee Meeting, a written report of action taken must be submitted by each officer to the Secretary. These reports shall be included in the official minutes.

Section 11. Vacancies. Any vacancy among the officers shall be filled by the Caucus Executive Committee; provided, however, that the Vice-President shall succeed the President.

Section 12. Diversity and Inclusion: In the election of officers the organization shall make an effort to balance the Caucus Executive Committee to reflect all the interest groups of the Caucus. The Caucus will make every effort to balance the committee with respect to race, gender, gender identity, gender expression, ethnicity and age.

ARTICLE VI: ORGANIZATION

Section 1. District organizations. The Caucus Executive Committee may provide for the creation and maintenance of a district organization in each congressional district.

Section 2. Officers of District organizations. The officers of a district organization shall consist of a Chair and a Vice-Chair.

Section 3. Duties of District Officers.

- a. The Chair shall represent their district on the Caucus Executive Committee and on their Congressional District Party Executive Committee.
- b. District Officers shall promote the Caucus within all counties in their district.
- c. District Officers shall act as a liaison and conduit of information between the state organization and their district.

Section 4. Election of District Officer; caucus. The elected officers of a district organization shall be nominated at a district caucus held at the state convention at which the officers of the Caucus are elected.

Section 5. Vacancy of district office. In the event that a district officer takes up residence in a district outside of the district which they represent, the office shall be considered vacant and filled in accordance with Article V, Section 11 of these Bylaws.

Section 6. County and Multi-County Clubs and their scope. Local units of this organization shall be known as a Club.

- i. County Clubs. Only one Club may be organized in any County, provided, however, that two or more Clubs may organize in any county if the additional Clubs represent institutions of higher learning and consist of students, faculty, staff and their spouses.

- ii. Multi-County Clubs. Where there are not enough members to form a County Club, Clubs may be organized on a Multi-County basis, provided the following conditions are met:
 - a. Multi-County Club. In forming a Multi-County Club, two or more contiguous Counties that share a geographic boundary with at least one other County may be formed. Each County represented must have at least one active member from each respective County.
 - b. Chartering. The chartering for any Multi-County Club will be governed by Article VI, Section 9. Chartering
 - c. Maximum Size. If at any point each County of the Combined Multi-County Club has an active membership of or exceeding 10 active members, each County must form an independent Chapter.

Section 7. Minimum membership. A Club must have at least five (5) Active Members to charter.

Section 8. Official Name of each Club. The official name of each Club shall be the LGBTQ Democrats [the County in which the Club exists], such as the “LGBTQ Democrats of Wake County”. The official name of each Multi-County Club shall include the names of those Counties, such as the “LGBTQ Democrats of Person and Caldwell Counties”.

Section 9. Chartering. The state President, with the approval of the State Executive Committee or President’s Council, shall have the authority to approve and issue charters. A Club may apply for a charter by:

- i. Submitting a copy of its Bylaws to the Secretary; and,
- ii. Submitting a members list to the Secretary, along with a list of elected Officers, included an elected President of the Club; and,
- iii. Submitting a membership fee of five dollars (\$5.00) for each Active Member in accordance with Article III, Section 3 of these Bylaws to the Treasurer.

Section 10. Renewing Club Membership and Renewing At-Large Membership.

- i. Renewing Club Membership. Clubs must; submit a membership list and remit a membership fee of five dollars (\$5.00) for each Active Member; and provide proof of active and compliant status with the North Carolina Board of Elections prior to September 30th.
- ii. Renewing At-Large Membership. Each At-Large Member, as defined in Section 3.1. must remit a membership fee of ten dollars (\$10.00); and provide proof of active and compliant status with the North Carolina Board of Elections prior to September 30th.

ARTICLE VII: COMMITTEES

Section 1. Permanent Committees. The permanent committees of the Caucus shall be the following: Bylaws, Convention, Finance/Fundraising, Membership, Platform/Resolutions, and Communications/Publicity. Each standing committee will meet at least two times per year.

Section 2. Presidential Appointments. The President shall appoint the chairpersons of all permanent committees.

Section 3. Bylaws Committee. The Bylaws Committee shall consider and report on all proposed bylaws amendments.

Section 4. Convention Committee. The Convention Committee will be responsible for agenda guidelines, profit/loss ratio, and promotion of the annual Caucus convention. They shall also assist in the solicitation of a keynote speaker.

Section 5. Finance/Fundraising Committee. The Finance/Fundraising Committee shall be responsible for developing a budget and raising funds for the Caucus treasury. The Treasurer shall serve as an ex-officio member of the Fundraising Committee.

Section 6. Membership Committee. The Membership Committee shall be in charge of promoting the Caucus and strengthening existing membership and promoting relationships with LGBTQ Organizations. The Caucus Vice President shall chair the membership committee.

Section 7. Platform/Resolutions Committee. The Platform/Resolutions Committee shall propose and publicize a platform that reflects the positions and principles of the Caucus. The committee shall also consider and report on all proposed resolutions and platform amendments. A resolution or amendment may be considered from the floor at a state convention following all resolutions from the Platform/Resolutions Committee by a two-thirds (2/3) vote of voting members at the state convention. The Platform/Resolutions Chair shall submit in writing all resolutions or platform amendments proposed by the Platform/Resolutions committee to the Caucus Executive Committee 30 days prior to any Caucus state convention.

Section 8. Communications/Publicity Committee. The Communications/Publicity Committee shall be responsible for communications and publicity utilizing the Caucus website and social media, soliciting media coverage and making the activities of the Caucus known to the public through issuance of press releases and publishing a periodic newsletter.

Section 9. Committee Agendas. Caucus Committee Chairs shall submit a written agenda for their upcoming term within 30 days of taking office to the Caucus Executive Committee. These Committee Chairs shall also submit a final report to the Caucus Secretary within 30 days of leaving office to be submitted to the state archives.

Section 10. Special Committees. The President with majority approval of the Executive Committee may form special committees.

ARTICLE VIII: LGBT DEMOCRATIC STATE CONVENTIONS

Section 1. Frequency; Time; Place. This organization shall assemble as a state convention at least every two (2) years, in odd numbered years, however is not prohibited from having a state convention every year. The time and place of the state convention to be determined by the Caucus Executive Committee.

Section 2. State Convention Delegate. Any Active member, upon being duly registered at a caucus state convention, shall be considered a delegate and entitled to vote. Honorary members shall be duly registered as non-voting delegates.

Section 3. Registration: To be duly registered as a convention delegate a person shall have paid their membership fee 30 days prior to the date of the convention. However, this requirement may be waived during a state convention, by a majority vote of the members of the President's Council present at any state convention.

Section 4. Quorum. A quorum for the Convention shall be fifty percent (50%) plus one (1) of the duly registered delegates.

Section 5. Calling of state convention. A state convention may be called by the President upon the recommendation of two-thirds (2/3) of the Caucus Executive Committee.

Section 6. Bylaws Amendments. These Bylaws may be amended by a two-thirds (2/3) vote of the state convention. Bylaws amendments may be considered only after they have been approved by the Bylaws Committee. The Bylaws Committee Chair shall submit, in writing, or via email, all Bylaws amendments proposed by the Bylaws Committee to the Caucus Executive Committee 30 days prior to any Caucus state convention.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order Newly Revised; Bylaws; Special rules. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

Adopted. August 6, 2011

Amended. October 6, 2012

Amended. November 9, 2013

Amended. October 14, 2017