

# **Nebraska Democratic Party Women's Caucus Bylaws**

## **Article I. Name**

The name of this organization shall be the Nebraska Democratic Women's Caucus (NDWC). The NDWC is affiliated with the Nebraska Democratic Party and the National Federation of Democratic Women.

## **Article II. Mission Statement**

### Section 1

NDWC shall serve as an advocate for women's rights, concerns, and full participation within the Nebraska Democratic Party, support the election of Democratic candidates, especially women, whose positions on issues are consistent with the positions of the Nebraska Democratic Party, encourage the appointment of Democratic women to serve on boards and commissions at all governmental levels, educate the public, candidates and public officials regarding women's issues, and serve as a forum for discussing and formulating positions on issues of importance to NDWC.

### Section 2

The NDWC shall submit a written campaign plan at the first State Central Committee meeting in odd numbered years. The plan shall detail the NDWC's political and campaign goals, objectives, and strategies for the succeeding two-year election cycle in accordance with the NDWC bylaws.

## **Article III. Membership**

### Section 1

Members shall be registered as Democrats to vote in the state of Nebraska. Membership shall be statewide and established by payment of voluntary annual contributions and/or completion of a membership form. Voluntary annual contributions shall be determined annually at the statewide meeting in January.

## Section 2

The NDWC membership list shall be deemed confidential in nature and shall not be delivered or disclosed to any Member other than NDWC Executive Committee. The mailing list may be used for NDWC business, for mailings of Nebraska Democratic Party purposes, or for the NDWC endorsed candidates with the approval of the NDWC Executive Committee. Upon joining the NDWC, the member may elect to make their personal contact information private, in which case the member's information shall not be shared with any individual or organization outside of the NDWC Executive Committee.

## **Article IV. State and District Officers**

### Section 1

The NDWC shall elect State Caucus officers and Congressional District Chairs.

### Section 2

The state officers of the NDWC shall be the Chair, Vice Chair, Secretary, and Treasurer. The state officers along with a District Chair from each Congressional District shall constitute the State Executive Committee. Election of officers shall be made without discrimination and broadly representative.

### Section 3

The Chair, Vice Chair, Secretary, and Treasurer shall be elected for two-year terms during the annual meeting to be held in conjunction with the Nebraska State Democratic biennial Convention and shall assume office at the first meeting following the state convention.

### Section 4

The Chair shall preside at all statewide meetings, maintain general management over activities of NDWC, appoint state standing committee chairs and create other committees as necessary, with the advice and

consent of the Executive Committee, serve as an ex officio member of all committees and be the spokesperson for the NDWC Caucus.

#### Section 5

The Vice Chair must be from a different Congressional District from the Chair and shall perform the duties of the Chair when the Chair is unable to fulfill such duties. If the position of Chair becomes vacant, the Vice Chair automatically becomes the Chair for the remainder of the term.

#### Section 6

The Secretary shall distribute notices of statewide meetings, maintain minutes of state meetings and NDWC State Caucus correspondence, and keep a current set of Bylaws and any Amendments.

#### Section 7

The Treasurer shall be the compliance director of the Nebraska Democratic Party and shall keep an account of all money received (checks and cash) for banking account and compliance on behalf of the NDWC. The Treasurer shall be responsible for distributing money to pay amounts approved by the NDWC Executive Committee and shall prepare a written report of the finances and submit same at each statewide meeting.

#### Section 8

A Membership Chair shall be appointed to serve at the pleasure of the Chair. The responsibilities of the Membership Chair shall include keeping the list of NDWC members current, along with the membership start dates and renewal dates, and coordinating the preparation and distribution of a newsletter for NDWC members.

### **Article V. Meetings**

#### Section 1

Statewide meetings of the NDWC shall be held quarterly, wherever possible the meetings shall rotate through the Congressional Districts. Notice of these meetings shall be given to each member in good standing

at least one month prior to the meeting. Only members in good standing may vote.

### Section 2

Special statewide meetings may be called by a majority of the NDWC State Executive Committee or three NDWC District Chairs or 10% of the state membership. Notice of meetings shall be given at least two weeks prior to the meeting.

### Section 3

The biennial statewide meetings shall be held in conjunction with the Nebraska Democratic Party Convention, with notice of this meeting given to each member at least one month prior to the meeting. Election of the statewide officers shall take place every two years in even numbered years. The yearly budget shall be approved at the biennial meeting.

### Section 4

A quorum at State Convention Caucus meetings shall consist of all members present. All business matters shall be decided by a majority vote. There shall be no proxy voting.

## **Article VI. Elections**

### Section 1

Officer elections will be held biennially in conjunction with the Nebraska Democratic Party Convention in even-numbered years.

### Section 2

Balloting in State and District NDWC elections will take place by secret ballot unless the body determines that is not necessary.

### Section 3

A State Nominating Committee which includes at least one representative (officer) from each Congressional District Caucus will be appointed by the

State Caucus Chair with the advice and consent of the Executive Committee. No more than five shall serve on the nominating committee.

#### Section 4

Nomination of officers, district and statewide, shall consider diversity, be made without discrimination, and be broadly representative. Nominations may be made from the floor.

#### Section 5

Any vacancy among officers will be filled at the next statewide meeting after the vacancy occurs with the exception of the office of Chair, which will be filled immediately upon its occurrence by the accession of the Vice Chair.

#### Section 6

Any officer may be recalled for malfeasance of office by a majority roll call vote at two statewide meetings after the issue is discussed by the general membership. An officer may also be removed if she has three or more unexcused absences from statewide meetings.

### **Article VII. Standing Committees**

#### Section 1

The State Executive Committee shall be comprised of the elected officers, and the District Chair from each of the three Congressional Districts.

#### Section 2

There shall be a state Nominating and Budget Committees. Other standing committees may include but not be limited to Candidate Recruitment, Newsletter, Membership, Fundraising, Public Relations, Lobbying/Endorsements, Education, Bylaws and Resolutions. Resolutions shall be consistent with the NDWC mission statement and recommended by the NDWC State Executive Committee for approval by a majority vote of Members attending a statewide meeting.

### Section 3

NDWC committees shall be comprised of members of the NDWC and be broadly representative of the State.

### **Article VIII. Dissolution**

In the event of dissolution of the Nebraska Democratic Party's Women's Caucus, the assets will be disbursed in accordance with state statutes.

### **Article IX. Amendments**

These Bylaws may be amended by a two-thirds vote of the State Membership attending a statewide meeting, provided that written notice of any proposed amendments has been mailed to all Members at least one month prior to the new meeting at which any amendment is to be considered.

### **Article X. Parliamentary Authority**

The most current edition of Robert's Rules of Order, Newly Revised, shall be the Parliamentary Authority for the NDWC. These Bylaws shall not with conflict Nebraska Law.