

# **Bylaws of the Indiana Young Democrats**

## **Preamble**

The Indiana Young Democrats, the official chartered unit of the State of Indiana for the Young Democrats of America, is established to mobilize young people to participate in the political process and to support champions for Indiana Young Democrats' issues. The Indiana Young Democrats will be a major voice in all Indiana elections. The Indiana Young Democrats strive for a statewide network of chapters and will engage and build coalitions between diverse groups. The Indiana Young Democrats will be a key advisor within the Indiana Democratic Party to recruit and elect young Democratic candidates and cultivate champions for issues important to the organization. The Indiana Young Democrats will be the go-to organization for candidates and campaign staff for fundraising and learning new campaign methods and strategies. The legacy of the Indiana Young Democrats will be the engagement and mobilization of young people that is paramount to turning Indiana into a reliable Democratic state.

## **Article I - Name, Affiliation, and Definitions**

### **Section A**

The official name of this organization shall be the Indiana Young Democrats.

### **Section B**

The Indiana Young Democrats shall operate in partnership with and be the official youth arm of the Indiana Democratic Party State Central Committee.

### **Section C**

The Indiana Young Democrats shall:

1. Operate as the official Indiana chartered unit of the Young Democrats of America.
2. Serve as the "parent" organization to all Indiana chapters of the College Democrats of America through the Indiana College Democratic Caucus established under the Bylaws.
3. Serve as the "parent" organization to all Indiana chapters of the High School Young Democrats through the Indiana High School Democratic Caucus established under the Bylaws.
4. Serve as the state central committee or state executive committee to all chapters of the Indiana Young Democrats established under the Bylaws.

## **Section D**

The following capitalized terms shall carry the following specific meaning:

1. "Bylaws" shall be defined as the Bylaws of the Indiana Young Democrats.
2. "Executive Committee" shall be defined as the Indiana Young Democrats Executive Committee established under Article III of the Bylaws.
3. "Majority" or "Simple Majority" shall be defined as fifty percent (50%) plus one (1).
4. "President" shall be defined as the President of the Indiana Young Democrats.
5. "State Central Committee" shall be defined as the Indiana Democratic Party State Central Committee established under the rules of the Indiana Democratic Party.
6. "Young Democrats of America" or "YDA" shall be defined as the national organization that the Indiana Young Democrats charters with and holds representation on.

## **Article II - Membership**

### **Section A**

All United States residents registered to vote in Indiana, unless unable to register, or physically residing in Indiana, no younger than fourteen (14) years of age, and any person who has not yet reached the age of thirty-six (36) are eligible to be members of Indiana Young Democrats.

### **Section B**

All Indiana Young Democrats members who are full-time students of an accredited Indiana high school or home school are eligible to be members of the Indiana High School Democrats Caucus of Indiana Young Democrats.

### **Section C**

All Indiana Young Democrats members who are students of an accredited Indiana college or university are eligible to be members of the Indiana College Democrats Caucus of Indiana Young Democrats.

### **Section D**

Indiana Young Democrats shall not discriminate on the basis of religion, ideology, gender, race, ethnicity, sexual orientation, gender identity, ancestry, disability, or national origin.

## **Section E**

Indiana Young Democrats shall put forth its best efforts to be representative of all of Indiana on the basis of geographical distribution.

## **Section F**

All prospective members of the Indiana Young Democrats shall the meet following requirements:

1. Pledge to uphold the Indiana Young Democrats Bylaws;
2. become a member of the local chapter governing their residence. If no local chapter exists governing the prospective member's county of residence then the prospective members shall become an at-large member of the Indiana Young Democrats. Before becoming an at-large member, a membership application and dues assessment, established by the Executive Committee, shall be made to the Indiana Young Democrats; and
3. be a Democrat in good standing.

Party affiliation is determined by the ballot that was selected during the last primary the member participated in. This requirement may also be met by having Democratic Party county chair of the member's county submit a certification to the Indiana Young Democrats Secretary that the member is a Democrat in good standing.

## **Section G**

Indiana residents older than thirty-six (36) years of age are eligible to be at-large alumnus, non-voting members of the Indiana Young Democrats. If established by the Executive Committee, a person eligible to become an at-large alumnus member shall submit a member application and pay the dues assessment before becoming a member. Any dues assessment established by the Executive Committee shall be paid annually.

## **Article III - Executive Committee**

### **Section A - Composition**

The Indiana Young Democrats shall be governed by an Executive Committee that shall be vested with all legislative, executive, and judicial authority of the organization. The Executive Committee shall be composed of the following voting members:

1. President.
2. Vice President.

3. Secretary.
4. Treasurer.
5. Two (2) National Committee Representatives.
6. Congressional District Chairs.
7. Constituency Caucus Chairs.
8. All other voting members of the Young Democrats of America National Committee who reside in Indiana.

### **Section B - Appointed Ex-Officio Members**

All appointed officers, as provided in Article IV, Section A of these Bylaws, shall serve on the Executive Committee as non-voting, ex-officio members. The President shall appoint, upon approval a simple majority vote of the Executive Committee, the following officers:

1. Parliamentarian.
2. Executive Director.
3. Director of Communications.
4. Director of Finance.
5. Director of Chapter Development.
6. Director of Chapter Recruitment.
7. Director of Diversity & Inclusion.
8. Director of Campaigns.
9. Director of Political Affairs.
10. Director of Technology.

### **Section C - Voting**

All voting members of the Executive Committee shall carry only one (1) vote regardless of the number of voting positions they may hold.

### **Section D - Proxy Voting**

A voting member of the Executive Committee who is unable to attend a meeting may designate a proxy to represent and vote in the voting member's place, in the following manner:

1. To designate a proxy a voting member shall provide written notice to the President and Secretary that they will be absent from the meeting and who shall serve as their proxy.
2. Notice may be given by email or other electronic communications.
3. The proxy shall be a member of the Indiana Young Democrats in good standing.

4. The default proxy for Congressional District Chairs shall be the Vice District Chair for the respective district, unless written notice is given to the President in accordance with Article VI, Section C.

### **Section E - Quorum**

The presence of a simple majority of voting members of the Executive Committee shall be required to conduct official business of the organization.

### **Section F - Legislative Power**

The Executive Committee shall serve as the legislative body of the Indiana Young Democrats with powers prescribed in these Bylaws and may pass binding resolutions to compel members of the organization.

### **Section G - Meetings**

The Executive Committee shall meet no less than four (4) times a per year. The Executive Committee shall make reasonable efforts to hold meetings in differing geographical locations around the State of Indiana. The following procedures shall be observed:

1. The President, through the Secretary, shall issue a notice of meeting with at least a thirty (30) days' notice to the Executive Committee.
2. The Secretary, in conjunction with other elected or appointed officers, shall post notice of the Executive Committee meetings as scheduled on the Indiana Young Democrats official website, via email correspondence, and/or electronic or digital means.
3. All Executive Committee meetings shall be open to attendance by all members of the Indiana Young Democrats.
4. The Executive Committee shall observe the following notification process for all regular meetings:
  - a. All new business to be considered by the Executive Committee shall be submitted to the Secretary no later than seventy-two (72) hours before a regularly scheduled meeting.
  - b. The Secretary shall send an agenda to all members of the Executive Committee no later than forty-eight (48) hours prior to the regularly scheduled meeting. Any voting member of the Executive Committee may, by motion, amend the agenda at the time of the meeting with the approval of a simple majority of the voting members present.
  - c. A financial report shall be presented by the Treasurer or their designated proxy at each regularly scheduled Executive Committee meeting.

## **Section H - Interim Consideration**

Any matter not considered at a regularly scheduled meeting of the Executive Committee may be presented to the Executive during the interim of meetings. The Executive Committee shall consider any question on a motion or action via electronic vote by petition, to be in writing, by the following manner:

1. A motion or action presented by the President for electronic vote on the President's own initiative or by petition of one-fourth ( $\frac{1}{4}$ ) of the voting members of the Executive Committee submitted to the President and Secretary.
2. Notice of a motion or action to be considered by electronic vote shall be presented no later than forty-eight (48) hours upon being submitted to the President and Secretary.
3. An electronic vote on a motion or action shall be open for ninety-six (96) hours after notice of an electronic vote is presented to the Executive Committee
4. A notice to the Executive Committee of an electronic vote shall include the following:
  - a. Title of the motion or action
  - b. The names of at least two (2) voting members of the Executive Committee sponsoring the motion or action to be considered by electronic vote.
  - c. Summary of the motion or action.
  - d. The language of the motion or action under consideration by the Executive Committee.
5. The President and Secretary shall have the following responsibilities and duties when conducting an electronic vote:
  - a. Conduct the proper filing of a submitted motion or action.
  - b. Provide the manner in which a voting member of the Executive Committee shall submit their vote. The mechanism for electronic voting shall be in a manner where any member of the Executive Committee may be able to determine the results of the vote and how each member voted.
  - c. Notice of final vote tally on the motion or action shall be given to the Executive Committee not later than twenty-four (24) hours after the voting process concludes.
  - d. The Secretary, in conjunction with the Communications Director shall include the results of any electronic vote and how each voting member of the Executive Committee voted in the manner by which

any correspondences are communicated to the general body membership.

### **Section I - Oath of Office**

Before any member of the Executive Committee enters office they shall swear or affirm the following oath, in writing on a book or document maintained by the Secretary:

“I solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Indiana, the governing rules of the Democratic Party and the Indiana Democratic Party, the charter, bylaws, and standing rules of the Young Democrats of America, and the Bylaws of the Indiana Young Democrats, and will, to the best of my ability discharge the duties of the office upon which I am about to enter.”

### **Section J**

A member of the Executive Committee who wants to resign from office shall give written notice of the member’s resignation to the Secretary by email. A notice of resignation may contain an effective date but the date may be no longer than seven (7) days from the date the resignation is submitted. Once a notice of resignation is submitted it may not be rescinded, annulled, or otherwise amended. The Secretary shall notify the Executive Committee immediately upon receiving a notice of resignation which officer is resigning and the date of their resignation. If the Secretary wants to resign then notice shall be given to the President. The President shall notify the Executive Committee immediately upon receiving a notice of resignation which officer is resigning and the date of their resignation.

## **Article IV - Officers**

### **Section A - Composition**

1. The Indiana Young Democrats shall maintain the following elected positions:
  - a. President.
  - b. Vice President.
  - c. Secretary.
  - d. Treasurer.
  - e. Two (2) National Committee Representatives.
  - f. Congressional District Chairs.

2. The Indiana Young Democrats shall maintain the following appointed positions:
  - a. Parliamentarian.
  - b. Executive Director.
  - c. Director of Communications.
  - d. Director of Finance.
  - e. Director of Chapter Development.
  - f. Director of Chapter Recruitment.
  - g. Director of Diversity & Inclusion.
  - h. Director of Campaigns.
  - i. Director of Political Affairs.
  - j. Director of Technology.

### **Section B - Eligibility**

Any member of the Indiana Young Democrats shall be eligible to hold office, subject to the following provisions:

1. The member shall have maintained membership with the Indiana Young Democrats.
2. The member shall be in good standing with the Indiana Young Democrats and the chapter with which the member associates.
3. The member shall be no younger than eighteen (18) years of age and no more than thirty-six (36) years of age.

### **Section C - Term of Office**

For the officers elected at the Indiana Young Democrats State Convention under Article IX in 2020, the length of a term of office shall be one (1) year beginning on the first day of the first month after the election of the officer. Beginning in 2021, the length of a term of office for any officer elected or appointed shall be two (2) years beginning on the first day of the first month after the election of officers at the Indiana Young Democrats State Convention under Article IX of the Bylaws.

### **Section D - Duties and Responsibilities of Officers**

Each officer shall have the following duties and responsibility:

1. President. The President shall serve as chief executive officer and official spokesperson of the Indiana Young Democrats. The duties of the President shall include but not limited to the following:
  - a. Represent the Indiana Young Democrats at official functions of the Indiana Democratic Party and Young Democrats of America. The President may, only under extenuating circumstances, appoint a member of the Executive Committee to serve as proxy for the

President on a per event basis, if the rules of the organization that requires their presence allows for proxy.

- b. Serve as a voting member of the Indiana Democratic Party State Central Committee, carrying one vote.
  - c. Appoint members to the offices listed under Article III, Section A(2), subject to approval of the Executive Committee.
  - d. Create appointed officers and appoint members to serve in that office, subject to the approval of the Executive Committee. Any officer appointed by the President under this subsection may not be considered a member of the Executive Committee in any capacity.
  - e. Preside over meetings of the Executive Committee.
  - f. Appoint chairs of all standing and ad-hoc committees, unless otherwise specified by a resolution of the Executive Committee or the Bylaws of the organization.
  - g. Oversee and direct all subsidiaries of Indiana Young Democrats, except as otherwise specified by the Bylaws.
  - h. Submit to the Executive Committee recommendations regarding endorsements of public questions, legislative initiatives, or other matters of statewide concern.
  - i. Inform the general membership of Indiana Young Democrats of the political activities and interests of the organization and its members.
  - j. Maintain access to and oversight of the funds of Indiana Young Democrats; exercising fiduciary powers only at the request of the Treasurer; or under extenuating circumstances under which the Treasurer is not willing or able to carry out their duties.
2. Vice President. The Vice President shall exercise the following powers and responsibilities:
- a. Serve as a voting member of the Indiana Democratic Party State Central Committee, carrying one vote.
  - b. Serve in the absence of the President or if a vacancy in that office shall arise, serve as Acting-President until the position has been filled by a vote of the Executive Committee.
  - c. Prepare and oversee the Indiana Young Democrats' campaign and legislative priorities with the approval of the Executive Committee.
  - d. Establish and maintain ties with caucuses recognized or established under Article VIII of these bylaws.
3. Secretary. The Secretary shall maintain all records of Indiana Young Democrats not maintained by the Treasurer and exercise the following powers and responsibilities:

- a. Maintain records of all motions, votes, and adopted resolutions of the Executive Committee and minutes of officially convened Executive Committee meetings.
  - b. Maintain the accuracy and completion, to the best of their abilities, of the official record of membership of Indiana Young Democrats.
  - c. Serve on the Rules Committee as an ex-officio, voting member.
  - d. Endeavor to attend every officially convened meeting of the Executive Committee or designate a qualified proxy to serve in their stead.
  - e. Create the official ballot, count, and record the results for state convention elections.
4. Treasurer. The Treasurer shall act as the treasurer of record of Indiana Young Democrats and exercise the following powers and responsibilities:
- a. Maintain and disburse funds of the Indiana Young Democrats as directed.
  - b. Prepare and submit to the Indiana Election Division all required campaign finance reports and notify the President, Secretary and Executive Committee upon submission.
  - c. Prepare and present to the Executive Committee a budget report no later than ten (10) days following the conclusion of any campaign finance reporting period required by the Indiana Election Commission or as requested by the Executive Committee.
  - d. Prepare and present to the Executive Committee at each regularly scheduled meeting a financial report that shall include information pertaining but not limited to the cash on hand in any checking account; expenditures; contributions; and any pertinent information.
  - e. Maintain access to and oversight of funds of the Indiana Young Democrats, exercising fiduciary powers only at the request of the President or Executive Committee.
  - f. Endeavor to attend every officially convened meeting of the Executive Committee or designate a qualified proxy to serve in their stead.
  - g. Prepare and present to the Executive Committee a membership payment report on a quarterly basis or as requested by the Executive Committee.
5. National Committee Representatives. The two (2) National Committee Representatives shall serve as members of the Executive Committee and exercise the following powers and responsibilities:

- a. The National Committee Representatives shall represent the Indiana Young Democrats at official functions of Young Democrats of America.
  - b. The National Committee Representatives shall maintain compliance with the requirements and direction of Young Democrats of America.
  - c. Each National Committee Representative must be of a different gender identity.
  - d. Endeavor to attend every officially convened meeting of the Indiana Young Democrats Executive Committee and Young Democrats of America national committee meeting or designate a qualified proxy to serve in their stead.
6. Congressional District Chair. Each Congressional District Chair shall serve as a member of the Executive Committee and exercise the following powers and responsibilities:
- a. Serve as chief executive officer of his or her respective district, with the corresponding powers and responsibilities of the President of Indiana Young Democrats, except where it conflicts with the Bylaws of the Indiana Young Democrats or the resolutions of the Executive Committee.
  - b. Strive to develop membership and activity in the county chapters in their district.
  - c. Strive to identify individuals in counties, universities, and high schools located inside the chair's congressional district where no chapter exists to establish a chapter.
  - d. Endeavor to attend every officially convened meeting of the Executive Committee or designate a qualified proxy to serve in their stead.
  - e. Strive to host a local Indiana Young Democrat fundraiser or campaign on behalf of Indiana Young Democrats.
7. Parliamentarian. The Parliamentarian shall oversee the proper conduct of the Indiana Young Democrats and exercise the following powers and responsibilities:
- a. Advise the Executive Committee and serve as a non-voting member of the Executive Committee.
  - b. Rule on challenges to the procedure of the meetings.
  - c. Advise the President on the procedures of the Executive Committee meetings.

- d. Maintain a working knowledge of the Bylaws and adopted resolutions of Indiana Young Democrats and parliamentary procedures adopted through the Bylaws.
  - e. Advise the Executive Committee of any actions that are in conflict with the Bylaws and adopted resolutions of the Indiana Young Democrats or parliamentary procedures adopted through the Bylaws.
  - f. Render to the Executive Committee an immediate ruling on any point of order requested by a member of Indiana Young Democrats.
  - g. Endeavor to attend every officially convened meeting of the Executive Committee.
  - h. Advise the Executive Committee on matters of parliamentary procedure.
  - i. Receive all chartering documents from subsidiary organization for initial review of compliance with all chartering procedures in conjunction with the Director of Chapter Recruitment and Director of Chapter Development.
  - j. Make recommendations to the Executive Committee regarding chartering documents.
  - k. Shall serve on the Rules Committee as an ex-officio, voting member.
8. Executive Director. The Executive Director shall exercise the following powers and responsibilities:
- a. Serve at the pleasure of the President.
  - b. Oversee the appointed officers and that they carry out the power and responsibilities of their office.
  - c. Manage the overall vision of the Indiana Young Democrats.
  - d. Ensure the strategic planning and programming of the Indiana Young Democrats are completed.
  - e. Serve as the liaison between the appointed officers and the Executive Committee.
  - f. Serve as a resource for the appointed officers for collaboration with voting members of the Executive Committee and committees of the Indiana Young Democrats.
  - g. Approve all public communications on behalf of Indiana Young Democrats before dissemination. Maintain and develop relationships with media partners.
9. Director of Communications. The Director of Communications shall:
- a. Develop and coordinate all internal and external communications in conjunction with the Executive Committee.

- b. Develop the communications calendar for the organization with input from appointed officers, constituency caucuses, and the Executive Committee.
  - c. Serve as a Press Secretary for the Indiana Young Democrats.
  - d. Maintain and operate all social media for the Indiana Young Democrats.
  - e. Coordinate all email communications on behalf of IYD and advise all social media communications.
  - f. Maintain a regular newsletter to be sent to all members and individuals whose email addresses are on file in the records of the Indiana Young Democrats.
  - g. Respond to media inquiries submitted to the Indiana Young Democrats, working with the Executive Committee to provide the appropriate surrogates.
  - h. Maintain and develop media and partner relationships.
  - i. Engage with reporters to pitch Indiana Young Democrat surrogates for stories and provide press responses at Indiana Young Democrats meetings and events.
10. Director of Finance. The Director of Finance shall:
- a. Serve as Chair of the Finance Committee.
  - b. Work in conjunction with the Treasurer to maintain all financial records of funds raised through fundraising activities.
  - c. Develop an annual fundraising plan in conjunction with the Finance Committee.
  - d. Strive to reach fundraising goals through fundraising events, call time, and any other activities in coordination with the President, Treasurer, and the Finance Committee.
  - e. Plan, in conjunction with the Finance Committee, the annual after party fundraiser in addition to one fundraiser north of Marion County and one fundraiser south of Marion County.
  - f. Develop at least one in-person training with digital supplements per year on how districts, regional and county chapters, and constituency caucuses can raise money for their respective programs.
11. Director of Chapter Development. The Director of Chapter Development shall:
- a. Maintain and update a chapter guide that is accessible to all subsidiary organizations of the Indiana Young Democrats.

- b. Collaborate with the Executive Committee and all subsidiary organization leaders on the goals for each subsidiary organization for the year.
  - c. Collaborate with the other appointed officers to schedule training for chartered chapters around the state of Indiana.
  - d. Develop and coordinate training resources for members and chapters.
  - e. Coordinate with the other appointed officers to provide online training and resources for chapters and the general membership.
  - f. Coordinate with the Director of Chapter Recruitment on the chartering of new chapters.
12. Director of Chapter Recruitment. The Director of Chapter Recruitment shall:
- a. Work with the Executive Committee and Congressional District Chairs to develop and provide a plan of recruiting members and new chapters of the Indiana Young Democrats.
  - b. Assist prospective members and chapters through the charting process.
  - c. Coordinate with the Director of Chapter Development on the chartering of new chapters.
  - d. Provide a report to the Executive Committee on the progress of chartering chapters.
  - e. Present new charters for consideration to the Executive Committee for approval.
13. Director of Diversity and Inclusion. The Director of Diversity and Inclusion shall:
- a. Reinforce Indiana Young Democrats' organizational commitments to equitable value of all members on the basis of religion, ideology, gender, race, ethnicity, sexual orientation, gender identity, ancestry, disability, or national origin.
  - b. Maintain anti-discrimination compliances with the requirements and direction of the Indiana Young Democrats, Indiana Democratic Party, and the Democratic National Committee.
  - c. Work with the county chapters and constituency caucuses to ensure inclusion in all aspects of the Indiana Young Democrats.
  - d. Work to establish recommended guidelines to encourage participation by groups underrepresented in Democratic politics and Indiana Young Democrats.
  - e. Provide one panel twice a year to educate Indiana Young Democrats membership about underrepresented communities.

- f. Provide a minimum of two in person training per year on engaging and empowering underrepresented communities for county chapters.
14. Director of Campaigns. The Director of Campaigns shall:
- a. Research and track all candidates and campaigns for public office in the State of Indiana.
  - b. Identify and provide guidance to the administration on campaign spending priorities as well as coordinating campaign invasions and phone banks.
  - c. Make recommendations on campaign donations and endorsements to campaigns and track reporting on campaign activities in states.
  - d. Provide digital and in person training resources at meetings of Indiana Young Democrats with regard to campaigning in Indiana.
15. Director of Political Affairs. The Director of Political Affairs shall:
- a. Review every Indiana General Assembly legislative submissions and state constitutional amendments submitted for consideration of support or opposition.
  - b. Plan and attend the annual Lobby Day in Indianapolis and provide resources for the county chapters to utilize in their Lobby Day programs.
  - c. Provide issue briefs and/or statements on behalf of Indiana Young Democrats to be shared with county chapters.
  - d. Work with the Communications Director to provide rapid response statements on federal and state issues.
  - e. Develop calls to action regarding issues impacting young Hoosiers.
  - f. Collaborate with other appointed officers on pertinent activities.
16. Director of Technology. The Director of Technology shall:
- a. Provide for the technological infrastructure of Indiana Young Democrats including emails, the website and blast email systems.
  - b. Review and approve of plans and programs relating to technology, training, and digital integration.
  - c. Work with chapters to provide additional technological support to those units.
  - d. Coordinate with the Executive Committee, Director of Communications, and Director of Political Affairs on advocacy tools.
  - e. Provide advice on ongoing technological infrastructure including the website, any customer relationship management system, and intranet that Indiana Young Democrats utilizes.

- f. Work with the Director of Chapter Development and Director of Chapter Recruitment to develop systems to record and digitize training to be optimized for widespread access via the internet.

### **Section E - Vacancy Procedures**

Upon vacancy of an office provided for in Article IV, except for the officers that are appointed by the President under Article III, Section B, the following procedure should be enacted:

1. The President shall nominate a candidate to fill the vacancy within thirty (30) days following the vacancy.
2. The Executive Committee shall confirm the nomination within thirty (30) days of the nomination.
3. In the case of a vacancy in the position of the President, the following procedure shall be observed:
  - a. The Vice President shall post the notice of vacancy with a call for nominations and convene a meeting of the Executive Committee to be held no sooner than fourteen (14) days and no later than thirty (30) days from the date of the vacancy.
  - b. The Secretary shall receive all nominations no later than seventy-two (72) hours prior to the aforementioned meeting.
  - c. The Executive Committee shall review nominations and vote at the aforementioned meeting for a new President to serve for the remainder of the unexpired term.
  - d. In cases where the position of President, upon a vacancy, is filled by a member of the same gender identity as the Vice President, the position of Vice President shall become automatically vacant once the meeting to fill the President vacancy adjourns.
4. All nominees shall be confirmed by a majority vote of the Executive Committee.

## **Article V - Committees**

### **Section A**

The Executive Committee shall maintain the following committees, to be comprised of members in good standing:

1. Rules Committee.
2. Finance Committee.
3. Ethics Committee.
4. Campaign Committee.

**Section B**

The President shall appoint one member in good standing, not serving on the Executive Committee, to each committee.

**Section C**

Committees maintained by the Executive Committee shall report to the Executive Committee no less than four (4) times per year and at the request of the President or Executive Committee.

**Section D**

Standing committees shall meet no less than two (2) times per year and at the request of the President or Executive Committee.

**Section E**

Additional ad-hoc committees may be created at the discretion of the President or by the Executive Committee. Any order of the President or motion approved by the Executive Committee that creates an ad-hoc committee shall expire on the day of the next election of officers or by motion of the Executive Committee.

**Section F**

The President shall appoint the Committee chairpersons with the approval of a majority of the Executive Committee.

**Section G**

Each committee shall be comprised of more than one gender identity.

**Article VI - Districts**

**Section A**

Indiana Young Democrats shall be organized into Districts corresponding with Indiana's current congressional districts.

**Section B**

Each district shall elect a member in good standing to serve as its Congressional District Chair ("District Chair"), as provided in Article IV. The District Chair serves as the chief executive officer of the district, comprising the corresponding high school, collegiate, and county chapters.

### **Section C**

The District Chair shall appoint a Vice Congressional District Chair (“Vice District Chair”). The Vice District Chair shall serve on the Executive Committee as an ex-officio, non-voting member. The Vice Congressional District Chair shall hold the proxy of the Congressional District Chair under Article III, Section D, unless the Congressional District Chair designates another member in good standing by written notice to the President.

### **Section E**

A District meeting shall be conducted no less than twice (2) per year. The District Chair may appoint District Officers, including a Congressional District Liaison (“Liaison”) to the Chapter Development Director, and convene District Committees as the District Chair sees fit.

### **Section F**

The District Chair shall maintain a working relationship with all Indiana Democratic Party Officers, county, district, and state-wide.

## **Article VII - Chapters**

### **Section A**

Any group of individuals meeting the threshold for membership under Article II, Section A, may organize a local Young Democrats chapter by submitting an application to charter with the Indiana Young Democrats Executive Committee. The chapter application shall be submitted to the Secretary.

### **Section B**

Upon receiving a chapter charter application, the Secretary shall forward the charter to the Parliamentarian and the following process shall be observed:

1. The Parliamentarian shall review the chapter charter application within thirty (30) days to ensure the submission complies with all aspects of this Article. The Parliamentarian may not review a charter application for recognition during the last forty (40) days before the Indiana Young Democrats State Convention held during an odd numbered year. The review of a charter application shall resume on the day after the convention.
2. After completing review of the charter application, the Parliamentarian shall issue a report to the Executive Committee recommending acceptance, amendment, or rejection of the petition.

3. The Executive Committee shall act on the recommendation of the Parliamentarian at its next regularly scheduled or special meeting.
4. Acceptance of any chapter chartering application shall be by majority vote of the Executive Committee.

### **Section C**

Each chapter shall include in its chartering application:

1. The name of the chapter.
2. The territory represented by the chapter.
3. List of chapter officers which must include the:
  - a. names of the officers;
  - b. mailing address;
  - c. contact phone and email address;
  - d. date when officers were elected;
  - e. calendar date when term of officers will expire; and
  - f. date of birth of officers.
4. A copy of the chapter's bylaws.
5. Certification by a member of the county Democratic Party central committee in the chapter's territory that an organizational meeting and officer election were held prior to the chapter chartering application being submitted.
6. A list of members of the chapter including:
  - a. the member's name;
  - b. mailing address;
  - c. contact information including phone and email address; and
  - d. date of birth.
7. A certification by the president of the chapter stating that to the best of the president's knowledge, all the documents submitted in the chapter chartering application are current, accurate, and complete.
8. Each chapter shall maintain the accuracy and completion, to the best of their abilities, of the official record of membership.
9. Each chapter chartering application shall be accompanied with assessment payment as determined by the Executive Committee. The assessment payment shall immediately be delivered to the Treasurer for deposit.

### **Section D**

No section of a chapter's bylaws may conflict with the Bylaws or adopted resolutions of the Indiana Young Democrats, Indiana Democratic Party, or Democratic National Committee.

## **Section E**

Before the next Indiana Young Democrats State Convention held in an odd numbered year, each chapter of the Indiana Young Democrats shall be rechartered by the Executive Committee in the following manner:

1. Not later than one hundred and twenty (120) days before the state convention, the President, through the Secretary, shall make public a notice describing the procedures, mechanisms, and instructions for each chapter to recharter. The Secretary shall send the notice to each chapter president using the information available to the Executive Committee and place a copy of the notice on the Indiana Young Democrats' website.
2. All applications to recharter a chapter shall be filed with the Secretary. A chapter may submit its application to recharter beginning ninety (90) days before the state convention. A chapter must submit its application to recharter no later than sixty (60) days before the state convention to be considered timely. No application to recharter a chapter may be accepted by the Secretary beginning thirty-nine (39) days before the state convention.
3. An application to recharter a chapter shall include:
  - a. The name of the chapter.
  - b. The territory represented by the chapter.
  - c. List of chapter officers which must include the:
    - i. names of the officers;
    - ii. mailing address;
    - iii. contact phone and email address;
    - iv. date when officers were elected;
    - v. calendar date when term of officers will expire; and
    - vi. date of birth of officers.
  - d. A copy of the chapter's bylaws.
  - e. A list of members of the chapter including:
    - i. the member's name;
    - ii. mailing address;
    - iii. contact information including phone and email address; and
    - iv. date of birth.
  - f. A certification by the president of the chapter stating that to the best of the president's knowledge, all the documents submitted in the petition for recognition are current, accurate, and complete.
  - g. Any assessment payment adopted by the Executive Committee.
4. The President shall form an ad-hoc committee for the sole purpose of reviewing each rechartering application for completeness and compliance

with all applicable rules of rechartering a chapter. The President shall appoint the Parliamentarian, the Director of Chapter Development, the Director of Chapter Recruitment, and as many members as deemed necessary to serve on the committee. The President shall designate one committee member to serve as chair. The committee shall meet as many times as the chair deems necessary.

5. The ad-hoc committee shall meet no earlier than ninety (90) days before the state convention and no later than thirty-eight (38) days before the state convention. The Secretary shall transfer all rechartering applications to the chair of the committee. The committee shall review each rechartering application thoroughly.
6. Once a chapter rechartering application has been reviewed by the ad-hoc committee, the committee shall vote to determine that the application is complete and forward the application to the Executive Committee for final approval or determination that the application is incomplete and reject the application. A majority of the committee shall be required to approve or reject an application.
7. If an application to recharter is rejected by the ad-hoc committee, the committee chair shall return the application to the chapter president with the reasons why the committee rejected the application. A rejected application may be corrected and resubmitted by the chapter to the Secretary no later than forty (40) days before the state convention.
8. A chapter rechartering application that is not timely submitted, according to paragraph 2 of this section, shall be assessed a penalty established by the Executive Committee.
9. The Executive Committee may approve a chapter's application to recharter not later than thirty-three (33) days before the state convention.

## **Section F**

Beginning in 2022 and during every even numbered year, not later than April 1 of that year, each chartered chapter shall submit to the Secretary a current list of members of the chapter in the same form as Section E(3)(e) and any assessment payment adopted by the Executive Committee. It shall be grounds for revoking a charter under Section G for any chapter that does not comply with this section by the April 1 deadline.

## **Section G**

The Executive Committee may revoke the charter and dissolve any local chapter from the Indiana Young Democrats for inactivity or actions inconsistent with the Indiana Young Democrats or the Indiana Democratic Party. A motion to revoke

the charter of a local chapter shall require a two-thirds ( $\frac{2}{3}$ ) vote of the Executive Committee.

### **Section H**

Before a motion to revoke the charter of a local chapter is considered by the Executive Committee, the Committee shall notify the local chapter of the motion and allow for no more than thirty (30) days for the chapter to respond. Notice to the local chapter is considered made when the Secretary sends the notice of the motion to the last known President and Treasurer of the local chapter using the contact information available to the Executive Committee. A representative of the local chapter shall be given the opportunity to defend their chapter during the Executive Committee meeting when the motion to the charter is being considered.

### **Section I**

Notwithstanding Section G or H, if a chapter fails to recharter by the next Indiana Young Democrats state convention immediately preceding the deadline for a chapter to submit its rechartering application then the chapter's charter is considered revoked and the chapter is dissolved by the Indiana Young Democrats.

## **Article VIII - Caucuses**

### **Section A**

Indiana Young Democrats shall maintain the following caucuses:

1. College Democrats of Indiana
2. Indiana High School Democrats
3. Indiana Young Democrats Black Caucus
4. Indiana Young Democrats LGBTQ Caucus
5. Indiana Young Democrats Women's Caucus
6. Indiana Young Democrats Hispanic Caucus
7. Indiana Young Democrats Labor Caucus

### **Section B**

Each caucus may operate independently of Indiana Young Democrats provided such actions do not conflict with the Bylaws or adopted resolutions of Indiana Young Democrats, Indiana Democratic Party, or Democratic National Committee.

### **Section C**

Each caucus shall elect a chair who shall serve on the Executive Committee as provided for in Article III. The vice chair shall serve as proxy for the chair when the chair is absent from an Executive Committee meeting.

### **Section D**

Indiana Young Democrats shall serve as a parent organization to each caucus and assist, where possible, the caucuses' respective missions.

### **Section E**

Each caucus shall create and maintain the following:

1. Name.
2. Bylaws.
3. A chief executive officer.
4. Contact information and meeting details.
5. Contact information for its members, including, but not limited to, name, phone number, age, email address, and mailing address.

Each caucus shall maintain the accuracy and completion, to the best of his or her abilities, of the official record of membership. Each caucus shall prepare and provide the official record of membership on an annual basis or as requested by the Executive Committee to the Vice President.

### **Section F**

Each caucus shall submit an annual report to the Executive Committee detailing the activities of the caucus. Any caucus that fails to submit an annual report by June 30 of the calendar year shall be placed in probationary status. The caucus will then have until August 15 of the calendar year to submit a report. After August 15 of the calendar year, caucuses who have not submitted their report shall be deemed inactive by a majority vote of the Executive Committee.

### **Section G**

Additional caucuses may be formed by a two-thirds ( $\frac{2}{3}$ ) vote of the Executive Committee.

## **Article IX - State Conventions and Elections**

### **Section A - Indiana Young Democrats' State Convention**

Indiana Young Democrats shall annually hold a state convention. All Indiana Young Democrat members and official chapters shall be invited to be in attendance.

1. During every even numbered year, the Indiana Young Democrat State Convention shall be held on the same date and at the same location as the Indiana Democratic Party State Convention.
2. During every odd numbered year, the Indiana Young Democrats State Convention shall be held on a date and at a place determined by the Executive Committee, but not later than June 30. The Executive Committee shall create additional rules governing the selection of a host committee for the state convention, requirements and responsibilities a host committee must follow when planning a state convention, minimum logistical requirements the host committee shall follow when planning a state convention, and the selection of a state convention chair.
3. In 2020, the Indiana Young Democrats shall conduct elections for the Executive Committee for a term of one year.

### **Section B - State Convention Delegates**

This section only applies to a state convention held during an odd numbered year. The Secretary shall certify the full list of delegates to the Executive Committee not later than twenty-one (21) days before the state convention.

### **Section C - Elections**

Indiana Young Democrats shall hold an election for each position provided for in Article IV, Section A, except for the officers listed under Article III, Section B, at each Indiana Young Democrats State Convention held during an odd numbered year. As provided for in Section A, all members of the Indiana Young Democrats may attend the state convention. Delegates will only vote for the District Chair representing their address of residency. Winners are determined in the following manner:

1. A majority of eligible votes cast.
2. If no candidate receives a majority, a runoff election comprising the two (2) candidates receiving the most votes shall be held immediately. A plurality of eligible votes cast shall determine the winner.

All votes for officers shall be conducted by secret ballot. The Secretary shall make the ballots and conduct the election for each office. The Secretary shall accept absentee ballots no sooner than twenty-one (21) days prior to convention and no later than three (3) days prior to convention. The Secretary shall chair the Election Committee. The Election Committee shall be comprised of the Secretary, Parliamentarian and one member appointed by a majority vote of the District Chairs. If the Secretary is a candidate for a contested IYD office then the President shall appoint an election officer, subject to approval by the Executive

Committee, to execute the duties of the Secretary under this section, not later than thirty-three (33) days before the convention. If the Parliamentarian is a candidate for an IYD office, the Parliamentarian may not act under this section.

### **Section D - Candidacy**

Any Indiana Young Democrats member who meets all required qualifications to serve in an elected IYD office, as defined in Article IV, may declare candidacy for only one (1) of the positions provided for in Article IV in the following manner:

1. Submit a written declaration of candidacy to the Secretary not sooner than ninety (90) days and not later than forty-five (45) days prior to the date of the election.
2. The office of President and Vice President shall be elected jointly as a ticket. A candidate for President and Vice President running on the same ticket shall be of different gender identities and shall submit a joint written declaration of candidacy to the Secretary of the Indiana Young Democrats not sooner than ninety (90) days and not later than forty-five (45) days prior to the date of the election. The Secretary may not accept a written declaration of candidacy from a candidate for President that does not indicate a running mate for Vice President or from a candidate for Vice President that does not indicate a running mate for President.
3. If no declaration of candidacy is made for a position forty-five (45) days before the date of the election, the vacancy will be filled per Article IV, Section E.
4. The Secretary shall gather and maintain the following information for each candidate seeking to hold an elected position within the Indiana Young Democrats:
  - a. The candidate's name.
  - b. The office the candidate has filed for.
  - c. The chapter the candidate is a member of.
  - d. The candidate's mailing address, contact phone number, and email address.
  - e. The candidate's date of birth.
  - f. A brief biography.
  - g. A headshot.
  - h. A brief platform or plan for term of office
5. The Secretary shall submit a copy of the information collected in subsection E(4) for each candidate who has filed to be a candidate for Indiana Young Democrats office to the President and Communications Director not later than forty (40) days before the state convention.

6. No later than thirty-five (35) days before the state convention, the Communication Director shall publish on the Indiana Young Democrats' website and social media platforms:
  - a. The name of each candidate.
  - b. The position each candidate is running for.
  - c. The chapter the candidate is a member of.
  - d. Not later than thirty-five (35) days before the state convention, the President shall send a copy of the information gathered by the Secretary in subsection E(4) to each chapter president.

## **Article X - Young Democrats of America**

### **Section A**

Not later than three (3) days after each election for the President or National Committee Representative, the Secretary shall report to the YDA Secretary the name and all other required information necessary to add the President or National Committee Representative to the official roster of YDA.

### **Section B**

Not later than three (3) days after a vacancy in the office of President or National Committee Representative is filled under Article IV, the Secretary shall report the YDA Secretary the name and all other required information necessary to add the President or National Committee Representative to the official roster of YDA.

### **Section C**

Not later than April 1 before the Young Democrats of America National Convention, the Executive Committee shall establish a plan for the selection of delegates to represent the Indiana Young Democrats at the Young Democrats of America National Convention. A copy of the delegate selection plan shall be included in the charter application required to be submitted to the Young Democrats of America before the National Convention. The delegate selection plan shall require diversity of the delegation must be equal to:

1. the diversity makeup of the Indiana Young Democrats found in the last census taken under Section E of this article; or
2. if no census has been taken under Section E since the immediately preceding national convention, the diversity makeup of all Indiana voters between the age of eighteen (18) to thirty-five (35) that voted in the last general election prior to the national convention or the diversity makeup of those ages eighteen (18) to thirty-five (35) in the last decennial census conducted by the United States Census Bureau;

whichever leads to the greatest diversity of the delegation. Each delegate shall be a member in good standing of the Indiana Young Democrats. The Secretary shall file a list of all delegates selected including each delegate's name and contact information with the YDA National Convention Secretary not later than seven (7) days before the first general session of the National Convention.

#### **Section D**

Not later than ten (10) days before the first general session of the Young Democrats of America National Convention the President shall select a member in good standing of the Indiana Young Democrats to serve as delegation chair for the Indiana delegation to the YDA National Convention. Not later than seven (7) days before the first general session of the YDA National Convention the Secretary shall report the selection of the delegation chair including the chair's name and contact information to the YDA National Convention Secretary. The selection of the delegation chair shall also be communicated to each Indiana Young Democrats member and delegate.

#### **Section E**

There shall be conducted not earlier than September 1 and not later than December 31 of each odd numbered year a census of the membership of the Indiana Young Democrats. The President may establish an ad hoc committee under Article V of these Bylaws to plan and execute the census. The census shall collect the following information:

1. The age of each member.
2. The race, ethnicity, and national origin of each member.
3. The gender and sexual orientation of each member.
4. The county and region of residency of each member. The body or committee charged with planning and executing the census shall determine which regional makeup of the state.
5. If the member is a member of a labor organization.
6. The profession of the member including if the member is a student of a secondary, post-secondary, or graduate school, trade school, apprenticeship, or primarily engaged in any educational or training program.
7. If the member is an elected official in any public office in the state of Indiana.
8. If the member is an officer in the Indiana Democratic Party including precinct committeeman or vice precinct committeeman.
9. Any other demographic information deemed necessary to the Indiana Young Democrats.

Participation in the census shall be voluntary. All responses to the census made by a member may not be traced to the member during the compilation and reporting of the census. All responses to the census are confidential and no individual response to the census shall be revealed other than to those compiling and reporting the census except when required by subpoena or other court order. Any member who reveals another member's response to the census shall be subject to impeachment and removal under Article XII of these Bylaws. Once all responses have been made to the group or committee charged with planning and executing the census the responses shall be calculated and reported in a statistical manner to the Executive Committee not later than December 31 of each odd numbered year. The Executive Committee may authorized the use of any person knowledgeable in the collection and statistical analysis of demographic information to assist the group or committee charged with planning and executing the census. Once the report is made to the Executive Committee all responses to the census shall be destroyed.

#### **Section F**

Whenever the Charter, Bylaws, and Standing Rules of the Young Democrats of America allows for a chartered unit to name a member to a YDA committee, board, caucus, or any other body, the President shall have the power and responsibility to appoint a member in good standing to said body with approval by a majority of the Executive Committee.

### **Article XI - Amendments**

#### **Section A**

Amendments to the Bylaws must be approved by a two-thirds ( $\frac{2}{3}$ ) vote of the Executive Committee or a two-thirds ( $\frac{2}{3}$ ) vote of the Membership at state convention.

#### **Section B**

Proposed amendments may be introduced by a member in good standing. Amendments shall be submitted in writing to the Secretary, Parliamentarian, and Rules Committee Chair. Upon receipt of a proposed amendment, the Secretary shall immediately post the amendment to the official website and official social media accounts. The Rules Committee shall submit a committee report on the form and nature of the amendment to the Executive Committee within fifteen (15) days of receipt.

### **Section C**

Upon receipt of the committee report from the Rules Committee, the President shall schedule a vote on the amendment at the next regular Executive Committee meeting. Adoption of an amendment shall require a two-thirds ( $\frac{2}{3}$ ) vote.

### **Section D**

Upon ratification of an amendment, the Secretary shall record all amendments to the Bylaws on the official website.

## **Article XII - Impeachment and Removal of Members and Officers**

### **Section A**

The Ethics Committee shall confidentially review allegations of conduct contrary to these Bylaws by officers and members. Any officer or member may file a complaint alleging conduct that is contrary to these Bylaws by an officer or member with the chair of the Ethics Committee. Any complaint filed must contain substantial reasons why such a violation has occurred. The chair and the committee may not reveal the name of the person filing the complaint or the person the complaint was filed against except in a report filed with the Secretary under Section C. Violating the confidentiality of the person filing the complaint shall be ground for impeachment under this article.

### **Section B**

The Ethics Committee shall be comprised of four (4) members with one (1) serving as chair. Each member, including the chair, shall have one (1) vote on the committee. No more than two may be of the same gender. The Parliamentarian shall serve as an ex-officio, non-voting member. Members shall be nominated by the President and appointed by the Executive Committee by a simple majority.

### **Section C**

Upon receipt of a complaint, the chair of the Ethics Committee shall notify the Secretary that a complaint has been made against an officer or member. The notice shall only state that the Ethics Committee is investigating a complaint. The chair shall file a report of the findings of the committee to the secretary within two (2) weeks of a complaint being filed. The report must have a three-fourths ( $\frac{3}{4}$ ) approval by the committee to be transmitted to the Secretary. The Secretary shall transmit a copy of the report to all Executive Committee members not later than

seventy-two (72) hours after the report has been filed. If a member of the committee is implicated by the complaint, the member must recuse themselves and the parliamentarian shall serve as a voting member for the approval of the report to the Secretary. If more than one (1) member of the committee is named in a complaint, the chair shall inform the Secretary and the President of this fact. The President shall name a member in good standing to serve as an alternate in the place of the committee member subject to the complaint.

#### **Section D**

The Executive Committee may impeach any member of the Executive Committee in the following manner:

1. Articles for Impeachment shall be submitted to the Executive Committee in writing by a member of the Executive Committee and shall include the grounds for impeachment.
2. Grounds for impeachment may include, but are not limited to, the following:
  - a. Openly supporting a candidate from any other political party other than the Democratic Party or an independent candidate for public office or deliberately aiding an opposing political party or candidate of an opposing political party including an independent candidate during the general or municipal election when there is a Democratic Party candidate on the ballot for the same public office.
  - b. Voting in any other political party's primary or convention other than the Democratic Party.
  - c. Conduct or involvement in any illegal or unethical behavior or action including any felony under the Indiana Code and federal law.
  - d. Gross dereliction of duty leading to the substantial harm and detriment of the Indiana Democratic Party or the Indiana Young Democrats.
  - e. Nonfeasance or abandonment of office during a term of office.
  - f. Revealing another member's individual responses to a census conducted under Article X, Section E of these Bylaws.
3. Upon receipt of the Articles of Impeachment, the Secretary shall post the Articles on the Indiana Young Democrats official website or similarly accessible point of information and transmit a copy of the Articles to the officer named for removal.
4. The Executive Committee shall schedule and conduct a trial within (14) days of receiving Articles of Impeachment and shall allow equal time for both the plaintiff and defendant to argue their positions prior to a vote. The Parliamentarian shall preside over the meeting. Not later than seventy-two

- (72) hours before the impeachment trial begins the Parliamentarian shall provide to each party of the impeachment and the Executive Committee rules of procedure for the trial including the testimony of witnesses and submission of witness lists by each party to the impeachment, evidence submission and discovery requirement for each party, equal time limits for arguments and rebuttals by each party, and deliberation of the articles of impeachment by voting members of the Executive Committee.
5. Not later than seven (7) days after the trial the Executive Committee shall vote to approve the Article of Impeachment. An electronic vote may not be used to approve any Articles of Impeachment.
  6. Two-thirds ( $\frac{2}{3}$ ) of the Executive Committee present and voting must approve of the Article of Impeachment to remove a voting member of the Executive Committee. The voting member who is named in the Article of Impeachment may not vote under subsection 5.
  7. If a member is adjudged guilty on the grounds for impeachment under subsection (2)(c), (d), or (f) of this section the Executive Committee shall hold a separate vote to bar the individual from membership with the Indiana Young Democrats for the duration of the individual's eligibility to be a member under Article II, Section A of these Bylaws. Two-thirds ( $\frac{2}{3}$ ) of the Executive Committee present and voting must vote in the affirmative for any bar to take effect. The voting member who is named in the Article of Impeachment may not vote under this subsection.

## **Section E**

The Indiana Young Democrats members in good standing may impeach any member of the Executive Committee or any other member in good standing in the following manner:

1. A petition of impeachment shall be submitted to the Secretary containing the consensual signatures of not less than fifty-one percent (51%) of the Indiana Young Democrats members in good standing and the grounds for impeachment as described in Section D of this article.
2. Upon receipt of a petition for impeachment, the Secretary shall post said petition on the Indiana Young Democrats official web site or similarly accessible point of information and transmit a copy of the petition to the officer named to be impeached and the Executive Committee.
3. A special general membership meeting shall be called by the Executive Committee within fourteen (14) days of the Secretary receiving a petition for impeachment, at which both the person named in the petition for impeachment and a representative of the petitioners shall argue their positions. The Parliamentarian shall preside over the meeting. The special

general membership meeting shall take place before any vote is taken under this section.

4. Two-thirds ( $\frac{2}{3}$ ) of the membership in good standing present and voting must vote in the affirmative in order to impeach an officer and render said position vacant under this section. Voting shall be conducted by an electronic vote. Voting shall be open for seven (7) days after notice of the electronic vote is submitted to the general membership. The voting member who is named in the Article of Impeachment may not vote.
5. If an officer is adjudged guilty on the grounds for impeachment under subsection (2)(e) of Section D, a second electronic vote shall be held not later than three (3) days after conclusion of the electronic vote taken under subsection 6 of this section to bar the individual from membership with the Indiana Young Democrats for the duration of the individual's eligibility to be a member under Article II, Section A of these Bylaws. Two-thirds ( $\frac{2}{3}$ ) of the membership in good standing present and voting must vote in the affirmative for any bar to take effect. Voting shall be open for seven (7) days after notice of the electronic vote is submitted to the members in good standing. The voting member who is named in the Article of Impeachment may not vote under this subsection.

### **Section F**

The President may remove any officers listed under Article III, Section B after written notice is given to the Executive Committee. The Executive Committee may remove any officer listed under Article III, Section B upon approval of two-thirds ( $\frac{2}{3}$ ) of the voting members.

### **Section G**

There is established a harassment, sexual violence, and domestic violence policy of the Indiana Young Democrats. Notwithstanding any other provision in this article, any act that violates this policy by any member or officer of this organization or any organization that the Indiana Young Democrats serves as a "parent" organization to shall be adjudged under this section:

### ***Indiana Young Democrats Policy Summary***

Indiana Young Democrats (IYD) is committed to creating and maintaining a community where all individuals who participate in this organization's programs and activities can work together in an atmosphere free of harassment, exploitation, violence, or intimidation. Every member of the IYD community should be aware that the organization strictly, absolutely, and wholly prohibits

harassment, sexual violence, and domestic violence, and that such behavior violates both law and organization policy, and are crimes. IYD will respond promptly and effectively to reports of harassment, sexual violence, and domestic violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline and/or cooperate with law enforcement authorities regarding any behavior that violates this Policy on Harassment, Sexual Violence, and Domestic Violence (hereinafter, the “Policy”).

### ***IYD’s Beliefs and Commitments***

Sexual violence and domestic violence are crimes that are completely incompatible with IYD’s core tenets of tolerance, inclusion, and community. Harassment of any kind creates a culture of exclusion that, too, is incompatible with the core tenets of IYD. Harassment, sexual violence, and domestic violence will not be tolerated.

### ***Definitions of Prohibited Conduct and Harassment***

*Harassment:* Harassment is defined as unwelcome conduct that is based on a person’s sex, national origin, race, color, sexual orientation, age, disability, religion, or other immutable characteristics. Harassment can include but is not limited to:

1. Unwelcome sexual advances;
2. Unwelcome requests for sexual favors;
3. Other verbal or physical harassment;
4. Offensive remarks about any of a person’s characteristic(s) listed above;
5. The use of social media or mobile technology to portray another individual in a sexually explicit way without their freely given, voluntary, and conscious consent;
6. Stalking.

Though this Policy does not prohibit outright teasing, offhand slights, or isolated incidents (unless extremely serious), harassment which is frequent or severe such that it creates a hostile, uncomfortable, or offensive environment, or when it results in an adverse decision by the individual being harassed (such as the victim leaving a conference or meeting prematurely, or leaving the organization as a whole), will fall under this Policy’s definition of “harassment” and therefore be subject to the disciplinary process for harassment outlined within this Policy.

*Sexual Violence:* Sexual violence as of any kind will not be tolerated by IYD. Sexual violence is defined any act of a sexual nature--including the touching, fondling, or penetration of another individual or the use of an object to touch, fondle, or penetrate--performed on an individual, or in which an individual is made to perform on another, without their freely given, voluntary, and conscious consent to such act. Sexual violence includes rape, sexual battery, and sexual assault. An individual cannot consent to a sexual act if that individual is underage, unconscious, asleep, intoxicated due to alcohol, drugs, or another substance, or is otherwise incapacitated. Lack of protest, silence, or lack of resistance do not by themselves constitute consent. A prior sexual or romantic relationship between the persons involved is not by itself an indicator of consent.

*Domestic Violence:* Domestic Violence is defined as conduct by a current or former spouse or intimate partner of the victim--or a person with whom the victim shares a child in common--that intentionally or recklessly causes bodily injury to the victim, another, or an animal, or places the victim or another in reasonable fear of serious bodily injury.

*Retaliation:* Retaliation is defined as to include threats, intimidation, reprisals, and/or adverse organizational actions against a person based on their report of harassment, sexual violence, or domestic violence. Retaliation is strictly prohibited by the IYD.

### ***Accusations of Harassment, Sexual Violence, or Domestic Violence***

Any substantiated accusations against a IYD member, volunteer, or otherwise IYD-associated individual, which allege that they have committed sexual violence or domestic violence against another, are potential grounds for immediate, permanent, and total exclusion from participation in any and all IYD activities and events.

Any accusations against an IYD member, volunteer, or otherwise IYD associated individual, which allege that they have harassed, as defined below, another individual shall be reviewed by the Ethics Committee. If a member of the committee or a member of the Executive Committee learns of conduct prohibited by this Policy (through personally witnessing it, through another IYD member, or by any other means), and the conduct occurred at a convention, conference, meeting, or other event that is still in process and ongoing, then the committee shall gather, in a timely manner not to exceed twenty-four (24) hours from the time the alleged incident first came to the committee's attention to discuss the

alleged conduct. Under these circumstances, the purpose of this meeting shall be whether, separate and apart from any subsequent disciplinary decisions, the individual should be removed from the ongoing and in process convention, conference, meeting, or event. When making this determination, the committee members present shall consider:

1. The physical well-being and safety of the victim, accused, and general IYD community; and
2. The likelihood of retaliation against a reporting victim, the accused, or others.

If a two-thirds ( $\frac{2}{3}$ ) majority of the committee decides the physical well being of any of the above-mentioned parties is potentially compromised, or if a two-thirds ( $\frac{2}{3}$ ) majority of the committee present and voting decides that the chances of retaliation occurring against one of the above-mentioned parties is more likely than not, then the committee shall instruct the Executive Committee to make all reasonable efforts to remove the accused from the in-process and ongoing convention, conference, meeting, or other event. If a two-thirds ( $\frac{2}{3}$ ) of the committee cannot be gathered to make the determination set forth above, then any decision by the committee, provided a quorum is reached through the presence of a forty percent (40%) of the committee at the meeting, that is present must be unanimous. The committee participation by telephonic means or through electronic platforms like Skype or Google Hangout shall be allowed (for both quorum and voting purposes) provided the committee members are given access to the same information (including any written documentation) that is provided to committee members who are present in person. If a member of the committee must be recused from the proceedings, such as if a member of the committee is a complainant, defendant, or for any other reason that might pose a conflict of interest to their participation, their recusal shall not count towards the vote total or to establish a quorum.

### ***Suspension and Exclusion Mechanism***

If an individual's membership in IYD is terminated or IYD suspends its association with an individual accused of sexual violence, domestic violence, or harassment, the following items take immediate effect:

1. The committee shall send the name of the individual to all IYD elected and appointed officers, including all chairs or presidents of Indiana College Democrats and its chapters, Indiana High School Democrats and its chapters, chartered chapters of IYD, the YDA President, the Chair of the Indiana Democratic Party, and each Indiana Democratic Party county

chair with a summary of the committee's disciplinary decision and length of the disciplinary action.

2. The individual shall be disallowed to participate in any functions of including but not limited to conventions, conferences, meetings, and all other events.
3. The individual shall be ineligible to register for conventions, conferences, meetings, and all other events. The Treasurer and Secretary shall ensure that any registration fees are immediately returned to the individual.
4. The individual shall be ineligible to participate in any meetings of the Executive Committee or any session of the State Convention called under these Bylaws. The individual shall also be ineligible to send or receive proxies.
5. The IYD Parliamentarian and any member empowered under these Bylaws or any other rule to call a meeting, conference, convention, or any other event are empowered to ensure the physical removal of the individual at any IYD conventions, conferences, meetings, or any other events by all legal means.

### ***Confidentiality***

The committee along with the Executive Committee shall ensure that the identities and incident details surrounding survivors of harassment, sexual violence, or domestic violence are completely kept confidential except as provided under this policy. Any violation of the confidentiality section of this policy shall constitute gross dereliction of duty and be grounds for impeachment under Section D(2)(d) of this article.

### ***Law Enforcement Involvement***

If the Executive Committee learns of sexual violence or domestic violence accusations against a member, and the Executive Committee believes the safety or well-being of another individual is compromised due to conduct of the accused, then the Executive Committee reserves the right to report any crimes or policy violations to local law enforcement authorities, and shall cooperate fully with these authorities.

### ***Resources and Victim Assistance***

IYD commits to making, at each conference and meeting, the following resources available to any individual who requests such resources, or as otherwise required by this policy:

1. The National Domestic Violence Hotline (1-800-799-7233);
2. The National Sexual Assault Hotline (1-800-656-4673);
3. The National Sexual Assault Online Hotline;
4. The number to and location of the local law enforcement agency (if unknown, the hotlines above may be able to provide this information);
5. The number to and location of the nearest hospital that is equipped to perform sexual assault forensic exams (if unknown, the hotlines above may be able to provide this information).

### ***Public Circulation of this Policy***

Aside from this policy being included in these Bylaws, this policy shall be made available on a separate page of the IYD website. This policy shall also be included or linked electronic communication that serves as a notice of meeting under these Bylaws.

### ***If You Have Experienced Harassment, Sexual Violence, or Domestic Violence***

Anyone who has experienced harassment, sexual violence, or domestic violence is urged to immediately seek help. If you are in immediate danger, please call 911. Get to a safe place and seek help from a law enforcement officer, medical professional, confidential or crisis response, and/or an IYD Officer. IYD will help any individual get to a safe place, seek medical services, contact a law enforcement agency, and offer information, resources, and help with any other accommodations whenever possible.

**Under no circumstances shall anyone who comes forward requesting assistance and help from a volunteer, Officer, or member of IYD be disciplined by the organization for any violation of the organization's drug, alcohol, or other policies which may or may not have occurred when the harassment, sexual violence, or domestic violence took place. IYD's sole concern is the safety of its community, and it shall neither inquire nor focus on any drug or alcohol policy violations a potential victim of harassment, sexual violence, or domestic violence may have committed when they were victimized.**

***If You Are a Volunteer for and/or Member of the IYD, and Someone Needs Assistance***

1. Ensure that they are safe and uninjured.
2. If they are injured and need medical attention, assist them in receiving such attention.
3. If they would like to report to the police, ensure, and accompany them if they wish, that the person and their support system has transportation to the local precinct, or can call 911.
  - a. Suggest that certain things--such as taking a shower, or washing clothes--may be against their best interests if they want to report to police. Because their body, clothes, and/or personal space and belongings are potential evidence, it is in their best interest to leave as much undisturbed as possible before speaking to law enforcement.
4. If they do not need medical attention, and are safe, and do not wish to report to law enforcement, then ask about any accommodations that may make them feel more comfortable. Including:
  - a. A change in room;
  - b. A change in hotel;
  - c. Transportation elsewhere;
  - d. A phone or internet access to reach support services or loved ones.
5. Provide the following resources for them (if you do not have these resources readily available, please ask an elected or appointed YDA Officer for assistance):
  - a. The National Domestic Violence Hotline (1-800-799-7233);
  - b. The National Sexual Assault Hotline (1-800-656-4673);
  - c. The National Sexual Assault Online Hotline;
  - d. The number and location of the local law enforcement agency (if unknown, the hotlines above may be able to provide this information);
  - e. The number to and location of the nearest hospital that is equipped to perform sexual assault forensic exams (if unknown, the hotlines above may be able to provide this information).
6. Let them know that you plan to notify an elected or appointed YDA Officer that a Harassment, Sexual Violence, or Domestic Violence incident occurred unless they wish to remain anonymous.

## **Article XIII - General Provisions**

### **Section A**

Before an expenditure of funds can be made an appropriation shall be approved by a majority of the Executive Committee.

### **Section B**

A candidate for:

1. nomination to a public office at an Indiana Democratic primary;
  2. nomination to a public office at an Indiana Democratic Party state convention;
  3. election to national convention delegate at an Indiana Democratic Party state convention;
  4. election to a party office at an Indiana Democratic primary;
  5. election to a party office at a caucus or meeting held under the rules of the Indiana Democratic Party;
  6. appointment to fill an elected office vacancy by a caucus or committee of Indiana Democratic Party officers; and
  7. election to a public office at a general or municipal election held in Indiana;
- may not be endorsed or otherwise publicly supported by the Indiana Young Democrats unless the decision to endorse said candidate is approved by a majority vote, present and voting, at a meeting of the Indiana Young Democrats Executive Committee.

This section shall apply to districts under Article VI, local chapters under Article VII, and caucuses under Article VIII of these Bylaws unless the district, chapter, or caucus establishes their own rules for endorsing candidates in writing. Chapters organized under Article VIII of these Bylaws shall place all endorsement rules in their chapter bylaws or other governing rules.

No elected or appointed officer of Indiana Young Democrats, as defined in Article IV, Section A of these Bylaws, who is a candidate for public office, may directly participate in the selection of endorsed candidates including voting on endorsing any campaign for public or party office, or appropriating IYD funds to any campaign.

No elected or appointed officer of the Indiana Young Democrats, as defined in Article IV, Section A of these Bylaws, including any officer for an office created by the President under Article IV, Section D(1)(d), may endorse a candidate for public office in Indiana or Indiana Democratic Party office until notice, by email, is given to the Secretary at least three (3) days before the officer publicly makes their endorsement. The notice must include the candidate to be endorsed. The Secretary shall notify the President, Executive Director, and Communications Director of any endorsement notice filed with the Secretary under this section.

### **Section C**

The Indiana Young Democrats shall strive in all cases of planning or making an endorsement of a candidate for public office to be geographically diverse.

### **Section D**

The Executive Committee may, provided an emergency situation is identified by a member of the Executive Committee and documented by the Secretary, by a two-thirds ( $\frac{2}{3}$ ) vote at an officially convened meeting, suspend any article, section or subsection of these Bylaws except for Article I, Article IX but not including any convention conducted in 2020, Article X, Article XI, Article XII Article XIII, or Article XIV and any sections and subsections contained therein.

### **Section E**

These Bylaws shall not be suspended for more than thirty (30) days from the date an emergency is declared under Section D by the Executive Committee and may be reinstated before the thirty (30) day period of time has elapsed by a majority vote of the Executive Committee, as incorporated in a motion declaring the emergency or under a separate motion made at any properly convened meeting of the Executive Committee.

## **Article XIV - Ratification**

### **Section A**

These Bylaws repeal and supersede the Indiana Young Democrats Constitution last amended on March 23, 2019.

### **Section B**

All articles shall be in effect immediately upon ratification of these Bylaws.

### **Section C**

This section shall automatically be amended to reflect the date these Bylaws were ratified and the date each time these Bylaws are amended:

**Ratified: March 18, 2020**

**Amended: July 1, 2020**

**August 16, 2020**