

BY-LAWS OF THE INDIANA YOUNG DEMOCRATS WOMEN'S CAUCUS

MISSION

The Indiana Young Democrats Women's Caucus' mission is to empower and engage women in the democratic process through civic resources, education, advocacy and activism in order to ensure all women's voices are heard and listened to.

ARTICLE I. NAME AND CLUB AFFILIATION

Section 1. Name.

- a. The name of this organization shall be the Indiana Young Democrats Women's Caucus ("IYDWC").

Section 2. Club Affiliation.

- a. Indiana Young Democrats Women's Caucus shall be chartered and affiliated with the Indiana Young Democrats ("IYD"), and by and through the Indiana Young Democrats, will be affiliated with the Young Democrats of America.

ARTICLE II. PURPOSE

The purposes of this IYDWC shall be:

- a. To empower young women to become more involved in the political process to strengthen our influence over decisions that affect our lives.
- b. To engage and educate our communities on the importance of intersectionality, inclusion and equality.
- c. To advocate for systematic changes needed for women to grow, lead and succeed in the workforce and in government.
- d. To support and elect women at the local, state and federal levels of government who will advocate the values of the IYDWC.
- e. To create opportunities for discussion and advocacy on issues of importance, including, but not limited to: business, civil liberties, economy, education, environment, foreign policy, health care, the justice system, and social security.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

- a. Regular membership shall be open to all persons who are at least eighteen (18) years of age and not more than thirty-five (35) years of age who are registered Democrats provided that:

- b. If a Member turns age thirty-six (36) prior to August 31 of a given year, that individual shall remain a Member of the Organization through August 31 of that year; and
- c. Any officer shall be permitted to serve out his or her term through December 31 of the year in which he or she turns age thirty-six (36).
- d. Membership shall be open to individuals who are concerned with issues relating to women's priorities regardless of their race, ethnicity, national origin, sex, disability, gender, sexual orientation, or religion.

Section 2. Membership Privileges.

- a. The following rights and privileges of membership are conditioned upon payment of dues in full:
 - i. One vote on any general issue considered at any Membership Meeting.
 - ii. One vote in each endorsement process for each contested or uncontested race or issue if they are a member three (3) days in advance of the meeting.
 - iii. Eligibility to hold an officer position on the Executive Committee or the Executive Board after being a member for at least thirty (30) calendar days prior to the election and having attended at least three Membership Meetings or Executive Board-designated IYDWC events prior to the election.

ARTICLE IV. OFFICERS

Section 1. Officers

- a. The Executive Committee
 - i. The Executive Committee shall be comprised of the Chair, Vice-Chair, Secretary, and Treasurer. Each of the aforementioned officers shall have one vote at any Executive Committee meeting.
- b. Executive Board Meetings and Duties
 - i. The Chair or their designee may call an Executive Board meeting or Regular Membership meeting by giving at least 48 hours telephonic notice to all officers and/or members, although it is preferable to give 15 days' written notice.
 - ii. The Chair or their designee may call a Special Meeting, but must have all members of the Executive Committee present including at -large members who will in this case be granted the same voting provisions as Officers.

Section 2. Duties and Privileges

- a. The Chair shall be the chief executive officer of the organization, or their designee shall preside at all Executive Committee meetings and Membership Meetings.
- b. The Vice-Chair shall be responsible for coordinating the activities of the legislative, political, and membership recruitment and engagement activities of the organization. The Vice-Chair shall maintain all records of the Organization and shall serve all required notices and discharge any other duties at the direction of the Chair; shall strive to keep the bylaws of the organization consistent with the aims and policies of the Organization;

shall propose special rules and amendments to the bylaws when necessary; shall interpret the rules and Bylaws when called upon by the Chair or Executive Committee.

- c. The Secretary shall be responsible for the Organization's external and internal communications, and for such other duties as the Chair shall assign. The Secretary shall coordinate the regular production and distribution of the Organization's e-mail newsletter to all Members; shall maintain pictorial and record history of Organization, including copies of all publications, invitations, and other official Organization documents. The Secretary shall also oversee the updating and maintenance of the IYDWC website and any social media efforts.
- d. The Treasurer shall present financial statements to the Executive Committee at each regularly scheduled meeting and shall handle all disbursements, receipts, banking relationships, and in general, any and all bookkeeping responsibilities. The Treasurer shall also coordinate with the Chair all fundraising activities.

Section 3. Election & Term of Office

- a. The term of office shall be one year with the exception of the Chair who shall serve for two years unless he/she no longer meets the qualifications for membership established in
- b. Election for all officers of the Organization shall be conducted prior to the end of the calendar year.

Section 4. Resignation and Removal

- a. Any Officer shall be deemed to have resigned and the Officer's resignation will be final, without exception, upon:
 - i. The conclusion of the third Executive Committee Meeting at which the officer is absent without an approved excused absence, having been absent from the two immediately preceding Executive Board meetings without an approved excused absence.
 - ii. The conclusion of the fifth Executive Committee Meeting at which the officer is absent without an approved excused absence, having been absent from any other four Executive Committee Meetings during the calendar year without an approved excused absence.
 - iii. An approved or excused absence may only be granted by the Chair, in their sole discretion, upon the request of any officer and prior to such absence.
- b. Any Officer may be removed from office under the following procedures:
 - i. Removal by the Executive Committee.
 - ii. Notice. Upon the agreement, in writing, of fifty percent plus one vote (50% +1) of the officers notice and written charges supporting removal shall be provided to every officer at least seven (7) days before an Executive Committee meeting. The proposed removal shall be placed on the agenda of the next Executive Committee.
 - iii. The officer who is subject to the proceedings shall be given a reasonable opportunity to respond to the written charges, both in writing and/or verbally, at the Executive Committee meeting for which the removal will be considered.
 - iv. Twenty-four hours after a two-thirds majority vote of those officers present and in favor of removal at an Executive Committee meeting, the subject Officer shall be removed. During those twenty-four hours, the officer subject to removal may

tender his/her resignation, which will cause the removal to be expunged from minutes and the resignation to be recorded.

- v. Any officer who is removed or resigns within twenty-four hours of removal shall be ineligible to hold any office in the Organization at any time in the future.
- c. Removal by the Membership.
 - i. Any member seeking to remove an officer of the Organization from their Office shall provide each officer of the Organization with a Petition or Removal identifying the charges in writing and signed by twenty other members having paid dues at least thirty (30) calendar days prior to the date of signing the petition.
 - ii. The Vice-Chair (unless they are subject of petition, and then the Chair shall appoint a replacement from the Executive Board) shall verify the signatures submitted on the Petition for Removal prior to the next regularly scheduled Executive Board meeting.

ARTICLE VIII. PARLIAMENTARY PROCEDURE & AMENDMENTS

Section 1.

- a. These By-Laws may be amended by a majority vote at any Executive Board meeting at which notice of the proposed amendment has been provided at least 48 hours prior. Any such amendments shall take effect on the first Monday after the adjournment thereof unless a specific exception is stated in the motion to amend.

Section 2.

- a. In all matters not contained in these By-Laws, authority rests in Robert's Rules of Order Newly Revised.