

Volusia Democratic Disability Caucus

BY-LAWS

Article I-Name

The name of this political organization shall be the Volusia Democratic Disability Caucus, herein, referred to as the [Caucus](#).

Article II- Objectives

Section 1. To stimulate a participating interest in public affairs that will foster a better and more representative government.

Section 2. To increase the political power and influence of Democrats with Disabilities within the Democratic Party of Volusia County and the State of Florida.

Section 3. To unite Democrats with Disabilities in Volusia County and the State of Florida.

Section 4. To promote the principles of the Democratic Party at all levels.

Section 5. To support and solicit support for legislation and governmental action on a national, state, and local level which reflect the best interests of individuals with disabilities.

Section 6. To encourage qualified citizens to become candidates for public office and support applicable campaign efforts to elect all Democratic Party Nominees.

Section 7. To take such action as may be deemed necessary to affect the above objectives.

Section 8. To take such action to educate the Volusia County Democratic Party regarding the issues impacting and pertaining to persons with disabilities.

Article III- Members

Section 1. Active Membership/Dues: The dues are \$25.00 (twenty-five dollars) payable to the Volusia Democratic Disability Caucus by January 31st for the ensuing year or at the time of becoming a member. This is the sum of the \$10.00 (ten dollars) for the State Caucus and \$15.00 (fifteen dollars) for the Volusia Caucus. New active members

who join and pay dues after September 1st are paid through December 31st of the next year. If dues are not paid by February 1st, active membership and voting rights are revoked until dues are paid. The Caucus shall have no less than 10 (ten) active members.

Section 2. Application for Active Membership: Prior to the processing of an active membership, the Caucus must be presented proof of the applicant's Democratic affiliation by means of one of the following:

- A. Voter registration card or affidavit with verification of Party affiliation.
- B. Verification through the NGP VAN.

Section 3. Honorary Membership: The Board may confer honorary non-voting membership upon any member of the Democratic Party.

Section 4. A scholarship donation program is established to help with membership dues if anyone expresses a need.

Section 5. General Membership: All registered Democrats that are disability issue voters residing in Volusia County are automatically non-voting General Members.

Article IV – Officers

Section 1. The elected officers shall consist of a President, Vice President, Secretary, Treasurer, and such other officers as deemed necessary by the membership. Officers shall perform the duties prescribed by these By-Laws.

Section 2. General Provisions:

- a. All officers shall be elected from the active members of the Caucus who have held membership at least 1 (one) year prior to being elected, except the officers holding office at the time of the adoption of these By-Laws and those officers allowed to be appointed by the President.
- b. All officers shall be elected at the annual meeting held in January of the year following a Presidential Election. All officers shall serve a term of 4 (four) years or until their successors are elected. The term of office shall begin at the end of the meeting at which officers are elected. There shall be no limit on the number of terms an officer may serve.
- c. If the office of the President becomes vacant, the Vice President shall serve as President until a new President is elected. A special election shall be called to fill the office of President at the next regularly scheduled meeting of the Caucus

provided there is at least 30 (thirty) days notice to the active members by electronic or written modes of communication.

- d. All vacancies in any office, other than the President, shall be filled by the President with the approval of the Board.
- e. When possible, the person holding the office of Vice President shall be the opposite gender of the person holding the office of President.
- f. All outgoing officers at the end of their term shall deliver to their successors all materials pertaining to their offices, following the installation of officers or no longer than 10 (ten) days following the election.

Section 3. Duties of Officers

a. The President shall:

1. Preside over all meetings of the Caucus and the Board.
2. Appoint or remove the Chairperson of each committee as needed with the approval of the Board.
3. Serve as an ex-officio voting member of each committee, except the Nominating Committee.
4. Act as the official spokesperson for the Caucus and execute faithfully the decisions of the Caucus.
5. The President shall have the authority to expend \$100 (one hundred dollars) for the benefit of the Caucus without prior Board approval.

b. The Vice President shall:

1. Preside over meetings of the Caucus or Board in the absence or at the request of the President.
2. Assume the office of President under provisions of Article IV Section 2c when the office of the President becomes vacant.
3. Serve at the President's request and in his/her stead at any meeting.
4. Carry out such other duties as may be assigned from time to time by the President.
5. Coordinate guest speakers.

c. The Secretary shall:

1. Maintain an accurate permanent record of the minutes of all proceedings of the Caucus and Board.
2. Send an electronic copy of the minutes, within 14 (fourteen) days of each meeting of the Caucus and the *Board*.
3. Verify a quorum at all meetings of the Caucus and Board.

4. Carry out such other duties as may be assigned from time to time by the President.
5. In coordination with the Treasurer ensure that membership rosters by names, mailing addresses, phone numbers and email addresses of all active and honorary members be maintained and distributed periodically to the Officers and Board.

d. The Treasurer shall:

1. Deposit all Caucus funds in the bank as directed by the Board.
2. Disburse funds by check as directed by the Board.
3. Maintain an accurate and permanent record of transactions, bank statements, checkbooks, receipts, and disbursements and maintain possession of all financial records.
4. Keep all bank statements and canceled checks available for examination or copying by any member for any proper purpose and at any reasonable time with Board approval.
5. Reconcile bank statements and check book entries and make financial reports to the Board.
6. Provide a record of all paid members to the Secretary.
7. All checks shall require 2 (two) signatures - the Treasurer, President, or Vice President. No blank checks shall be distributed to anyone. No credit cards shall be permitted in the name of the Caucus for any transaction.
8. Arrange for an annual in-house audit by 3 (three) active members of the financial records by April 1st and a professional audit whenever a new Treasurer assumes the office.
9. In coordination with the Secretary provide membership rosters by names, mailing addresses, phone numbers and email addresses of all active and honorary members.
10. Carry out such other duties as may be assigned from time to time by the President.

e. The President shall appoint the following and any other positions he/she/they finds necessary. All appointees shall serve at the pleasure of the President.

1. Parliamentarian- Shall clarify procedures or points of order using these By-Laws and the most recent edition Robert's Rules of Order Newly Revised. Carry out such duties as may be assigned from time to time by the President.

2. Media/website person- Create and implement a media strategy in accordance with the Board's goals.
3. Membership Committee – The Membership Committee shall be responsible to recruit new members and retain current members.

Article V – Election of Officers

Section 1. Nominating Committee

- a. The Nominating Committee shall be appointed by the President and consist of a Chair and 3 (three) additional members.
- b. The President cannot be a member of the Nominating Committee.
- c. The Nominating Committee shall select from the active membership persons eligible for the office of President, Vice President, Secretary, and Treasurer.
- d. The Nominating Committee shall present its slate of candidates to the Board at its last meeting of the previous calendar year and, subsequently, to the Caucus at its first meeting in the next calendar year.

Section 2. All nominees and voters must be active members in good standing.

Section 3. The Chair of the Nominating Committee shall present the slate of candidates. Additional nominations may be made from the floor by active members in good standing. All nominees must meet the requirements for the office.

Section 4. Each Candidate for President shall have no more than 5 (five) minutes to make a campaign speech with one seconding speech of no more than 3 (three) minutes. Each candidate for other offices shall have no more than 3 (three) minutes to make campaign speeches.

Section 5. Before the floor is opened for elections, the Treasurer or Secretary shall certify that all the nominees and potential voters are active members and that a quorum is present.

Section 6. The order of election shall be President, Vice President, Secretary and Treasurer. They shall execute and sign the Loyalty Oath upon taking office. The election shall be conducted by the Chair of the Nominating Committee or an individual of his/her/their choice.

Section 7. Voting

- a. When meeting in person all voting shall be by secret ballot. When attending virtually voting shall be by a secret email or text ballot to a designated individual not on the ballot within a specified time limit.
- b. Proxy voting is not permitted.
- c. An unopposed nominee may be elected by a voice vote of acclamation.

Section 8. An email or written notice of the election and the Nomination Committee's Slate of officers shall be sent by the Secretary to all active members not less than 14 (fourteen) days prior to the election.

Section 9. All unresolved disputes shall be referred by the Nominating Committee to the President of the State Democratic Disability Caucus. The State President shall report his/her/their finding in writing. If he/she/they finds that there was a violation of the By-Laws that affected the outcome of the election, a new election will be ordered. If there exists no material violation, he/she/they shall affirm the election.

Section 10. Any member may be removed from office upon a 2/3 (two thirds) vote of the active membership at any regular or special meeting. A 10 (ten) day notice must be sent to the active membership that a motion for removal of said member will be considered at that meeting. The removal may be for causes including, but not limited to, malfeasance, misfeasance, neglect of duty, incompetence and permanent inability to perform official duties.

Article VI – Committees & Meetings

Section 1. The Board shall consist of all elected and appointed officers. The Board shall meet as often as it deems necessary to conduct the business of the Caucus. Regular Board meetings will be on the last Tuesday of the month followed by the general meeting on the first Tuesday of the next month.,

Section 2. Other Committees will be formed as needed.

Section 3. A quorum for the general meeting shall be 20% (twenty percent) of active members, but not less than 5 (five) members. A quorum for the Board shall be a majority of its members.

Section 4. The President or a majority of the Board may call a special meeting at any time for any emergency purpose. The President shall upon receiving the

petition of at least 25% of the active membership call a special meeting for the purpose set forth in the petition.

ARTICLE VII—ANTI-DISCRIMINATION PROVISION

Section 1. No Democratic Loyalty Oath should be used which has the effect of requiring members of the Democratic Party to condone or support discrimination on the grounds of race, color, creed, sex, age, religion, economic status, ethnic identity, national origin, disability, sexual orientation, gender identity and expression.

Section 2. The time and place for all public meetings of the Democratic Party Caucuses should be publicized fully to assure timely notice to all interested persons and should be open to all members of the Democratic Party regardless of race, color, creed, sex, age, religion, economic status, ethnic identity, national origin, disability, sexual orientation, gender identity and expression.

Section 3. The Caucus shall publicize fully and in a timely manner the pertinent procedures for the selection of Caucus representatives and officers to interested Democrats.

ARTICLE VIII—AMENDMENTS of BY-LAWS

The By-Laws may be amended by a majority of affirmative votes at a regular meeting after notification in writing 1 (one) week prior to the meeting. These By-Laws and any changes are subject to approval by at least 2/3 (two-thirds) of the Volusia County Certification Committee (Volusia County DEC Chairperson, State Committeeman and State Committeewoman) and the Florida Democratic Party Committee on Clubs, Organizations, and Caucuses. The Caucus shall provide copies of the minutes of the meeting at which these amendments were adopted.

Article IX. -Supremacy of State Statutes and State Party Rules

Section 1. Any article, section, subsection, or provision of these By-Laws that is inconsistent with the provisions of the Florida Statutes or of the Standing Rules of the Florida Democratic Party shall be nullified and superseded by the pertinent Florida Statutes or Standing Rules of the Florida Democratic Party.

Section 2. Any omissions from these By-Laws shall be supplemented by the pertinent provisions of Florida Statutes and Florida Democratic Party Rules.

ARTICLE X—PARLIAMENTARY AUTHORITY

The most recent edition of Robert’s Rules of Order Newly Revised shall govern the Caucus in all cases to which they are applicable and not inconsistent with these By-Laws and the rules of the Volusia Democratic Executive Committee, Florida Democratic Party and National Democratic Party.

Date Adopted February 6, 2024

Submitted for Charter _____