

BYLAWS OF THE WVDP INDIGENOUS CAUCUS

Article I – Policy and Goals

Section 1 – It shall be the policy of this caucus, in the execution of all endeavors, to contribute to the growth and influence of the Democratic Party, to establish and maintain an inclusive Indigenous presence in the party and to support the party candidates for Democratic leadership throughout the state and nation.

Section 2 – We shall hold workshops and programs to educate, and train interested Democrats to participate in voter training, outreach, political education, legislative tracking, research and how to participate in the Democratic Party.

Section 3 – We shall hold workshops and programs to educate interested individuals in the cultural history and current issues of concern to the Indigenous Peoples of West Virginia.

Section 4 – We shall assist Democratic legislative organizations and legislators in establishing relationships with the members and communities of the Indigenous Caucus.

Section 5 – We shall facilitate the organization of Democrats.

Section 6 – We shall maintain a healthy relationship with the WVDP and assist in disseminating party information to our members.

Article II – Membership

Section I – Membership shall include those persons who are:

1. Indigenous Peoples who are registered Democrats, or
2. Registered Democrats, and those ineligible to register as Democrats, but who have expressed an intent to register as a Democrat upon becoming eligible, with an interest in developing a broader understanding of issues that affect the Indigenous community, inclusion in the educational process of how the political system works, exchanging cultural education, political training, voter outreach and participation of the Indigenous Peoples in the Democratic Party and who support the mission of this caucus.

Section 2 – Only those individuals specified in Article II, Section I – A and B shall be eligible for full membership. They will be entitled to all membership privileges upon payment of annual dues.

Section 3 – Members and non-members shall be eligible to participate in discussion, meetings and training workshops, but voting and holding office shall be restricted to members only.

Section 4 – The Indigenous Caucus supports non-discrimination in membership, including gender, race, sexual orientation, age, disability, religion, national origin, or income level. We are inclusive.

ARTICLE III – Membership Dues

Section 1 – The amount of dues payable for membership shall be established by the Executive Board by simple majority at an officially designated and noticed executive board meeting.

Notice of intent to raise dues shall be established in writing to the membership prior to the actual increase in annual dues.

Section 2 – Membership dues are \$5.00 and renewed at the State Convention for the period of a full year.

Section 3 – This caucus waives any dues for economic hardship.

Section 4 – Sponsorships provide the Indigenous Caucus the funds to conduct meetings. The following sponsorship contributions for annual (1 year) membership fees are available at the following rates: \$5000., \$1000., \$500., \$250., \$100., \$50., \$25.,

The regular yearly dues will remain at \$5.00

And free for low income/students/60 plus.

Article IV – Executive Board

Section 1 – The officers, Male and Female Co-Chairs, immediate past chairperson and committee officers shall constitute the Executive Board. Any member of the executive board may be removed following three consecutive absences from noticed meetings or three unexcused absences during the calendar year. If an officer misses three meetings in a year, or, after notice of the charges against them and a hearing at a meeting whose notice includes the issue, has been determined to have failed their duty as an officer, by a 2/3 vote of the members present and voting, they will be removed, and a new election shall be held at the next meeting.

Section 2 – The executive Board shall meet no less than six times during the calendar year for the purpose of planning and directing the activities and policies for the calendar year. Joint meetings with other WVDP inclusion caucus Co-Chairs meeting as the WVDP Affirmative Action Committee, will occur at least once during each calendar year.

Section 3 – A simple majority of members of the Executive Board shall constitute a quorum. No proxies shall be allowed.

Section 4 – Special meetings of the board may be called by any of the members of the board, but special meetings will not be subject to the absence or excused policy.

Section 5 – As the Executive Board is representative of the membership of the caucus, which has a right to know how its representatives have voted, no vote of the Executive Board of the Caucus may be taken by secret ballot.

Article V – Officers

Section 1 – The officers of the WVDP Indigenous Caucus will be elected at the first state convention of the calendar year, in even-numbered years, and shall hold office for two years with election at the state convention.

Section 2 – The offices and officers shall be: Female Co-Chair, Male Co-Chair, Immediate Past Chairperson, Treasurer, Recording Secretary, and Parliamentarian.

Section 3 – Duties of Officers

1. **Co-Chair:** the Co-Chairs shall choose one Presiding Officer per meeting to preside and name special project committees. The Co-Chairs are members of all committees.
2. **Immediate Past Chairperson:** the immediate Past Chairperson shall provide active support and continuity to the board.
3. **Treasurer:** Pursuant to compliance with the WVDP bylaws, The Treasurer shall:
 - a. Collect dues from the membership and turn it into the appropriate bodies within the WVDP. Any monies received at other times must be deposited with the appropriate bodies within the WVDP within 15 calendar days.
 - b. Serve as one of the signers on checks as authorized by the Executive board.
 - c. This Caucus shall not raise nor disburse funds other than nominal dues and standard or routine costs of operation and regular meetings.
 - d. The Treasurer of this Caucus shall submit quarterly financial reports with the Treasurer of the Democratic State Party. The Treasurer shall promptly account for all Caucus funds and prepare financial reports, as required by WVDP. The Treasurer shall present a biennial fundraising and budget proposal and shall submit it to the Executive Committee of the WVDP or the State Chair for recommendation and approval.
4. **Recording Secretary:** The Recording Secretary shall attend and take minutes of the proceedings for all the general meetings, and regular executive board meetings.
 - a. Accurately maintain all membership records, e-mail addresses, and documents relating to the caucus.
 - b. Receive, record, and answer regular or e-mailed communications.
 - c. Provide notice of meetings to executive board members and the membership.
5. **Parliamentarian:** The Parliamentarian shall provide advice, instruction and correct interpretation of the Parliamentarian procedure and Roberts Rules of Order.

Section 4 – Should a member, elected as an officer of the caucus, cease to be a member for any reason such a vacancy must be filled within 60 days of the vacancy. The Executive Board shall be empowered to fill any vacancies that occur until the next caucus meeting. Members will receive notification of said vacancy with the minutes and agenda of the next noticed meeting of the caucus and the eligible for consideration will be afforded the opportunity to seek said offices.

Article VI – Meetings

Section 1 – Regular meetings of the membership will be held at least monthly.

Section 2 – Regional meetings for outreach and training will be noticed at least two weeks in advance by email, phone and or social media. These meetings are open to members and all interested parties.

Section 3 – Public Meetings

All public meetings of the Caucus shall be open to all members of the Democratic Party and members of the Press or invited guests, regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, persons with disabilities as defined by the Americans with Disabilities Act of 1990 or economic status.

Article VII – Caucus Records and Reports

Section 1 – The Caucus shall maintain adequate and correct accounts, books, and records of all caucus activities. The appropriate constitutional officer shall maintain all such books and records.

Section 2 – Such books and records shall be open to inspection by officers and members in good standing at all times for purposes approved by the Executive Board upon giving adequate and reasonable notice before said inspection.

Section 3 – There shall be a biannual report of membership and accounting given to the Executive Board and an annual report given to membership at the State Convention.

Article VIII – Endorsements

Section 1 – The Caucus may not endorse candidates for public office that are not members of the Democratic Party pursuant to the bylaws of the WVDP

Section 2 – The Caucus is prohibited from endorsing candidates for partisan or nonpartisan office unless a candidate has received the official endorsement of the WVDP. Furthermore, unless a candidate has received the official endorsement of the WVDP, all motions of support, recommendation, or their expressions of approval, no matter how denominated, will be ruled out of order at any meeting of the Caucus.

Article IX – Amendments

Section 1 – Amendments to the bylaws may be initiated by the Executive Board or by a written petition signed by a majority of board members.

Section 2 – The amendment must be in written form before being presented to the body for a first reading. Members holding caucus member cards for the current year are eligible to vote

on said amendment at the next meeting of the caucus. The amendment needs a vote of 60% of the membership in order to pass.

Article X – Procedures and Obligations

Section 1 – All proceedings not covered in this Constitution of bylaws shall be governed by the latest edition of Robert’s Rules of Order.

Section 2 – The Caucus recognizes its obligations under the “Affirmative Action Plan” and under the bylaws of the WVDP