

BYLAWS
of the
New Mexico Democratic Black Caucus

ARTICLE I

Name

The organization shall be called the New Mexico Democratic Black Caucus, hereafter referred to as New Mexico DBC and, upon compliance with requirements shall be an auxiliary of the Democratic Party of New Mexico.

ARTICLE II

Purpose

Section 1. The purpose of this organization shall be to remain current on political issues affecting African American communities throughout the State of New Mexico at local, state and national levels, to inform the Democratic Party of New Mexico (DPNM) about such issues, and to work together to seek resolution to such issues when appropriate to do so.

Section 2. Encourage African Americans who share the same interests and goals, to participate in mainstream politics. New Mexico DBC shall provide the leadership, recruitment effort and support necessary to encourage African Americans in New Mexico to participate in local, state and national politics.

Section 3. New Mexico DBC shall initiate and/or host forums, so that politicians will have the opportunity to interact and participate in solutions to issues of mutual concern.

Section 4. Elect Democrats and work with African American communities around New Mexico to strengthen the DPNM.

Section 6. Support and promote the principles of fair elections as guaranteed by both the United States and New Mexico Constitutions and encourage participation in all election processes.

Article III

Membership

- Section 1 Any African American, or person of African American descent, who resides in the State of New Mexico, is committed to the objectives of the New Mexico DBC and who declares their allegiance to the Democratic Party, shall be eligible for membership and shall become a member of this organization upon the completion of the membership application and payment of voluntary annual dues. Voluntary membership fees are due on January 1st of each year.
- Section 2 Associate members may be of any nationality/race. Associate members shall be non-voting members.
- Section 3 Local county chapters of this organization may be established. A local New Mexico DBC county may become certified with 3 members.
- Section 4 Proxy votes shall be permitted at meetings of the New Mexico DBC only as follows:
 - a. No member shall vote the proxy of more than one (1) member;
 - b. No proxy shall be valid for more than one meeting;
 - c. Proxies shall be granted only by a dated and signed writing, filed with the Secretary before commencement of the meeting.

ARTICLE IV

Elected Officers

Section 1	The elected offices of the New Mexico DBC shall be the President, First Vice-President, Second Vice-President, Secretary, Assistant Secretary and Treasurer. The Parliamentarian, Historian and Chaplin shall be appointed by the President. Historian and Chaplin shall be appointed as officers by the President and shall be part of the Executive Committee. The elected and appointed officers shall perform the duties as prescribed by the bylaws. No person shall hold office if he/she is not a member.
Section 2	The duties of the President shall be as follows: <ul style="list-style-type: none">a. be the Chief Executive of the organization; preside over all official meetings; act as the official representative of the organization to other groups and to the media when necessary; attend the meetings of the national, state and county Democratic Committee's on behalf of the organization.b. act as the Political Director of the organization by coordinating and

	<p>directing the political activities of the organization.</p> <p>c. with the consent of the Executive Committee, establish and appoint committees which are necessary to achieve the goals of the organization.</p> <p>d. coordinate and direct the fund-raising activities of the organization.</p>
Section 3	<p>The duties of the First Vice-President shall be as follow:</p> <p>a. perform all the duties of the President in the absence of incapacity of the President until such time as he/she returns.</p> <p>b. assume the duties of the President upon the President’s death, removal, or resignation for the remainder of the elected term.</p> <p>c. serve as chairman of the Program and Planning Committee as assigned by the bylaws.</p> <p>d. perform other duties as assigned by the President.</p>
Section 4	<p>The duties of Second Vice President shall be as follows:</p> <p>a. perform all the duties of First Vice President in the event the First Vice President is unable to perform the duties of his/her office.</p> <p>b. serve as chairman of the Membership Committee as assigned by the bylaws.</p> <p>c. perform other duties as assigned by the President</p>
Section 5	<p>The duties of Secretary shall be as follows:</p> <p>a. make and or ensure that all necessary preparations for meetings, (agenda, meeting notifications, response to correspondence, etc.) and record and distribute minutes of all meetings.</p>
Section 6	<p>The duties of the Assistant Secretary shall be as follows:</p> <p>a. fulfill the responsibilities of the Secretary in his/her absence</p> <p>b. respond to written correspondence received by the New Mexico DBC</p>
Section 7	<p>The duties of the Treasurer shall be as follows:</p>

	<p>a. with the President or First Vice-President, sign all checks drawn on the organization's accounts.</p> <p>b. maintain complete records of all expenditures and receipts and deliver a financial report at each regular and special meeting of the organization and at each Executive Committee meeting.</p>
Section 8	<p>The duties of the Parliamentarian</p> <p>a. the Parliamentarian shall see that all meetings are conducted according to The Standard Code of Parliamentary Procedure and shall oversee all voting to ensure eligibility and along with one other Executive Committee Member, counts the yeas and nays for all business requiring such a vote.</p>
Section 9	<p>The duties of the Historian</p> <p>a. the Historian shall keep an accurate historical record of the organization, including photographs, news articles and accomplishments and shall make sure it is available for display when required.</p>
Section 10	<p>The duties of the Chaplin</p> <p>a. the duties of the Chaplin are often both routine and highly specialized, including tending to the religious and spiritual needs of the organization, its members and their families.</p>

ARTICLE V

Meetings

- Section 1 The regular meeting of the New Mexico DBC shall be held once a month at a time established by the President at the beginning of each calendar year.
- Section 2 The regular meeting in January shall be known as the annual meeting and shall be for the purpose of receiving annual reports, adopting the organization's Strategic Plan for the year and making budget projection.
- Section 3 Special meetings of the NM DBC may be called by the President from time to time, or upon the request of 10 percent of the active members. The purpose of the meeting shall be set forth in a notice provided to active members at least five (5) calendar days in advance of the meeting.
- Section 4 A quorum shall be required before any vote is taken and shall exist when one twentieth (1/20) of the general membership is present at the meeting.

ARTICLE VI

Election, Removal, and Vacancies

- Section 1 Elections shall be held biennially during even-numbered years at a scheduled meeting in July. Officers shall take office upon the close of business of the meeting for which they are elected after the election, or at the Annual State Convention, whichever is earlier. The officers shall be elected to serve two (2) year terms.
- Section 2 A person shall be eligible to run for elected office if he has been an active member for ninety (90) days prior to the election. A person shall be eligible to vote if he has been an active member for sixty (60) days prior to the election. An active member is one who has attended more than 50% of the regular meetings of the membership.
- Section 3 A Nominating Committee shall be appointed by the Executive Committee two (2) months prior to the July meeting in even numbered years. It shall be the duty of this Committee to nominate candidates for the offices to be filled in even numbered years. Nominating Committee will informed the membership of their recommendation at least 14 calendar days prior to the meeting. Additional nominations may occur thirty (30) days prior to the election or at the July meeting.
- Section 4 A simple majority of the members present shall be required for the election of the officers. The presence of a quorum, as determined according to Article V, Section 4 shall be required before elections may be held. Once an officer resigns from holding a position, he or she is required to submit all records of the ABDC to the President or remaining officers immediately upon their resignation and or departure from the position. Additionally, when new officers are elected to position the previous officer/administration is required to submit all records of the New Mexico DBC to the incoming officer/administration immediately.
- Section 5 An elected officer may be removed for good cause upon a three-quarters 3/4 vote of the paid members present at the next regular scheduled meeting or a “special” called meeting. A quorum must be present, and the officer must be given an opportunity to be heard by the membership. Just cause can be defined as failure to carry out constitutional duties or failure to attend two or more meetings in a quarter.
- Section 6 A vacancy in an elected office shall be filled by appointment by the Executive Committee or a majority vote of the paid members present at a meeting where there is a quorum. The Executive Committee shall ask the membership for volunteers before making an appointment

ARTICLE VII

Executive Committee

- Section 1 The following individuals shall constitute the voting members of the Executive Committee: the elected and appointed officers of New Mexico DBC, the immediate past president and District representatives from each congressional district. The Executive Committee shall determine the goals of and oversee the ongoing operations of the organization.
- Section 2 The Executive Committee shall meet prior to the regularly scheduled meeting.

ARTICLE VIII

Standing Committees

Section 1	The following shall be the standing committees of the New Mexico DBC: a. Membership b. Political and Social Action c. Finance d. Program and Planning e. Technology
Section 2	The Membership Chairman shall – a. vigorously, tirelessly, and creatively work to expand the paid membership in the organization; b. maintain the official membership rolls of the organization; and c. ensure that the organization complies with the membership requirements of the New Mexico Democratic Black Caucus by completing requirements of membership fees stated in Article III.
Section 3	The Membership Committee shall — a. include the local chapter Presidents, and shall be led by a Membership Director appointed by the President or Executive Committee;

	b. solicit memberships and present a report at each monthly meeting of the New Mexico Democratic Black Caucus and its local chapters
Section 4	The Political and Social Action Chairman shall — a. be responsible for maintaining a high profile for the organization through implementation of community activities. b. inform formulate and recommend programs and/or action in the area of human rights, civil rights, housing, health care, the aging, education, welfare and any other area of social concern.
Section 5	The Political and Social Action Chairman shall — a. be composed of a minimum of four (4) members of each congressional district appointed by the President and/or Executive Committee.
Section 6	The Finance, Program and Planning, Membership, and Political and Social Action and such other committees, standing or special, shall be appointed by the President and/or Executive Committee.

ARTICLE IX

Parliamentary Authority

The rules contained in the modern edition of the Robert’s Rules of Orders shall govern the New Mexico DBC in all cases where they are not inconsistent with the bylaws and any special rules of order the NM DBC may adopt.

ARTICLE X

Amendments and Ratification

These bylaws constitute the official rules of the New Mexico DBC. These bylaws may be amended by two-thirds (2/3) of the active members who are present at a meeting designated for amending the bylaws. Ratification of any amendment to the bylaws may occur at any regular/annual/special meeting of the New Mexico DBC, provided that (a) the amendment has been submitted in writing to the Executive Committee at least thirty (30) days prior to the next regularly scheduled meeting, (b) the amendment has been considered by the membership at the meeting, (c) ratification of the amendment occurs sixty (60) days after the submission to the Executive Committee.

Statement of Principles

The New Mexico Democratic Black Caucus is an official extension of the Democratic Party in New Mexico. It provides a vehicle, within the Democratic Party of New Mexico, to address the concerns of Democrats of African American origin and heritage. The New Mexico Democratic Black Caucus has a strong belief in the principles of the Democratic Party of New Mexico as stated in the Rules of the Democratic Party.

These Bylaws are hereby adopted on this _____ day of _____, 2014.

Interim President