

America First SWFL Caucus, Inc.

CONSTITUTION AND BY-LAWS

August 13, 2025

ARTICLE I – NAME

The name of the club shall be the America First SWFL Caucus, Inc. hereinafter referred to as the Caucus or AFSWFLC.

ARTICLE II – MISSION STATEMENT

America First SWFL Caucus, Inc. believes in limited government and America's founding principles.

We are a conservative caucus working toward preserving our American constitutional republic by:

- Recruiting, educating, and training our members,
- Supporting and assisting like-minded political candidates to win their elections,
- Following the principles of our Constitution, which guarantees our freedom,
- Keeping Americans first and America strong, and
- Believing in the American dream and all its possibilities for every American.

ARTICLE III – MEMBERS

Section 1. Membership shall be open to all U.S. citizens who are of good moral character, have paid their dues in advance, and have agreed to abide by the Mission Statement and the provisions of these Bylaws.

Section 2. Membership dues, whether annual or multi-annual, shall be recommended by the Executive Board and approved by a simple majority of the members present at a regular meeting. Dues are payable by the January membership meeting.

Section 3. The Executive Board may revoke a membership in two ways.

- a) Revocation may be initiated at the Executive Board level, and if a majority vote is reached, it then goes to the membership for consideration and requires a majority vote to effect removal.
- b) A member may submit a written signed substantive complaint pertaining to a member for a member's removal to the Executive Board for consideration.

If the complaint is sustained by a majority vote of the Executive Board, it is then submitted to the membership for consideration. This requires a majority vote to approve.

ARTICLE IV – OFFICERS

Section 1. The elected officers of the Caucus shall be President, Vice President, Second Vice President, Secretary, and Treasurer. Candidates must have been members of the Caucus in good standing for longer than one (1) year.

Section 2. The duties of the officers shall be:

- a) The President shall preside over all meetings of the Caucus and its Executive Board, and exercise general supervision over all activities of the Caucus, and be the sole spokesperson for/representing the Caucus.
- b) The Vice Presidents shall assist the President in supervising the activities of the Caucus, and assume the duties of the President in his/her absence.
- c) The Secretary shall be the recording officer of any and all meetings of the caucus, shall keep a record of the minutes of such meetings, making those minutes available to the general membership.
- d) The Treasurer shall collect all funds paid to the Caucus or any of its committees, receipt thereof, and deposit it in accounts designated by the Caucus. The Treasurer shall be responsible for making all expenditures authorized by the Caucus.

An officer designated by the Executive Board may sign checks in the absence of the Treasurer. The Treasurer shall give a verbal report at each regular meeting of the Caucus– Beginning Balance, Receipts, Expenditures, Ending Balance, and Financial Status of the Caucus. The Treasurer shall also provide a similar written report at each regular Executive Board meeting.

Section 3. All vacancies of officers shall be filled by majority vote at the next regular meeting of the Caucus after a vacancy becomes known. In the event the office of President becomes vacant, the Vice President shall temporarily assume the office of President until a new President is elected at the next regular meeting.

Section 4. Officers shall be elected for two (2) year terms at the February membership meeting of the Caucus or until their successors are elected. The President and Secretary are to be elected in the even years, and the Vice President, Second Vice President and Treasurer in the odd years. Officer's duties commence immediately upon their election.

Section 5. Nominations for officers shall begin at the October membership meeting. A Special Nominating Committee consisting of an odd number, not to exceed five (5) persons, shall be elected by the membership by a majority vote at the October meeting.

Section 6. Elections shall be conducted by the Chairman of the Nominating Committee, and Elections shall be for one (1) office at a time. Voting shall be by secret ballot unless a candidate is unopposed, whereupon a voice vote may be taken.

Section 7. Officers shall make all reasonable efforts to transfer documents, files, and other materials in their possession or custody when their term of office ends to ensure a smooth transition for the newly elected officers and the continuity of the Caucus.

Section 8. Officers may be removed from office for cause by disciplinary proceedings as provided in the parliamentary authority and by a two-thirds (2/3) majority vote of the members present at a regular meeting, or at a special meeting called for that purpose.

ARTICLE V – MEETINGS

Section 1. The regular meeting of the Caucus shall be held on the date, time and location specified, as determined by a majority vote of the Caucus. The Caucus shall hold a minimum of six (6) regular meetings each year.

Section 2. Special meetings may be called by the President or four members of the Executive Board, or by written request of twenty-five (25) members of the Caucus. At least three (3) days' notice must be sent to members by e-mail, text, or phone, stating the purpose, time, place and date of the special meeting.

Section 3. Only members in good standing shall be allowed to vote in meetings of the Caucus. Proxy voting shall not be allowed at any meeting of the Caucus.

Section 4. Members present and voting shall constitute a quorum.

ARTICLE VI - EXECUTIVE BOARD

Section 1. The officers of the Caucus and all standing committee chairmen shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Caucus between regular meetings of the Caucus and fix the time and place for meeting of the Board. The Board shall be subject to the orders of the membership, and none of its acts shall conflict with any action taken pursuant to a majority vote by the membership.

Section 3. The Executive Board shall establish duties and responsibilities of each standing committee.

ARTICLE VII – COMMITTEES

Section 1. Chairmen of all committees shall be appointed by the President and approved by a majority of the other elected officers.

Section 2. The President shall be an ex-officio member of each committee except the Nominating and Audit committees.

Section 3. Standing committees shall include: Programs and Projects; Membership; Communications, Publicity and Public Relations; Refreshments; Sunshine, Newsletter; Webmaster; and Sergeant at Arms. Chairmanships shall be reviewed and/or renewed annually.

Section 4. Special committees include: Finance, Audit, and Nominating. The Audit Committee shall examine the Treasurer's accounts at the close of the preceding fiscal year and report to the members at the next regular membership meeting.

Section 5. The chairman of each committee will maintain communication between the committee and President, and may appoint committee members as required.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order, Newly Revised" shall govern the Caucus in all cases to which they are applicable, and any special rules of order the Caucus may adopt.

ARTICLE IX – AMENDMENTS TO BYLAWS

These By-Laws may be amended at any regular meeting of the Caucus by a two-thirds (2/3) vote of the membership present, provided that the amendment has been submitted to the membership in writing at the previous regular meeting.

Duly adopted by vote of the membership and approved by signature of the President or presiding officer on the ____ day of August 2025.

Authorized Signature: _____