



BYLAWS OF THE NORTH CAROLINA DEMOCRATIC PARTY DISABILITY ISSUES CAUCUS

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PREAMBLE

We, the North Carolina Democratic Party Disability Issues Caucus, hereby formally declare that we have organized a caucus that shall hereafter be known as the North Carolina Democratic Party Disability Issues Caucus. Recognizing that the North Carolina Democratic Party has committed itself to the principles of equal opportunity of participation in the political process and fair representation at every level of state activity, we organize intending to advise the North Carolina Democratic Party of how it can best fulfill the ideals from which its principles derive.

As Democrats, we seek a truly just society. We will collectively and individually work through the North Carolina Democratic Party to eradicate racial, sexual, disability, and economic discrimination and toward the realization of a state community in which social equity and respect for individual dignity prevail. Therefore, we pledge that consistent with the principles of the North Carolina Democratic Party; we honor the rules outlined in the Plan of Organization of the North Carolina Democratic Party, and by that of the Democratic National Committee Platform.

ARTICLE I – ORGANIZATION

Section 1. Name

The name of this organization shall be the “North Carolina Democratic Party Disability Issues Caucus”, The caucus may also be referred to as the “NCDP Disability Issues Caucus”, the “Disability Issues Caucus”, or the “DIC”.

Section 2. Responsibilities and Powers

The North Carolina Democratic Party Disability Issues Caucus, hereinafter referred to as “the caucus”, shall have general responsibility for advising the North Carolina Democratic Party, hereinafter referred to as the “NCDP”, on matters of strategy and policy pertaining to disabled persons and coordinating with other recognized minority caucuses, subject to the provisions of the Plan of Organization, hereinafter referred to as the “PoO”, of the NCDP. The caucus has a specific responsibility to take an active role and promote inclusion, outreach, and empowerment of disabled persons throughout North Carolina in the political process to benefit the NCDP and Democrats seeking public office. Therefore, our caucus defines a disabled person as a person who self-identifies as having a disability, including but not limited to a physical disability, neurological disability, psychiatric disability, intellectual or learning disability, or impairment to vision or hearing. The caucus shall also foster our membership’s accountability and responsibility and nurture statewide leadership for disabled persons. These responsibilities shall involve, but not be limited to:

- A. Providing for the election of officers;
- B. Promoting the interests of disabled persons and coordinating with other recognized minority caucuses within the NCDP throughout all Party affairs;
- C. Advising the NCDP on policy positions affecting the well-being of disabled persons and other recognized minority caucuses;
- D. Being supportive of voter registration education for disabled persons;
- E. Developing programs guaranteeing the systematic inclusion of disabled persons and other recognized minority caucuses in the decision-making of the NCDP;
- F. Assisting state and local NCDP organizations in the selection and the election of disabled persons and other recognized minority caucus candidates;
- G. Promoting and organizing Congressional District Disability Issues Caucuses and County Disability Issues Caucuses, as well as promoting an association of Congressional District Disability Issues Caucuses with County Disability Issues Caucuses;
- H. Conducting at its discretion such efforts and initiatives that will empower disabled persons within the NCDP and in the national, state, and local political process;
- I. Taking such other action as may be necessary and proper to carry out these bylaws' provisions

Section 3. Membership

- A. The caucus shall be composed of, but not limited to, any person registered as a Democrat in the State of North Carolina or any resident of the State of North Carolina who professes and demonstrates allegiance with the principles of the Democratic Party, so long as they meet the requirements for selection, certification, and eligibility as defined by the PoO of the NCDP, and have signed an affirmative statement indicating their desire to join the caucus.
- B. The caucus should strive to make NCDP membership reflective of the state's disabled persons electorate, provided that the caucus represents a minimum of thirteen percent (13%) of the full NCDP membership.
- C. The caucus shall enumerate its current membership with an affirmative act by each individual at least once every two years. A current membership list shall be kept on file with the NCDP Secretary.
- D. The caucus Executive Committee shall determine membership fees.

Section 4. Removal of Members

- A. Membership in the caucus is a privilege. This privilege can be revoked for conduct that is deemed harmful to the organization.
- B. Any member may voluntarily resign their membership at any time. Members who resign are

eligible to return to the caucus at any time by paying their dues and updating their information.

C. The caucus Executive Board may automatically remove any member if, during their term of membership, such member affiliates with or registers as a member of another party; publicly avows preference for another party; publicly advocates that the voters should not vote for the endorsed candidate of the NCDP for any office; or who publicly gives support to or avows a preference for a candidate nominated by another party.

D. Any member can request that another member be reviewed for potential disciplinary action, up to the termination of their membership.

1. Such a request must be submitted in writing to the Organizational Development Committee Chair.
2. The Chair then has a period of no more than 72 hours to inform the Chair or Acting Chair of the caucus of the request.
3. The Chair or Acting Chair of the caucus then appoints a Special Committee for Review.
4. The Special Review Committee is tasked with investigating the request and all parties involved.
5. This Committee presents their findings to the caucus Chair in writing in a timely and efficient manner.
6. The caucus Chair will then decide if the findings require a Special Meeting or can wait for presentation to the membership at the next regular scheduled meeting.
7. At the time the findings are presented to the membership, a motion for the recommended disciplinary action is needed. A seconding of the motion is required and the motion must pass by a two-thirds majority vote of the voters present. It is the right of the accused member to address the membership in their own defense prior to the presentation of motions for disciplinary action(s).
8. Once passed, the execution of disciplinary action(s) is delegated to the Chair, who then carries out the action(s) prescribed.

Section 5. Grievances

The caucus shall provide for the internal resolution of grievances and shall not be subject to the NCDP Council of Review 9.00. Any aggrieved member may contact the Grievance Chair. Internal dispute procedures [PoO 9.01.] Internal dispute process will be handled by the Grievance Chair as per our procedural manual.

Section 5. Endorsements

The caucus shall actively support the nominees of the Democratic Party in state and local elections. The caucus shall not endorse the candidacy of any persons for public office before the nomination by the Democratic Party; however, individual members may support candidates before nomination.

ARTICLE II – OFFICERS

Section 1. Selection and Tenure

A. When electing officers, the caucus should strive to elect people who self-identify as a disabled person. Caucus officers shall consist of one (1) State Chair, one (1) State Vice-Chair, one (1) Second Vice-Chair, one (1) State Treasurer, one (1) Secretary, and Congressional District Chairs.

B. Elections shall be held at the caucus meeting held in conjunction with the NCDP State Executive Committee summer meeting every even year. The term of office shall be two years. No person shall hold the same office for more than two consecutive terms. A notice of election of caucus officers will be distributed to caucus members thirty (30) days prior to the meeting when officers will be elected.

C. Nominations of candidates for offices to be filled can be made by filing a petition, signed by three members of the caucus, with the NCDP Secretary any time before the meeting's scheduled start time where such elections will occur. Additional nominations can be made from the floor at any time before the vote.

Section 2. Duties and Responsibilities

A. State Chair: The duties and responsibilities of the State Chair shall include serving as the chief presiding officer of the caucus and the caucus Executive Committee and exercise the authority delegated to them by the caucus and the caucus Executive Committee. The State Chair shall serve as the authorized day-to-day representative of the caucus before the NCDP and any other third parties. Should the State Chair become vacant, the Vice-Chair will have the authority to act as State Chair.

B. State Vice-Chair: The duties and responsibilities of the State Vice-Chair shall include, but are not limited to, assisting the State Chair, ensuring statewide cooperation between disabled communities in different regions, and the identification and nurturing of state political talent. The State Vice-Chair shall perform such other duties and have such other powers as the caucus Executive Committee may from time to time prescribe by resolution, or as the State Chair may from time to time provide, subject to the powers and the supervision of the Executive Committee. In the event the State Vice-Chair must succeed the State Chair due to

a vacancy, the State Vice-Chair will serve in the State Chair's capacity a new State Chair is elected at the next regularly scheduled meeting of the full membership of the caucus. C. Second Vice-Chair: The duties and responsibilities of the Second Vice-Chair shall include the dissemination and updating of media (website, newsletters, social media, etc.). The Second Vice-Chair shall perform such other duties and have such other powers as the Executive Committee may from time to time prescribe.

D. Treasurer: The duties and responsibilities of the Treasurer should include fundraising and responsibilities of collection and caretaking of any monies collected and to fulfill the State Board of Elections Campaign Finance Training before, or within one month, of taking office. The Treasurer is appointed by a majority vote of the caucus Executive Committee. E.

Secretary: The duties and responsibilities of the Secretary shall include keeping an accurate record of the proceedings of all caucus and Executive Committee meetings and giving notice in accordance with these bylaws.

F. Congressional District Chairs: The duties and responsibilities of the Congressional District Chairs shall include, but are not limited to, representation of the needs and concerns of their geographic constituencies and the identification and nurturing of political talent within their regions. The Congressional District Chairs shall also be responsible for the duties and powers outlined in Article I Section 2 of these bylaws. One Congressional District Chair shall come from each chartered Congressional District Caucus organization, as approved by the Executive Committee. The Congressional District Chairs are accountable to the State Chair and State Vice-Chair.

Section 3. Removal from Office

A. An officer of the caucus may resign by written notice to the ranking officer of the caucus, and such resignation shall be immediately effective.

B. After notice and opportunity for a hearing and upon grounds found by the caucus to constitute good and sufficient cause, the caucus may remove an officer by a two-thirds vote of the entire membership.

C. Removal as an officer from the NCDP, as provided by the PoO of the NCDP, shall constitute cause for removal from the caucus.

Section 4. Vacancies

A. Vacancies created by resignation or removal of any officer of the caucus shall be filled by the election of a successor by the caucus, except as otherwise noted in Article II Section 2 (A) and (B).

B. The Chair or ranking officer may make an interim appointment, with approval of the caucus

Executive Committee, until the Caucus is convened.

ARTICLE III – EXECUTIVE COMMITTEE

Section 1. Powers and Duties

The Executive Committee of the caucus shall be responsible for the conduct of the affairs of the caucus when the full body is not in session. This responsibility shall include, but not be limited to:

- A. Authority of the caucus between meetings thereof;
- B. Work with Democratic organizations and other related activities directed to recognized minority caucuses;
- C. Report on its proceedings to the caucus and the NCDP.

Section 2. Membership

The Executive Committee of the caucus shall be composed of the State Chair, the State Vice-Chair, the Second Vice-Chair, the Treasurer, the Secretary, the Congressional District Chairs Chairs, Presidents of all chartered county caucus organizations, and the highest elected disabled person officer of the NCDP. The appointment of other voting members to the Executive Committee may be made by a majority vote of the current Executive Committee.

Section 3. Tenure

Members of the caucus Executive Committee shall serve until the election of their successors. Except as otherwise noted in Article II Section 2 (A) and (B), the Chair or ranking officer may make an interim appointment, with the caucus Executive Committee's approval, until the caucus is convened.

Section 4. Meetings

The caucus Executive Committee shall meet at least quarterly each year. Meetings shall be called by the Chair or by written request of not fewer than forty percent (40%) of its members. Reasonable notice of the Executive Committee meetings shall be given to the caucus membership by electronic or other means. All meetings of the caucus Executive Committee shall be open to the public, and the Executive Committee shall keep a record of its proceedings.

Section 5. Quorum and Voting

Article IV Section 2 of these bylaws shall apply to proceedings of the caucus Executive Committee.

ARTICLE IV - MEETINGS

Section 1. Caucus Meetings

- A. The caucus shall meet at least twice a year upon call of the Chair and after notice to members to coincide with NCDP full body meetings.
- B. The caucus shall elect the officers enumerated in Article II at the Caucus meeting held in conjunction with the NCDP State Executive Committee summer meeting every even year.
- C. All meetings of the caucus shall be open to the public.
- D. Special meetings of the caucus may be held upon the Chair's call with the caucus Executive Committee's approval and reasonable notice. Notice is reasonable if given not later than five (5) days before the special meeting. No action might be taken at such a special meeting unless such proposed action was included in the meeting's notice.
- E. Except as noted above in Article IV Section 1 (D), the NCDP Secretary shall send caucus members written notice of meeting date, time, place, and tentative agenda no later than thirty (30) days before each scheduled meeting.
- F. It shall be the duty of the caucus Chair to honor a written request for a meeting from one-half or more of the members of the Caucus within fifteen (15) days of the receipt of such request. The date of such a meeting shall be fixed by the Chair no later than thirty (30) days nor earlier than fifteen (15) days from the date of the call.
- G. The caucus shall keep a record of its proceedings, which shall be made available to the public.
- H. In the absence of other provisions, Robert's Rules of Order, Newly Revised, shall govern all caucus meetings' conducts.

Section 2. Quorum and Voting

- A. Not less than ten percent (10%) of the full caucus membership present in person or virtually at a meeting is required when establishing a quorum.
- B. Subject to the preliminary quorum requirement, all questions before the caucus, unless otherwise provided by these bylaws, shall be determined by the majority vote of those members present and voting in person, virtually, or proxy.
- C. No vote shall be taken by secret ballot.
- D. Each member of the caucus shall be entitled to one vote on each issue before it. E. Proxy voting shall be permitted. Proxies may be either general or limited and instructed or uninstructed. All proxies shall be in writing and transferable if so specified. No member may at any one time hold or exercise more than one proxy. Proxies registered by caucus members for the General Session of the NCDP meeting are acceptable as proxies for caucus meetings, provided that the proxy meets the three aforementioned criteria (general/limited, instructed/uninstructed, and in writing).

F. The Chair of the caucus may refer matters to the members of the caucus for consideration and vote by mail or a secure website, provided, however, that if more than ten percent (10%) of the full membership shall so request, the matter shall be presented to the next meeting of the caucus.

Section 3. Committees

A. The caucus may from time to time create standing or select committees as it shall deem appropriate.

B. Except as otherwise provided in these bylaws, the members of all committees of the caucus shall be appointed by the Chair of the caucus, in consultation with the caucus Executive Committee.

C. All matters referred to any committee, or other sub-group must be acted upon, and said action reported to the body which originated the committee.

ARTICLE V – CHARTERED ORGANIZATIONS

Section 1. Clubs

Local units of this organization shall be known as clubs. Clubs may be organized in any county and congressional district, with one not superseding the other.

Section 2. Membership

A club must have at least five (5) active members to charter. Members will pay local and state dues on an annual basis. The caucus Executive Committee will determine state fees, and local club fees will be determined by the club Executive Committee.

Section 3. Name

The official name of each club shall be the Disability Issues Caucus of the county or congressional district in which the club exists, such as the “Disability Issues Caucus of Union County” or the “Disability Issues Caucus of North Carolina’s 9th Congressional District”.

Section 4. Chartering

The caucus Executive Committee shall have the authority to approve and issue charters.

Section 5. Chartering Fees

Chartering fees will be determined by the caucus Executive Committee. Clubs will pay a chartering fee at the time of initial chartering.

ARTICLE VI - CAUCUS FUNDS

Money collected by the caucus, including membership dues or other fees, are contributions to the NCDP. With the approval of the NCDP, these contributions will be dedicated by the NCDP to support the caucus' Article I Section 1 responsibility. Caucus funds will not be used for election or campaign-related activities or programs.

ARTICLE VII - AMENDMENTS

Bylaws may be adopted or amended by a two-thirds vote of membership attendance at a meeting when (30) days written notice of any proposed bylaws or amendments has been given to all caucus members.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The most recent edition of Robert's Rules of Order Newly Revised shall govern the caucus where those members present exceed 20. Otherwise, the current edition of Robert's Rules of Order, Newly Revised, for Small Boards shall govern the caucus and its committees.

ARTICLE IX - ANTI DISCRIMINATION PROVISIONS

The caucus shall not discriminate on the basis of race, color, religion, sex, ethnic or national origin, age, disability, veteran status, social or economic status, marital status, sexual orientation, gender identity, or any other factor unrelated to membership and the mission of the caucus.