

# **BYLAWS OF THE ARIZONA DEMOCRATIC PARTY LESBIAN, GAY, BISEXUAL, AND TRANSGENDER CAUCUS**

## **ARTICLE I: NAME AND STATUS**

The name of the organization shall be The Arizona Democratic Party Lesbian, Gay, Bisexual, and Transgender Caucus but may also be referred to as the ADP LGBT Caucus, or the LGBT Caucus. The LGBT Caucus shall be affiliated with the Arizona Democratic Party (ADP). As an affiliated Caucus of the ADP, the LGBT Caucus shall follow the Bylaws of the ADP and shall not have any bylaw or policy that is in conflict with or in contradiction to the bylaws of the ADP.

## **ARTICLE II: PURPOSE**

The LGBT Caucus is devoted to advancing equal rights for all people, regardless of sexual orientation or gender identity. The LGBT Caucus will participate in the policy decisions and the outreach programs of the ADP to maximize support of the Democratic Party and its endorsed candidates. The LGBT Caucus will recruit and support LGBT candidates for elected office. The LGBT Caucus will recruit and support LGBT candidates for ADP leadership positions at the state and local levels. The LGBT Caucus will recruit and support LGBT candidates for the delegation to the Democratic National Convention and Committees.

## **ARTICLE III: QUALIFICATIONS FOR MEMBERSHIP**

Any Democrat registered to vote in the State of Arizona who by signing a membership list subscribes to the purposes of the LGBT Caucus as described in Article II and complies with the provisions of these bylaws shall be a member of the LGBT Caucus (a "Member").

## **ARTICLE IV: MEMBERSHIP AND MAILING LISTS**

The Secretary of the LGBT Caucus shall maintain the list of Members, which shall include as a minimum, the name and last known voter registration address of the Member and the date on which the Member first qualified for membership. The list shall only be used for purposes related to the LGBT Caucus and only with the approval of the LGBT Caucus Executive Committee.

## **ARTICLE V: OFFICERS**

SECTION ONE: The officers of the LGBT Caucus shall be Chair, Vice Chair, Secretary, and Treasurer.

SECTION TWO: The LGBT Caucus shall strive to maintain gender equity and regional representation when electing officers.

SECTION THREE: The elected officers, and Chairpersons of the standing committees of the LGBT Caucus shall constitute the Executive Committee.

SECTION FOUR: The Executive Committee shall be the administrative body of the LGBT Caucus and shall have the power and authority between membership meetings to do and perform all acts and functions that the LGBT Caucus itself might do or perform, which are consistent with these Bylaws.

SECTION FIVE: The term of office for the officers shall be two (2) years and shall begin at the end of the annual meeting at which they are elected. There are no term limits.

## **ARTICLE VI: OFFICERS' DUTIES**

SECTION ONE: The Chair shall preside at all meetings of the LGBT Caucus and the Executive Committee, shall appoint Ad Hoc committees, shall represent the LGBT Caucus on the Arizona State Central Executive Committee, and shall perform other duties that are pertinent to the office.

SECTION TWO: The Vice Chair shall assume the duties of the Chair during any absence, incapacity, or temporary disability of the Chair and perform such duties as may be assigned by the Chair.

SECTION THREE: The Secretary shall maintain the membership and mailing lists, keep the minutes of all meetings of the LGBT Caucus, send out notices of all meetings, and perform other duties that are pertinent to the office. The Secretary shall be the custodian of all the papers of the LGBT Caucus. The Secretary, at the expiration of his/her term, shall surrender all property of the LGBT Caucus in his/her possession to the Chair.

SECTION FOUR: The Treasurer shall receive all monies, pay all bills as ordered by the Executive Committee, make a report of the expenses of the LGBT Caucus at each meeting of the Executive Committee, and make a financial statement to the members at the meeting of the LGBT Caucus. The Treasurer shall be the custodian of all the financial records of the LGBT Caucus. The Treasurer, at the expiration of his/her term, shall surrender all property of the LGBT Caucus in his/her possession to the Committee.

## **ARTICLE VII: RESIGNATIONS, REMOVALS, AND VACANCIES**

SECTION ONE: Resignations of a member of the Executive Committee shall be effective upon receipt of such resignation, in writing, to the Chair.

SECTION TWO: A member of the Executive Committee may be removed by a 2/3<sup>rd</sup> vote of the Executive Committee for malfeasance or for conduct clearly contrary to the purposes or best interests of the LGBT Caucus.

SECTION THREE: Any member of the Executive Committee who is absent (unexcused) from two (2) consecutive meetings may be subject to removal.

SECTION FOUR: The Executive Committee shall fill by appointment, pending special election upon due notice of the membership, any vacancies on the Executive Committee

## **ARTICLE VIII:**

## **Standing Committees**

The Chair shall appoint the members of each standing committee from the membership of the LGBT Caucus. Each standing committee may appoint from among its own number a chair of such committee. Meetings of any standing committee shall be called by the chair of the committee by giving notice of the time and place of meeting to each member of the committee.

The LGBT Caucus resolves that the Chairperson of all standing committees shall sit as a member of the Executive Committee.

### **Fundraising Committee:**

The Fundraising Committee will raise funds to further the Purpose of the LGBT Caucus. The Treasurer shall be a member of the Fundraising Committee. The Fundraising Committee is empowered to solicit monetary and in-kind contributions and to sell items promoting the LGBT Caucus.

### **Membership Committee:**

The Membership Committee shall recruit members, greet new members, and maintain the membership list in coordination with the Secretary. The Vice Chair shall be a member of the Membership Committee. The Membership Committee may coordinate participation at community events such as gay pride festivals & parades, political conventions, and other activities. In coordination with the Secretary, the Membership Committee shall provide regular reports to the membership regarding the activities of the LGBT Caucus.

### **Rules & Bylaws Committee:**

The Rules & Bylaws Committee shall maintain the Bylaws, Rules, & Procedures of the LGBT Caucus. The Vice Chair shall be a member of the Rules & Bylaws Committee. The Rules & Bylaws Committee shall review all rules, procedures and bylaws on a regular basis and shall make recommendations for any changes, additions or deletions to the membership.

### **Regional Advisory Committee:**

The Regional Advisory Committee should consist of one member from each county of Arizona in so far as that is possible. The Caucus shall actively seek such members in un-represented counties. The Chair shall be a member of the Regional Advisory Committee. The Regional Advisory Committee shall bring issues related to geographic diversity to the attention of the LGBT Caucus. The Members of the Regional Advisory Committee shall be elected by a majority of the Members of the LGBT Caucus' from each represented County present at the annual meeting or at any meeting in case of a vacancy.

## **ARTICLE IX: MEETINGS**

**SECTION ONE:** The Executive Committee shall meet at least four (4) times during the year. At least one such meeting shall be held on a face-to-face basis. Other such meetings may be by teleconference, email or other similar communication. Participation by such means shall

constitute presence at such meetings. A quorum for the Executive Committee shall be a majority of its membership, excluding vacancies.

SECTION TWO: Special meetings may be called by a 2/3<sup>rd</sup> vote of the Executive Committee and may be called by teleconference or email.

SECTION THREE: The membership shall convene annually at a time and place to be determined by the Executive Committee and shall be in conjunction with a meeting of the ADP. The membership shall receive at least thirty (30) days notice of the annual meeting by mail, email or telephone. Additional membership meetings may be called by a majority of the Executive Committee or ten percent (10%) of the membership. A quorum for the annual meeting shall be ten percent (10%) of the membership. The quorum requirement may be waived by a 2/3<sup>rd</sup> vote of the Executive Committee.

## **ARTICLE X: NOMINATIONS AND ELECTIONS**

SECTION ONE: A nominating committee shall be appointed by the Chair and shall present a slate of at least one member nominated for each office. Names of proposed officers may also be placed in nomination from the floor during the annual meeting.

SECTION TWO: Elections shall be held at the annual meeting held in odd calendar years.

## **ARTICLE XI: AMENDMENT OF BYLAWS**

The Bylaws for the LGBT Caucus may be amended a general membership meeting by a 2/3<sup>rd</sup> majority vote of the members present, providing that a copy of the proposed amendment(s) has been sent to the members at least thirty (30) days prior to the meeting of the LGBT Caucus.

## **ARTICLE XII: PARLIAMENTARY AUTHORITY**

The most recent edition of Robert's Rules of Order Newly Revised shall govern the LGBT Caucus.

## **ARTICLE XIII: ANTIDISCRIMINATION PROVISIONS**

The LGBT 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 expression, or any other factor unrelated to membership and the purpose of the LGBT Caucus.

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