

**Democratic Women's Caucus of Monroe County, Indiana Bylaws**  
**12-1-08**

**Article One - Name, Purpose, Organization**

A. The name of the organization shall be the Democratic Women's Political Action Committee, (commonly known as the "DWCaucus" or "Democratic Women's Caucus")

B. The purpose of the organization is to inspire, recruit, train, support, and fund progressive pro-choice Democratic women to increase the numbers of women in the electoral process and in elected and appointed positions.

C. DWCaucus is a Political Action Committee ("PAC") as defined by the laws of the State of Indiana.

**Article Two - Membership**

A. Voting Members: Anyone who supports the mission can pay dues and become a voting member. Voting Members are eligible to be officers.

B. Associate Members: Anyone who supports the mission of the organization can attend meetings without paying dues, but associate members cannot vote or become officers.

**Article Three – Meetings and Elections**

A. The DWCaucus shall hold at least three meetings of the membership in any given calendar year. Such meetings shall be announced at least a week in advance and may be announced to the membership by any common means of communication.

The DWCaucus shall hold an Annual Meeting each calendar year that will include the election of the next year's officers. The nominating committee shall present a slate of nominees to the membership and nominations may be taken from the floor. The officers shall be elected by a majority vote of the members present.

C. The DWCaucus may have other meetings as desired for committees, groups, or special functions.

**Democratic Women's Caucus of Monroe County, Indiana Bylaws**  
**12-1-08**

**Article Four –Steering Committee**

A. The DWCAucus Steering Committee will consist of a Chair, Vice-Chair, Secretary, and Treasurer and up to ten at-large members, and the immediate past chair.

B. Steering Committee members shall serve two year terms.

C. These officers shall be elected at the Annual Meeting of the membership of each calendar year.. In 2008 all steering committee members will be elected. After that, the Chair, Secretary, and five at-large members shall be elected in even numbered years; the Vice Chair, Treasurer, and five at-large members will be elected in odd numbered years.

D. The Chair shall be responsible for the overall affairs of the DWCAucus, shall run the meetings, shall be the chair of the Steering Committee, and shall perform such other duties as are agreed upon by the Steering Committee.

E. The Vice-Chair shall be responsible for supporting the Chair, shall perform the duties of the Chair if the Chair is absent or unable to fulfill the duties, and shall perform such other duties as are agreed upon by the Steering Committee.

F. The Secretary shall notify members of meetings, shall coordinate communication among membership, shall keep files of the governing documents and historical documents of the DWCAucus, shall keep official minutes of proceedings, and shall perform such other duties as are agreed upon by the Steering Committee.

G. The Treasurer shall be responsible for tracking all income and expenses of the DWCAucus, shall comply with state and federal campaign finance and election laws, shall complete all necessary campaign finance reports, and shall perform such other duties as are agreed upon by the Steering Committee.

H. At-large steering committee members shall perform such other duties as are agreed upon by the Steering Committee. Standing Committees shall be chaired by members of the Steering Committee

I. If the Chair should resign or be unable to fulfill her duties, then the order of succession shall be as laid out below.

1. Vice-Chair
2. Secretary
3. Treasurer

**Democratic Women's Caucus of Monroe County, Indiana Bylaws  
12-1-08**

J. If any other officer should resign or be unable to fulfill her duties, [then the membership will vote on a replacement at the next meeting of the membership.] the steering committee will name an interim replacement who shall be confirmed by a majority of members present at the next regular meeting.

**Article Five - Standing Committees**

A. The Steering Committee shall work to carry out the purpose and short- and long-term goals of the organization.

B. The Training Committee shall coordinate candidate and campaign-worker and education on an ongoing basis.

C. The Research Committee shall coordinate research and access to that research for members, campaign workers, and candidates.

D. The Fundraising Committee shall coordinate raising money for the DWCAucus and for [candidates who meet the criteria] endorsed candidates as set out by the Steering Committee and ensure compliance with all local, state, and federal election, and campaign-finance laws.

E. The Programs Committee shall set the agenda for the regular meetings of the membership and coordinate other meetings as desired.

F. The Nominating Committee shall determine nominees for officers and the Steering Committee members at-large at least 15 days prior to the Annual Meeting. The Chair shall appoint 2 persons from the Steering Committee and 3 persons from the general membership to the Nominating Committee.

G. The Steering Committee may create other standing committees and ad hoc committees as needed.

**Article Six- Rules of Procedure**

The DWCAucus shall operate by consensus. However, when a vote is taken at a regular meeting or a steering committee meeting, a simple majority of those present shall prevail.

**Article Seven –Amendment of Bylaws**

These Bylaws may be amended, repealed, or modified, and new Bylaws adopted, by a simple majority of the membership. Any notice of a meeting at which these Bylaws are to be amended must include notice of such proposed action.