

By-Laws of the New Mexico Veterans and Military Families Caucus

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ARTICLE I ORGANIZATION NAME

Section 1. The name of this organization is the New Mexico Veterans and Military Families Caucus. The Caucus is an affiliate of the Democratic Party of New Mexico (DPNM) by virtue of an authorization granted by the Democratic Party of New Mexico State Central Committee.

ARTICLE II PURPOSE

Section 1. Inform ourselves and the DPNM on issues concerning veterans and military families at the local, state and national levels

Section 2. Encourage veterans, National Guard members, and Guard and military family members who share the same interests and goals, to participate in mainstream politics. For the purpose of these bylaws, the family members of the New Mexico National Guard are inherent under the term military family members. The Caucus shall provide the leadership, recruitment effort and support necessary to encourage veterans and military family members to participate in local, state and national politics.

Section 3. Create Forums. The Caucus shall initiate and/or host forums, so that politicians and veterans or military family participants will have the opportunity to interact and participate on solutions to issues of mutual concern.

Section 4. Recruit Candidates. The Caucus shall recruit, support and assist interested veterans and military family members to become candidates for local, state, and national political offices. This would include encouraging New Mexico Democratic Party members or are veterans and/or military family members to for precinct, district, or state party positions. Veteran and/or military member status will not ensure the support of this Caucus unless the caucus membership votes to support the interested candidate.

Section 5. Influence DPNM officials. The Caucus shall inform and keep Party officials current regarding veterans' and military family issues including the New Mexico National Guard.

Section 6. Elect Democrats and work with veterans, the military, including the Guard, and all associated family members to strengthen the DPNM.

Section 7. Support and promote the principles of clean and fair as guaranteed by the U.S., New Mexican constitutions and federal and state regulations relative to elections and encourage participation in all election processes.

ARTICLE III LIMITATIONS

Section 1. Activities. All activities of the New Mexico Veterans and Military Families Caucus shall be in accordance with the purposes, principles, and policies of the Caucus as outlined in these By-Laws and by the DPNM Rules.

Section 2. Self Interest. No part of the New Mexico Veterans and Military Families Caucus net income shall inure to the benefit of any Executive Officer. Upon the New Mexico Veterans and Military Families Caucus dissolution or liquidation, no member shall share in or receive any funds or other remaining assets. If such funds or other assets were raised for capital purposes, they

shall be returned to the donors on a pro-rata basis. If they were raised for program or general operations, they shall be contributed to the New Mexico State Democratic Party.

Section 3. Status. Except to the extent specifically limited in these By-Laws, the New Mexico Veterans and Military Families Caucus shall have all powers granted by the DPNM and by any pertaining State of New Mexico statutes. Approval of the by-laws by the DPNM shall not automatically entitle the organization to representation on the applicable central committee. An authorized Democratic Club or affiliated organization may terminate its affiliation with the DPNM by majority vote of its membership or as otherwise provided in its by-laws. An organization's affiliation may also be revoked upon a majority vote of the DPNM upon a showing of good cause.

ARTICLE IV MEMBERSHIP

Section 1. Membership. Membership in this New Mexico Veterans and Military Families Caucus is open to all registered Democratic Veterans, New Mexico National Guard, and Military Family members who share the same interest and the same goals of the Caucus and who support the principles of the New Mexico Democratic Party.

These veterans shall have served honorably in the United States Armed Forces, or are active or reserve duty personnel now serving in the Armed Forces, National Guard, or Reserves of the United States with an interest in developing and understanding the issues affecting veterans; or be a parent or spouse of a serviceperson/veteran with an interest in developing and understanding the issues affecting veterans, the Guard, or military family members (Parents of veteran or service member, spouse of veteran or service member, children of veteran or service member)

No member of any other political party may be a member of this Caucus.

Section 2. Registration. Membership registration will be acknowledged in writing to the member. Voluntary membership dues may be paid on an annual basis if it is the will of the Caucus. Such member dues, however, may be reduced or waived in cases of financial hardship or in recognition of volunteer work done for the Caucus. All members are encouraged to serve on at least one committee.

Section 3. Member Quorums. A member quorum shall be ten percent (10%) of the number of members who are in good standing. Mail ballots shall be counted towards quorum on those questions where they apply. Voting by proxy is not allowed at meetings of the Caucus or its sub-units; however, Mail Ballots will be accepted and counted towards Quorum. Thirty (30) % of the Executive Committee must also be present to fulfill the Quorum requirement. These Committee members count towards Quorum.

Section 4. Eligibility for Party Office. Pursuant to the principles of equality as stated in Bylaws and Call, persons who meet the membership requirements of Article IV, Section 1, are eligible for election to any Caucus office. There shall be no age requirement for Caucus office save where prescribed by law.

Section 5. ALL MEMBERS: All members of the Caucus shall support non-discrimination among the members and others on the basis of race, color, national origin or ethnicity, age, gender, sexual orientation, religion, disability, or other discriminating factor under federal or state law.

ARTICLE V SUBORDINATION

This Constitution is subordinate to the pertinent parts of the DPNM Rules and the Democratic National Committee.

ARTICLE VI ORGANIZATION AND ADMINISTRATION

Section 1. Executive Committee. The New Mexico Veterans and Military Families Caucus Executive Committee shall be the governing body between the annual meetings of the Caucus. The Executive Committee shall consist of the Chair, Vice Chair and six (6) Regional Directors - two for each of the state's congressional districts. All of these officers shall be elected at the DPNM Central Committee meeting held in conjunction with the election of State Party Officers. A Secretary and Treasurer shall be selected from the Executive Committee. All Executive Board Members are volunteers and shall not receive any monetary compensation for their service on the Board.

Election of Regional Directors. Regional Directors shall be elected by voting Caucus members who reside in the same CD as the candidate and the Directorship being sought. The Executive Committee may appoint an interim Regional Director for a period not to exceed 180 days, during which time a special election must be held to seat an elected Regional Director.

The Executive Committee Chair will be a veteran and Vice-Chair will be a military or New Mexico National Guard family member. Each CD Regional Director shall consist of a veteran and military family member. A military family member can also be a veteran if they meet the criteria in ARTICLE IV, Section 1. Membership.

Section 2. Other Committees. From time to time, the Executive Committee of the Caucus may appoint specific committees to carry out various assignments. Each of these appointed committees shall have such duties and responsibilities as are granted to it by the Executive Committee and shall at all times be subject to the control and direction of the Executive Committee.

Section 3. Meetings. Each committee of this Caucus may establish the time for its regular meetings and may change that time as it from time to time deems advisable. Special meetings of any committee of this Caucus may be called by the Chair of that committee or by the Caucus Chair. Meetings will be held in the different districts in as much as possible.

Section 4. Committee Quorum. Unless otherwise provided by the Executive Committee, thirty (30%) of a committee will constitute a quorum. The act of a majority of the members present at a meeting at which a quorum is present shall be considered an act of the committee.

Section 5. Duties of Officers.

a. CHAIR: It shall be the duty of the Caucus Chair to preside at meetings of the Executive Committee and serves as the principal spokesperson for the Caucus. The Chair shall have general supervision of the affairs of the Caucus. He or she may execute, on behalf of the Caucus, all instruments in writing which may be required or authorized by the Executive Committee for the proper and necessary transaction of the business of the Caucus. The Chair shall create standing committees, subcommittees, or special committees deemed necessary to achieve the purpose and objectives of the Caucus. The Chair shall serve as an ex-officio member of all committees. Only the Chair or Vice Chairperson may excuse absences.

b. VICE-CHAIR: The Vice-Chair shall preside at Executive Committee meetings in the absence of the Chair. It shall further be his/her duty to assist the Chair in the discharge of his/her duties. The execution by the Associate Chair on behalf of this Caucus of any instrument shall have the same force and effect as if it were executed on behalf of the Caucus by the Chair.

c. SECRETARY: It shall be the duty of the Secretary to preserve the minutes, attendance records of all proceedings of the Executive Committee and for the secure custody of the records, documents and papers of this Caucus. The Secretary shall, at the direction of the Chair, notify members of the Executive Committee pertaining to meetings of this organization. The Secretary shall also perform such other duties as may be assigned to him or her from time to time by the Executive Committee. A written report of the previous New Mexico Veterans and Military Families Caucus Executive meeting shall be presented by the Secretary at the next scheduled State Central Committee meeting.

d. TREASURER: The Treasurer shall have charge of the funds of this organization, and shall make no disbursements thereof without authority or ratification by the Executive Committee or the Chair. It shall further be the duty of the Treasurer to perform all other duties usually incident to the office. The offices of Secretary and Treasurer may be combined. A written report of the previous New Mexico Veterans and Military Families Caucus Executive meeting shall be presented by the Treasurer at the next scheduled DPNM Central Committee meeting. The Caucus may request an audit at any time, but no less than once every two years.

e. DIRECTORS: The Executive Committee shall assign duties to the Directors elected by the Caucus. In addition, the Regional Directors shall have general supervision of the affairs of their respective Caucus Congressional Districts and shall be empowered to hold elections for other offices within their Caucus Congressional Districts or appoint interim officers for those positions, as necessary.

f. ADDITIONAL POWERS: Any Officer of this Caucus, in addition to the powers conferred upon him or her by these By-Laws, shall have such powers and perform such additional duties as may be prescribed from time to time by the Executive Committee.

g. STATISTICAL/RECRUITMENT COMMITTEE: This Committee shall maintain, compile and oversee statistical and recruitment matters for the Caucus. This committee shall develop and establish a Veteran database. This may include such information as demographics, voting patterns, geographic, statistical data and trends or other items of interest. This committee shall work closely with the Secretary and Treasurer to compile information for reporting purposes. Each Congressional District should have a representative on this committee.

Section 6. General Powers. The Executive Committee of the New Mexico Veterans and Military Families Caucus shall manage its business in accordance with these duly adopted Bylaws.

Section 7. Terms of Office. Each elected Officer shall hold office for a term of two (2) years.

Section 8. Dismissal for Cause. The New Mexico Veterans and Military Families Caucus may dismiss a member for cause on grounds as specified by the DPNM Rules.

Section 9. Vacancies. A vacancy occurs for the following reasons; resignation, death, change of residence to a location outside of New Mexico, change of residence of a Regional Director to a location in a different Congressional district or dismissed for cause. A majority vote of a quorum at a properly conducted membership or executive committee meeting is sufficient to declare a vacancy. The Executive Committee, by a majority vote of the quorum, may fill such a vacancy at a meeting properly called after notice of intent to elect. Only those vacancies specified in the meeting notice may be filled at that meeting, except no notice is required if the vacancy was created at the meeting due to the dismissal or election to another position. Vacancies shall be filled within (60) days of their occurrence.

Section 10. Consecutive Terms. No Officer shall serve in the same office for more than six (6) consecutive years in the same position. After serving the maximum period, that member shall not be considered for election for a minimum of two (2) years.

Section 11. CD Caucus Units. Caucus members residing within a particular New Mexico U.S. Congressional District are encouraged to organize and operate a chapter of the Caucus in that district ('CD Caucus') in order to further the purposes and activities of the Caucus. Caucus members seeking to form such a CD Caucus must follow the By-Laws of this New Mexico Veterans and Military Families Caucus as well as the DPNM Rules.

ARTICLE VII MEETINGS OF THE CAUCUS

Section 1. Annual Meeting of the Membership. The Annual Meeting of the New Mexico Veterans and Military Families Caucus shall be held in conjunction with the Spring meeting of the DPNM Central Committee. Written or electronic notice of the time, location and purpose of the meeting shall be sent to all voting members at the same time as notice of the Meeting.

Section 2. Special Meetings of the Membership. Special Meetings of the Membership may be called by the Caucus Chair, by a majority of the Executive Committee, or by a petition of twenty percent (20%) of the state's members. Written or electronic notice of the time, location and purpose of the meeting shall be sent to all voting members at least fourteen (14) days prior to the Meeting. Specific questions to be decided by the members may be submitted to the members in the notice of the meeting; members may vote on such 'Mail Ballot' questions either by mail or in person at the member meeting. A Mail Ballot shall be counted toward the member quorum on the question that it addresses. Mail Ballots may also be used for the annual election of the Caucus officers.

Section 3. Regular Meetings of Executive Committee. The Executive Committee of the New Mexico Veterans and Military Families Caucus will meet at least two (2) times per year in conjunction with the DPNM Central Committee Meetings. Executive Committee members will be notified of the date, time and location of the meeting at the same time as notice of the SCC Meeting. An agenda shall be prepared by the Caucus Chair prior to the meetings of the Executive Committee and shall be included in all notices.

Section 4. Special Meetings of Executive Committee. Special Meetings of the Executive Committee may be called by the Chair, acting alone, or upon direction of the majority of the Executive Committee, provided the purpose of the meeting, place, date and time have been clearly stated in the meeting notice. Special meetings may be called with at least 72 hours advance notice as prescribed in the DPNM Rules. These meetings may be in person, by teleconference or web conference.

Section 5. Missed Meetings. Any Officer who misses three consecutive regular meetings of the Executive Committee, without notifying the Secretary or person designated to act as Secretary in advance of the meeting, will be removed from his/her position in the Caucus.

Section. 6. Executive Committee Quorum. At all meetings of the Executive Committee, each Officer shall be entitled to cast one vote on any issue for which a vote is required. Thirty (30) percent of the Executive Officers and Directors shall constitute a quorum for the transaction of business at any meeting. If less than 30% is present, a majority of those present may adjourn the meeting from without further notice; however, they may act as a subcommittee. A majority vote of the Executive Officers and Directors present at any time, if there be a quorum, shall be sufficient to transact any business.

Section 7. Adjourned Meetings. When a meeting of the Executive Committee is adjourned to another time and/or place, notice of the rescheduling of the adjourned meeting need not be given other than by announcement at the meeting in which the decision to adjourn is made.

Section 8. Written Action. Any action that could be taken at a meeting of the Executive Committee may be taken without a meeting when authorized in writing and signed by all of the Officers and Directors.

ARTICLE VIII GENERAL RULES

Section 1. Disposition of Party Records. Upon leaving office, a Caucus officer shall turn over all Caucus records (paper and electronic), books, and properties to his/her successor.

Section 2. Amendments.

a. Proposal and Review. Amendments to the Constitution may be proposed by a member of the Executive Committee or by any voting member of the Caucus. No vote shall be held for any amendment unless the nature of the amendment was described in a proper notice of the Executive Committee or in a member meeting.

b. Adoption of Amendments. Amendments to the By-Laws must be approved by a two-thirds vote of voting members at a properly noticed member meeting.

Section 3. Bylaws and Their Amendment. Bylaws concerning matters not expressly governed by nor in conflict with this Constitution or the DPNM Rules may be adopted or amended by a two-thirds vote of the Caucus annual meeting. Bylaws may also be adopted or amended by the Caucus' Executive Committee, provided such adoption or change receives a two-thirds vote of approval. A copy of any proposed change in the bylaws shall be included in the meeting notice.

Section 4. Endorsement. During Democratic primary campaigns (Pre-Primary or Presidential), caucus members are free to support the Democratic candidate of their choice as an individual; however, they are prohibited from directly or indirectly implying that they represent the position of the Caucus. When the DPNM has selected their candidates for public office, this Caucus may not endorse or assist in any manner any other candidate other than those duly-elected.

Section 5. Deposits. All funds of this Caucus shall be deposited promptly to the Caucus's credit in such federally insured banks, trust companies or other depositories as the Executive Officers may approve or designate and all such funds shall be withdrawn only in the manners authorized from by the Executive Officers.

Section 6. Authority to Borrow or Encumber Assets. No Officer or agent of the New Mexico Veterans and Military Families Caucus shall have any power or authority to borrow money on the Caucus's behalf, to pledge its credit or to mortgage or pledge its real or personal property except within the scope and to the extent of the authority delegated by resolutions adopted from time to time by the Caucus Executive Committee. Authority may be given by the Executive Committee for any of the above purposes and may be general or limited to specific instances.

Section 7. Books and Records. The New Mexico Veterans and Military Families Caucus shall keep correct and complete records and books of accounts and shall also keep minutes of the meetings of its Executive Committee and other committees. The Caucus shall keep at its registered office the listing of names and addresses of all current and past Executive Officers and Directors and provide same to the State Democratic Party.

Section 8. Parliamentary Authority. Parliamentary matters not governed by these Bylaws, nor by the rules of the body in question, nor by the DPNM, nor by the Official Call, shall be governed by Robert's Rule of Order Newly Revised.

Section 9. Supersedes all previous Bylaws. These Bylaws supersede all previous Bylaws of the New Mexico Veterans and Military Families Caucus.

Section 10. Full force and effect. These Bylaws shall be in full force and effect immediately after its adoption and approval by the New Mexico Democratic Party State Central Committee.

Dated: _____