

LGBTQ Democratic Caucus of New Mexico Bylaws

Preamble

We, the Lesbian, Gay, Bisexual, Transgender and Queer members of the Democratic Party of New Mexico, hereby formally declare that we have organized a caucus that shall hereafter be known as the LGBTQ Democratic Caucus of New Mexico. Recognizing that the Democratic Party of New Mexico has committed itself to the principles of equal opportunity of participation in the political process and of fair representation at every level of state activity, we organize with the intention of advising the Party of the means by which it can best fulfill the ideals from which its principles derive. We recognize the rampant disparities and inequalities LGBTQ People face in their day-to-day lives. As LGBTQ Democrats, we seek a truly just society. We will collectively and individually work through the Democratic Party, to achieve the eradication of discrimination and work towards the realization of a state community, in which social equity and a respect for individual dignity prevail. We support the right of all families to have equal respect, responsibilities, and protections under the law. We support marriage equality and support the movement to secure equal treatment under the law for LGBT individuals, and other marginalized communities not just in terms of recognizing families, but working to ensure that all members of the LGBTQ Community secure gainful employment, have access to quality medical treatment, education, and housing. We pledge, therefore, that consistent with the principles of the Democratic Party of New Mexico, we honor the rules set forth in the by-laws of the Democratic Party of New Mexico.

Article I – Name

The name of this organization shall be the LGBTQ Democratic Caucus of New Mexico.

Section 1. Responsibilities and Powers

The LGBTQ Democratic Caucus of New Mexico shall have a general responsibility for advising the Democratic Party of New Mexico on matters of strategy and policy pertaining to the LGBTQ community and other marginalized communities as well as coordinating with other recognized caucuses and constituency groups, subject to the provisions of the by-laws of the Democratic Party of New Mexico. The LGBTQ Democratic Caucus of New Mexico has a specific responsibility to take an

active role in inclusion, outreach, and empowerment; foster our membership's accountability and responsibility to these duties; and nurture statewide LGBTQ leadership. These responsibilities shall involve, but are not be limited to:

- A. Providing for the election of officers and executive committee for the LGBTQ Democratic Caucus of New Mexico.
- B. Promoting the interests of LGBTQ Community and coordinate with other recognized caucuses and constituency groups within the Democratic Party throughout all Party affairs.
- C. Advise the Party on policy positions affecting the welfare of the LGBTQ Community.
- D. Lead in the efforts of LGBTQ voter registration, LGBTQ political outreach, recruitment of LGBTQ Ward and Precinct Chairs, increase political awareness and education of the political process.
- E. Develop programs supporting the inclusion of LGBTQ community in leadership positions with representation in the decision-making process of the Party, including the Democratic National Committee.
- F. Assist national, state, and local Party organizations in the development, selection and election of members of the LGBTQ community to public office.
- G. Promote and support the development and organization of County LGBTQ Democratic Caucuses of New Mexico.
- H. To elect Democrats who will work to strengthen the Democratic Party of New Mexico.
- I. Taking all other action as may be necessary and proper to carry out the provisions of these by-laws.

Section 2. Membership

A. The LGBTQ Democratic Caucus of New Mexico shall be composed of members of the Democratic Party New Mexico meeting the requirements for selection, certification, and eligibility as defined by the Charter and by-laws of the Democratic Party of New Mexico, and who have signed, or submitted

an affirmative statement indicating their desire to join the Caucus. The Caucus should strive to maximize representation in Democratic Party of New Mexico membership.

B. The Caucus shall enumerate its current membership with an affirmative act by individuals at least once every two years. A current membership list/Distribution List shall be kept on file with the Secretary.

C. Caucus Membership Dues shall be \$10 per annum, with dues paid once each calendar year, without any pro-ration. Student rate for membership will be \$5 per annum, with dues paid once per year, without any pro-ration. Annual dues for continuing members are due on January 31st of each year. All members are encouraged to serve on at least one committee.

D. Code of Ethics for members: All members are expected to adhere to the basic core values of honesty, respect, and responsibility that are essential to the democratic process and success of the Democratic Party of New Mexico.

Section 3. Removal of Members

A. A motion of removal of a member shall be for reasons of malfeasance and shall follow rule 10-7 as laid out in the Democratic Party of New Mexico rules.

B. Violation of the Caucus Code of Ethics for members shall constitute cause for removal from the LGBTQA Democratic Caucus of New Mexico.

Section 4. Meetings

A. At least 4 meetings of the Caucus shall be held each year upon call of the Chair and after notice to members. At least two of the four annual meetings shall be held at a location outside of the Bernalillo County.

B. All meetings of the Caucus shall be open to the public.

C. Special meetings of the Caucus may be held upon the call of the Chair with the approval of the LGBTQ Democratic Caucus of New Mexico Executive Committee and with

reasonable notice to members. No action may be taken at such a special meeting unless such proposed action was included in the notice of the meeting.

D. No later than thirty (30) days before each scheduled meeting, LGBTQ

Caucus members shall receive written/electronic or written notice as required of the date, time, and place of such meeting, and the tentative agenda which shall be sent out by the Secretary.

E. No later than fifteen (15) days before each scheduled committee meeting, Caucus Committee members shall receive written/electronic notice of the date, time, and place of such meeting, and the tentative agenda which shall be sent out by the Committee Chair.

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 meeting shall be fixed by the Chair not later than thirty (30) days nor earlier than fifteen (15) days from the date of the call.

G. The LGBTQ Democratic Caucus of New Mexico shall keep a record of its proceedings which shall be made available to members of the party by the Secretary.

H. Parliamentary matters not governed by these Bylaws, nor by the DPNM, shall be governed by Robert's Rule of Order Newly Revised.

Section 5. Quorum and Voting

Business of the Caucus may be conducted with a quorum of at least 4 Officers of the Caucus, and at least 3 general members of the Caucus in good standing. An additional requirement of 10% of general members in good standing is required in case of "special" meeting.

A. All questions before the LGBTQ Democratic Caucus of New Mexico and committees, unless otherwise provided by these by-laws, shall be determined by majority vote of those members present, voting in person or by proxy.

B. Each member of the Caucus shall be entitled to one vote on each issue before it.

C. Proxy voting shall be permitted. Proxies may be either general or limited and Instructed. All proxies shall be in writing and transferable if so specified. No member may at any one time hold or exercise proxies for more than one person entitled to vote other than his or her own. Proxies registered by Caucus members for the General Meetings of the State Central Committee meeting are acceptable as proxies for Caucus meetings, provided that the proxy meets the three aforementioned criteria.

D. The Chair of the LGBTQ Democratic Caucus of New Mexico may refer matters to the members of the Caucus for consideration and vote by mail or electronic media, provided however, that if more than Twenty (20) percent of the full membership shall so request, the matter shall be presented at the next meeting of the Caucus.

Section 6. Committees

A. The Caucus may from time to time create such standing or ad hoc committees as it shall deem appropriate.

B. Except as otherwise provided in these By-Laws, the members of all committees of the Caucus shall be appointed by the Chair of the LGBTQ Democratic Caucus of New Mexico, in consultation with the LGBTQ Democratic Caucus of New Mexico Executive Committee.

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

Article II -OFFICERS

Section 1. Selection and Tenure

A. The officers of the LGBTQ Democratic Caucus of New Mexico shall consist of one (1) State Chair, one (1) State Vice Chair, one (1) Secretary, one (1) Treasurer, three (3) Congressional District Vice Chairs.

B. Such officers as are provided for by this section of the by-laws shall be elected by a majority vote of the entire membership of the LGBTQ Democratic Caucus of New Mexico present at election or by proxy. Paid members in good standing at the end of the calendar year prior to election

of officers will be eligible to vote in election of officers.

C. Elections shall be held at the first Caucus meeting at the beginning of each year, beginning in 2015. The term of office shall be one (1) year. 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.

D. Nominations of candidates for offices to be filled can be made by nomination to the Secretary anytime prior to the scheduled start time of the meeting where such elections occur.

Section 2. Duties and Responsibilities of the Officers

A. State Chair: Duties and responsibilities of the State Chair shall include serving as the chief presiding officer of the Caucus and the Caucus Executive Committee, ensuring state-wide cooperation between LGBTQ communities in different regions, and the identification and nurturing of state political talent and exercising the authority delegated to them by the Caucus and the Caucus Executive Committee. In the event of resignation, the designated State Vice Chair will serve in the capacity of the State Chair until a new State Chair is elected at the next regularly scheduled meeting of the full Caucus.

B. State Vice Chair (1): Duties and responsibilities of the State Vice Chair shall include but not be limited to assisting the State Chair. The State Vice Chair shall perform such other duties and have such other powers as the 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.

C. Secretary: Keeping accurate records of the proceeding of all Caucus and Executive Committee Meetings, give notice in accordance with these by-laws, maintain Caucus Membership list and distribution list for electronic communications, and other duties and responsibilities as determined by executive committee.

D. Treasurer: Duties and responsibilities of Treasurer shall include keeping an accurate record of the collection and caretaking of any monies collected for Caucus purposes filing required reports with Secretary of State and other required reporting to be filed and other duties and responsibilities as determined by the executive committee. Provide budget update to Caucus at scheduled quarterly

meeting.

E. Congressional District Vice Chairs (3): Duties and responsibilities of the Congressional District Vice Chairs shall include but not be limited to support and development of County LGBTQ Democratic Caucuses of New Mexico, identification and nurturing of political talent within their regions, and representing the needs and concerns of LGBTQ members and the LGBTQ Community within their geographic constituencies.

Section 3. Primary Election Involvement

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. This Caucus may not endorse or assist in any manner any other candidate other than those duly-elected during the primary process.

Section 3. Removal from Office

A. An officer of the LGBTQ Democratic Caucus of New Mexico 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 LGBTQ Democratic Caucus of New Mexico to constitute good and sufficient cause, the Caucus may remove an officer by a two-thirds vote of the present membership, or by proxy.

Section 4. Vacancies

A. Vacancies created by resignation or removal of any officer of the LGBTQ Democratic Caucus of New Mexico shall be filled by the election of a successor by the Caucus. The Chair or ranking officer may make an interim appointment, with approval of the LGBTQ Democratic Caucus of New Mexico Executive Committee, until a Caucus vote is taken.

B. Elections to fill vacancies shall take place no more than sixty (60) days after the vacancy has taken effect. The Chair or ranking officer shall take all necessary steps as provided for in these by-laws to call

for a special meeting.

ARTICLE III - THE LGBTQ DEMOCRATIC CAUCUS OF NEW MEXICO EXECUTIVE COMMITTEE

Section 1. Powers and Duties of the Executive Committee

The Executive Committee of the LGBTQ Democratic Caucus of New Mexico 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 LGBTQ Democratic Caucus of New Mexico between meetings thereof.
- B. Work with Democratic Party of New Mexico and other LGBTQ organizations and other recognized caucuses on initiatives relevant to Party and LGBTQ Democratic Caucus of New Mexico goals and objectives.
- C. Report on its proceedings to the LGBTQ Democratic Caucus of New Mexico and the Democratic Party of New Mexico.

Section 2. Membership

- A. The Executive Committee of the LGBTQ Democratic Caucus of New Mexico shall be composed of the State Chair, State Vice Chair, Secretary, Treasurer, and Congressional District Vice Chairs.

Section 3. Tenure

Members of the LGBTQ Democratic Caucus of New Mexico Executive Committee shall serve until the election of their successors. Upon the resignation or removal of a member an interim appointment may be made by the ranking officer, with approval of the LGBTQ Democratic Caucus of New Mexico Executive Committee, until a successor is selected by the entire membership to serve the unexpired portion of the term.

Section 4. Meetings

The LGBTQ Democratic Caucus of New Mexico Executive Committee shall meet at least once before the required quarterly meeting of the general membership. Meetings shall be called by the Chair or by written request of no less than one-half of its members. All meetings of the LGBTQ Democratic Caucus of New Mexico Executive Committee shall be open to the public and the Executive Committee shall keep a record of its proceedings.

Section 5. Quorum and Voting

The provisions of Article One, Section 5 of these by-laws shall apply to Proceedings of the LGBTQ Democratic Caucus of New Mexico Executive Committee.

ARTICLE IV - CAUCUS FUNDS

A. Funds raised by the Caucus including membership dues or other fees will be used solely to support Caucus meeting and events, including, but not limited to: mailings, refreshments, food, meeting room costs, and other expenses as approved by LGBTQ Democratic Caucus of New Mexico Executive Committee as required to carry out Caucus plans and projects.

B. 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 Committee may approve or designate and all such funds shall be withdrawn only in the manners authorized from by the Executive Officers and provided by Article IV, Section A.

C. No Officer or agent of the LGBTQ Democratic Caucus of New Mexico 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.

ARTICLE V - AMENDMENTS

A. By-laws may be adopted according to the provisions of Article One, Section 5 of these by-laws

provided that thirty (30) days written notice of any proposed by-law or amendment has been given to all members of the Caucus.

B. 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.