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# WSPC Bylaws

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## Article I: Name

The name of this organization shall be the Washington State Progressive Caucus - Democratic Central Committee.

### Section 1. Purpose

We pledge ourselves to be a truly representative caucus, open to all people, to work for all people through the Democratic Party, to help Progressive Democrats get elected, and to promote the principles expressed in the Constitution of the United States that the power to govern resides with people. We further pledge to work for all people through the Democratic Party by adhering to our party and caucus platforms. The Washington State Progressive Caucuses shall have responsibility for advising the Democratic Party on matters of strategy and policy pertaining to Progressives, subject to the provisions of the published by-laws of the Democratic Party of the State of Washington. This responsibility shall include but not be limited to:

- (a) Providing for elections of officers;
- (b) Promoting the interest of Progressives within the Democratic Party and throughout party affairs;
- (c) Advising the party on policy positions affecting Progressives in Washington State;
- (d) Assisting national, state, and local party organizations in the selection and election of candidates who are supportive of the goals and ideals of this organization;
- (e) Supporting the formation of precinct, legislative district (LD), county, and congressional district (CD) Progressive Caucuses across the state by facilitating communication, coordination, training, and issues education;
- (f) Taking such other actions as may be necessary and proper to carry out the provisions of these by-laws.

## Article II: Organizational Structure

### Section 1. Membership

All residents of Washington State who are committed to promoting progressive ideals within the Democratic Party are eligible for membership. Further provisions for membership are as follows:

- (a) The WSPC-DCC shall be composed of members of the Democratic Party of the State of Washington meeting the requirements for the selection, certification and eligibility as defined by the Charter and published by-laws of the Democratic Party of the State of Washington.

- (b) Other membership categories may be determined by a vote of the membership at an announced meeting.
- (c) Membership dues shall be set at twenty dollars (\$20.00) annually unless changed by a majority vote of the membership at an announced meeting.
- (d) Only current and paid members of the caucus shall be entitled to cast a vote at membership meetings, and voting by proxy shall not be allowed.
- (e) Membership fees shall be one dollar (\$1.00) in circumstances of economic difficulty.

## **Section 2: Local Caucuses**

Activists in each Congressional District, Legislative District, and County are encouraged to meet and self organize into caucuses that work to influence local politics to support a progressive platform. The activities of these grassroots organizations may include but are not limited to:

- (a) Training progressives locally on issues and campaigning,
- (b) Electing representatives to the WSPC Progressive Delegation,
- (c) Supporting and electing progressives to local and state-wide offices,
- (d) Lobbying local Democratic organizations to embrace progressive change,
- (e) Establishing a set of bylaws delineating organizational structure and responsibilities; and
- (f) Complying with all state and federal codes as required of the Washington State Democratic Party relative to conducting forums, electioneering, fund-raising and lobbying.

## **Section 3: Progressive Delegation**

- (a) Each Local Caucus is invited to elect from its membership one male and one female representative to the WSPC Progressive Delegation.
- (b) Local Caucus representatives, together with the Executive Board, shall comprise the Progressive Delegation.
- (c) Members of the Washington State Democratic Central Committee who qualify for membership according to Article 2, Section 1 shall be members of the Progressive Delegation if they so choose.
- (d) The Progressive Delegation shall represent the will of the membership at the Democratic Central Committee quarterly meetings.
- (e) The Progressive Delegation shall act as a nerve and communication center for Progressive reform in Washington State between the national, state and local level.
- (f) Any authority not specified by these bylaws shall fall to the Progressive Delegation to coordinate or direct.

## **Section 4: Executive Board**

- (a) The WSPC-DCC shall reorganize at the reorganization meeting of the Washington State Democratic Central Committee. The general membership of the Caucus shall elect a Chair, Western Washington Vice-Chair, Eastern Washington Vice-Chair, Secretary, Treasurer and four at large members. This group shall comprise the WSPC-DCC Executive Board. This board shall perform the duties prescribed by these bylaws.
- (b) All reasonable efforts shall be taken to ensure that no more than 5 board members shall be of the same gender.
- (c) Nominations and election of Officers shall be every two years, commencing 2005. Starting in 2007, nominations should be submitted to the Elections Committee during the reorganization meeting as prescribed for in the order of business on the Agenda. Nominations may be made from the floor and require a second.
- (d) Officers shall be elected by secret ballot to serve for two (2) years or until their successors are elected, and their term shall begin at the end of the meeting at which they were elected.
- (e) No member of the Executive Board shall hold more than one office at a time.
- (f) Vacancies created by the resignation or removal of any officer of the WSPC-DCC shall be filled by the election of a successor by the Progressive Delegation. The Chair or the ranking officer may make an interim appointment with the approval of the Executive Board until the caucus reconvenes.
- (g) The Executive Board shall make policy and have general supervision over the officers of the caucus between its meetings and conventions, fix the hour and place of meetings and conventions, and make recommendations to the Progressive Delegation.
- (h) The Executive Board shall perform such duties as are specified in these bylaws and/or are decided at conventions and meetings. The Executive Board shall be subject to the orders of the Progressive Delegation and none of its acts shall conflict with the action taken by the Membership.
- (i) The meetings of the board may be called by the Chair or by written request of one-third of the members of the Progressive Delegation.
- (j) The Executive Board shall independently meet no less than twice each year.
- (k) A quorum at Executive Board meetings is constituted when two-thirds of the Executive Board members are present.

## **Article III: Operating Policies**

### **Section 1. Responsibilities of the Executive Board**

- (a) Act on behalf of the general membership between WSPC-DCC meetings.
- (b) By no later than April 1 of each fiscal year, establish and update a strategic plan to meet the goals of the Caucus.
- (c) Develop a strategic plan for fundraising and an annual budget for approval by the membership no later than the second WSPC-DCC meeting in each calendar year.

- (d) Set authorized spending limits.
- (e) Propose WSPC-DCC meeting agenda items.
- (f) Establish annual calendar of events.
- (g) Ratify candidates for campaign services and support by the WSPC-DCC.
- (h) Review and act on Treasurer's report.
- (i) Establish a list of approved parliamentarians.
- (j) Make recommendations on recall motions in accordance with Article IV, Section 3.
- (k) Inventory, manage and maintain the fundraising assets.
- (l) Estimate revenues required to fund operating expenses, programs, and events.
- (m) Develop new ideas and techniques to fund the Executive Committee Strategic Plan.
- (n) Develop a preliminary annual budget to be submitted to the Progressive Delegation by the caucus meeting after April 1st .

## **A. Chair**

- (1) The Chair shall be the Chairperson of the Progressive Delegation and shall convene and conduct all meetings of the organization, except as provided for otherwise in these bylaws.
- (2) The Chair is charged with the responsibility of implementing all policies of the organization. The Chair is responsible for directing the organization and shall direct the organization in a manner consistent with the Executive Board strategic plan.
- (3) The Chair shall draft and present the agenda for each meeting/convention to the Executive Board for approval.
- (4) Ad hoc and special committees shall be appointed by the Chair and approved by the executive board. The Chair shall be an ex-officio member of all committees except for the Election committee.
- (5) The Chair shall appoint chairs to standing committees subject to the approval of the Executive Board.
- (6) The Chair shall appoint a Parliamentarian, Sergeant-at-Arms and other officials as deemed necessary to administer meetings/conventions.
- (7) The Chair shall be the authorized spokesperson for the WSPC-DCC and may authorize press releases.
- (8) The Chair shall authorize and approve expenditures within the approved budget limits.
- (9) The Chair shall sign all Public Disclosure Commission documents.

## **B. Vice-Chairs**

- (1) The ranking Vice-Chair shall be the Vice Chair from the Chair's region.

(2) In the absence of the Chair, the ranking officer shall assume all duties, responsibilities, and authority of the Chair.

(3) The Vice-Chairs shall perform any and all duties in furtherance of this caucus as directed by the Chair and the Executive Board.

### **C. Secretary**

The Secretary shall:

(1) Take notes and/or record the meetings and shall provide written minutes for approval by the Executive Board at its regularly scheduled meeting.

(2) Prepare the Agenda for the meetings at the direction of the Chair.

(3) Prepare and maintain a list of all members of this caucus.

(4) Prepare official correspondence of the WSPC-DCC, including press releases.

(5) Keep and maintain all records, including correspondence, reports and publications. These records will be made available to the membership upon request.

(6) Provide to the membership at least fourteen (14) days before the next scheduled meeting, an agenda of the meeting to be held.

(7) Perform such other duties of the Organization as directed by the Chair and the Executive Board.

### **D. Treasurer**

The Treasurer is responsible for managing WSPC-DCC funds.

The Treasurer shall:

(1) Maintain and hold in trust for the caucus, and all committees, all monies belonging to the caucus.

(2) Prepare a quarterly report on all finances of the caucus to be distributed to the Executive Board and made available to the membership.

(3) Receive funds and disburse properly authorized expenditures for the organization pursuant to policy and guidelines established by the caucus.

(4) The Treasurer shall submit, prepare, and maintain financial statements and balance sheets to the Chair and Executive Board.

(5) The Treasurer shall serve as Chair and voting member of the Finance committee.

(6) Prepare and fill out all Public Disclosure Commission Reports, as required.

(7) Participate in annual review of financial records.

(8) Prepare an annual budget for approval by the Progressive Delegation, in conjunction with the Executive Board.

(9) Prepare, maintain and update an inventory of WSPC-DCC property.

(10) The Treasurer shall perform such other duties delegated by the Chair and Executive Board.

(11) The fiscal year of the WSPC-DCC shall begin on the 30th day of January in each year and end at midnight on the 29th day of January of the next year.

## **Section 2. Committees**

(a) Finance Committee: A finance committee composed of the Treasurer and at least two other members shall be appointed by the Chair. It shall be the duty of this committee to prepare budgets and make recommendations to the Executive Board or general meetings/conventions on disbursements of monies outside the scope of day-to-day operation.

(b) Election Committee: An election committee of at least three will be appointed by the Executive Board and will be responsible for taking nominations for officers within the organization and for any other business which requires balloting.

(c) All other committees shall be appointed by the chair on an as-needed basis.

## **Section 3. Indemnification**

Every person who is or has been an officer, member or agent of this Caucus shall be indemnified and held harmless from any claim, action or proceeding which may be brought against such person for activities in which such person engaged in good faith while acting for and associated with this Caucus.

## **Section 4. Disbursements**

(a) To comply fully with campaign finance laws and to maximize the WSPC-DCC support of Democratic candidates, the WSPC-DCC shall establish, maintain, and file the appropriate Public Disclosure Commission reports for exempt, non-exempt, and state office targeted victory accounts.

(b) The exempt account shall be used to fund WSPC operating expenses and indirect support of candidates, such as caucus mailings, and other forms of support provided for by law.

(c) Disbursements from the exempt account will be made in accordance with the approved budget.

(d) The non-exempt account, or political action fund, shall be used to provide direct financial support to candidates in accordance with campaign finance laws.

(e) Because Washington state law allows for the transfer of funds from non-exempt (political action) account to exempt (operating) accounts but prohibits the transfer of funds from exempt to non-exempt accounts, all proceeds from fundraising events shall be initially deposited into the non-exempt account and maintained there until such time as the Treasurer needs to transfer funds to pay exempt account expenses.

(f) Financial contributions to candidates from the non-exempt account shall be made at the direction of the Executive Board and with the approval of the Progressive Delegation in compliance with state and federal laws.

## **Section 5. Signature Authority for Disbursements**

The Chair and Treasurer shall sign all disbursements, including checks. When the ranking Vice Chair is acting as Chair, the Vice Chair and Treasurer shall sign all disbursements. No officer or member may obligate funds without approval, by vote, of the Executive Board.

## **Article IV: Removal of Members, Officers, and Chairs**

### **Section 1. Removal of Members**

- (a) Removal from the Democratic Party of the State of Washington as provided by the Charter and by-laws of the Democratic party of the State of Washington shall constitute cause for removal from the WSPC.
- (b) Removal from the Washington State Progressive Caucus shall be further authorized by this section after a 2/3 majority vote of current members of this caucus.
- (c) Grounds for removal shall include but not be limited to:
  - (i) Speaking or taking action on behalf of this caucus without prior written authorization by the WSPC-DCC Chair and Progressive Delegation;
  - (ii) Instigating and promoting dissent amongst members of this caucus; and
  - (iii) Disrupting meetings on a regular basis.

### **Section 2. Officer Absenteeism**

Unless excused by the Chair or Executive Board, any WSPC-DCC officer is automatically removed for missing three consecutive Executive Board or Progressive Delegation meetings.

### **Section 3. Grounds for Officer Recall**

Any officer may be removed by recall vote on one or more of the following grounds:

- (a) Failure to perform duties as prescribed herein.
- (b) Making public endorsements in the WSPC's name without prior approval by the Progressive Delegation or Executive Board.
- (c) Illegal use of WSPC assets, funds, or property.
- (d) Approval of services not authorized by the Progressive Delegation.

### **Section 4. Procedures for Officer Recall**

- (a) Any motion to recall an officer must be in writing and signed by at least 10 members of the Progressive Delegation.
- (b) A recall motion shall be referred to the Executive Board for review. Written notification of a recall

motion shall be made to the membership within 20 days of referral to the Executive Board.

(c) Following notification to the membership, the Executive Board shall conduct hearings into the recall motion. These hearings shall be open to all members and the hearing date notification must be sent to all members fourteen (14) days in advance of the hearing date. At the next WSPC-DCC meeting after the hearings are concluded, or at a specially convened meeting, the Executive Board will make its recommendation to the Progressive Delegation.

(d) A two-thirds vote of the voting members present at the next regular WSPC-DCC meeting is required to recall an officer.

(e) In no case shall a recall motion remain unresolved for more than 45 days.

## **Section 5. Removal of Committee Chairs**

(a) Any Officer may recommend to the Executive Board removal of Standing Committee chairs.

(b) Any person subject to removal action shall be notified fourteen (14) days in advance of a proceeding that affects the status of that person's appointment.

(c) Removal of committee chairs shall be by majority vote of the Executive Committee members.

(d) An officer who recommends removal of a committee chair must abstain from voting on the removal motion.

## **Article V: Quorum**

Ten percent (10%) of the current members of the caucus shall constitute a quorum.

## **Article VI: Amendment and Suspension of the Bylaws**

(a) Bylaws may be adopted or amended by a two-thirds (2/3) vote of the membership. A proposed Bylaws amendment must be mailed to the membership fourteen (14) days before a meeting to vote on the change.

(b) These bylaws may be suspended by a two-thirds (2/3) majority of the Progressive Delegation.

## **Article VII: Parliamentary Authority**

The rules contained in ROBERT'S RULES OF ORDER, Revised, shall govern the organization in all cases to which they are applicable and to the extent that they are not inconsistent with these bylaws.

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