

**Irish American Caucus, CDP
Bylaws**

**Additional Bylaws amendments per request of review committee
Presented to Caucus membership for final adoption Fall 2020 Executive Board**

We, the Irish American Caucus , California Democratic Party [“Caucus” and also known as the California Irish Democratic Caucus], hereby adopt these by-laws to achieve the following goals. [Measurable objective standards based on goals:]

1. *To promote the full participation of Irish Americans in the California Democratic Party by establishing a statewide Organization known as the Irish American Caucus, California Democratic Party, and an effective network of local Irish American Democratic Clubs, in order to:*

[Organize affiliate Club growth in targeted regions: 3 clubs by 2022]

- a. *with the State or County Democratic Central Committees:*
- b. *Provide a vehicle to systematically participate in and affect the direction of our party and the selection of candidates in the State of California.*

[Arrange regional training for campaign skills and candidate development]

- c. *Urge the integration of our community to participate in Democratic politics, thereby enhancing our political participation and promoting our civil, social, economic and community well-being:*

[Ongoing - no discernible benchmarks]

- d. *Bring into the network established leadership and organizations that can be mobilized to support Irish American causes; and*

[Outreach to allied groups to establish ongoing activities]

e. *Cultivate new leadership committed to working within the California Democratic Party.*

[Ongoing - based on factors beyond the Caucus direct influence]

2. *To research, develop, articulate and advocate issues that concern Irish Americans, including, but not limited to, reaffirming:*

[Four reaffirmations based on annual activities]

a. *Our outreach and cooperation with other Democratic caucuses and ethnic groups;*

b. *Our commitment to just and effective immigration policies;*

c. *Our support of all efforts to actively promote inclusive dialogue and peaceful means as the way forward for Irish Reunification;*

d. *Our liaison with other Irish Americans within the Democratic National Committee.*

3. *To organize leadership and training programs and activities that educate, motivate, and enhance present and potential Democratic community leaders.*

[Utilize our ongoing affiliations to promote attendees]

4. *To maximize the political impact of Irish Americans by:*

[Tally levels of activity in an annual report]

a. *Giving technical assistance and support to local, regional, and national clubs and caucuses;*

b. *Actively recruiting, training, and supporting those candidates and appointees who have demonstrated their commitment to the goals set forth herein; and,*

c. *Providing input to governmental and private agencies regarding issues and potential candidates to elected and to appointed office.*

5. *To elect Caucus members to regional and national organizations as required.*

Article I. Logo

The official logo of the organization shall be approved by the California Democratic Party.

Article II. Principal Office

The principal office of the Caucus shall be at such address as may be fixed by the Executive Committee of this caucus.

Article III. Organization and Representation

The business of the Caucus shall be conducted at Caucus meetings in conjunction with meetings of the Executive Board, California Democratic Party, at state conventions of the California Democratic Party, or at any other times designated by the State Chair of this caucus. At each meeting, all current dues paying members along with each county club which shall designate a minimum of one delegate who shall be an “active member” of that club to participate on behalf of that club and to report that club’s activities to the Caucus.

1. *The Irish American Caucus recognizes its obligations under the CDP Bylaws Article XII. General Policies. In particular, publication of any notice of this caucus provided for by these bylaws, may be given by means of e-mail and additionally the posting of such notice on the Caucus website and any other caucus social networking site, ie. Facebook or any future site chosen by this caucus! Those members who have email may receive notice via email in a manner consistent with CDP Bylaws for the use of e-mail within Democratic Organizations.*

[1] The sender and receiver have both consented, in writing, to sending and receiving notice in this manner,

[2] The notice was sent to or from the e-mail address specified when giving consent, or most recent email address specified on a subsequent notice of change of address by

Sender or receiver, and,

[3] The obligation to inform and procedure for informing of any change in e-mail address has been specified in writing.

- b. This Caucus hereby consents to receive email notices from any member who consents, in the manner required by the CDP to receive such notice from this Caucus, from any Caucus domain or officer's address.*
- c. Notice to this Caucus of change of email address is to be provided To the Secretary of this Caucus in writing.*
- d. The filing via e-mail of a challenge, or response to a challenge, under Article XI of the CDP Bylaws shall be deemed consent to receive notice of all matters regarding that challenge, including response, as well as any appeal or response thereto, via e-mail and a waiver of any right to maintain the confidentiality of that e-mail address while said challenge is pending final disposition.*

2. Timely Notice

- a. Ten days written notice is sufficient for any business at a regularly scheduled caucus meeting.*
- b. Special and off-site meetings of this Caucus will require thirty Days notice sent and posted upon the call of the State Chair or Executive Board of this caucus.*
- c. Notice of meetings will include posted agendas no later than ten days prior to any meeting.*
- d. All public meetings of the caucus are open to any registered Democrat. Non-members may speak with the permission of the membership of the caucus.*

3. The Council of Clubs. *Upon the chartering of at least three clubs around the state of California of the Caucus, each club legally chartered as an Irish American Democratic Club or [appropriate designation] shall*

designate at least one delegate who shall be an “active member” of that Club, to serve as a member of the Council of Clubs [“Council”]

- a. Every county is encouraged to form an Irish American Democratic Club that is chartered by the Democratic Central Committee in that county.*

4. The Executive Committee

- a. The Caucus shall elect seven individuals to serve on the Executive Committee:*

- [1] State Chair*
- [2] State Vice Chair*
- [3] Vice Chair, Northern California*
- [4] Vice Chair, Southern California*
- [5] Vice Chair, Central California*
- [6] State Secretary*
- [7] State Treasurer*

- b. The Chair Emeritus will also be a member of the Executive Committee .*
- c. The immediate Past State Chair will also be a member of the Executive Committee if still a member of the State Central Committee.*

5. Responsibilities of the Executive Committee

- a. The Executive Committee of this Caucus shall be responsible for conducting the business of the Caucus. These responsibilities shall include, but are not limited to:*

[1] Making decisions on behalf of the Caucus between meetings, subject to the ratification by the caucus;

[2] Monitoring, oversight, and implementation of program goals and policy objectives of the Caucus;

[3] Reporting to the Caucus on a timely basis past and current Business matters;

[4] Referring public and media inquiries to the State Chair or Other designated member of the Executive Committee.

*[5] **Calling an annual meeting of the Caucus.** The annual meeting of the Caucus shall be held in conjunction with the Annual State Convention of the California Democratic Party.*

b. There shall be no Executive Committee votes by secret ballot, though a consensus will be considered to be all members of the Executive Committee voting at an Executive Committee meeting or by conference call or designated listserv group.

c. Standing Committees

[1] The Executive Committee may establish the following standing committees:

- [a] Fundraising*
- [b] Voter Registration*
- [c] Membership Outreach*
- [d] Legislation*
- [e] Election/s*
- [f] Immigration*

[2] The State Chair of this Caucus shall appoint a chairperson who shall chair each standing committee, or designate a member of the Executive Committee to chair such committee/s!

d. Ad Hoc Committees. *The Executive Committee may from time to time create such ad hoc committees as it deems appropriate for the conduct of its business. Each chair is to report its recommendations and activities to the Executive Committee and to the general caucus membership at the annual meeting.*

e. Sections

[1] *The Northern California Section shall be comprised of the counties of Alameda, Contra Costa, Marin, Mendocino, Lake, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma.*

[2] *The Southern California Section shall be comprised of the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura.*

[3] *The Central California Section shall be comprised of the counties of Fresno, Kern, Sacramento, San Joaquin, San Luis Obispo, Santa Barbara, Stanislaus, Tulare, Yolo and all other unenumerated counties.*

Article IV. Membership

The Caucus does not discriminate on the grounds of race, color, creed, national origin, sex, age, religion, ethnicity, sexual orientation, economic status or disability as defined by the Americans with Disabilities Act of 1990. The Caucus shall be composed of “active members” who are Registered Democrats, and are either of Irish descent or who believe in and support the purpose of the Irish American Caucus, as follows:

[1] *An individual who pays his/her membership dues directly to the Caucus shall be a member of the Caucus.*

[2] *A chartered local Irish American Democratic Club that pays its membership dues to the Caucus shall be a member of the Caucus.*

[3] *All dues and fees must be fully paid in order to qualify as a member In good standing.*

[4] *Membership dues for the Caucus shall be as follows:*

[a.] *All Caucus members shall pay dues. The Executive Committee shall establish the time, amount, and manner by which dues are to*

be paid. Dues may be paid online through the CADEM.org designated page, by mail to the Caucus Treasurer as listed on the web site, or in person or online at the annual State Convention of the California Democratic Party.

[b.] All dues shall be paid directly to the Caucus on or before the annual state convention of the Irish American Caucus, CDP, to retain good standing. These dues may be paid either annually or biannually as the member so chooses.

[c.] Additional levels of membership maybe established by the Executive Committee to recognize special, additional levels of membership. Each such level of membership will have it's own dues amount and term of membership which shall still only allow a single vote per member.

[d.] Any member who fails to pay the described dues shall not be entitled to vote during Caucus meetings and shall not be allowed to hold elective office in the Caucus.

[e.] Payment of dues shall not be mandatory for any member for whom it constitutes an economic hardship. In the event of economic hardship; a petition, letter or email for waiver of dues shall be submitted by the club or individual to the Caucus State Treasurer. The Caucus State Treasurer shall present this petition, letter or email of waiver of dues to the Executive Committee for consideration.

[f.] An individual or club may reinstate its lapsed membership by paying all past membership dues.

[5.] There will be a non voting category for any minor, or green card non citizen who pledges to register as a Democrat when eligible to register as a voter!

[[6.] Clarification of membership: members of voting registration or pre-Registration age (as defined by the elections code) who otherwise meet the requirements of Caucus membership. They must either be registered Democrats or have expressed a written

intent to register as a Democrat upon becoming eligible. Full voting rights will be extended to all such persons who meet our voting requirements.

[7.] Removal from membership. *Upon good cause, the Caucus may remove any member by a two-thirds vote of the membership present and voting: notice having been given with the reason for the vote and reason for removal .*

Article V. Voting

- 1.** *Only “active members” of the Caucus who are in good standing or properly designated delegates from active, chartered, local clubs may vote on matters presented to the Caucus for consideration;*
- 2.** *A quorum is defined as 10% or ten members, whichever is greater of the active members present and voting at the Caucus.*
- 3.** *A member in good standing or a properly designated local club delegates shall be entitled to vote in the general election.*
- 4.** *No proxies shall be allowed to vote in any meetings or elections; And, (there will be no use of a secret ballot on any contested election)*
- 5.** *For disbursement of funds for expenses beyond general meetings, or membership communications, a request for appropriation of funds must be approved by the Executive Committee and ratified by a majority vote of the active members present and voting, a quorum having been established.*
- (6. a.** *No newly joined member may vote in an election at their first attended meeting, this includes waived approved members.*
- b.** *No facsimile ballots may be used, nor any ballots be voted except singly one per member of the caucus attending the election meeting and turning in their ballot to the ballot box before the balloting Is closed.*
- c.** *Notice will be posted in the Caucus Newsletter at least 30 days Before the election meeting. No candidate will have access to the*

Caucus Roster)

d. There will be no use of provisional ballots as the roster will in all cases determine one's eligibility to vote; and verification of the prior meetings joining as a caucus member.)

e. The Chair will appoint an elections chair, who will be a previous caucus officer, to convene, supervise and resolve any meeting challenge to the voting and election. The roster will have been maintained by the Treasurer, Secretary and overseen by the Chair & State Vice Chair of the Caucus.

f. All ballots and voting materials will be secured by the elections chair until 10 days after the next subsequent executive board meeting of the CDP and then will be destroyed and that destruction witnessed.)

(7.) Candidates for partisan public offices will be considered for endorsement once they have received the “official endorsement” of the CDP as provided under the CDP’s by-laws. Unless a candidate has received an “official endorsement”, all motions of support, recommendation, other expressions of approval, no matter how denominated, shall be out of order at any meeting of the Caucus.

Article VI. Officers

1. Selection and Tenure

a. The officers of the Irish American Caucus shall consist of a State Chair, a State Vice Chair, a Northern California Vice Chair, a Central California Vice Chair, a Southern California Vice Chair, a State Secretary, and a State Treasurer. Such officers shall be elected by active members of the Caucus in conjunction with the California Democratic Party elections of State party officers held during the annual convention. The term of office shall be FOUR years.

b. The State Chair and State Treasurer must be member/s of the State Central Committee as a prerequisite for holding their positions in the Caucus. (They also must have been active Members for at least a full two years, attended last two State Annual Conventions.)

c. The Chair of the Caucus will be the Executive Board representative to the California Democratic Party.

(d. The source data shall be a combination of all dues noted as being paid online through the CDP and those dues payments being made to the Treasurer and then receipted and immediately turned into the state party office. This combination will be the official roster of the Caucus!)

2. Duties and Responsibilities of Officers

a. The State Chair shall be the chief presiding officer of the Caucus. S/he will have the responsibility of calling and conducting scheduled meetings of the Executive Committee and shall serve as the spokesperson for the Caucus. S/he will appoint the Chair for each of the standing and ad hoc committees of the Caucus, or designate a member of the Executive Committee to chair such committee! S/he may convene a meeting of the local club representatives as necessary or upon petition presented to the State Chair or to the State Secretary by 51% of all active and affiliated clubs .

b. If the State Chair is unable to preside over a Caucus or Executive Committee meeting, the State Vice Chair will preside.

c. The Northern California Vice Chair will take the place of the Chair as presiding officer of the Caucus as required and will perform other assignments as determined by the Executive Committee. In addition, the Northern California Vice Chair shall have overall responsibilities for initiating and coordinating the political activities for Northern California in conjunction with the Executive Committee and local county organizations and clubs.

d. The Southern California Vice Chair will take the place of the Chair as presiding officer of the Caucus as required and will perform other assignments as determined by the Executive Committee. In addition, the Southern California Vice Chair shall have overall responsibilities for initiating and coordinating the political activities for Southern California in

conjunction with the Executive Committee and local county organizations and clubs.

e. The Central California Vice Chair will take the place of the Chair as presiding officer of the Caucus as required and will perform other assignments as determined by the Executive Committee. In addition, the Central California Vice Chair shall have overall responsibilities for initiating and coordinating the political activities for Central California in conjunction with the Executive Committee and local county organizations and clubs.

f. The State Secretary shall keep written records of meetings, provide notices of meetings, and other communications to the members. The State Secretary shall maintain a written record of all meetings of the Caucus, Executive Committee, and the Council of Clubs upon its formation.

g. The State Treasurer shall be designated in writing to be the primary, responsible, financial contact along with the State Chair for the Caucus. S/he is to manage the finances, keep all financial records, and audit and confirm the provided quarterly reports from the CDP Treasurer or CDP staff, and present a biennial budget to the Budget & Finance Committee Chair or State Chair of the Irish American Caucus of the CDP for Approval.

[1] Disbursement of Funds. *The State Treasurer, in conjunction with the State Chair and/or the State Vice Chair, shall be empowered to request disbursement of funds from the bank Account of the Irish American Caucus, CDP. This account and any funds deposited therein shall be administered by and maintained by the CDP. The State Treasurer shall submit a request for disbursement of funds to the Caucus, Executive Committee or the Council of Clubs for consideration. In turn, an approved request for disbursement of funds will be forwarded to the Treasurer, CDP or CDP staff for final processing and disbursement. All such requests shall include the approval of two of the three following persons: State Chair,*

State Vice Chair, or State Treasurer. All such requests may be sent and cosigned by electronic mail.

[a] All transactions must comply with FPPC and FEC regulations . All requests for payment must be accompanied by a clear explanation and description for the expenditure, as well as any accompanying invoice or receipt.

[b] All transactions must first go through the Caucus State Treasurer. All transactions must first be recorded for Internal Caucus purposes by the Caucus State Treasurer or audited and confirmed the provided quarterly reports from The CDP Treasurer or CDP staff. All contributions and requests for payment clearly designated to be for the Irish American Caucus, CDP account and thereafter, forwarded to the Treasurer, CDP, with clear identification and instructions.

[c] All requests for disbursement from the Irish American Caucus account will require at least a 48 hour advance notice after initial approval. Other than in the case of genuine emergency, ie., a deposit for an event , 48 hours notice in writing is required by the Treasurer, CDP, in order to issue a check from the Irish American Caucus account. All such requests may be sent and cosigned by electronic mail. The Irish American Caucus will be billed for any postage charges, and any UPS charges applicable to emergency check issues.

[2] Receipt of funds. *The State Treasurer, in conjunction with the members of the Executive Committee or other designated individuals , may solicit and collect monies for the purpose of funding the Irish American Caucus, CDP, activities as detailed by current limits and the various types of membership levels, dues and permissible sponsorships. If possible, all monies will be collected in the form of bank drafts payable to the Irish American Caucus, CDP, or processed online as set up by the CDP or Caucus as approved. All monies received or processed will be deposited in the Caucus account administered and maintained by the CDP. Occupation/employer information and complete name*

& address must be provided with each contribution. If a bank draft is issued as payment for club membership dues, the recipient of the check should attempt to obtain a driver's license and telephone number from the issuer of the check when possible.

[a] Collection of funds that are the result of returned checks or payments is the responsibility of the Caucus State Treasurer. The CDP will forward copies of any notices received with regard to returned checks. Upon receipt of notification of insufficient funds, the issuer of the check will be suspended and all membership rights and privileges held in abeyance until payment in full is received from the issuer by the Caucus State Treasurer. The Irish American Caucus may impose a \$20.00 returned check fee in addition to fees charged by the banking institution and by the Treasurer, CDP. The Caucus State Treasurer shall be empowered to use, if necessary, any and all legal remedies to obtain payment of funds owed to the Irish American Caucus.

[b] The Irish American Caucus acknowledges the need to promptly account for funds raised or disbursed and to process them according to current rules promulgated by the Finance Committee of the CDP.

([c] No funds may be raised or disbursed for any expenses beyond routine costs of meetings, which be promptly accounted for with the Finance Staff person of the CDP!

[d] When a waiver application is received and if approved by the Executive Committee that person will be able to vote at the next subsequent meeting of the Caucus. A waiver must be submitted by the person and no 2nd person may submit the same or submit more than a single personal waiver request! If approved they will have all the same membership rights and priveleges without discrimination.)

3. Removal from office. *Upon good cause, the Caucus may remove an officer by a two-thirds vote of the membership present and voting: notice having been given with the reason for the vote and reason for removal .*

a. Members of the Executive Committee *Grounds for removal from office are*

[1] Continued absences from the meetings of the Executive Committee, Irish American Caucus, California Democratic Party. The Caucus Secretary shall certify non-attendance.

[2] Actions detrimental to the purposes of the Caucus or CDP as enumerated in Article II, Membership, Section 9, Removal from Membership of the State By-Laws & Rules of the CDP.

- 4. **Vacancies** An officer may resign by a written notice to the Chair of the Caucus and Executive Committee. Such resignation shall be effective upon receipt and acceptance by the Executive Committee. Vacancies created by removal or resignation shall be filled by the appointment of the Chair of the Caucus and concurrence of the Executive Committee. This appointment shall be ratified at the next regularly scheduled meeting of the general membership. Such appointee shall serve the remainder of the **four** year term.*

Article VII. Procedures

***Amendments.** These by-laws may be amended by a two -thirds vote of those members present and voting at a regularly scheduled meeting, provided that a minimum of thirty days written notice is given. This notice may be posted by electronic mail to those who have given consent to receive such notice, and all such amendments shall be posted on any Caucus website and any social network page [ie. Facebook] of the Caucus in addition to due written notice being given.*

- 1. For the purposes of amending these By-Laws, a quorum is determined as a majority of the membership present and voting.*

[a] Amendments shall be recommended by the Executive Committee, any affiliated active club, or individual active members of the Caucus.

[b] Any amendments, except for minor changes to keep them in compliance with the By-Laws and Rules of the CDP, must have two readings at two subsequent meetings. First reading to present the amendment/s, and a second meeting for ratification.

*[c] No amendment/s may be ratified at the reformation **Four Year** Meeting of the Irish American Caucus, but will be referred to the newly constituted Executive Committee for review and ratification at the next regular Caucus meeting.*

2. *Inspection of Books and Records. Any active member of the Caucus may, by written request, inspect the books and records of the Caucus. The written request shall be directed to the Caucus Secretary or the Caucus Treasurer, as appropriate. The officer shall make such records available to the Caucus member within sixty [60] days of receipt of the written request. If photocopies are provided, the active member shall bear the costs for reproduction of materials and any other associated costs.*

Article VIII - Standing Rules

1. *The Irish American Caucus has established the following Standing Rules for bylaws language from both the State Party, Rules & Organization Development; and from the Caucus Executive Board.*
2. *Current Dues also posted in the Caucus Cadem Page on their web site:*

Dues Structure:
 - *\$12.00 Annual [Senior & Full Time College Students]*
 - *Regular - 1 Year \$20.00 2 Year \$32.00*
 - *Golden Harp Member - \$50.00*
 - *Green Shamrock Member - \$100.00*
 - *Emerald Isle Life Member - \$250.00*
3. *The Statutory Annual Date for the Caucus Membership & Fiscal Year is*

March 17th, every year
4. *The California Democratic Party - Code of Conduct*

- A. *If you are a credentialed delegate than you have already signed the Code of Conduct; if you are a registered California Democrat who is not a delegate than you are required to read and sign the below Code of Conduct.*

B. *Code of Conduct of the California Democratic Party*

Section 1:

The Irish American Caucus of the CDP has adopted the Code of Conduct of the California Democratic Party (hereinafter “CDP Code”) and incorporates the CDP Code, as it now exists or as it may hereafter be amended, as a part of these bylaws. A copy of the current CDP Code is appended to these bylaws and if hereafter amended by the CDP, the amended CDP Code shall be considered to:

- 1. Have superseded the version appended hereto, and,*
- 2. Be operative as if appended hereto.*

Section 2: Appending of Amended CDP Codes

At the earliest possible convenience, the current CDP Code shall be appended to these bylaws, without need for further action by This Caucus.

Section 3: Violations

Any violation of the Code shall be considered a violation of the Caucus bylaws and shall subject the officer/member to discipline under Article IV Membership of these bylaws. Such discipline shall be in addition to any disciplinary actions by the California Democratic Party or any of its constituent parts.

Section 4: Availability

Copies of the Code shall be:

- 1. Made a part of the notices of any and all meetings of this Caucus by the inclusion of an appropriate link, and,*
- 2. Made available to members attending any such meeting by the officer responsible for check-in.*

Section 5: Filing

In addition to the process for the filing of any disciplinary charges under these bylaws, or under the bylaws of the CDP, the parliamentarian of this Caucus or, in their absence or when the conduct in issue involves the parliamentarian, any officer of this Caucus is responsible for and

charged with receiving and ensuring the prompt processing of any complaint of a violation of the Code. These two (2) tracks for processing such a complaint are not mutually exclusive and the failure to process a complaint under This Caucus' bylaws shall not constitute a failure to exhaust administrative remedies barring the initiation of any process under the auspices of the CDP Code Commission

Article IX. Definitions

- 1. An "active" member is a person or an affiliated club who has paid his/her/their membership dues for the fiscal year to the Caucus.*

[a] Only "active members" shall be designated as a delegate to the Caucus by an active, chartered club.

[b] Only "active members" shall be able to vote during Caucus meetings and to hold elective or appointive office in the Caucus.

- 2. All "active members" must be citizens of the UNited States and registered Democrats in the State of California.*

Article X. Effective Date

Approved by Thomas Patrick O'Shaughnessy, State Caucus Chair & Mary Ellen Early, State Caucus Vice Chair; ratified at the State Executive Board Meeting of the Irish American Caucus of the CDP November 2020

1st Reading Executive Board Summer 2020

2nd reading and ratification Executive Board Fall 2020

