



BYLAWS

ARTICLE I. NAME AND MEMBERSHIP

This organization shall be known as the Youth Caucus. Its membership shall consist of any Michigan resident between the ages of 15-35, all of whom must also be members of the Michigan Democratic Party.

The Youth Caucus shall be a non-profit organization and upon its dissolution, all assets and real and personal property of the Youth Caucus and its committees shall revert to the benefit of the Michigan Democratic Party. No part of the income or assets of the Youth Caucus shall inure to any of its members except for the reimbursement of actual expenses, reasonable compensation for services if the Caucus approves.

ARTICLE II. PURPOSE

The purpose of the Youth Caucus is to promote youth involvement in the Michigan Democratic Party and elect Democrats to public office.

ARTICLE III. FUNDAMENTAL PRINCIPLES

Section 1. All public meetings of the Youth Caucus shall be open to attendance by all members of the Democratic Party regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance, or disability.

Section 2. No tests for membership in, nor any oaths of loyalty to, the Youth Caucus shall be required or used which has the effect of requiring prospective or current member of the Caucus to acquiesce in, condone or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance, or disability.

Section 3. The time and place for all public meetings of the Youth Caucus on all levels shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all Caucus members and large enough to accommodate all interested persons.

Section 4. The Youth Caucus shall support the broadest possible participation without discrimination on grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance, or disability.

Section 5. The Youth Caucus shall publicize fully and in such a manner as to assure notice to all interested parties a full description of the legal and practical procedures for selection of Youth Caucus officers and representatives. Publication of these procedures shall be done in such a fashion that all prospective and current members of the Youth Caucus will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedure at all levels of the Youth Caucus.

Section 6. The Youth Caucus shall publicize fully and in such a manner as to assure notice to all interested parties a complete description of the legal and practical qualifications for all officers and representatives of the Youth Caucus. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the Youth Caucus will have full and adequate opportunity to compete for office.

Section 7. Proportional voting shall be used in the election of the Officers for the Youth Caucus.

Section 8. Only members of the Michigan Democratic Party between the ages of 18 and 35, inclusive, can vote at the biannual election of Officers.

Section 9. The unit rule is prohibited in the Youth Caucus, and votes shall not be taken by secret ballot at any meeting of the Youth Caucus at any level.

Section 10. No rule shall be adopted by the Youth Caucus which would require a person to cast a vote or be recorded a voting contrary to that person's judgment.

Section 11. On all questions of procedure not resolved by the Rules of the Michigan Democratic Party or these Bylaws, the latest edition of Robert's Rules of Order shall be used.

Section 12. In order to vote at any Convention or meeting of the Youth Caucus, a person must be a member of the Michigan Democratic Party for at least (30) days prior to that Convention or meeting.

Section 13. All rules and bylaws of the Youth Caucus at all levels shall be consistent with the Rules of the Michigan Democratic Party and shall be available on request in writing to any member of the Youth Caucus.

ARTICLE IV. OFFICERS AND EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of a Chairperson, an Executive Vice Chairperson (of opposite gender to the Chairperson), two (2) Vice-Chairpersons, a Secretary, a Treasurer, three (3) Officers At Large and six (6) Members At Large. With exception of the Vice-Chairpersons and Members At Large, the Executive Committee shall be elected at a Youth Convention held at the Michigan Democratic Party's Winter Convention in odd years. Each elected officer on the Executive Committee shall serve two year term. Vacancies among the Officers shall be appointed by the Chair to serve out the remainder of the term.

Section 2. The Chairperson (Chair) shall preside at all meetings and have such other duties as are usual to the office of Chairperson, or that may be required by this organization.

Section 3. The Executive Vice-Chairperson (Executive Vice-Chair) shall assist the Chairperson in the discharge of his/her duties, and shall temporarily assume the duties and responsibilities of the Chairperson in his/her absence.

Section 4. The Vice-Chairpersons will be appointed by the Chairperson and fulfill the representative roles to the Executive Board for each of these respective organizations: the Michigan Young Democrats and the Michigan Federation of College Democrats.

Section 5. The Secretary of this organization shall keep an accurate record and minutes of the proceedings of all meetings. They shall have custody of all books, documents, correspondence, records, minutes, effects, and any other property of the Youth Caucus except such as shall be in charge of the Treasurer or of some other person authorized to have custody and possession thereof by resolution of the Executive Committee. The Secretary shall provide for the prompt transfer of said items in custody upon the election of a new Executive Committee. They shall see that the proper public notification is given of all meetings.

Section 6. The Treasurer shall be responsible for the financial receipts and disbursements of this organization subject to the approval of the Executive Committee. The funds of this organization shall be deposited in banks and shall be drawn upon only by the approval of the Chairperson or Treasurer. The Treasurer shall make financial reports to the Executive Committee and Caucus at all official meetings. The Treasurer shall provide for the prompt transfer of financial custody upon the election of a new Executive Committee.

Section 7. The Chairperson, Treasurer and Chairperson of the Finance Committee shall present a 2-year budget to the Executive Committee for approval as a spring meeting in the odd-numbered year. Upon approval of the budget, all expenditures authorized by the budget shall be paid upon the presentation of receipted bills, invoices, vouchers or other appropriate written instruments.

Section 8. The Officers At Large shall discharge the duties of Sergeant At Arms and Parliamentarian. The Chair shall determine the roles of the Officers At Large as it relates to the aforementioned duties.

Section 9. The Members At Large shall be appointed by the Chair of the Executive Committee with approval of a majority of the elected Executive Committee. No more than six (6) Members at Large can be appointed. Members At Large coincide with the current Executive Committee and end at the next Youth Convention. Roles and responsibilities of Members At Large shall be determined by the Chair with majority approval of the Executive Committee.

Section 10. Any officer of the Executive Committee may be removed from office by a two-thirds (2/3) vote of the total membership of the Executive Committee. This vote shall be taken at a special meeting specifically called for such purpose. Any meeting for the purpose of removing an officer from office must be called by the Chairperson or Executive Vice-Chairperson, or by a notice signed by at least a majority of the members of the Executive Committee composed of at least two-thirds (2/3) of the elected Executive Committee. The notice of such a meeting must indicate the specific time and place of the meeting and the basis for the complaint upon which the action is founded. At least five (5) days notice shall be given of the date, place, time and purpose of the special meeting.

ARTICLE V. MEETINGS

Section 1. There shall be biannual meetings of the Executive Committee and full membership of the Youth Caucus where the Officers will report on the Caucus activities. At least five (5) days notice shall be given of the date, place and time of the meeting. Notice may be given by mail, phone, fax or email.

Section 2. Regular meetings of the Youth Caucus Executive Committee shall be on the date and at the location and time set forth in a meeting notice. At least five (5) days notice shall be given of the date, time and place of the meeting. Notice may be given by mail, phone, fax or email. A quorum shall consist of a simple majority of the Executive Board.

Section 3. Committee meetings may be called by a simple majority of membership of a Standing Committee, by the Committee Chair, or by the Chairperson of the Executive Committee. At least twenty-four (24) hours notice shall be given of the date, place, time and purpose of the special meeting. Notice may be given by mail, phone, fax or email.

Section 4. Unless otherwise specified, special meetings of the Executive Committee or full membership may be called by a majority of the Executive Committee or full membership, respectively. At least five (5) days notice shall be given of the date, place, time and purpose of the special meeting. Notice may be given by mail, phone, fax or email.

Section 5. Subject to the Rules of the Michigan Democratic Party and these Bylaws, all meetings shall be conducted according to Robert's Rules of Order (latest edition).

ARTICLE VI. COMMITTEES

Section 1. The Chairperson of the Executive Committee, subject to the approval of the majority of the Executive Committee, shall appoint the committees and committee chairpersons necessary to carry out the priorities and goals of the Youth Caucus.

Section 2. Standing Committees shall include the following:

1. **Finance Committee.** The Finance Committee shall be in charge of assisting in the development and implementation of the 2-year budget. They will oversee the fundraising of the Youth Caucus and ensure that the various accounts are in compliant with state campaign finance law.
2. **Political Committee.** The Political Committee shall oversee the implementation of a statewide field plan that develops and grows youth organizations, elects young Democrats to office across the state and builds for future electoral success.
3. **Membership Committee.** The Membership Committee shall be responsible for implementing a development plan that both increases 15-35 year old membership in the Michigan Democratic Party and encourages youth participation in party activities in a way that builds for electoral success. They are also responsible for communications to, and from, the full membership of the Youth Caucus.

These committees shall include any appropriate subcommittees deemed necessary by the Chair of the Standing Committee. The Chairperson shall be an ex-officio member of all Standing Committees.

ARTICLE VII. ORDER OF BUSINESS

At all Executive Committee meetings the business of the organization shall proceed in the following order:

1. Roll call of officers
2. Minutes of the previous meeting
3. Reports of officers
 - a. Chair
 - b. Vice Chairs
 - c. Treasurer (financial report)
 - d. Secretary (correspondence)
4. Reports of committees
5. Unfinished business
6. Postponed business
7. New business
8. Good & Welfare
9. Adjournment

ARTICLE VIII. AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds (2/3) majority vote of the members of the Youth Caucus present at a meeting, provided that written notice setting forth the proposed amendment has been given to the Chairperson of the Executive Committee at least two (2) weeks prior to the date of the meeting. Written notice shall be given to all members present the day of the meeting.

Section 2. These bylaws shall be in full force and effect upon their adoption and shall supersede all bylaws, rules, motions and policies of a contrary nature with the exception of the Rules of the Michigan Democratic Party.

APPENDIX A.

These by-laws were last amended on February 23, 2013 at the Youth Caucus Convention. Derek Dobies, Chairman, presiding.