

CONSTITUTION AND BY-LAWS

PROGRESSIVE FEDERATION  
DEMOCRATIC WOMEN'S CAUCUS  
OF  
WYANDOTTE COUNTY

**ARTICLE ONE**

**Name**

Section 1: The name of this caucus shall be the “**Progressive Federation of Democratic Women’s Caucus of Wyandotte County.**”

Section 2: The name of this caucus shall not be used in any public action nor be attached to any petition except by order of the Executive Board.

**ARTICLE TWO**

**Object**

Section 1: **To unite all Wyandotte County Democratic Women to work together for the success of the Democratic Party.**

Section 2: In order that the Federation may direct its best effort towards the success of the Democratic Party in the general election: this caucus shall not endorse any candidate before the general election.

Section 3: Although **caucus members are urged to participate as individuals in their precincts and county, at no time shall the caucus undertake any of the function of the County Organization except under the direction of the County Chairperson or State Chairperson. (This provision is in accordance with the KFWDC Policy and need not be included in the county constitution if the caucus adheres to the State Policy First page of the State Manual.)**

**ARTICLE THREE**

**Membership**

Section 1: All **Democratic women** in the county who pledge themselves to abide by the constitution and By-Laws of this caucus and the State Federation, may become a member upon payment of required dues ( \$20.00 annually).

Section 2: **Men** may become members of this caucus (if caucus so desires) but shall be NON-VOTING MEMBERS AND SHALL NOT be counted towards delegate votes at any convention. Neither shall dues for them be paid to the State Federation.

**ARTICLE FOUR**

**Officers**

Section 1: The officers of this caucus shall be: President, Vice President, Recording Secretary, Correspondence/Assistant Secretary, Treasurer, Assistant Treasurer and Sergeant At Arms. The Parliamentarian, Chaplain, and Auditor shall be appointed by the President and each officer will serve two (2) years.

**ARTICLE FIVE**  
**Meetings**

Section 1: This caucus shall meet once monthly, except August (vacation month) and may opt to operate in accordance with the State Constitution and By-Laws as long as it is often enough to conduct the business of the caucus and fulfill its obligations to the State and National Federation.

**ARTICLE SIX**  
**Amendments**

Section 1: Amendments to this Constitution and By-Laws, and Standing Rules shall be referred to the Constitution and By-Laws committee (Executive Board) The committee shall review and make recommendations to the body for approval by majority vote. The amendments shall be sent to the appropriate State officer for approval. Upon approval the body shall receive a copy within 45 days of the next meeting.

Section 2: This Constitution and By-Laws shall be brought up-to-date to conform to any revisions made in the State Constitution and By-Laws. A copy of the caucus constitution and by-laws shall be submitted to the State Constitution and By-Laws Chairperson for approval before their adoption by the caucus membership.

**BY-LAWS**

**ARTICLE ONE**  
**Board and Committees**

Section 1: The elected and appointed officers and chairman of the standing committees of this caucus shall constitute the Executive Board.

Section 2: The following committees shall be the standing committees:

Membership	Program	Finance	Voter Registration
Constitution By-Laws	"The Democrat"	Legislative	
Historian	Publicity	Youth Services	Senior Citizens

Special committees may be added according to the individual caucus's requirements. The chairperson of the committees shall be appointed by the President and serve two terms. Chairperson and committees shall work in compliance with the State and District Board.

**ARTICLE TWO**  
**Officers and Duties**

Section 1: The President shall preside at all meeting of the Caucus and Executive Board and appoint additional committees.

Section 2: The Vice President shall be prepared to assume the duties of the President in her absence. She will also serve as Membership chairperson.

Section 3: The Recording Secretary shall keep the minutes of all meetings to be read at the regular meetings. She shall be responsible for sending all lists of officers and committee chairpersons of the caucus to the State Federation immediately after election of officers and appointments of chairpersons. (Specific instructions for compiling these lists are included in the State Manual.) the recording Secretary is responsible for reading all communications received from a State Federation. The Recording Secretary's responsible for reading all communications received from a State Officer at the first meeting after it has been received. The Correspondence/Assistant Secretary will serve in absence of the Recording Secretary.

Section 4: The Treasurer shall receive all moneys; pay all bills as ordered by the Executive Board; and make a report of all receipts and disbursements at the caucus meetings. The Treasurer shall be responsible for sending all dues and membership lists to the State Vice President (who is also State Membership chairperson). The Treasurer shall send dues of \$5.00 per member per year by February 21st in order to meet the requirements of the State Constitution. The Treasurer shall close her books prior to last club meeting before the caucus election in time for audit.

Section 5: The Auditor shall audit the books of the Treasurer prior to the last meeting before the caucus election,

Section 6: The Recording Secretary shall direct correspondence to the Correspondence/Assistant Secretary.

Section 7: The Parliamentarian shall give counsel where needed and shall conduct the elections.

### **ARTICLE THREE**

#### **Special Meetings**

Section 1: A nominating committee of members shall be appointed by the Executive Board (or elected, according to preference of the caucus) one month (November) before the election to present a slate of officers for consideration by the caucus membership.

Section 2: Nominations may be made from the floor.

Section 3: Vacancies in office between elections shall be filled by the Executive Board for the unexpired term.

Section 4: Each Caucus with twenty-five (25) members or less shall Federation of Women' be entitled to two (2) delegates and one (1) additional delegate for every ten (10) members or major fraction thereof. Delegates shall be based on the paid memberships to the State Federation as of March 1 of the current year.

Section 5: (In accordance with the new Section 10 of the State By-Laws). Caucus may have its delegates vote by either: Unit Rule, Proportion Rule, or by Individuals Rules, according to the preference of the caucus.

Section 6: The President may call a special meeting of the executive board or body.

**ARTICLE FOUR**

**Dues**

Section 1: The annual dues of the caucus shall be twenty (\$20.00) dollars per member, payable to the Treasurer. In accordance with the State By-Laws, five (\$5.00) of each caucus member's dues shall be payable to the Kansas Federation of Women's Democratic Caucus and sent to the State Vice President. Said dues shall be payable to the State at the close of the annual convention and shall be submitted to the appropriate State membership officer no later than February 21st. Dues shall be in arrears on March 1st of the following year.

**ARTICLE FIVE**

Section 1: The State Policy must be read at the February meeting of the caucus at least once a year along with the Standing Rules.

Section 2: In all matters not covered by these by-laws, this caucus shall be governed by "Robert's Rules of Order, Revised."

Section 3: These By-Laws become effective upon approval by the State Federated Caucus and upon adoption.

\_\_\_\_\_ Secretary PFWDC

\_\_\_\_\_ President PFWDC

\_\_\_\_\_ Approval Date

Revision Date: January 1, 2019