

Bylaws of the North Carolina Democratic Party Jewish Caucus

- V.1 _Adopted by Acclamation at the Founding Convention on Feb. 26, 2023.
- V.2 _Adopted by Acclamation by the Executive Committee on Aug 14, 2023
 – Based on Input from the AO Committee July 11, 2023
 After the June 24, 2023 NCDP State Executive Committee
- V.2.1_After Aug & Sept 2023 meetings with Party Leaders & AO Committee
- V.1.1_ Rules of the Mediation & Conciliation (M&C) Committee

TABLE OF CONTENTS

Article I – Organization	3
1. Name and Affiliation	3
2. Membership	3
3. Parliamentary Authority.....	5
4. Meetings.....	5
Article II – Executive Committee	5
1. Members of the Executive Committee.....	5
2. The Leadership Team.....	6
3. Meetings of the Executive Committee.....	11
4. Meetings of the Leadership Team.....	13
Article III – Standing Committees.....	14
1. Bylaws Committee.....	14
2. Communications Committee.....	14
3. Finance Committee.....	15
4. Fundraising Committee	15
5. Membership Committee	16
6. Technology Committee.....	16
7. Resolutions Committee.....	16
Article IV – Chapters	17
1. Chapter Formation and Elections	17
2. Chapter Officers	18
3. Chapter Meetings	20
4. Amending Chapter Bylaws	21
Article V – Caucus Convention	22
1. Annual Caucus Convention	22
2. Quorum	22

3. Convention Business in Odd-Numbered Years 22

4. Convention Business in Even-Numbered Years 23

Article VI – Mediation and Conciliation (M&C) Committee.....23

1. Membership.....23

2. First Meeting of Term..... 23

3. Resignation..... 23

4. Vacancies..... 23

5. Quorum..... 23

6. Duties.....23

7. Mediation and Conciliation Committee Rules24

8. Recusal 24

9. Remedies.....24

Article VII – Amendment of Bylaws..... 25

1. Amendments 25

2. Voting on Amendments..... 25

3. Bylaws Committee Review..... 25

4. Notice..... 25

5. Adoption..... 25

Appendix A: Mediation & Conciliation Committee Rules26-29

BYLAWS of the North Carolina Democratic Party Jewish Caucus

V.1 _Adopted by Acclamation at the Founding Convention on Feb. 26, 2023.

V.2 _Adopted Aug 14, 2023 – Based on Input from AO Committee in July, 2023

V.2.1_ Proposed 10.15.2023 – Pending Adoption at Convention based on AO Review

V.1_Adopted Aug 14, 2023 - Rules of the Mediation & Conciliation Committee

Article I: Organization

1. Name and Affiliations.

- a. Name. The official name of this organization shall be the North Carolina Democratic Party Jewish Caucus. Informally and for marketing purposes, the organization shall be known as the “NCDP Jewish Caucus”, “NCDPJC”, “North Carolina Democratic Jewish Caucus”, “NCDJC”, “Jewish Caucus”, or “Caucus”.
- b. Affiliations. As an Affiliated Organization of the North Carolina Democratic Party, this organization shall work in partnership with the party, in accordance with its platforms, policies, and procedures, on the local, state, and national levels. This organization shall support the Democratic party with its efforts, expertise, and resources. This organization shall not take any action which conflicts with these Bylaws, with the Constitution of the United States, with the North Carolina Constitution, or with the Plan of Organization of the North Carolina Democratic Party.

2. Membership.

- a. Voting Members. A “Voting Member” of the Caucus shall be any Democrat registered in the State of North Carolina who
 - i. Is a Jew or the spouse, partner, parent, step-parent, child, or stepchild of a Jew, or is in the process of converting, and is not currently practicing another religion.
 - ii. Is current on required annual Caucus dues, and

- iii. Opposes any attempt to hurt or delegitimize any person or any group of people on the basis of race, religion, color, ethnicity, national identity, sexual orientation, gender, employment, disability, or other protected classes.

- b. Associate Members. Any Democrat registered in the State of North Carolina who is neither a Jew, nor the spouse, partner, parent, stepparent, child, or stepchild of a Jew may join the Caucus as a non-voting “Associate Member” upon the payment of required annual Caucus dues.

- c. Method of Obtaining Membership. Members shall join by registering on the caucus website and paying any required dues. Membership shall be renewed on an annual basis. Members, by virtue of becoming Members of the Caucus, automatically become members of their county or district chapter of the Caucus if/when such a chapter exists or is chartered.

- d. Code of Conduct. All Members shall abide by the most recently adopted Code of Conduct for the North Carolina Democratic Party (the “Code”). Behavior that is unlawful, dishonest, deceitful, violent, or threatening, constitutes grounds for disciplinary action by way of the Mediation & Conciliation (M&C) Committee.

- e. Member Privileges.
 - i. Privileges Held by Both Voting Members and Associate Members:
 - 1. Speaking at Caucus meetings, as appropriate.
 - 2. Volunteering and participating in Caucus activities.

 - ii. Other Privileges Held by Voting Members:
 - 1. Voting in their local Caucus chapter meetings, and at state Caucus meetings, as provided in these Bylaws.
 - 2. Serving as Caucus officers and on Caucus committees.

 - iii. Other Privileges Held by Associate Members:
 - 1. Serving in appointed offices, as provided in these Bylaws.

2. Serving and voting on Caucus committees as required in connection with the performance of their duties in any appointed office.
 - f. Removal of Members. Members may be removed in accordance with the result of a petition submitted to the Mediation and Conciliation Committee for failing to comply with these Bylaws, or the policies or purposes of the Caucus, failing to meet any of the requirements for Membership provided in this Section, or violating the most recently adopted Code of Conduct of the North Carolina Democratic Party.
- 3. Parliamentary Authority.** The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Caucus in all cases to which they are applicable and in which they are not inconsistent with the NCDP Plan of Organization or these Bylaws.
- 4. Meetings.**
- a. Open Party. All Caucus meetings shall be open to people registered as Democrats in North Carolina. Members may participate as provided in Section 2 (e) hereof.
 - b. Accessibility. All Caucus meetings may be in person, virtual or hybrid (virtual and in person). In-person meetings shall be held in places accessible to all Caucus members and large enough to accommodate all interested persons. Meetings should be scheduled to avoid conflict with the observance of Jewish Holidays.

Article II: Executive Committee

- 1. Members of the Executive Committee.** The members of the Executive Committee are:
- a. The President, three (3) Vice Presidents, Secretary, and Treasurer of the Executive Committee.
 - b. The immediate two past president(s) as nonvoting ex-officio members.
 - c. The President of each duly certified chapter of this Caucus, or their proxy.
 - d. Standing Committee Chairs or their proxies as non-voting, ex-officio members.

- e. The Congressional District Executive Committee Representatives or their proxies as non-voting, ex-officio members.

2. The Leadership Team.

- a. Elected Officers. The elected Officers of the Executive Committee shall consist of a President, First Vice President, Second Vice President, Third Vice President, and Secretary. The Leadership Team consists of these Elected Officers and the 2 immediate Past President(s) as non-voting ex-officio members. Elected officers shall be elected by Voting Members at the Caucus Convention held in each odd-numbered year and shall serve for two-year terms until the election of officers at the next Caucus Convention, or until they resign or are otherwise removed pursuant to the terms of these Bylaws.
- b. Appointed Officers. The appointed officers of the Executive Committee shall consist of a Treasurer, Assistant Treasurer (non-voting), and Parliamentarian (non-voting). Appointed officers shall be nominated by the President of the Executive Committee and shall be appointed with the approval of the Executive Committee at the Fall Executive Committee meeting in each odd numbered year for renewable two-year terms. Appointed Officers shall serve at the pleasure of the President, or until the next election of elected officers, or until they resign or are removed. Appointed officers are members of the Leadership Team.
- c. Resignation of Officers. An Executive Committee officer may resign by submitting written notice to the President. Should the President resign, notice shall be submitted to the First Vice President.
- d. Removal of Elected Officers. Elected officers of the Executive Committee may be removed from office by a 2/3 vote of the Executive Committee for any of the following reasons:
 - i. Failing to perform the duties of the elected office including missing more than three (3) meetings without good cause.
 - ii. Failing to meet any of the requirements of membership of the Caucus.

- iii. Violating the most recently adopted Code of Conduct of the North Carolina Democratic Party, these Bylaws, or the policies or purposes of the Caucus.

A vote to remove an elected officer of the Executive Committee may be appealed to the Mediation and Conciliation (M&C) Committee of this Caucus within 14 days and overturned by a unanimous vote of that committee.

- e. No Simultaneous Office Holding. No elected or appointed Caucus officer or Chapter officer shall simultaneously hold more than one (1) of these elected offices at a time in this Caucus. (A Chapter Officer may be able to serve as a District Representative and as a Standing Committee Chair but may not serve in another elected office or appointed office of the Caucus).
- f. Duties of the President. The President shall:
 - i. Serve as spokesperson for the Caucus.
 - ii. Chair meetings of the Caucus Executive Committee, Leadership Team, the Caucus Meetings or Conventions. (And Ad hoc meetings i.e., of the CD Reps & Alternates)
 - iii. Nominate officers for appointment to the Executive Committee and chairs of standing committees for appointment by the Executive Committee.
 - iv. Nominate one (1) representative to each of the several NCDP Congressional District (CD) Parties' Executive Committees for appointment by the Caucus's Executive Committee if the voting members in the CD have not elected one in convention. (see Convention Business in Odd-Numbered Years). Each such CD representative must be registered as a Democrat in their corresponding congressional district. Appointed Reps and Alternates serve at the pleasure of the President of the Caucus until the next election of officers, or until they are removed, or resign.
 - v. Upon affiliation, the President will represent this Caucus on the NCDP State Executive Committee, the NCDP Executive Council, the NCDP Platform and Resolutions Committee, and the NCDP State Legislative Policy Committee, and other NCDP committees as appropriate. Where permitted by the NCDP Plan of Organization, the

- President may appoint a proxy for any meeting of these NCDP committees.
- vi. Formulate the Caucus's annual political goals and strategies with the Leadership Team for the approval of the Executive Committee.
 - vii. Set and announce the date for annual meetings of the Executive Committee and the NCDPJC annual meetings of the Caucus.
 - viii. Set and announce a range of dates for annual meetings of the county chapters.
 - ix. Represent the Caucus in meetings with other auxiliaries and caucuses across NC, and meetings or conventions in other locations, and delegate to a proxy as appropriate.
 - x. Convey the records of that office to their successor within 15 days of leaving the office.
- g. Duties of the First Vice President. The First Vice President shall:
- i. Chair meetings in the absence of the President.
 - ii. Assist the Chair in assignment of committee chairs and their operations.
 - iii. Focus on Membership and outreach.
 - iv. Convey the records of that office to their successor within 15 days of leaving the office.
- h. Duties of the Second Vice President. The Second Vice President shall:
- i. Chair meetings in the absence of the President and First Vice President.
 - ii. Assist the President and the Executive Committee in communications and liaison with other auxiliaries, focusing on outreach to student chapters.
 - iii. Be the chief point of contact with the NC Council of Jewish Clergy.
 - iv. Convey the records of that office to their successor within 15 days of leaving the office.
- i. Duties of the Third Vice President. The Third Vice President shall:
- i. Chair meetings in the absence of the President, First Vice President and Second Vice President.

- ii. Assist the President and the Executive Committee in the development of policies, and procedures to assure the secure handling of membership information, rosters, lists, etc.
 - iii. Be the chief point of contact with Homeland Security, Secure Community Network, and Federal, State, and local law enforcement in areas of perceived or actual threat to their caucus and/or its members, or its assets, focusing on supporting chapters in their vigilance, agility, and resilience.
 - iv. Assist the Leadership Team in coordinating programs and communications as direct liaison with the Congressional District Representatives.
 - v. Convey the records of that office to their successor within 15 days of leaving the office.
- j. Duties of Treasurer. The Treasurer shall:
- i. Keep accurate accounts of all financial transactions for the Caucus.
 - ii. File records and reports with the North Carolina State Board of Elections as required by North Carolina Statutes.
 - iii. Take the course required for treasurers by the North Carolina State Board of elections within 30 days of assuming office, keep current with evolving rules and regulations, and maintain credentials in good standing.
 - iv. Help recruit and train the Assistant Treasurer(s).
 - v. Serve as an ex-officio member of the Finance Committee.
 - vi. Serve as an ex-officio member of the Fundraising Committee.
 - vii. Prepare an annual financial report for the Executive Committee with periodic updates as requested.
 - viii. Convey the records of that office to their successor within 15 days of leaving the office.
- k. Duties of the Assistant Treasurer. The Assistant Treasurer shall:
- i. Assist the Treasurer.
 - ii. Temporarily assume the office of Treasurer if it becomes vacant.
 - iii. Act as financial compliance officer for the Caucus to ensure financial compliance with NC State Election Law.
 - iv. Serve as an ex-officio member of the Finance Committee.
 - v. Serve as an ex-officio member of the Fundraising Committee.

- vi. Help recruit potential future Treasurer candidates.
- vii. Convey the records of that office to their successor within 15 days of leaving the office.

1. Duties of the Secretary. The Secretary shall:

- i. Keep accurate minutes of meetings of the Executive Committee and of the Officers of the Executive Committee.
- ii. Certify membership applications.
- iii. Certify county chapter applications for affiliation.
- iv. Keep accurate membership records.
- v. Keep and secure records of the names, addresses, phone numbers, and contact information for officers of County Chapters. Each County Chapter shall submit changes to this information regarding its County Chapter officers to the State Caucus Secretary within 15 days of any changes.
- vi. Submit, secure, and update the names, addresses, phone numbers, and contact information for officers and/or representatives chosen to represent the Caucus at the county, congressional district, and state levels of the organization to the NCDP Executive Director. Each County Chapter shall submit changes to this information regarding its NCDP County Party representatives to the State Caucus Secretary within 15 days of any changes.
- vii. Convey the records of that office to their successor within 15 days of leaving the office.

m. Duties of the Parliamentarian. The Parliamentarian shall:

- i. Advise the Officers and other members of the Executive Committee on parliamentary questions based on parliamentary authority within the Caucus.
- ii. Advise the standing Bylaws Committee.
- iii. Offer training on parliamentary procedure to the caucus chapters.
- iv. Convey the records of that office to their successor within 15 days of leaving the office.

3. Meetings of the Executive Committee.

- a. Number of Meetings Annually. The Executive Committee shall meet at least four (4) times each year to consider the business of the Executive Committee.
- b. Calling of Meetings. Executive Committee Meetings may be called by the President of the Executive Committee or by a call of forty percent (40%) of the voting members of the Executive Committee.
- c. Notice. Notice of all Executive Committee meetings except for emergency meetings shall be given by text, email, or US mail at least fourteen (14) days before the meeting and shall include a proposed agenda and rules for the meeting. Notice of emergency meetings shall require at least five (5) days' notice unless the President and a majority of the members of the Executive Committee (in good standing) consent to the meeting due to exigent circumstances.
- d. Quorum. 40% of the voting members of the Executive Committee.
- e. Voting. Voting on the Executive Committee shall be by members present and voting, and only during the existence of a quorum. Only Voting Members may vote at Executive Committee Meetings. Only Chapter Presidents, may have proxies at Executive Committee meetings. All decisions requiring a vote shall be taken by a majority vote unless otherwise provided in these Bylaws.
- f. Meeting Business. The business of the Executive Committee shall be to:
 - i. Consider proposals for the Caucus's political goals and strategies for the Executive Committee that are proposed by the Leadership Team.
 - ii. Consider budget proposals for the Executive Committee that are proposed by the Leadership Team.
 - iii. Review financial reports.
 - iv. Review other proposals coming before the Executive Committee.
 - v. Consider resolutions and platforms presented by the Resolutions Committee which shall be approved by majority vote. The Executive

- Committee may send these resolutions back to the Resolutions Committee by a majority vote.
- vi. Consider amendments proposed by chapters pursuant to Article IV hereof. Amendments that only affect a specific Chapter may be approved or sent back to a Chapter by majority vote.
 - vii. Consider technical and clarifying corrections to the Bylaws proposed by the Bylaws Committee.
 - viii. Develop and propose a dues structure which shall be approved by majority vote of the Executive Committee.
 - ix. Consider and approve an annual report of the President on the caucus's political goals and strategies.
 - x. Consider an annual financial report presented by the Treasurer.
 - xi. Consider an annual budget which may only be approved by majority vote of the Executive Committee. The approved budget may be subsequently amended by majority vote of the Executive Committee.
 - xii. Consider the Caucus President's nomination of a Representative to a Congressional District Executive Committee if the voting members in the CD have not elected one in convention. (see Convention Business in Odd-Numbered Years).
 - xiii. Fill vacancies in the Mediation and Conciliation Committee.
 - xiv. Consider amendments to the Rules of the Mediation and Conciliation Committee recommended by that committee.
 - xv. Consider miscellaneous business.

4. Meetings of the Leadership Team

- a. Number of Meetings Annually. The Leadership Team shall meet at least quarterly and conduct the business of the Caucus when the Executive Committee is not in session.
- b. Calling of Meetings. Meetings of the Leadership Team may be called by the President of the Executive Committee or by a call of fifty percent (50%) of the voting members of the Executive Committee.
- c. Notice. Notice of all meetings of the Leadership Team, except for emergency meetings, shall be given by text, email, or US mail at least fourteen (14) days before the meeting and shall include a proposed agenda and rules for the

meeting. Notice of emergency meetings shall require at least five (5) days' notice unless the President and five members the Executive Committee (in good standing) consent to the meeting due to exigent circumstances.

- d. Quorum. 40% of the voting members or a minimum of 4 of the Leadership Team.
- e. Voting. Voting on the Leadership Team shall be by members present and voting, and only during the existence of a quorum. Only Voting Members may vote at Leadership Team Meetings, and no Leadership Team member shall have more than one vote. Proxies shall not be permitted for Leadership Team meetings. All decisions requiring a vote shall be taken by a majority vote unless otherwise provided in these Bylaws.
- f. Meeting Business. The business at the meetings of the Leadership Team shall be to:
 - i. Fill vacancies among the officers, and standing committee chairs.
 - ii. Develop and consider proposals for the caucus's political goals and strategies for the Executive Committee.
 - iii. Develop and consider budget proposals for the Executive Committee.
 - iv. Review financial reports to go before the Executive Committee.
 - v. Review other proposals to go before the Executive Committee.
 - vi. Consider miscellaneous business.

Article III: Standing Committees

Committee Chairs may be nominated and approved by the Executive Committee at any Executive Committee meeting for an initial term of up to two years. At each Fall Executive Committee Meeting in odd-numbered years, Committee Chairs will be assessed by the Leadership team and may be reappointed, replaced, or reassigned. Committee Chairs may appoint others to their respective committee (except for ex-officio members) with the consent of the Caucus Chair. Each Committee Chair will be responsible for developing an annual budget

request for their functions and specific responsibilities to be evaluated, prioritized, and integrated by the Finance Committee Chair for consideration by the Leadership team and Executive Committee in establishing the yearly budget.

1 Bylaws Committee.

- a. Members. The Bylaws Committee shall consist of a chair, secretary, and other members.
- b. Duties. The duties of the Bylaws Committee shall be to:
 - i. Review Technical and clarifying corrections to the Bylaws and present them to the Executive Committee for consideration pursuant to Article VII, Section 1 hereof.
 - ii. Review substantive amendments to the Caucus's bylaws suggested by members and present them to a convention for consideration pursuant to Article VII, Section 1 hereof.
 - iii. Review proposed local chapter amendments to Article IV: Chapters, Section 2 Chapter Officers, and present them to the Executive Committee, pursuant to Article IV, Section 4 hereof.

2. Communications Committee.

- a. Members. The members of the Communications Committee shall consist of the Secretary of the Executive Committee, as well as a chair and other members.
- b. Duties. The duties of the Communications Committee shall be to:
 - i. Develop principles to guide the Caucus's communications internally with members and chapters and externally with other organizations.
 - ii. Develop and maintain content to assist the Membership, Fundraising, and other Standing Committees in the exercise of their duties.
 - iii. Develop a succession plan to assure continuity.
 - iv. Coordinate with the Executive Committee to establish priorities, strategies, and programs for outreach to chapters, other caucuses, and Auxiliaries, for education programs.
 - v. Reach out to NCDP affiliated organizations to conduct educational forums on issues related to Jewish people and Jewish communities especially related to common goals and strategies on political issues.

- vi. Establish programs for regular communications with Caucus members and others (for example, announcements and periodic newsletters) coordinating with the Technology Committee for secure channels of social media and engagement.
- vii. Advise and assist the President on media communications as appropriate.
- viii. Establish and maintain a committee of interested Members for content, input, and engagement.

3. Finance Committee.

- a. Members. The members of the Finance Committee shall consist of the Treasurer, Assistant Treasurer, and a chair, a secretary, and other members.
- b. Duties. The duties of the Finance Committee shall be to:
 - i. Manage the finances of the Caucus by keeping its books, reports to the NC State Board of Elections that are required by law, reports to the Executive Committee and to the annual convention.
 - ii. Schedule and coordinate an annual independent review.
 - iii. Propose a budget development process to the Leadership Team leading to an Annual Budget to be proposed to the Executive Committee.

4. Fundraising Committee.

- a. Members. The members of the Fundraising Committee shall consist of the Treasurer, Assistant Treasurer, as well as a chair, a secretary, and other members.
- b. Duties. The duties of the Fundraising Committee shall be to:
 - i. Plan and implement fundraising activities with the approval of the Executive Committee.
 - ii. Set annual goals, and report against these goals.

5. Membership Committee.

- a. Members. The members of the Membership Committee shall consist of a chair, a secretary, and other members.
- b. Duties. The duties of the Membership Committee shall be to:
 - i. Recruit Caucus members.
 - ii. Encourage and assist with the formation of chapters of the Caucus.
 - iii. Keep and secure records of members, associate members, and chapters (e.g., Chapter Presidents and other officers, number of members, member contact information).

6. Technology Committee.

- a. Members. The members of the Technology Committee shall consist of a chair, a secretary, a webmaster, and other members.
- b. Duties. The duties of the Technology Committee shall be to:
 - i. Find, review, and recommend technologies and investments needed by the caucus, its committees, and its chapters to further the Caucus mission.
 - ii. Establish and maintain a Secure web site.
 - iii. Provide for & facilitate email, text, phone, etc. communications for the caucus.
 - iv. Establish and administer a secure Caucus presence on social media.
 - v. Recommend web, email, and social network technical standards.
 - vi. Recommend web, email, and social network standards of conduct for approval by the Executive Committee.

7. Resolutions Committee.

- a. Members. The members of the Resolutions Committee shall consist of a chair, a secretary, and other members.
- b. Duties. The duties of the Resolutions Committee shall be to:
 - i. Facilitate and conduct robust discussions of political issues important to the members of the Caucus.

- ii. Draft and review resolutions and platforms on issues related to the Jewish people and Jewish Communities and on policies that reflect Jewish values.

Article IV: Chapters

1. Chapter Formation and Elections.

- a. Chapter Formation. Chapters shall be formed by county, except that in counties where there are not enough members to form a county chapter, chapters may be formed in regions consisting of 2 or more contiguous counties. There shall be only one chapter of this Caucus in any county or region.
- b. Calling of Organizing Meeting. Any member(s) of this Caucus who are registered to vote as Democrats in a county or region that has no chapter may request an organizing meeting on a date, time, and place within the county or region as approved by the Caucus's Membership Committee chair. The Membership Committee shall provide a list of the counties or region's Caucus membership and contact information to the meeting's organizer(s).
- c. Notice of Organizing Meeting. The organizer(s) will work with the Membership Chair to give notice of the meeting to all the Caucus's current membership and reach out to other interested Democratic members of the Jewish community within the county or region at least 14 days prior to the meeting.
- d. Quorum for Organizing Meeting. Quorum for the meeting shall be five (5) Caucus Voting Members registered to vote within the county or region. Rules for the meeting shall be subject to Parliamentary Authority for the Caucus – see Article I, Section 4.
- e. Organizing Meeting Business. Upon convening, the meeting shall elect a president, a vice president, and a secretary. Thereafter, elections shall be held at the Chapter meeting in the fall of each odd-numbered year on a date designated by the Caucus President at a time and place as approved by the Membership Committee chair.

- f. Records from Organizing Meeting. All records of the organizing meeting (attendees and contact information, elected officers and contact information, and a form certifying the date, time and location of the meeting which is signed by the person who chaired the meeting) must be submitted to the Caucus Secretary within 15 days of the Chapter meeting.
- g. Representation of Caucus on County Executive Committees. Per the NCDP Plan of Organization, only a Chapter that is entirely within a county shall have representation on that county's County Executive Committee.
- h. Chapter Members. Chapter members shall be Members of the North Carolina Democratic Party Jewish Caucus.

2. Chapter Officers.

- a. Election of Officers. The officers of the chapter shall be a President, a Vice President, and a Secretary who shall be elected at an annual meeting of the chapter in the fall of each odd-numbered year. Where feasible, officers should reflect the makeup of the membership. Officers shall serve until the next chapter election or until they resign or are removed.
- b. Resignation of Officers. Chapter officers may resign by submitting their resignation to the Chapter's President. A Chapter President shall submit their resignation to the Chapter's Vice President. The Caucus Secretary shall be informed of all resignations within 15 days of when they take effect.
- c. Removal of Officers. Officers may be removed upon petition to the Caucus's Mediation and Conciliation Committee for:
 - i. Failure to perform the duties of the elected office as defined in these Bylaws.
 - ii. Failure to meet the purposes, policies, or Bylaws of the Caucus.
 - iii. Failure to meet any of the requirements of membership of the Caucus.
 - iv. Violating the Code of Conduct of the North Carolina Democratic Party.

For example, should a Chapter President, the Caucus President, or a VP, be found guilty of misappropriating funds, or should the Technology Chair, or

- webmaster, or elected officer be found to have assisted in a breach of secure membership records, these caucus officers will be removed from office.
- d. Vacancies. Vacancies shall be filled within 30 days by majority vote at a meeting of the chapter. Pending filling a vacancy of the Chapter president, the chapter vice president shall perform the duties of the president as well as their current duties. Pending filling a vacancy of the vice president, the secretary shall perform the duties of the vice president as well as their current duties. Pending filling a vacancy of the Chapter secretary, the Chapter Vice president shall perform the duties of the secretary as well as their current duties.
- e. Duties of the Chapter President. The duties of the Chapter President shall be to:
- i. Chair meetings of the chapter.
 - ii. Act as spokesperson for the Chapter. The Chapter President shall seek guidance from the Leadership team before making public statements in areas of controversy to avoid misunderstandings and confusion with respect to the Caucus' position.
 - iii. Represent the chapter at meetings of the Caucus's Executive Committee.
 - iv. Act with other Chapter Presidents to elect representatives to the Caucus' Executive Committee when there are more than 6 Chapters.
 - v. Represent the county chapter at meetings of the NCDP County Executive Committee.
 - vi. At the discretion of the county chair, represent the County Chapter at meetings of the officers of the County Executive Committee.
 - vii. Network with representatives of other chapters of affiliated organizations and local county party clubs.
 - viii. Lead the chapter in formulating reasonable political goals.
 - ix. Perform duties as assigned at meetings of the chapter.
 - x. Convey the records of that office to their successor within 15 days of leaving the office.
- f. Duties of the Chapter Vice President. The duties of the Chapter Vice President shall be to:
- i. Chair meetings of the Chapter in the absence of the President.
 - ii. Assist the President and carry out assigned duties by the President.

- iii. Perform the duties of the President when they are unavailable.
 - iv. Perform duties as assigned at meetings of the chapter.
 - v. Convey the records of that office to their successor within 15 days of leaving the office.
- g. Duties of the Chapter Secretary. The duties of the Chapter Secretary shall be to:
- i. Keep accurate minutes of meetings of the Chapter.
 - ii. Keep accurate membership records.
 - iii. Submit the names, addresses, and other contact information of members who attended the annual meetings of the Chapter to the Secretary of the Caucus within 15 days of the meeting.
 - iv. Submit the names, addresses, and other contact information of officers who have been elected at chapter meetings (including when vacancies have been filled) to the Secretary of the Caucus within 15 days of the meeting.
 - v. Perform duties as assigned at meetings of the Chapter.
 - vi. Convey the records of that office to their successor within 15 days of leaving the office.

3. Chapter Meetings.

- a. Number of Meetings Annually. Chapters shall meet at least three (3) times each year. One of these meetings shall be an annual meeting in the fall of each year at a date designated by the President of the Caucus. Election of Chapter officers shall occur at the fall annual meeting in odd numbered years.
- b. Calling of Meetings. Chapter Meetings may be called by the Chapter President or at the election of forty percent (40%) of the members of the Chapter after notifying the Chapter President of the meeting.
- c. Notice. Notice of all Chapter meetings except for emergencies shall be given by text, email, or US mail at least fourteen (14) days before the meeting and shall include a proposed agenda and rules for the meeting. Notice of emergency meetings to fill vacancies shall require at least five (5) days' notice, unless the Chapter president, and 10 members or 50% of membership consent

to the meeting due to exigent circumstances. Emergency Chapter meetings require notice to the Leadership team.

- d. Quorum. Quorum for Chapter meetings shall be 40% of Caucus members registered to vote within county or region, except that quorum shall be the higher of 5 members or 40% of members when strategy or financial business is considered.
- e. Voting. Voting in Chapter meetings shall be by members present and voting, and only during the existence of a quorum. Only Voting Members may vote at Chapter meetings. All decisions requiring a vote shall be taken by a majority vote unless otherwise provided in these Bylaws.

4. Amending Chapter Bylaws

- a. Bylaws Subject to Chapter Amendment. Section 2 hereof, concerning Chapter Officers, may be amended by a Chapter. The amended Chapter bylaws shall not conflict with or infringe upon any other article of these NCDPJC Bylaws. The amendments only apply to the Chapter amending its bylaws. Amendments expire in 2 years from approval.
- b. Process for Amending a Chapter's Bylaws.
 - i. Amendments to a Chapter's Bylaws may be carried forward by a two thirds (2/3) majority of the Chapter's members present and voting during a meeting with a quorum of the Chapter's voting membership.
 - ii. Proposed amendments to a Chapter's Bylaws will be reviewed by the Caucus Bylaws Committee who will make a positive or neutral or negative recommendation to the Caucus Executive Committee.
 - iii. By majority vote, the Executive Committee may approve, decline to approve, or send the proposed amendment(s) back to the Chapter with recommendations.
 - iv. Upon final approval, the amendments to the Chapter's Bylaws shall be filed with the Caucus Secretary.

Article V: Caucus Conventions

- 1. Annual Caucus Convention.** There shall be an annual convention of the North Carolina Democratic Party Jewish Caucus. The Membership Committee will manage credentialing of voting members, attendees, and guests, and manage registration.
- 2. Quorum.** Quorum shall be at least 25 percent (25%) of membership in good standing.
- 3. Convention Business in Odd-Numbered Years:**
 - a. Election of Caucus officers.
 - b. Election of Mediation and Conciliation Committee members.
 - c. Election or ratification of representatives to NCDP Congressional District (CD). Executive Committees as follows.
 - i. If there are at least 5 members in attendance in a CD, those members will have time and place to elect their own CD Representative and Alternate to represent the Caucus at their specific CD Meetings.
 - ii. If there are fewer than 5 Members in a CD present to elect a CD Representative, the President of the Caucus shall nominate a representative and alternate to be appointed by the Executive Committee.
 - d. Bylaws amendments.
 - e. Discussion of significant issues for Jewish people and communities.
 - f. The State of the Caucus – Standing Committee Reports.
 - g. Threats to Democracy and the security of Jewish communities.
 - h. Presentations by political candidates and other business.
- 4. Convention Business in Even-Numbered Years:**
 - a. Elections to fill vacancies not filled in other ways.
 - b. Bylaws amendments.
 - c. Discussion of significant issues for Jewish people and communities.
 - d. The State of the Caucus – Standing Committee Reports.
 - e. Threats to Democracy and the security of Jewish communities.
 - f. Presentation of political candidates and other business.

Article VI: Mediation and Conciliation Committee

- 1. Membership.** There shall be a Mediation and Conciliation (M&C) Committee consisting of five (5) members elected at the Caucus Convention in odd-numbered years. Members shall serve until the next election of Mediation and Conciliation Committee members. No Caucus Executive Committee Officer, chapter officer, standing committee chair, or Caucus representative to any NCDP committee shall also serve on the Mediation and Conciliation Committee.
- 2. First Meeting of Term.** The members of the Mediation and Conciliation Committee shall meet within 30 days of their election to select their chair by majority vote.
- 3. Resignation.** Mediation and Conciliation Committee members may resign by written notification to the Caucus President.
- 4. Vacancies.** Vacancies on the Mediation and Conciliation Committee shall be filled by a vote of the Executive Committee within 30 days.
- 5. Quorum.** The quorum of the Mediation and Conciliation Committee shall be 3 members.
- 6. Duties.** The Mediation and Conciliation committee shall hear and resolve:
 - a. Petitions brought by Caucus officers, Executive Committee members, standing committee members, Caucus members, and County or Regional Chapter members regarding the proceedings of Caucus meetings.
 - b. Petitions brought by Caucus members regarding members' failure to meet membership requirements, or violations of the most current North Carolina Democratic Party Code of Conduct.
 - c. Grievances regarding County Chapters whose membership falls below 5 members. The M&C Committee may recommend that a County Chapter whose membership fell below 5 members be suspended until there are more than 5 members.
 - d. Grievances alleging that a County Chapter, or its Officer(s) actions were not consistent with the principles, purposes, or policies of this Caucus. For example, the M&C Committee may recommend that a County Chapter President who was found on social media to have given a keynote address at white supremacist meeting be removed from office.
 - e. Appeals of removal of elected officers or members.

7. Mediation and Conciliation Committee Rules

The rules of the Mediation and Conciliation Committee are appended to these bylaws (see Appendix A). These rules may be amended only if a majority of the full Mediations and Conciliation Committee adopts recommendations to the full Executive Committee, and the full Executive Committee approves the recommendations by a two thirds (2/3/) vote. By a majority vote, the full Executive Committee may send the recommendations back to the Mediation and Conciliation Committee with its own recommendations.

Upon adoption, the amended rules shall be published as appended to these bylaws on the NCDPJC website and also sent to the NCDP for publication on its website.

- 8. Recusal.** Any member of the Mediation and Conciliation Committee who is a petitioner, respondent, or witness with respect to a grievance before the Mediation and Conciliation Committee shall be recused from all hearings regarding that petition.

- 9. Remedies.** Although the Mediation and Conciliation Committee should strive for mediation and conciliation, remedies ordered by the Mediation and Conciliation Committee may include:
 - a. Invalidating actions taken at meetings.
 - b. Recommending education or remedial training.
 - c. Warning Caucus members.
 - d. Upholding or overturning removal of officers.
 - e. Canceling Caucus memberships for failing to meet membership requirements or violations of the North Carolina Democratic Party Code of Conduct. If a Voting Membership is canceled, the Caucus Treasurer shall refund any dues for the current year that have been paid on a prorated basis.
 - f. Recommend that a Chapter be suspended or decertified to the Executive Committee.

Article VII: Amendment of Bylaws

1. Amendments –

A. Technical and clarifying corrections to the Bylaws may be proposed by the Bylaws Committee and presented to the Leadership Team for review and adoption by a 2/3 vote of the Executive Committee.

B. Considered at Conventions. Any substantive amendments shall be considered at a Caucus Convention where a quorum is present, and a proposed agenda and rules are sent out 14 days prior to the meeting.

2. Voting on Amendments. A two-thirds (2/3) vote of the Voting Members present, and voting is required to adopt amendments. The Caucus Convention body may refer proposed amendments back to the Bylaws Committee with recommendations by a majority vote of Voting Members present and voting.

3. Bylaws Committee Review. The Bylaws Committee shall review proposed amendments to these Bylaws prior to the Convention and may submit amendments which change the mission, purpose, or process of this Caucus to the Executive Director of the NCDP with a request for an advisory review by the NCDP Affiliated Organizations Committee. Only amendments with a favorable or neutral recommendation from the Bylaws Committee are eligible for adoption, except that any proposed amendment referred to Bylaws Committee more than sixty (60) days before a Caucus Convention and which has not been reviewed by the Bylaws committee may be brought to the floor by a two-thirds (2/3) vote of the Caucus Convention body.

4. Notice. Proposed amendments shall be noticed to the members of the Caucus by text, email, or US mail or via the Caucus's website 14 days prior to the date of the Caucus Convention.

5. Adoption. Upon adoption of amendments, the amended bylaws shall be posted on the NCDPJC website and submitted to the Executive Director of the NCDP for posting by the NCDP.

END of BYLAWS

Appendix A: Mediation & Conciliation Committee Rules V.1.1

Prologue

These rules are established under Article VI, Section 7 of the North Carolina Democratic Party Jewish Caucus (NCDPJC), and supplement that section.

Quorum and Appeals

A minimum of three (3) members of the entire membership of the Mediation and Conciliation Committee shall constitute a quorum. All decisions regarding grievances decided by a majority of the Mediation and Conciliation Committee present and voting shall be final and binding upon all NCDPJC meetings, officials, and members.

Appeals regarding removal of NCDPJC officers may be overturned by a unanimous vote of the Mediation and Conciliation Committee. All decisions of the Mediation and Conciliation Committee regarding removal of officers are final.

As per the NCDP Plan of Organization, no decisions of the Mediation and Conciliation Committee may be brought to the North Carolina Democratic Party for further review.

Jurisdiction

The Mediation and Conciliation Committee shall assume jurisdiction of all matters and disputes arising from any Caucus meeting, convention, Committee or Chapter provided for in Caucus Bylaws and policies, as well as the action(s) of any Caucus official or member that is in violation of the Bylaws or which violates the NCDP Code of Conduct; provided such dispute or grievance is brought to the attention of the chair of the Mediation and Conciliation Committee within thirty (30) days after such meeting or convention was convened or was to have been convened, or within thirty (30) days after the Petitioner(s), through the exercise of due diligence, could have discovered the incident or event giving rise to the grievance, whichever is latest.

The Mediation and Conciliation Committee shall have sole discretion to determine whether a dispute or grievance has been timely raised with the Mediation and Conciliation Committee, but in no event shall the Mediation and Conciliation Committee consider any incident or event occurring more than six (6) months prior to the alleged grievance. Any grievances arising from such Caucus meetings or convention not brought to the attention of the chair of the Mediation and Conciliation Committee within the time limits set forth hereinabove shall be deemed to have been waived unless the Mediation and Conciliation Committee determines that the incident or event could not have been discovered through the exercise of due diligence within such time period.

An aggrieved voting Caucus member shall be deemed to have brought such to the attention of the chair of the Mediation and Conciliation Committee if written notice was delivered by hand or mailed, with a postmark imprinted by the United States Postal Service or a postage meter approved in accordance with a permit issued by the United States Postal Service, or by time stamped email to the chair of the Mediation and Conciliation Committee within the time limits set forth hereinabove. The Mediation and Conciliation Committee shall also assume jurisdiction of all matters and disputes referred to it by the Caucus Chair.

The person(s) filing the grievance shall be referred to as the Petitioner(s). The person(s) against whom the grievance is filed shall be referred to as the Respondent(s). The Respondent will have 10 calendar days to submit a response to the grievance.

Mediation

After a grievance is received by the chair of the Mediation and Conciliation Committee, the chair of the Mediation and Conciliation Committee shall immediately forward to the Respondent(s) a complete copy of the grievance, and a complete copy of these procedures. All Mediation and Conciliation Committee members as well as the Caucus President shall also receive a copy of the grievance.

Within ten (10) days after a grievance is received by the chair of the Mediation and Conciliation Committee, the chair of the Mediation and Conciliation Committee shall invite the Petitioner(s) and the Respondent(s) to participate in mediation by an assigned mediator. If all Petitioner(s) and all Respondent(s) agree to mediation of the grievance, the matter shall be immediately referred by the chair of the Mediation and Conciliation Committee to the mediator assigned to mediate the grievance. If any Petitioner or Respondent refuses to participate in mediation, the matter shall be immediately referred to the Mediation and Conciliation Committee hearing.

A mediator will be selected from a list of 3 possible mediators recommended by the M&C Committee with both Petitioner and Respondent able to strike one name. Parties pay their own cost in mediation.

The mediator assigned to the grievance shall have fifteen (15) days in which to mediate a resolution between the Petitioner(s) and Respondent(s). If a resolution is agreed to between the Petitioner(s) and Respondent(s), the mediator shall reduce the resolution to writing and have the Petitioner(s) and Respondent(s) sign the resolution. The signed resolution must be approved by the Mediation and Conciliation Committee. Once approved by the Mediation and Conciliation Committee, this resolution shall be final and binding, and the grievance shall not be referred to the Mediation and Conciliation Committee for a hearing.

If a mediated resolution is not agreed to within fifteen (15) days, the grievance shall be returned to the chair of the Mediation and Conciliation Committee and the procedures below shall be followed.

Notice

Within ten (10) days of either a refusal by a party to participate in mediation or a referral of the grievance back to the chair of the Mediation and Conciliation Committee following a failed attempt at mediation, the chair of the Mediation and Conciliation Committee shall give notice of the date, time and place that the Mediation and Conciliation Committee will hear the matter. Said hearing shall be held within forty (40) days of the date that notice was issued.

The notice shall be sent to the following: the Petitioner(s), the Respondent(s), the Caucus chair, and the other members of the Mediation and Conciliation Committee. Notice shall also inform the Petitioner(s) and Respondent(s) that they may be represented by Counsel.

Procedures for the Mediation and Conciliation Committee Hearing Opening:

The chair of the Mediation and Conciliation Committee shall begin the hearing by ascertaining that all parties have been given notice of the hearings and copies of the grievance and such other documents as may have been filed, and that all witnesses requested by either the Petitioner(s) or the Respondent(s) to be invited and attend have been invited by the chair of the Mediation and Conciliation Committee. The chair of the Mediation and Conciliation Committee shall advise the parties that the hearing is held to enable the Mediation and Conciliation Committee to hear evidence of the acts, omission or conditions alleged in the grievance and to determine, on the basis of that evidence, the merits of the dispute or controversy involved, and the Mediation and Conciliation Committee has the right to confront and cross-examine the Petitioner(s) and all witnesses adverse to a party involved, and to present evidence and argument.

Admissibility of Evidence:

The evidence of witnesses, beginning with those who support the grievance, shall be given if any material allegations of fact are denied by the Respondent(s), and shall be elicited by the parties, or their representatives, and as appropriate, by any member of the Mediation and Conciliation Committee. An opportunity for cross-examination of all witnesses shall be allowed. Evidence, to be admissible before the Mediation and Conciliation Committee, shall be of a direct, non-hearsay nature. The Chair of the Mediation and Conciliation Committee shall rule on all issues of procedure and evidence and may only be overturned in the hearing by a two-thirds ($\frac{2}{3}$) majority of the Mediation and Conciliation Committee present and voting.

Standard of Proof: To uphold the grievance, all material facts alleged therein shall be proved by clear and convincing evidence.

Procedure: The following Procedure shall be observed for the hearing by the Mediation and Conciliation Committee.

1. Presentation of Case by the Petitioner(s) (30 minutes maximum)
 - a. Opening statement concerning the Petition, if desired.
 - b. Petitioner(s)' witnesses are called, examined, and cross-examined.
 - c. Petitioner(s)' non-testimonial evidence is presented.
2. Presentation of Case by Respondent(s) (30 minutes maximum)
 - a. Opening statement concerning Answer, if desired.
 - b. Respondent(s)' witnesses are called, examined, and cross-examined.
 - c. Respondent(s)' non-testimonial evidence is presented.
3. Closing Statement by each party. (5 minutes maximum for each)
4. Mediation and Conciliation Committee closes to deliberate in executive session without petitioner(s), respondent(s), and witnesses present. The Mediation and Conciliation Committee will announce its decision in open session before all parties and will, upon request, announce the numerical vote.

The Mediation and Conciliation Committee, by majority vote of those present and voting, may extend the lengths of time for presentations and closing statements outlined in 1-3 above.

Resolution:

In resolving any dispute arising before it, the Mediation and Conciliation Committee shall find that the Petitioner(s)'s grievance either is meritorious or not meritorious, in whole or in part. In any case in which the Mediation and Conciliation Committee determines that a grievance is meritorious, in whole or in part, the Mediation and Conciliation Committee must then determine whether the incident(s) or event(s) complained of had any material impact adverse to the interests of the Petitioner(s). If the Mediation and Conciliation Committee determines that a material adverse impact has occurred, it shall order steps, within its discretion, to remedy the impact caused by the incident or event which triggered the complaint.

When the Mediation and Conciliation Committee determines that no material adverse impact has occurred, it shall not enter any order other than its finding that the grievance is meritorious but without material adverse impact. For an order to be issued, a majority of the Mediation and Conciliation Committee must concur.

End of Mediation & Conciliation Committee Rules