

Rules for Constituency Caucuses

I. **Applicability:** These rules shall apply to any Constituency Caucus established by the Washington State Democratic Central Committee (hereafter SCC) pursuant to Charter Article VI, Section G and Bylaws Article II.F.

II. Formation and Recognition of Constituency Caucuses

A. Any group of Democratic activists wishing to form a new Constituency Caucus or, having formed a caucus or council outside the Party but wanting to be recognized as a Constituency Caucus, may apply for recognition by the SCC through the State Party Secretary. The proposed Constituency Caucus shall submit an application as described in appendix A of this document. After review by the Secretary and Executive Committee, the Chair of the SCC shall submit the plan for formation to the SCC for consideration.

B. In the event the Executive Committee concludes that a proposed Constituency Caucus is not substantially distinct in name, purpose and mission from one or more existing organizations it shall make a recommendation to the SCC whether the proposed new Caucus should replace the similar Constituency Caucus or whether the request to recognize the new Constituency Caucus should be rejected.

C. **Any Constituency Caucus that has met, prior to the passage of these rules, at any regularly scheduled meeting of the SCC during the 2019/2020 session of the SCC is deemed “recognized” by the SCC for the purpose of these rules.**

1. If a caucus has not submitted Appendix A (or some reasonable approximate historical substitute), that Caucus must provide that information at the submission of their first annual report.

2. This application will be considered immediately and automatically ratified by the SCC as long as their submission of Appendix A abides by these rules.

III. Public Communications

The state Chair is the Authorized Spokesperson for the Democratic Party of the State of Washington. (Bylaws V.A.9) All public communications by the Caucus shall state that the views expressed are the views of the Caucus only and do not necessarily represent the views of the Washington State Democratic Party or any other organization affiliated with the Democratic Party. The State Party shall provide approved language for this statement.

38 **IV. Meetings**

39 1. Constituency Caucuses in good standing may request use of otherwise
40 available meeting space at SCC meetings or State Conventions. Requests are
41 subject to availability of suitable facilities and to any State Party policies relating
42 to the use of facilities rented or provided by the State Party. All Caucus
43 meetings times and locations provided with on-site space at SCC meetings or
44 the State Convention shall be included in the agenda prepared for SCC
45 members (or convention delegates).

46 2. If a Constituency Caucus elects to meet off-site prior to or during an SCC
47 meeting (or State Convention) and informs State Party staff at least fifteen days
48 in advance, the location and time of the meeting shall be included in the agenda
49 prepared for SCC members (or convention delegates) with a disclaimer that the
50 Constituency Caucus is meeting off site. The Constituency Caucus shall be
51 solely responsible for hosting an off-site meeting, including but not limited to
52 expenses, liability, and security.

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54 **V. Annual Report**

55 By December 1st of each calendar year each constituency caucus shall submit to the
56 state party chair an annual report on the caucuses' activities. The report shall include
57 the name, mission, officers, major activities, number and jurisdiction distribution of its
58 membership, average attendance at meetings, objectives for the upcoming year, and
59 performance to the objectives of the prior calendar year. A template for this report form
60 will be approved by the Rules Committee. A form for the report provided as appendix B
61 to this document to simplify production and review of the information.

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63 The State Party Chair shall include the annual reports in the call to meeting for
64 the January meeting.

65 **VI. Constituency Caucus Bylaws and Membership**

66 A. Each Constituency Caucus shall operate under a set of bylaws governing
67 its meetings and defining its membership. The State Party Secretary and
68 Party Affairs staff must have a current copy of the bylaws for each
69 recognized Constituency Caucus.

70 B. Within three months of being established by the SCC, or until the next
71 regularly scheduled meeting of the SCC (whichever is the longer period of
72 time) a Constituency Caucus shall submit a copy of its bylaws to the
73 State Party Secretary for review and approval by the Rules and Bylaws
74 Committee to ensure consistency with the Charter, Bylaws and these
75 rules. If the Rules and Bylaws Committee concludes that the bylaws of a

76 Constituency Caucus are not consistent with the Charter, Bylaws or any
77 rules or policies adopted pursuant to the Charter and Bylaws it shall
78 notify the Caucus of the deficiencies. A Constituency Caucus so notified
79 shall have three months to amend its bylaws (or adopt new bylaws) to
80 correct the deficiencies or be automatically suspended until all such
81 deficiencies are corrected.

82 C. The bylaws of a Constituency Caucus must:

83 1. Specify what the Constituency Caucus's quorum for meetings
84 shall be;

85 2. Limit the Constituency Caucus membership to residents of
86 Washington State who are willing to support the principles and
87 goals of the Democratic Party, as expressed in the Charter and,
88 expressly define any further limitations on membership in the
89 Constituency Caucus (provided that no requirement for payment
90 for dues may be included unless accompanied by a simple
91 process for waiver based on hardship);

92 3. Provide that the Constituency Caucus agrees to conduct all
93 business according to the Charter and Bylaws of the Washington
94 State Democratic State Party, applicable state and federal laws
95 governing State Party activities, and other provisions adopted
96 pursuant to the authority of the Charter and Bylaws, including rules
97 adopted by the SCC relating to Constituency Caucuses;

98 4. Specify responsibilities for control of and reporting on caucus
99 finances including the specific responsibilities of each caucus
100 officer.

101 D. Membership in a recognized Constituency Caucus does not grant any
102 member membership in the SCC or in any other SCC affiliated
103 organization beyond the recognized Constituency Caucus itself. Each
104 Constituency Caucus shall at least once a year offer its members the
105 opportunity to have their contact information shared with the State Party
106 so that they will receive all general communications provided by the State
107 Party to its supporters.

108 E. If a Constituency Caucus elects a new officer or an officer's contact
109 information changes, the Constituency Caucus must notify WSDCC
110 Secretary & state party affairs staff of the change within ten days.

111 F. If a Constituency Caucus amends its bylaws, it shall provide a full copy of
112 the amended bylaws to the State Party Secretary within fourteen days of
113 the change for the same review and approval by the Rules and Bylaws

114 Committee as is given to wholly new bylaws and shall correct any
115 deficiencies noted by the Rules and Bylaws Committee.

116 **VII. Financial Management and Reporting**

117 Constituency Caucuses may fundraise for incidental expenses related to
118 Constituency Caucus activities, and meeting spaces. Constituency
119 caucuses shall not make either monetary or in-kind contributions to
120 campaigns for candidates or ballot measures. Treasurers must be
121 identified to the Finance and Compliance Director of the State Party
122 within seven days of their appointment or election, and contact
123 information supplied.

124 A. On December 1st of each calendar year, officially recognized
125 Constituency Caucus provide the Chair and the Treasurer of the SCC
126 with a report summarizing its income, expenses for the preceding
127 calendar year and proposed objectives for the current year. A report
128 template is included in Appendix C of these rules.

129 B. These reports shall be included in the SCC Treasurer’s report in the
130 January meeting of the next year.

131 C. If a caucus is found to have made a monetary or in-kind contribution to a
132 campaign the Chair shall contact the caucus leadership and provide one
133 or more options for how the situation may be resolved. The caucus
134 leadership shall have 15 days from the time the options are reported to
135 them from the Chair to demonstrate that appropriate actions have been
136 taken and that the situation is resolved.

137 D. If the situation is not resolved the Chair shall convene a meeting of the
138 Executive Committee. The Chair shall present the situation and the
139 recommendations that have been made for resolution. The caucus
140 leadership shall be afforded the opportunity to present their
141 recommendation for resolution of the situation. The Executive Committee
142 will derive a set of actions required to keep the party in compliance with
143 public disclosure laws.

144 E. The caucus shall have 30 days to execute the direction of the Executive
145 Committee from time of notification. If they fail to do so, the SCC shall
146 vote on if the caucus’s recognition will be revoked at the next meeting of
147 the SCC. In the interim, the Chair shall take such actions as necessary to
148 keep the party in compliance with public disclosure laws, until such time
149 as the SCC has the ability to vote on further action. The caucus may
150 apply for reinstatement at any future general meeting of the SCC.

151 F. Violations of this rule against monetary or in-kind contributions shall result in a
152 vote of the SCC on whether the Caucus's recognition should be revoked. The caucus
153 may apply for reinstatement at any future general meeting of the SCC.

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155 **VIII. Acceptance of Code of Conduct and Development of Complaint**
156 **Procedures**

157 A. A Constituency Caucus and its members are subject to the Code of
158 Conduct of the SCC and related policies and procedures.

159 B. Constituency Caucuses will establish their own procedures for
160 implementing the Code of Conduct and disciplining members who violate
161 it, within their own caucuses. Complaints against state committee
162 members and officers of the Caucus may still be filed under the SCC
163 Procedures for Code of Conduct Violations.

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166 **APPENDIX A: Sample Outline for Constituency Caucus Application**

167 Name:

168 Immutable Characteristic or Common Interest:

169 Mission Statement or Purpose:

170 Membership Description:

171 Objectives for The Calendar Year:

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173 **APPENDIX B: Form for Constituency Caucus Annual Report**

174 Caucus Name:

175 Caucus Mission:

176 Caucus Officers: (Modify to fit caucus bylaws)

177 Chair

178 Vice Chair

179 Treasurer

180 Secretary

181 Membership

182 Number of members

183 Geographic Distribution of Membership

184 CD 1:

185 CD 2:

186 CD 3:

187 CD 4:

188 CD 5:

189 CD 6:

190 CD 7:

191 CD 8:

192 CD 9:

193 CD 10:

194 Percentage of Members Receiving State Party Communications

195 Average Attendance at Meetings

196 Number of PCOs

197 Overview of Activities

198 Objectives for The Upcoming Year

199 Performance to The Objectives of the Prior Calendar Year

200 Number of Meetings Held

201 Other Activities

202

203 **APPENDIX C: Template for Constituency Caucus Financial Report**

204 Cash on Hand at Beginning of Year

205 Expenditures

206 Deposits

207 Cash on Hand at End of Year

208 Fundraising Objectives for Next Year