

**BYLAWS OF THE
CAPITAL AREA PROGRESSIVE DEMOCRATS**

Revised
July 5, 2016

Article I NAME

This organization shall be called the Capital Area Progressive Democrats (CAPD).

Article II PURPOSE

Recognizing that in a multi-cultural democratic society bridges and coalitions must be built between our various communities, and to promote the influence of each citizen regardless of race, religion, color, age, gender or sexual orientation, we associate ourselves together creating the Capital Area Progressive Democrats.

The primary purpose of the Capital Area Progressive Democrats shall be to endorse and actively support the election of those Democratic candidates, issues or propositions on the voting ballot which further the ideals of this organization.

Article III MEMBERSHIP, DUES & MEETINGS

- A. Membership is open to activist Democrats who support the purpose of this organization.
- B. Membership dues shall be payable annually and due each May to coincide with the annual membership/fundraiser. Exception: a former member whose membership has lapsed within the previous 24 months may renew at the primary election candidate's forum. The amounts and categories of membership shall be set by majority vote of the executive board.
- C. General meetings shall be held monthly. The regular monthly meeting date shall be set by the executive board. The executive board must give seven days notice to the membership prior to an alternate meeting day.
- D. Special meetings of the membership may be called upon by a majority vote of the executive board.
- E. The organization shall host an annual membership/fundraising party at which will be presented one or more awards, to be named the "Kick-Ass Awards," honoring those who have served the Democratic Party and progressive causes with distinction. In addition, an annual award, to be named the Emma Barrientos Memorial Award, will be presented to an individual or couple who has demonstrated a long-term commitment to progressive ideals through dedication to improving the lot of all in society, particularly the most disenfranchised and vulnerable. A contribution to charity in the name of the award recipient will be made in an amount to be determined by the Budget Committee. The recipients of all awards will be chosen by a committee appointed annually by the Chair.

- F. Sponsors of the annual membership/fundraising party shall become members of the organization, with their membership lasting until the next annual membership/fundraising party.

Article IV OFFICERS

The officers of CAPD shall be as follows: one chairperson, two vice chairpersons, one treasurer, one secretary, a managing editor (website/newsletter), a chairperson for the Programs Committee, a Public Communications Chair, a chairperson of the Fundraising Committee, a Counselor, and a Youth Liaison.

- A. Elections – the officers of CAPD shall be elected each year at the regular meeting in June. Officers shall be elected by simple majority vote of the members present & voting. In case of a plurality vote among three or more nominees, a runoff shall be held between the candidates receiving the greatest number of votes.
- B. Voting Eligibility – Members must have joined by end of the thirtieth day prior to the election in order to be eligible to vote.
- C. Nomination – any member of CAPD may nominate himself or herself or another member from the floor at the election meeting.
- D. Installation – Officers-elect will be installed at the subsequent July meeting with terms of July to June.
- E. Succession and Vacancies – Officers shall continue to serve in their respective offices until their successors are chosen or until their resignation is in effect. Resignation shall be submitted in writing to the secretary, and upon receipt shall be deemed effective. Vacancies shall be filled at any time by a simple majority vote of the executive board subject to approval by the membership at the next general meeting.
- F. Executive Board - The officers as a body comprise the executive board of CAPD, meetings of which shall be held based upon circumstantial need and called by the chairperson.

Article V DUTIES OF THE OFFICERS

- A. Chairperson – the duties of the chairperson shall be to:
 - 1. provide leadership for CAPD,
 - 2. represent the organization in the community & the media,
 - 3. establish agendas for and preside at general and special meetings,
 - 4. establish agendas for and preside at executive board meetings,
 - 5. call for any needed special executive board meeting,
 - 6. rule on parliamentary procedural disputes,
 - 7. establish an annual calendar of meetings and special events at the beginning of their term of office, and
 - 8. establish an annual budget for CAPD to be approved by the executive board acting as the Budget committee. The Chair may authorize spending between regular meetings that is not included in the budget according to the following procedures:
 - a) if the individual expenditure is below \$100 or cumulatively \$200 between regular monthly meetings, or

- b) an amount exceeding those limits with the consent of 2/3 (8) of the members of the Executive Board. Such consent may be given either in person at an Executive Board meeting, or electronically via e-mail or a “virtual meeting.”
9. annually form an ad hoc committee open to current members not serving on the Executive Board for the purpose of performing an audit of treasury records, and
10. establish a permanent mail box in a central Austin location, and be responsible for mail delivery.

- B. Vice Chair for Endorsements – the duties of the Vice Chair Endorsements shall be:
1. act as temporary Chairperson in the absence of the Chairperson for CAPD,
 2. serve as Chair of the Endorsement Committee which shall be open to all current members who express an interest in the committee, and
 3. be responsible for candidate endorsements procedures.

The Endorsement Committee shall meet when called by the Endorsements Chair. The committee's duties are to assist the chair in his/her duties:

4. The Vice Chair for Endorsements will serve as Chair of a Political Strategy Committee which shall be open to all current members who express an interest in the committee, and
5. develop and implement programs to aid in the election of candidates endorsed by CAPD. Included, are voter registration drives, Get Out The Vote (GOTV) procedures, dissemination of candidate information and any other such measures as are approved by the Political Strategy Committee.

The Political Strategy Committee shall meet when called by the Chair of the Political Strategy Committee and shall assist the chair in his or her duties.

- C. Vice Chair for Membership – the duties of the Vice Chair for Membership shall be:
1. serve as chair for a Membership Committee to be open to all current members who express an interest in the committee,
 2. collect membership fees and renewals from each member,
 3. keep a database with membership information and make semiannual reports to the executive board and membership committee,
 4. conduct regular recruitment efforts and membership drives, and
 5. send meeting notices to the members.

The Membership committee shall meet when called by the Membership chair and shall assist the chair in his or her duties.

- D. Secretary – the duties of the Secretary shall be:
1. keep accurate minutes of membership and executive board meetings,
 2. receive resignations of officers and declare vacancies, and
 3. maintain organizational files & record books.

- E. Treasurer – the duties of the Treasurer shall be:
1. maintain all financial records and make annual written reports to the executive board,
 2. report on current CAPD financial status at each general meeting,
 3. write CAPD checks and pay all organization debts,
 4. coordinate with the Chair of CAPD in preparation of the annual budget,
 5. file all reports required by law, and

6. provide financial records necessary for an annual audit to be performed by an ad hoc audit committee called by the Chair, which will be open to current members not serving on the Executive Board.
- F. Managing Editor, Website/Newsletter – the duties of the Managing Editor shall be:
1. to oversee the publication and disbursement of an electronic newsletter called “D-News” containing articles and information of interest to CAPD members and the general public,
 2. to exercise editorial control of newsletter and Web content in conjunction with the Chair, Communications and Public Relations Committee Chair, and Counselor,
 3. oversee and update the CAPD website content with input from the aforementioned officers, and
 4. maintain CAPD’s web presence by contracting for web hosting space with CAPD membership approval.
- G. Programs Committee Chair – the duties of the Programs Committee Chair shall be:
1. serve as Chair of the Program Committee, open to all current members who express an interest in the committee,
 2. develop programs & social activities of interest to the general membership, and
 3. further the political awareness of CAPD members.
- The Programs Chair Committee shall meet when called by the Chair of the Programs Committee and shall assist the Chair in his or her duties.*
- H. Communications & Public Relations Committee Chair – the duties of this Committee Chair shall be:
1. to coordinate with and monitor the news media concerning events which might be of interest to CAPD,
 2. to mold the image of CAPD to the general public in order to facilitate the goals of the organization, and
 3. to assist the Newsletter Editor when needed in the publication of the newsletter.
- I. Fundraising Committee Chair – the duties of this chair shall be:
1. serve as Chair of the Fundraising Committee to be open to all current members who express an interest in the committee,
 2. plan, present & implement with the Fundraising Committee, fundraising projects, short term & long term for raising sufficient funds to support the organization, and
 3. the Fundraising Committee shall assist the Chair of the Fundraising committee in his/her duties.
- J. Counselor – the duties the Counselor shall be:
1. act as parliamentarian in assisting the chairperson in rules discussion, and
 2. review all bylaws, amendments to the bylaws, and all CAPD sponsored publications for their impact on CAPD.
- K. Youth Liaison – the duties of the Youth Liaison shall be:
1. to encourage voting age young adults to participate in CAPD & CAPD sponsored activities by reaching out to the Young Democrats & University Democrats organizations, and
 2. assist the Membership Chair as needed.

Article VI ENDORSEMENT PROCEDURES

The Vice Chair for Endorsements shall, with the Endorsement Committee, draft a questionnaire to be used in the endorsement process. The Endorsement Committee shall send the questionnaire to all Democratic candidates selected by the Endorsement Committee. The Committee shall upon receiving the returned and completed questionnaire, inform the candidates of their opportunity to appear at a previously scheduled candidate's forum and shall fully publicize the candidates' forum to the membership.

- A. The Endorsement Committee chair shall preside over the Candidates Forum & the following endorsement vote by the membership of CAPD in accordance with the rules determined by the Endorsement Committee and approved by the executive board. Copies of these rules shall be made available at the meeting. The rules shall state that a candidate must provide a signed questionnaire in order to be eligible for endorsement. Copies of the completed questionnaire shall be made available to the membership at the meeting.
- B. To be eligible to vote following the Candidates Forum, a member must be current. New members must have joined CAPD by the end of the 30th day prior to the endorsement meeting. Former members whose memberships have lapsed within the previous 24 months will be allowed to pay the yearly dues at the meeting to renew their memberships and will then be eligible to vote in the endorsement election.
- C. Procedures:
 - 1. The entire membership present at the endorsement meeting may participate. A candidate in a race must receive 55% vote of the members present & voting in order to receive CAPD's endorsement.
 - 2. There will be no runoffs. In any race in which no candidate gets 55% vote of the members of CAPD voting, there will be no endorsement in that race.
- D. In non-partisan elections for public office, only Democrats may receive the endorsement of the organization and only Democrats may be listed on the endorsement ballot. A Democrat is a person that has voted in the most recent Democratic Primary or has filed an affidavit of affiliation with the Texas Democratic Primary.

Article VII RULES

Except as otherwise provided in these bylaws; Robert Rules of Order (latest edition) shall govern procedures at all CAPD meetings and other business that might affect CAPD. The Chairperson of CAPD or Counselor shall serve as Parliamentarian.

Article VIII AMENDMENTS

Any member of CAPD may propose amendments to these bylaws. All proposed bylaw amendments must be submitted in writing. Proposed amendments must be published prior to discussion and possible adoption at the next general meeting. Amendments shall be adopted by 3/4 majority vote of the members present and voting. Changes regarding the form of proposed amendments maybe offered from the floor at the general meeting and adopted without prior publication.

Compiled and submitted by

Bill Carlon

Vice Chair for Endorsements

Bylaws Committee: Jerry Garcia, Obie Greenleaf, and Sheryl Cole

Amendments Dated May 1, 2007

Cecilia Crossley, Chairman

Bylaws Committee: Gerard Washington, Chuck King, Efrain De La Fuente

Amendments Dated January 4, 2011

Cecilia Crossley, Chairman

Bylaws Committee: Virginia Schilz, Cecelia Crossley, Brandi Mueller, Ken Craig, Shirley Johnson, Marge Ferrell, Eva Gonzales

Amendments Dated July 5, 2016

Rick Cofer, Chairman

Bylaws Committee: Cecilia Crossley, Rick Cofer, James Nortey, Sean O'Neill, Catherine O'Neill