

BY-LAWS
**Adopted Pursuant to the Charter of the
PENNSYLVANIA DEMOCRATIC STATE COMMITTEE
NEW AMERICANS CAUCUS**

ARTICLE ONE.
NAME, PURPOSE, DUTIES AND POWERS

Section 1. Name and Purpose

This organization shall be known as the Pennsylvania Democratic State Committee New Americans Caucus. It shall have general responsibility for advising the Pennsylvania Democratic Party on matters of strategy and policy pertaining to New Americans issues, subject to the provision of these Bylaws, adopted by the Pennsylvania Democratic State Committee's New Americans Caucus, and the Bylaws of the Democratic Party of the Commonwealth of Pennsylvania. This responsibility shall include, but not be limited to:

- A. Uniting the immigrant members within the Pennsylvania Democratic State Committee;
- B. Giving a united voice within State Committee to all Immigrant Democrats Statewide;
- C. Seeking out, endorsing, promoting and supporting Democratic immigrant candidates and/or candidates sensitive to immigrant issues to run for political office;
- D. Actively lobbying and working for all social and economic issues this body endorses;
- E. Promoting and supporting the Democratic process within the Pennsylvania Democratic State Committee;
- F. Assisting the Pennsylvania Democratic State Committee in developing strategies for advocating immigrant values as part of its ongoing agenda;
- G. Monitoring and advocating the Democratic Party's progress toward implementing its stated commitment to immigrant values and issues in the formation of policy and the conduct of Party;
- H. Recommending means by which national, state, and local Democratic Party organizations can develop effective immigrant programs with specific goals and timetables for achieving results;
- I. Establishing networks for the development of grassroots support of the immigrant values and issues of the Democratic Party;
- J. Channeling resources to aid in the achievement of the aforementioned objectives; and
- K. Taking such other actions as may be necessary and proper to carry out the provisions of these Bylaws.
- L. Coordinating with Ethnic Council and other bodies of the Democratic National Committee.

ARTICLE TWO
DEFINITIONS AND GENERAL PROVISIONS

Section 1. Definitions

"Caucus" or "New Americans Caucus" shall mean the Pennsylvania Democratic State Committee New Americans Caucus.

"The Democratic Party" shall mean the Democratic Party of the Commonwealth of Pennsylvania.

ARTICLE THREE.
MEMBERSHIP

Section 1. Voting Membership

Voting membership of the Pennsylvania Democratic State Committee New Americans Caucus shall be limited to members of the Pennsylvania Democratic State Committee, meeting the requirements for selection, certification, and eligibility as defined by the Bylaws of the Democratic Party of Pennsylvania, who have submitted a membership form/application and any required dues to the Treasurer of the New Americans Caucus.

Section 2. Associate Membership

Any registered Democrat who is not a member of State Committee may be a non-voting Associate Member of the New Americans Caucus provided he or she has submitted a membership form/application and any required dues to the Treasurer of the New Americans Caucus.

Section 3. Removal of Members

Removal from the Pennsylvania Democratic State Committee as provided by the Bylaws of the Democratic Party of the Commonwealth of Pennsylvania shall constitute cause for removal from the Caucus.

After a minimum of ten days' notice and opportunity for a hearing before the Executive Committee, and upon grounds found by the Executive Committee to constitute good and sufficient cause, the Executive Committee shall remove a member by two-thirds vote of a quorum of the executive committee.

ARTICLE FOUR. MEETINGS

Section 1. Organizational Meeting

The Pennsylvania Democratic State Committee New Americans Caucus shall hold an Organizational Meeting every four year, concurrent with the Organizational Meeting of the Pennsylvania Democratic State Committee after the election of the Pennsylvania Democratic State Committee members. At each Organizational Meeting, the Caucus shall elect a Chair, Vice-Chair, a Secretary, and a Treasurer as provided by its Bylaws.

Section 2. Regular Meetings

The Pennsylvania DSC New Americans Caucus shall hold regular meetings concurrent with Pennsylvania Democratic State Committee meetings.

Section 3. Special Meetings

Special meetings of the Pennsylvania DSC New Americans Caucus may also be called by the Chair or by written request of no fewer than 15% of members of the Caucus. It shall be the duty of the Caucus Chair to honor a written request for a called meeting from a majority of the Caucus within fifteen (15) days of the receipt of the request. The date of such meeting shall be fixed by the Chair not later than thirty (30) days nor earlier than fifteen (15) days from the date of the call.

Section 4. Call to Meetings

No later than ten days before each scheduled meeting, the members of the Pennsylvania DSC New Americans Caucus shall receive written notice by US Mail, fax, or email of the date, time and place of such meeting, and the tentative agenda.

Section 5. Quorum and Voting Privileges

Twenty percent (20%) of the current membership of the Caucus or ten (10) such members, whichever is greater, shall constitute a quorum.

Voting privileges shall be reserved for those Pennsylvania Democratic State Committee members who have had their membership application recorded by the Secretary of the New Americans Caucus for at least one previous meeting of the Caucus in the same term. This provision shall not apply at the Organizational Meeting following the election of Pennsylvania State Committee members.

Each member having voting privileges shall be entitled to one (1) vote on each issue before it.

Voting by proxy on behalf of Voting Members of the New Americans Caucus shall be permitted only as provided in the Bylaws of the Pennsylvania Democratic State Committee. Proxies may be either general or limited, and instructed or uninstructed.

All proxies shall be in writing and transferable if so specified. No member or proxy member may at any time cast more than one (1) vote on each issue before it.

ARTICLE FIVE. OFFICERS

Section 1. Election and Tenure of Officers

The officers of the Pennsylvania Democratic State Committee New Americans Caucus shall consist of a Chair, Vice Chair, Secretary, and Treasurer. Officers shall be elected by a majority of a quorum of the Caucus at each Organizational Meeting of the New Americans following the reorganization of the elected Democrat State Committee members.

Officers shall be chosen from the Voting Members of the New Americans Caucus in good standing.

The term of office shall be four years, and until a successor shall be elected.

Section 2. Duties and Responsibilities of the Chair

The Chair shall be the chief presiding officer of the Pennsylvania Democratic State Committee New Americans Caucus and its Executive Committee, and shall exercise the authority delegated to her/him by the Caucus. She/he shall be required to attend all meetings except for good and sufficient cause.

- A. The Chair shall appoint a Parliamentarian, tellers, etc., as needed.
- B. The Chair shall contribute to the formation of Party and Caucus policy.
- C. The Chair shall execute all other actions necessary or appropriate in order to carry out the provisions of the Charter and Bylaws of the Caucus and to secure full and adequate participation by the New American Caucus in all Party affairs.

Section 3. Duties and Responsibilities of the Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and may perform any other duties necessary to carry out the provisions of the Caucus Charter and Bylaws. She/he shall be required to attend all meetings except for good and sufficient cause.

Section 4. Duties and Responsibilities of the Secretary

The Secretary shall take and keep the minutes of all Caucus meetings and may perform any other duties necessary to carry out the provisions of the Caucus Charter and Bylaws. She/he shall be required to attend all meetings except for good and sufficient cause.

Section 5. Duties and Responsibilities of the Treasurer

The Treasurer shall keep an accurate record of all financial transactions of the Caucus;

She/he shall be a signatory on all accounts maintained by the Caucus;
She/he shall collect dues in accordance with a dues policy established by the Caucus; and she/he may perform any other duties necessary to carry out the provisions of the Caucus Charter and Bylaws.
She/he shall attend all meetings of the Caucus except for good and sufficient cause.

Section 6. Removal from Office

An officer of the Caucus may resign by written notice to the Chair of the Caucus, or in a case of resignation of the Chair, to the Vice Chair. Such resignation shall be effective immediately.

After a minimum of ten days' notice and opportunity for a hearing before the Caucus, and upon grounds found by the Caucus to constitute good and sufficient cause, the Caucus may remove an officer by two-thirds vote of a quorum.

An officer will be presumed to have resigned from her/his office if she/he misses three consecutive New American Caucus meetings or if she/he resigns or is removed from membership in the Democrat State Committee.

Section 7. Vacancies

Vacancies created by death, resignation, or removal of any officer of the Caucus shall be filled by the election of a replacement officer by the full Caucus at its next regular meeting. Any replacement so elected shall serve for the remainder of the original officer's term and until a new successor shall be elected.

(a) The Chair or ranking officer may make an interim appointment for the purpose of filling said vacancy until the full Caucus is convened.

ARTICLE SIX. EXECUTIVE COMMITTEE

Section 1. Composition

The officers of the Pennsylvania Democratic State Committee New Americans Caucus shall comprise its Executive Committee.

Section 2. Powers and Duties

The Executive Committee shall have general supervision of the affairs of the Caucus between meetings, consult with the Advisory Committee and membership, make recommendations to the membership, and shall perform such other duties as these Bylaws or the Bylaws of the Democratic Party of Pennsylvania shall require. The Executive Committee shall be subject to actions of the Caucus, and none of its acts shall conflict with actions taken by the Caucus.

Section 3. Meetings and Votes of the Executive Committee

Meetings of the Executive Committee may be convened in person or by conference call or videoconference.

Members of the Executive Committee may vote or be polled by telephone, email, or other electronic means.

ARTICLE SEVEN.
ADVISORY COMMITTEE

Section 1. Selection and Tenure

The Advisory Committee shall be appointed by the Chair of the New American Caucus. Appointments shall be made at either the time of the Organizational Meeting of the New Americans Caucus or as soon as possible thereafter. The Advisory Committee may be made up of members of the New Americans Caucus in good standing with one representative from each of the eight Pennsylvania Democratic State Committee Regional Caucuses or outside entities. The term of office shall be four years or until a successor shall be appointed. All members of the Advisory Committee shall be required to attend all Caucus meetings except for good and sufficient cause.

Section 2. Duties and Responsibilities of the Advisory Committee

The Advisory Committee shall represent the members of the New Americans Caucus who reside in their Region and shall serve as an advisory council to the Executive Committee of the Caucus.

ARTICLE EIGHT.
OTHER COMMITTEES

Section 1. Authorization

The Caucus may from time to time create such standing or ad hoc committees as it shall deem appropriate.

Except as otherwise provided in the Charter or in these Bylaws, the members of all committees of the Caucus shall be appointed by the Chair of the New Americans Caucus, subject to ratification by the Caucus.

All matters referred to any special committee, standing committee, or other sub-group must be acted upon and said action reported to the body that originated the committee.

ARTICLE NINE.
AMENDMENTS

Section 1. Procedure for Amendment

The Charter or Bylaws of the New Americans Caucus may be amended by a two-thirds majority of a quorum at any meeting of the Caucus duly called and convened, provided that notice of the proposed amendment(s) and a copy of thereof is submitted to all Caucus members in writing by US Mail or email, with or prior to the Call to the Meeting. Bylaw changes must be presented the State Party Rules committee for compliance of State Party bylaws.

ARTICLE TEN.
PARLIAMENTARY AUTHORITY

Section 1. 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 these bylaws and any special rules of order the Caucus may adopt.

ARTICLE ELEVEN.
SEVERABILITY

Section 1. Severability

Any article or section of these bylaws found to be in conflict with those of the Pennsylvania Democratic Party or Democratic National Committee, or with applicable state or federal law, shall be null and void. In such case, the remaining articles and sections shall remain valid and in force until amended as provided herein.

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Bylaws Adoption

Democrat State Committee Rules Committee Approval

Chairman's signature Date

Democrat State Committee Bylaws Committee Approval

Chairman's signature Date

Democrat State Committee Chairman Approval

Chairman's signature Date

Date sent to Democrat National Committee _____