

***By-Laws  
of the Labor Caucus of the  
Indiana Democratic Party***

**Table of Contents**

ARTICLE I: NAME, PURPOSE, AND OBJECTIVES (Name, The Mission: Specific Purposes and Objectives)..... 2

ARTICLE II: MEMBERSHIP, FEES, AND MEMBERSHIP MEETINGS (Eligibility, Voting Rights, Meetings, Electronic Participation, Notice and Quorum)..... 3

ARTICLE III: OFFICERS AND EXECUTIVE COMMITTEE (Designation of Officers and Executive Committee, Qualifications, Election and Term of Office ..... 4

ARTICLE III: OFFICERS AND EXECUTIVE COMMITTEE [continued] Resignation and Removal, Vacancies, Duties of the Chair) .....5

ARTICLE III: OFFICERS AND EXECUTIVE COMMITTEE [continued] Duties of the Vice Chair, Duties of the Secretary, Duties of the Treasurer)..... 6

ARTICLE III: OFFICERS AND EXECUTIVE COMMITTEE [continued] (Compensation) .....7

ARTICLE IV: NOMINATIONS AND ELECTIONS (Nominations, Election Committee, Election of Officers).....8

ARTICLE V: COMMITTEES (Standing Committees, Ad Hoc or Special Committees) .....9

ARTICLE VI: RESOLUTIONS AND ENDORSEMENTS..... 10

ARTICLE VII: AMENDMENTS..... 10

**ARTICLE I**  
**NAME, PURPOSE, AND OBJECTIVES**

**A. Name**

1. The name of the organization shall be the Labor Caucus of the Indiana Democratic Party also referred to as: LCIDP or Caucus.

**B. The Mission: Specific Purposes and Objectives**

1. The Labor Caucus of the Indiana Democratic Party (LCIDP) is dedicated to the proposition that all honest work is honorable and should be treated with dignity and respect.
2. We recognize the substantial contributions by organized labor to the improvement of the educational, social, political, and economic well-being of Indiana's people and, therefore, honor as a fundamental right of all Indiana's workers, the right to organize unions; to bargain collectively over wages, hours and working conditions; and to participate freely in the political process.
3. We are dedicated to the goal of a classless society that leaves no part of our State's labor force without the benefits of healthcare, sick leave and workplaces free from hazard.
4. We support the principle of economic justice and believe it can best be accomplished by raising the minimum wage and maintaining it at a living wage standard.
5. We pledge an end to all forms of workplace discrimination, and, therefore, we support pay equity and equal opportunity for all regardless of race, color, sex, age, creed, national origin, religion, ethnic identity, ancestry, economic status, sexual orientation, gender identity; physical, intellectual or cognitive disability; or philosophical persuasion.
6. As we continue to seek ways to provide better and more efficient public services to the people of Indiana, we pledge not to compromise the principle that government money, coming from the taxes of all of us, shall not be used to depress the wages or standard of living of the working men and women in our service.
7. We choose to associate together as individuals who are dedicated to building both the Labor Movement and the Democratic Party.
8. These rules cannot conflict with rules of the State Democratic Party or State or Federal compliance laws.

**ARTICLE II**  
**MEMBERSHIP, FEES AND MEMBERSHIP MEETINGS**

**A. Eligibility**

1. Membership in the Labor Caucus of the Indiana Democratic Party shall be open to all union members, union retirees, associate members, and staff employed by unions who are Democrats in good standing.

**B. Voting Rights**

1. Only one member as designated by the International/National union shall have one vote in the labor caucus for all regular business and elections.

**C. Fees**

1. Each International/National union shall pay \$50.00/year that shall be deposited in a general account to be a member in good standing.

**D. Meetings**

1. All meetings shall be conducted within compliance of Roberts' Rules of Order except as provided by these By-Laws

**E. Electronic Participation**

1. To the extent that the means and equipment are available, members of the Labor Caucus and any of its committees may participate in Labor Caucus meetings by means of teleconference, videoconference, or by any means of a communication technology by which all persons participating in the meeting can speak to and hear each other at the same time. Participation by such means shall constitute attendance at the meeting for as long as such simultaneous communication is active and enabled.

**F. Notice and Quorum**

1. There shall be a minimum of fourteen days (14) days notice for all regular and special meeting of the Caucus. An Executive Committee meeting can be called at any time by the Chair.
2. A majority of eligible voting members of the Labor Caucus on the rolls for at least one previous meeting shall constitute a quorum for regular and special meetings of the Caucus so long as at least one of them is the Chair or Vice Chair of the Caucus.

**ARTICLE III  
OFFICERS AND EXECUTIVE COMMITTEE**

**A. Designation of Officers and Executive Committee**

1. The Executive Committee shall consist of:
  - a. The Officers:
    - 1) Chair
    - 2) Vice Chair
    - 3) Secretary, and
    - 4) Treasurer
  - b. The Chairs of the Standing Committees. With the consent of each appointee, the Chair of each standing committee shall be appointed by the Caucus Chair.
2. In addition the Caucus may also have additional Vice Chairs, Assistant Secretaries, Assistant Treasurers and other such officers with such titles and duties as may be determined from time to time by the Executive Committee. These additional officers shall be non-voting ex officio members of the Executive Committee.
3. The Executive Committee shall keep regular minutes of their proceedings, cause them to be filed with the Caucus records maintained by the Secretary of the Caucus and distribute these minutes to the Executive Committee within thirty (30) days of a meeting.
4. A Quorum of the Executive Committee shall consist of a majority of its members so long as one of the members in attendance is the Chair or Vice-Chair.

**B. Qualifications**

1. Executive Committee members shall maintain membership in the Indiana Democratic Party and fully subscribe to the Mission and Specific Purpose of the Caucus as set forth in ARTICLE I.
2. To preserve gender equity, the Chair and Vice Chair of the Caucus shall be persons of the opposite sex.
3. Executive Committee members shall be dues paying members of a labor organization.

**C. Election and Term of Office**

1. Except for the initial election of the LCIDP, officers shall be elected by the membership at a regularly scheduled meeting to be held not later than 30 days following the third (3<sup>rd</sup>) Saturday March in each odd numbered year.

2. The term of office shall begin upon election and shall be for two years or until the next election.
3. Each member shall cast no more than one vote per candidate and may vote for as many candidates as the number of officers to be elected.

#### **D. Resignation and Removal**

1. Any officer may resign effective upon giving written notice to the Secretary of the Caucus, unless the notice specifies a later time for the effectiveness of such resignation. The acceptance of such resignation shall not be necessary to make it effective.
2. Any member of the Executive Committee may be removed, either with or without cause, by a two-thirds vote of the membership present at a regular or special meeting, with a quorum of at least a majority of members, for which a notice of at least two weeks has been given to the membership of the pending removal of a member of the Executive Committee.

#### **E. Vacancies**

1. Any vacancy of any officer other than the Chair shall be filled by the Executive Committee. In the event of a vacancy in any office other than the Chair, such vacancy may be filled temporarily by appointment by the Chair until such time as the Executive Committee shall fill the vacancy. Vacancies occurring in officers appointed at the discretion of the Executive Committee may be filled as the Executive Committee shall determine.

#### **F. Duties of the Chair**

The Chair shall be to:

1. Be the Chief Executive Officer of the Caucus and shall supervise and control the affairs of the Caucus and the activities of the officers in accordance with these By-Laws and policies subsequently passed by the Executive Committee and/or general membership;
2. Perform all duties incident to the office and such other duties as may be required by the Constitution of the Indiana Democratic Party, the laws of the State of Indiana, by these By-Laws or which may be prescribed, from time to time, by the Executive Committee;
3. Preside at all meetings of the Executive Committee and the Caucus and except as otherwise expressly provided by law, shall, in the name of the Caucus, execute such deeds, mortgages, bonds, contracts, checks or other instruments which may from time to time be authorized by the Executive Committee or the membership; and
4. Be a member of the State Central Committee with a one-half (1/2) vote.

## **G. Duties of the Vice Chair**

The Vice Chair shall be to:

1. Become the Chair of the Caucus in the event of a vacancy in the office of the Chair of the Caucus;
2. In the absence of the Chair, perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions on the Chair;
3. Have other powers and perform other such duties as may be prescribed by the Constitution of the Indiana Democratic Party, the laws of the State of Indiana, by these By-Laws or which may be prescribed, from time to time, by the Executive Committee or membership; and
4. Be a member of the State Central Committee with a one-half (1/2) vote.

## **H. Duties of the Secretary**

The duties of the Secretary shall be to:

1. Take and maintain minutes of all meetings of the membership and all Executive Committee meetings of the Caucus, including but not limited to date, time and place, and whether regular or special;
2. Ensure that all notices are duly given in accordance with these By-Laws;
3. Be the custodian of the records of the Caucus;
4. Exhibit at all reasonable times to any member of the Caucus, as prescribed by the By-Laws or policies of the Executive Committee, all records and documents of the Caucus maintained by the Secretary;
5. Maintain a membership list of Caucus members;
6. Certify proxy votes; and
7. In general, perform all duties incident to the office of the Secretary and other such duties as may be required by the Constitution of the Indiana Democratic Party, the laws of the State of Indiana, by these By-Laws or which may be prescribed, from time to time, by the Executive Committee.

## **I. Duties of the Treasurer**

The duties of the Treasurer shall be to:

1. Have charge and custody of, and be responsible for, all funds and securities of the Caucus in such banks, trust companies, or other depositories as shall be selected and approved by the Executive Committee;
2. Receive and give receipt for monies due and payable to the Caucus from any source;
3. Disburse, or cause to be disbursed, the funds of the Caucus as may be directed by the Executive Committee, taking proper vouchers for such disbursements;
4. Keep and maintain adequate and correct accounts of all the Caucus properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses;
5. Exhibit at all reasonable times the books of account and financial records to any member of the Caucus, as may be prescribed by the Executive Committee;
6. Render to the Chair or any member of the Caucus, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Caucus as prescribed by the Executive Committee;
7. Prepare or cause to be prepared, and certify, or cause to be certified, any financial statements to be included in any required reports;
8. Prepare or cause to be prepared, financial statements at the request of the Executive Committee and for distribution and report at all regular membership meetings of the Caucus;
9. In general, perform all duties incident to the office of the Treasurer and other such duties as may be required by the Constitution of the Indiana Democratic Party, the laws of the State of Indiana, by these By-Laws or which may be prescribed, from time to time, by the Executive Committee.

## **J. Compensation**

1. No officer or Executive Committee member in performance of their elected duties shall accept any compensation other than for actual expenses required to fulfill the duties and expectations of the Caucus in accordance with policies established by the Executive Committee or membership.

**ARTICLE IV  
NOMINATIONS AND ELECTIONS**

**A. Nominations**

When elections are to be held in accordance to ARTICLE III.C:

1. Nominations shall be made from the floor.
2. All nominees must give their consent to the nomination, be in good standing, and be a dues paying member of a labor organization.

**B. Election Committee**

1. Three (3) members shall be appointed to the Election Committee by the Executive Committee.
2. The three (3) members shall select one (1) to act as Judge with the other two (2) serving as tellers.

**C. Election of Officers**

1. Except for the initial election, the election of Officers shall be conducted by an Election Committee, appointed by the President. Elections shall be conducted in accordance with ARTICLE III.C.
2. The installation of the newly elected officers shall be conducted at the next regular meeting.
3. No more than one officer in ARTICLE III may be elected from the same international/national union.
4. Newly elected Officers shall assume their respective duties immediately after their election.
5. Officers do not have term limits.



## **ARTICLE V COMMITTEES**

### **A. Standing Committees**

1. The Standing Committees of the LCIDP shall be:
  - a. **Legislation**  
The Legislation Committee shall, on behalf of the Labor Caucus, track proposed labor legislation, prepare and present testimony as determined necessary by the Executive Committee, and organize support for legislative priorities of the Caucus not otherwise inconsistent with the platform, resolutions or adopted policies of the Indiana Democratic Party.
  - b. **Fund Raising**  
The Fund Raising Committee shall, on behalf of the Labor Caucus, raise funds and obtain such other resources as may be necessary to support activities and programs of the Labor Caucus.
  - c. **Communication**  
The Communications Committee shall, on behalf of the Labor Caucus, foster and develop a network of communications and outreach between and among Caucus members, members of the Democratic Party, Labor organizations and supporters of the Labor Movement and of the object and purposes of the Labor Caucus.
  - d. **Political Action**  
The Political Action Committee shall recruit, educate, and encourage union members, labor family members and labor friendly candidates to run for office.
2. These committees shall be appointed by the Executive Committee. Except for the Chair of the Committees, membership of the standing committees may consist of persons who may or may not be members of the Caucus.
3. Each standing committee shall keep regular minutes and/or reports of their proceedings, cause them to be filed with the Caucus records maintained by the Secretary of the Caucus and distribute these minutes to every officer of the Caucus on a periodic basis determined by the Executive Committee or membership.

### **B. Ad Hoc or Special Committees**

1. The Caucus may have any special committees as may from time to time be designated by resolution of the membership and/or Executive Committee. These committees may consist of persons who may or may not be members of the Caucus and shall act in an

advisory capacity to the officers, Executive Committee and membership. Chairs of such committees shall be members of the LCIDP.

2. Each committee shall keep regular minutes and/or reports of their proceedings, cause them to be filed with the Caucus records maintained by the Secretary of the Caucus and distribute these minutes to every officer of the Caucus on a periodic basis determined by the Executive Committee or membership.

## **ARTICLE VI RESOLUTIONS AND ENDORSEMENTS**

- A. Only those resolutions presented in writing by members of the Labor Caucus will be considered for adoption by the Caucus.
- B. The Executive Committee shall determine a Caucus policy regarding endorsements.

## **ARTICLE VII AMENDMENTS**

- A. These By-Laws may be amended by a two-thirds majority vote of members present at a regular meeting, providing the members have been advised of the proposed amendments twenty-one (21) days before the voting