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# Caribbean Democratic Caucus of Florida (CDCF)

Uniting diverse Democrats from the Caribbean Diaspora in support of the Democratic Party  
and all American Citizens

## BY-LAWS



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# PREAMBLE

The Caribbean Democratic Caucus of Florida (CDCF) is united in a common purpose to increase advocacy and civil engagement by Americans of Caribbean descent. We are dedicated to the principles on which the Democratic Party was founded, and recognize that the voice of the people is real democracy. As such, we choose to participate in a political party that believes in equality, life, liberty, and the pursuit of happiness for all people.

We recognize that in our great nation political institutions are the vehicles whereby social and economic change is accomplished. The Democratic Party is the medium through which the Caribbean-American Democratic communities choose to represent the best interest of the common people. The goals and principles of the Democratic Party and Caribbean-American Democratic communities are one and basic; to promote individual rights and freedom through a conscientious political framework of meaningful interaction by its citizenry; thus raising the tide for all.

The Democratic Party is as diverse as its members from the Caribbean Diaspora. The Caribbean Democratic Caucus of Florida (CDCF) joins the Florida Democratic Party in recognizing and working with the Democratic Black Caucus of Florida, Haitian American Democratic Caucus and the Hispanic Democratic Caucus. CDCF provides a caucus for all of the Democrats from the Caribbean Diaspora who does not fall within the purview of the aforementioned bodies. As far back as when one of this nation's founding fathers, Alexander Hamilton, a son of the Caribbean, worked on the Federalist papers which ultimately became the constitution, and served as the first Secretary of Treasury, people of Caribbean descent made contributions to this great nation. By gaining the trust and embracing the vision of today's diverse Caribbean-American Democratic communities the Democratic Party will only continue to become stronger.

# BYLAWS

## ARTICLE I • NAME

The name of this political organization shall be the Caribbean Democratic Caucus of Florida hereinafter referred to as the CDCF.

## ARTICLE II • OBJECTIVES

SECTION 1. To stimulate a participating interest in public affairs that will foster more Caribbean-American representation in government.

SECTION 2. To increase the political power and influence of Democrats of Caribbean descent within the Democratic Party of Florida.

SECTION 3. To unite the Caribbean-American Democrats in the State of Florida, and increase the number of Democrats of Caribbean descent in support of the Florida Democratic Party.

SECTION 4. To promote the principles of the Democratic Party at all levels. To be that entity that will focus on the English speaking Caribbean community statewide, as well as those Democrats of Caribbean descent who are not represented by the Haitian American and Hispanic Caucus, to unite the Caribbean-American Democrats in the State of Florida, and increase the number of Democrats of Caribbean descent in support of the Florida Democratic Party.

SECTION 5. To support and solicit support for legislation and governmental action on a national, state, county and local level which reflect the best interest of the Americans of Caribbean descent.

SECTION 6. To promote the best interest of Caribbean immigrants, descendants and the Caribbean Community through political, financial, educational and social support.

SECTION 7. To promote and preserve a supportive government environment on issues of interest to the Caribbean-American community.

SECTION 8. To encourage qualified Caribbean-American citizens to become candidates for public office and support applicable campaign efforts to elect qualified Democratic Party nominees.

SECTION 9. The Caribbean Democratic Caucus of Florida members may *individually* support any Democratic candidate of their choice in primary elections. Democratic candidates will be endorsed and/or supported by this Caucus *only after* the Democratic Primary.

**ARTICLE III STATE AND COUNTY AFFILIATION**

Chartered under the Florida Democratic Party, Article VI, Section 5, the Bylaws of the CDCF shall be in compliance with the charter and bylaws of the Florida Democratic Party and Florida Statutes.

**ARTICLE IV = MEMBERSHIP**

SECTION 1. CLASSIFICATION. There shall be the following classes of members:

- A.. **ACTIVE MEMBER.** Any Democrat registered in Florida who is interested in the objectives of the CDCF and who pays dues and is willing to abide by to these bylaws is an active member. An active member in good standing shall have the privilege of voting at the state CDCF Convention and Caucus meetings, hold a CDCF state wide elected office provided he/she meets the qualifications for the office as stated in these bylaws.
  
- B. **BRANCH MEMBERSHIP.** Any Democrat who is registered in a County of Florida who is interested in the objectives of the CDCF who pays CDCF State dues and is willing to abide by these bylaws can start a branch. To qualify as a branch, the branch must have a minimum of 10 members. A branch member in good standing is a voting member of the CDCF. A branch member may hold elected office or be appointed as a standing committee chairperson. Branch members *shall* be counted for the purpose of determining the number of voting members (delegates) to the State CDCF Convention.
  
- C. **HONORARY MEMBERSHIP.** The CDCF may confer non-voting member status to a registered Democrat of the United States of America and/or its territories for distinguished and extra-ordinary service to the community, state or nation for any unusual meritorious service or attainment. All recommendations for honorary membership shall be submitted to the CDCF for presentation to the Executive Committee which shall review and make a recommendation to the general membership. Bestowment of honorary membership requires a majority vote by Caucus members present. Honorary members pay no dues to CDCF.

SECTION 2. A Caucus branch shall have a minimum ten (10) members. A Caucus Branch can be a county or a designated Geographic Region.

SECTION 3. A member in good standing shall be one who is acting in accordance with these bylaws.

SECTION 4. RESIGNATION. Any member who wishes to resign shall do so by sending a letter of resignation to CDCF.

SECTION 5. TERMINATION. Any member who is terminated will receive notice in writing. Any terminated member must return CDCF or Branch documents within 10 days.

SECTION 6. CODE OF ETHICS.

- A. It shall be the duty of each Caucus member to protect the Caucus against fraud, misrepresentation or any unethical practice. The spirit of fair dealing, cooperation and courtesy shall govern relations among members of the Caucus. Upon becoming a member, an individual acknowledges an obligation for conduct in accordance with these ideals, By-Laws, and Roberts Rules of Order
  
- B. Any member violating Paragraph A of this section shall be reported to the Executive Committee and if not resolved by a majority vote of the Executive Committee the matter will be referred to the CDCF Grievance committee.

**ARTICLE V - DUES**

SECTION 1. Annual dues shall be set by CDCF and ratified by a majority of members present at the called meeting:

ACTIVE STATE MEMBERS	\$75.00
HONORARY MEMBERS	\$ .00
STUDENTS	\$25.00

SECTION 2. ANNUAL DUES: The annual dues for the Caribbean Democratic Caucus of Florida membership shall be payable to the CDCF.

SECTION 3. RENEWALS: The renewal for members in good standing shall be set by CDCF. Membership Renewal is due and payable to CDCF between October 1st and December 31st for the next year.

SECTION 4. VOTE: To vote at the annual meeting in February dues must be paid between October 1, and December 31st.

SECTION 5. MEMBERSHIP APPLICATION: Application and dues for membership must be presented in writing to the CDCF for consideration. Dues must accompany the application for membership.

#### **ARTICLE VI • OFFICERS**

SECTION 1. The elected officers of the CDCF shall be a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, 4<sup>th</sup> Vice President, Recording Secretary, and Treasurer.

SECTION 2. **TERMS OF OFFICE.** The officers shall be elected to serve for a term of four years for the CDCF and two years for the branch or until their successors are elected. Elected officers shall assume their duties at the close of the annual meeting at which they are elected. Elected officers may serve two consecutive terms in state or branch level in the same elected office. Then after a period of one term not serving in that office may seek that same office again.

SECTION 3. **APPOINTED OFFICERS.** The appointed officers shall consist of a Parliamentarian, Corresponding Secretary, and a Sergeant-at-Arms. These appointed officers shall serve for a term of four years at State level and two years at branch level or until their successors are appointed.

SECTION 4. GENDER. The President and the 1<sup>st</sup> Vice President shall be of opposite sex for the state and local branch.

SECTION 5. QUALIFICATIONS. To be eligible for the elected office of President, 1st Vice President, 2nd Vice President, 3rd Vice President, 4th Vice President, Recording Secretary or Treasurer of the CDCF, a nominee shall have been an active member in good standing for at least one year, served as an elected officer or a member of a standing committee of the CDCF.

SECTION 6. **VACANCY IN OFFICE.** If the office of the President becomes vacant during the elected term of office, the 1st Vice President shall become the President. The new president shall appoint a 1st Vice President for sixty (60) days or until a special election is called to fill the vacant office.

SECTION 7. Elected officers shall assume their office upon election at the Annual Meeting and shall assume their duties at the close of the Annual Meeting at which they are elected.

SECTION 8. TRANSFER OF MATERIAL. All officers shall deliver to the CDCF all materials pertaining to their offices within (10) days following the election. Failure to comply will result in disciplinary action or removal from the CDCF.

## **ARTICLE VII • DUTIES OF OFFICERS**

SECTION 1. DUTIES OF OFFICERS. Officers shall perform the duties prescribed in this section and such other duties as are prescribed for the office in these bylaws and in the adopted parliamentary authority and any other duties as designated by the President. In the absence of the president, the presiding duties of the president shall be performed by the 1st Vice-President.

### **A. The President shall perform the following.**

1. Serve as the chief executive officer and be the official spokesman of the CDCF.
2. Preside at all meetings of the Caucus and the Executive Committee.
3. Call special meetings with 48 hour notice by e-mail and telephone.
4. Sign all contracts on behalf of the Caucus that have been approved by the membership.
5. Co-sign CDCF checks along with the 1st Vice President, Secretary or Treasurer.
6. Appoint the Parliamentarian, Corresponding Secretary and the Sergeant-at-Arms, chairpersons of special committees.
7. Create additional Ad Hoc committees as deemed necessary.
8. Serve as an ex-officio member of all committees; except the nominating and election committees.
9. Deliver a "STATE OF THE CAUCUS" address at the Annual Meeting.
10. Authenticate by his or her signature, when necessary, all acts, orders, and proceedings of the assembly.

### **B. The 1st Vice-President shall perform the following.**

1. Preside at all meetings in the absence of the President. To represent the President in his/her absence and other duties as assigned by the president.

2. Arrange speakers and programs for the Quarterly meetings with the approval of the President. Coordinate statewide workshops in association with local branch. Be responsible for Quarterly Newsletter.
  3. Co-sign CDCF checks along with the President, 1st Vice President, Secretary or Treasurer.
  4. Fill the unexpired term of the President if a vacancy occurs in the office of the President.
- C. Duties of the 2nd Vice President of Operations: Shall oversee the day to day operations of the organization. Oversee Committees pertaining to fund raising events, campaign, legislative activities, workshops, media relations, travel trips, ways and means, branch re-certification committee, community meetings, and additional assignments given by the President. All of the above committees shall report to the 2nd Vice President of Operations. The 2nd Vice President of Operations shall report to the President.
- D. Duties of the 3<sup>rd</sup> Vice President of Administration: Shall oversee the day to day administration of the organization. Oversee all administrative committees pertaining to administration, Audit, Budget and Finance, By-laws, Membership, Hospitality, Newsletters, Historian/Yearbook, Nominating, Telephone committee, and assignments given by the President. All the above shall report to the Vice President of Administrations. The 3rd Vice President shall oversee the Budget Committee to present an organization annual budget to the Executive Committee in the months of February or March. The 3rd Vice President of Administration and Treasurer shall give the annual budget report to the membership. The 3rd Vice President of Administration shall report to the President.
- E. Duties of the 4<sup>th</sup> Vice President of Out-Reach: Shall oversee all committees and persons pertaining to "reaching out" to other ethnic groups, organizations, events, meetings for support to our issues/concerns. Responsible for maintaining; an extensive statewide Caribbean-American Network, before and after election analysis of voter data, clearinghouse of Caribbean demographic information, statewide support on Caribbean-American issues, up-dated research on Caribbean-American candidates and tracking system. The Out-Reach Vice President shall advise the President, CDCF State Board, and Membership which course of action should be given support, embraced, included, and/or communicated. The Vice President of Out-Reach shall report to the President.
- F. The Recording Secretary shall perform the following.
1. Record the minutes of all Caucus and Executive Committee meetings and send the President a copy of such minutes within ten (10) days following the meeting.

2. Take attendance, and be the custodian of all records and committee reports.
3. Maintain a current list of members with addresses, phone numbers and precinct numbers.
4. Act as the custodian of all standing rules and amendments adopted by the Caucus.
5. The Recording Secretary shall pick up the mail within every forty eight (48) hours from the organization's address and disseminate to the appropriate officers, committees, and/or members.
6. Fulfill such other duties as may be assigned by the President.

D. The Treasurer shall perform the following.

1. Receive and the deposit all monies of the CDCF into a checking, savings, and/or investment account in a financial institution as directed by the Executive Committee.
2. Co-sign CDCF checks along with the president of 1<sup>st</sup> vice president and Secretary.
3. Collect dues and pay bills approved by the CDCF Executive Committee of the Caucus.
4. Keep an up-to-date roster of the membership.
5. Forward the required state dues to the Democratic Party.
6. Keep an itemized account of all receipts and disbursements, after which these accounts shall be filed for audit.
7. Maintain a permanent record of all bank statements, receipts, disbursement, and canceled checks for audit.
8. Prepare and submit a treasurer's reports as follows:
  - monthly to the executive committee,
  - quarterly at the quarterly membership meeting, and
  - an annual report covering the fiscal year just ended, at the annual meeting.

Note. The monthly and full year treasurer's report shall include a statement of receipts and disbursements.

9. Provide the president and recording secretary a copy of each monthly quarterly and annual treasurer's reports.

10. Fulfill such other duties as may be assigned by the President.
11. All monies collected by an authorized person and/or committee for any CDCF activities must be given to the treasurer in a timely manner and no more than 3 days later for immediate deposit. All money given to the treasurer shall be accompanied by a paper receipt of some kind that can be traced to the source of income received.
12. In matters of income events the treasurer or their designate shall have authority for the format of collecting funds. At the end of the event the treasurer or designate shall close out the disbursement and approve before the close out is considered completed. Anyone else carrying out this procedure without the approval of the President shall be held financially responsible, and may lose their membership in good standing.
13. The treasurer is responsible for deposit of all monies and shall have responsibility and authority to set procedures for collecting income unless otherwise set by the President. The treasurer shall list in writing the procedures that are to be followed and then make those written procedures available for all members as necessary. The Treasurer shall be a part of the Budget Committee and give his/her input. In addition, the treasurer shall fulfill such additional duties as may be assigned by the President.

**E. The Corresponding Secretary shall perform the following.**

1. Conduct the general correspondence of the CDCF as directed by the President.
2. Send notices of general and CDCF Executive Board meetings.
3. Notify the CDCF of each County Democratic Executive Committee newly elected officers immediately after the election of officers.
4. Keep accurate files of all correspondence pertaining to the CDCF.
5. Shall maintain the organization's stationary, write correspondence for the organization and other assignments as given by the President. The Corresponding Secretary shall report to the President.

**F. The Parliamentarian shall perform the following.**

1. Advise the President, other officers, committees and members on matters of parliamentary procedures as guided by the by-laws and Roberts Rules of Order.
2. Serve in a non-voting, advisory capacity only, on the Executive Committee and on the bylaws committee.
3. Fulfill such other duties as may be assigned by the President.

G. The Sergeant-at-Arms shall perform the following.

1. Preserving order as directed by the President.
2. Make sure the furnishings are in proper order and adequate for each meeting.
3. Shall direct all non-voting persons to their proper seating.
4. Fulfill such other duties as may be assigned by the President.

**ARTICLE VIII NOMINATION AND ELECTIONS OF OFFICERS**

SECTION 1. NOMINATING COMMITTEE.

- A. The Nominating Committee shall consist of at least three (3) members in good standing not seeking office. They will screen members seeking office and report their recommendations to the CDCF State Board. Their recommendation shall be published to the membership.

SECTION 2. NOMINATING.

- A. Official nominations for election of officers shall come from the floor at the time of election.
  1. Each nomination must be first and second.
  2. The nominee must accept the nomination in order for it to be valid. The acceptance *must* be in writing if nominee is *not* in attendance at the time of election.
  3. The nominee shall have served for at least one year on a standing committee or served as an elected officer within the last seven years and have been a financial member during that period.
  4. The nominee shall be current with membership dues and in good standing with the CDCF in accordance with these bylaws.

SECTION 3. ELECTION REQUIREMENTS AND PROCEDURE.

- A. To vote or to participate in the CDCF upcoming election of officers, a member's application or renewal of membership and dues must be received by the CDCF office between October 1 and December 31 of the year preceding the election.
- B. Elected and appointed officers shall sign the loyalty oath on the form provided by the Florida Democratic Party. The purpose of the loyalty

oath requirement is to ensure that the CDCF act in furtherance of the efforts of the Democratic Party in elections.

### SECTION 3. CERTIFYING VOTING MEMBERS.

- A. Before the voting of officers takes place, the recording secretary shall certify to the Caucus assembly that all nominees and potential voters are members in good standing, and eligible to vote at the Annual Meeting of the CDCF, by reading the names of all members eligible to vote and to be nominated for office.

### SECTION 4. VOTING.

- A. Voting for officers shall be by written and signed ballot, if there is only one (1) nominee, no ballot is required.
- B. Proxy and absentee voting *are not* allowed.
- C. One member, one vote. A member shall cast only one vote per office to be elected.

### SECTION 5. ELECTION COMMITTEE.

- A. Notice of the election shall be sent to all active members not less than thirty (30) days prior to the election by the corresponding secretary, if one has been appointed or by the recording secretary.
- B. The election of officers shall be conducted by the chairperson of the three-member election committee. The Committee shall be selected by the CDCF State Board.
- C. The chairperson of the election committee shall retain in a sealed envelope all election records for a period of sixty (60) days following the election. After the sixty-day period, the ballots shall be destroyed.
- D. The election committee shall give the recording secretary a copy of the Tellers' report on all candidates, which is to be included with the minutes.

### SECTION 6. TELLERS

The President shall appoint a committee of at least three (3) tellers to count the ballots. Any candidate may appoint an observer to monitor the ballot-counting process. The tellers will work under the direction of the chairperson of the election committee.

### SECTION 7. ORDER OF THE ELECTION.

The order of the election shall be the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, 4<sup>th</sup> Vice President, Recording Secretary, and Treasurer.

SECTION 8. NOMINATION SPEECHES.

When each nominations closes, a 2 minute speech from the person making the nomination shall be permitted. The person seconding the nomination shall be permitted a 1 minute speech, if so desired. The candidate for each office shall make a campaign speech not to exceed 3 minutes if he or she desires. At the conclusion all of the candidates' speech for each office the election committee chairperson will then call for the vote. A simple majority vote shall elect.

SECTION 9. ONE NOMINEE.

If there is but one (1) nominee for any elected office to be filled, then that election shall be by voice vote.

SECTION 10. ELECTION DISPUTES.

Grievances shall be filed in writing to the Chairperson of the Elections Committee of the CDCF within five (5) days. The Chairperson shall report the finding of the Election Committee to the CDCF State Board within ten (10) from the date of the election. If unresolved on that level the complainant may appeal to the Florida Democratic Party.

**ARTICLE IX -- MEETINGS**

SECTION 1. REGULAR MEETINGS.

The regular meeting of the CDCF shall be held quarterly from September through June, at a time, date and place so designated by the President, unless otherwise ordered by the CDCF Board. Meeting notices to the membership shall be by mail and/or e-mail and sent out at least seven (7) days in advance. All other special meeting if necessary will be held in association with other Democratic Statewide events.

The Regular Meeting of the Branch will be monthly.

SECTION 2. THE ANNUAL MEETING.

The regular meeting in February, shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving officer reports, committee reports and all other business which shall properly come before the meeting. Notice of the election shall be sent to all active members thirty (30) days prior to the election by the secretary.

Branch Annual meetings shall be held in February but 2 weeks prior to the CDCF annual meeting.

SECTION 3. SPECIAL MEETINGS.

A. Special meetings of the CDCF may be called by the President, or any three officers or a majority of the CDCF Board membership or at the

written request of five percent (5%) of the CDCF membership that is sent to the Recording Secretary.

- B. The Secretary shall give written notice of the called meeting and its purpose to the President and all other officers. Notice of the called meeting shall be sent and postmarked at least seven (7) days prior to the date of the meeting.

#### SECTION 4. ATTENDANCE REGULAR & SPECIAL

Attendance of five percent (5%) active members shall constitute a quorum for the transaction of business at all regular and special meetings, and at all Annual Meetings.

#### SECTION 5. STATE BOARD:

Attendance of five percent (5%) of the members of the CDCF Board, two (2) of whom shall be Elected Officers, shall constitute a quorum for the transaction of business at all CDCF Board meetings. Conference calls are accepted attendance for Elected Officers

SECTION 6. All meetings must be noticed and shall be in a facility accessible to the physically handicapped.

### **ARTICLE X. -- CDCF STATE BOARD**

#### SECTION 1. MEMBERSHIP.

Caribbean Democratic Caucus of Florida (CDCF) State Board: The CDCF State Board shall consist of elected officers of the CDCF, branch president and standing committee chairs appointed by the chair.

#### SECTION 2. DUTIES.

The CDCF State Board shall perform the following: Make recommendations to the Caucus.

- A. Annually complete an internal audit of financial books and may request an external audit.
- B. Approve the annual caucus budget and expenditures not approved in the budget for emergency items, exceeding two hundred (\$200) dollars.
- C. Elect by majority vote a member to fill a vacancy of an elected office. The member must meet qualifications for said elected office.
- D. Declare a vacancy in any elected office or of a position of Committee Chairperson for failure to perform assigned duties or failure to attend three (3) consecutive CDCF State Board meetings.

#### SECTION 3. MEETINGS.

- A. The CDCF State Board shall meet at the call of the President, or at the call of three officers or the majority of the CDCF Board.
- B. In the event the President fails to call a CDCF State Board meeting after request for meetings, then two officers of the CDCF Board shall call an CDCF State Board meeting at a place, time, and date designated by written request. Meeting must have 5% of members in attendance a minimum of 2 CDCF board members. Except in cases of an extreme concern, at least a three (3) days' notice shall be given.

SECTION 4. In an emergency, the CDCF State Board may transact business by mail, fax or teleconferencing.

### **ARTICLE XI --- STANDING COMMITTEES**

SECTION 1. **STANDING COMMITTEES.** There shall be the following standing committees:

- A. Audit
- B. Budget and Finance
- C. Bylaws
- D. Campaign and legislative Activities
- E. Membership
- F. Public Relations
- G. Ways & Mean

SECTION 2. **AD HOC COMMITTEES.**

The continuing special committees of CDCF shall include, but are not limited to, Historian/Yearbook, Hospitality, Nominating and Telephone committees. Other special committees may be appointed by the President as deemed advisable.

SECTION 3. The Chairperson of each Standing and/or Ad Hoc Committee shall be appointed by the President or elected as prescribed in these bylaws and be an active member in good standing of the CDCF.

SECTION 4. The term of office for each committee chairperson shall be until the next annual meeting, removal of the president or until their successors are appointed or elected as prescribed in these bylaws.

SECTION 5. The President shall be notified of all committee meetings, and copies of official correspondence shall be forwarded to the President.

SECTION 6. Each committee chairperson shall contact the CDCF within ten (10) days following their appointments or election and give a up-dated report

pertaining to the work of their office or committee. Failure to comply may mean immediate disciplinary action or removal from the position.

## SECTION 7. DUTIES OF STANDING COMMITTEES.

### A. AUDIT COMMITTEE.

The Audit Committee shall consist of three members and shall be appointed by the CDCF State Board at the September meeting. The audit committee or a professional auditor shall audit the financial records of the CDCF and submit a report to the Caucus at the Annual Meeting.

### B. BUDGET AND FINANCE COMMITTEE

The Budget and Finance Committee shall be composed of the, immediate Past President, the Treasurer, the immediate Past Treasurer and the chairperson of the Ways and Means Committee. The Budget Committee shall submit the budget to the CDCF Board for consideration, recommendations and approval. The budget shall be submitted for adoption to the CDCF Board at the February or March meeting. A deficit budget shall not be adopted. The Treasurer shall be a member of the Budget Committee and give input.

### C. BYLAWS COMMITTEE.

The Bylaws Committee shall consider amendments to the CDCF bylaws. The amendment(s) shall be presented for consideration and approval to the CDCF State Board, and then presented to membership for adoption/approval.

### D. CAMPAIGN AND LEGISLATIVE ACTIVITIES COMMITTEE. The Campaign and Legislative Activities Committee shall act as the CDCF contact with local, state and national candidates. This committee shall keep the membership informed on legislative news-local, state, and national.

### E. MEMBERSHIP COMMITTEE.

The Membership Committee shall promote membership in the CDCF.

### F. PUBLIC RELATIONS COMMITTEE.

The public relations committee shall be responsible for all publicity, and shall prepare articles concerning the activities of the CDCF for publication and shall endeavor to place notices of membership meetings in as many local communications, use afacebook, twitter and other social media when possible.

### G. WAYS AND MEANS COMMITTEE.

The Ways and Means Committee shall be responsible for organizing, planning and otherwise conducting all fund raising functions and activities.

## SECTION 8. DUTIES OF CONTINUING AD HOC.

### A. **Historian/Yearbook Committee**

The historian/yearbook committee shall assure that CDCF maintains the Caucus' history and activities for future generations.

### B. **Hospitality Committee**

The Hospitality Committee shall serve as hosts to meet and greet members and guests at all membership meetings and special functions. And provide refreshments as required.

### C. **Communications Committee**

The Communications Committee shall contact all members prior to the regular membership meetings or for any other purpose deemed necessary by the President

## **ARTICLE XII -PROHIBITED ACTIVITIES**

SECTION 1. No member or officer shall bind the CDCF without the approval of the CDCF Board.

SECTION 2. CDCF branches shall not enter into a contract without first the approval of the CDCF State Board. Failure to comply shall mean the loss of the branch certification and other disciplinary action by the CDCF Board. The branch may also be held responsible for any attorney fees or other expenses incurred without CDCF Board approval.

## **ARTICLE XIII -DISBURSEMENTS**

SECTION 1. All disbursements shall be made by the Treasurer.

SECTION 2. All disbursements shall be supported by a CDCF Purchase Order and/ or receipt prior to any payments

SECTION 3. Reimbursements will only be paid to a member with prior approval from the CDCF. Reimbursement shall require a paid receipt showing any expenditure made in the performance of his/her duties. Exception to the rule will require the approval of the CDCF State Board.

SECTION 4. No contracts shall be entered into for CDCF without first recommendation approval from the CDCF State Board. When the contract is presented all detailed information shall be given and all additional details as they unfold. Failure to comply will hold the person(s) responsible for all financial expenditures and attorney fees necessary to collect and comply.

SECTION 5. All checks disbursed shall have at least two signatures from authorized persons on file at the bank of record. Failure to comply will hold the person responsible for all financial expenditures and attorney fees necessary to collect reimbursement.

SECTION 6. INCOME AND DEPOSITS

- A. All income received shall be deposited by the treasurer or their designate within forty eight (48) hours on business days Monday - Friday with the exception of weekends and holidays. All moneys collected shall be recorded and turned over to the treasurer within twenty four (24) hours for deposit. Anyone giving cash shall receive a receipt and a copy of that receipt shall be turned over to the treasurer at the time of turning over all monies.
- B. All income, dues, and/or activities etc., the treasurer or their designate shall have authority for the format in collecting funds. At the end of the activities the treasurer or designee shall close out the disbursement and approve before the close out is considered completed. Anyone else carrying out this procedure without the approval of the CDCF State Board shall be held financially responsible and shall be subjected to the loss of their position and membership in good standing. This person shall be responsible for attorney fees necessary to collect the CDCF funds.
- C. Since the Treasurer is responsible for collection and deposit of all money he or she shall have the responsibility and authority to recommend procedures for collecting income at activities unless otherwise set by the CDCF State Board.
- D. The Treasurer shall list in writing recommended procedures for collecting money at activities to the CDCF State Board. The recommended procedures shall be available for membership to review.

**ARTICLE XIV -PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of CDCF, in all cases to which they are applicable and are consistent with these bylaws, special rules of order that the CDCF may adopt.

**ARTICLE XV -AMENDMENT OF BYLAWS**

SECTION 1. These bylaws may be amended by majority vote at any regular or special meeting. The proposed amendment (s) must be submitted in writing at least thirty (30) days to the CDCF. A copy of the proposed amendment(s) must be mailed to all active members in writing at least ten (10) days prior to the meeting at which they are to be approved.

SECTION 2. **EFFECTIVE DATE OF AMENDMENTS.**

Amendment or revision to these bylaws shall take effect immediately upon adoption/approved by the CDCF members.

**ARTICLE XVI -GENERAL PROVISIONS**

SECTION 1. **CALENDAR YEAR.** The calendar year shall commence on January 1 and end December 31 of each year.

SECTION 2. Voting by proxy or absentee ballot shall not be allowed as prescribed by these bylaws.

SECTION 3. Two signatures are required on all CDCF checks. CDCF checks may be signed by the President, 1st Vice President, Secretary and/or Treasurer.

SECTION 4. The CDCF financial records shall be audited by a professional auditor or by an auditing committee of not less than three CDCF members.

SECTION 5. The immediate Past President shall serve as an advisor to the President and CDCF State Board.

SECTION 6. **CHARTER RE-CERTIFICATION.**

In 2<sup>nd</sup> week of July of each odd numbered year each CDCF branch shall apply to the Certification committee of the Caribbean Democratic Caucus of Florida Board for branch re-certification. The branch shall submit an application for re-certification

SECTION 7. The branch re-certification application must be sent to the CDCF. Failure to re-certify will result in loss of the branch charter. Re-certification paperwork must be filed between October 1 - December 21 of each year.

In week 3 or 4 of July of each odd numbered year, CDCF shall apply to the Certification committee of the Democratic Party of Florida for re-certification.

SECTION 8. The CDCF Officers, Board and branch Officers and local Board Members make-up shall consist of and maintain at least seventy percent of people from 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> generation of direct Caribbean descent.

SECTION 9. All CDCF members shall maintain a demeanor, conduct and dress becoming a professional person when conducting or participating in Caribbean Democratic Caucus business or events. CDCF members shall be consistently on time for meetings and events. CDCF members shall refrain from gossip or derogatory remarks in public of the CDCF or its members. CDCF members behavior shall be conducted in the highest moral behavior toward any member and the public. Any conduct of a CDCF member to the contrary shall subject he or she him or her to disciplinary action by the CDCF State Board.

**ARTICLE XVII -ANTI = DISCRIMINATION PROVISION**

SECTION 1. The Caribbean Democratic Caucus of Florida CDCF hereby adopts and shall enforce the following Anti-Discrimination Provisions.

- A. The Democratic Loyalty Oath shall not be used to require members of the Democratic Party to condone or support discrimination on the grounds of race, color, sex, sexual orientation, age, national origin or physical disability.
- B. The time and place for all public meetings of the CDCF shall be publicized fully and in such a manner as to assure timely notice to all interested persons, and shall be open to all persons of the Democratic Party regardless of race, color, creed, sex, sexual orientation, age, national origin or physical disability.
- C. The CDCF shall publicize fully, and in such a manner, to assure notice to all interested Democrats adequate opportunity to participate in CDCF activities.

Note: CDCF organization Flow Chart 2014 to be submitted.

### Org Chart

