



THE ARAB CAUCUS OF THE NORTH CAROLINA DEMOCRATIC PARTY

ARTICLES OF ORGANIZATION & BYLAWS

Amended January 28, 2024

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ARTICLE 1 – ORGANIZATION

SECTION 1. NAME

The name of this organization shall be known as “The Arab Caucus of the North Carolina Democratic Party,” “the Arab Caucus of NCDP,” or “ACNCDP.”

SECTION 2. PURPOSE

The Arab Caucus of the North Carolina Democratic Party (hereinafter, referred to as “the Caucus”) shall have a general responsibility for advising the North Carolina Democratic Party (NCDP) on matters of strategy and policy pertaining to issues of particular interest to Arab people in the United States.

The Caucus shall take an active interest in local, state, and national affairs, while striving to influence and shape the policies and values of the North Carolina Democratic Party.

The Caucus shall promote inclusion, outreach, and empowerment of Arab-Americans in the political process for the benefit of the NCDP.

The Caucus shall promote the Democratic Party, its nominees for elected office, and its elected officials.

SECTION 3. 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 the NCDP Plan of Organization, these Bylaws and any adopted special rules of order.

Order of priority of Rules shall be (1) these bylaws, (2) the North Carolina Democratic Party Plan of Organization, (3) the Rules adopted by the meeting or convention body, and (4) the most recent version of Robert’s Rules of Order.

SECTION 4. MEETINGS

All Caucus meetings shall be open to people registered as Democrats in North Carolina. Members may participate as provided in Article 3, Section 3. Non-Members may submit written questions or comments to Caucus Members before a meeting but may only speak at the discretion of the presiding officer.

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All Caucus meetings may be in person, virtual or hybrid (virtual and in person). All meetings must employ technologies that meet the requirements described in the latest version of Robert's Rules of Order Newly Revised. In-person meetings shall be held in places accessible to all Caucus members and large enough to accommodate all interested persons.

ARTICLE 2 – MEMBERSHIP

SECTION 1. VOTING MEMBERS

Voting Members of the Caucus shall be composed of registered Democrats of North Carolina who:

- Self-identify as culturally, ethnically or linguistically Arab,
- Committed to the Purpose of this Caucus including empowering and advancing the well-being of Arab people, and
- Current on their annual dues as Voting Members of the Caucus.

SECTION 2. ASSOCIATE MEMBERS

Associate Members of the Caucus shall be composed of members who also espouse the values of the Democratic Party and who meet any of the following:

- Any person who is registered as a Democrat in North Carolina and who is not an Arab;
- Arab-American citizens who are registered as unaffiliated in North Carolina;
- Arab-American citizens who are not registered to vote in North Carolina;
- Arab legal residents (Green Card visa holders) of North Carolina;

AND is committed to the Purpose of this Caucus including empowering and advancing the well-being of Arab people.

AND, are current on their annual dues as Associate Members of the Caucus.

SECTION 3. MEMBERSHIP PRIVILEGES

- A. **Voting Members** shall be granted the following privileges:
 - a. Be elected to officer positions of the caucus and local chapters.
 - b. Serve as members of the Executive Committee.
 - c. Serve as Chairs of Standing Committees.
 - d. Serve as appointed members for roles in the Caucus.
 - e. Serve as a proxy for elected or appointed members.
 - f. Speak at Caucus meetings when duly recognized by the presiding officer.
 - g. Volunteer, participate in and attend Caucus events.
 - h. Count towards quorum for meetings.
- B. **Associate Members** shall be granted the following privileges:

- a. May be appointed to serve as members on standing committees with approval from the President and respective committee chair.
 - b. Speak at Caucus meetings when duly recognized by the presiding officer.
 - c. Volunteer, participate in and attend Caucus events.
- C. Arab-American non-citizens are welcome to attend and participate in Caucus events and meetings to keep the Caucus aware of issues of concern in the community.

SECTION 4. APPLYING FOR MEMBERSHIP

A membership form may be submitted electronically or on paper to the Secretary.

SECTION 5. MEMBERSHIP DUES

Annual membership dues shall be zero dollars (\$0) for the purposes of organizing the Caucus until determined by the Executive Committee and recorded in the Bylaws as an addendum. Membership dues will be due and renew on January 31 of each year.

SECTION 6. REMOVAL OF MEMBERS

Members may be removed in accordance with the result of a petition submitted to the Grievances Council for failing to comply with these Bylaws, for failing to meet any of the requirements for Membership provided in this Section, or for violating the Code of Conduct of the North Carolina Democratic Party.

ARTICLE 3 – EXECUTIVE BOARD

SECTION 1. EXECUTIVE OFFICERS

The executive board of the Caucus, who are Voting Members of the Caucus, shall consist of the following elected and appointed officers:

- One (1) President
- One (1) First Vice President
- One (1) Second Vice President
- One (1) Third Vice President
- One (1) Secretary
- One (1) Treasurer
- One (1) Assistant Treasurer

SECTION 2. ELECTIONS AND TENURE

Pursuant to Robert's Rules of Order for Organization of a Permanent Society, upon the initial adoption of these bylaws there will be a recess to enroll members before the election of permanent officers. Prior to that recess the body will both set a time and place to reconvene, and determine what the initial membership dues for the organization will be. Once the body has reconvened and elected permanent officers, future actions will occur in the manner prescribed by these bylaws.

All officers as outlined in Section 1 shall be elected by a majority vote of Voting Members in attendance during the annual general meeting in November in even numbered years, except in the case of Treasurer and Assistant Treasurer.

Executive officers shall serve for two-year terms until the election of officers at the next General Caucus Meeting in even-numbered years, or there is a vacancy of the position due to incapacitation, resignation or removal. The Executive Committee shall elect interim officers to fill any vacancies in elected positions until the position is open for election at the next general caucus meeting.

SECTION 3. APPOINTED POSITIONS

The Treasurer and Assistant Treasurer shall be appointed positions on the Executive Board. The Treasurer and Assistant Treasurer shall be nominated by the President and confirmed by the Executive Committee. The Treasurer and the Assistant Treasurer must not reside in the same household.

SECTION 4. DUTIES AND RESPONSIBILITIES

- A. **President:** The President shall serve as the spokesperson for the Caucus and preside over the meeting of the Executive Committee and the General Caucus Meetings. The President shall represent the Caucus on the NCDP State Executive Committee, the NCDP Executive Council, the NCDP Resolutions and Platform Committee, the NCDP State Legislative Policy Committee, and other NCDP committees and meetings as appropriate. The President may appoint a proxy for any meeting of these NCDP committees as permitted by the NCDP.

The President shall have the power to make nominations for appointments to the Executive Committee for approval which include: Treasurer, Assistant Treasurer, and Representatives to Congressional District Party Executive Committees. The President shall also have the power to appoint members to standing and ad-hoc committees.

Should the State President become incapacitated or should a vacancy occur, the First Vice President will have the authority to act as President until a new President is elected by the Executive Committee for the remainder of the President's term.

The President shall convey the records of the office to their successor within 15 days of leaving the office.

- B. **First Vice President:** The First Vice President's responsibilities shall include communications and liaison with auxiliaries for the Caucus. The First Vice President shall perform such other duties and have such other powers as the Executive Committee may from time to time prescribed by resolution, or as the President may provide, subject to the powers and the supervision of the Executive Committee.

In the event the First Vice President must succeed the President due to absence, vacancy or incapacitation, the First Vice President will serve in that capacity until the President returns or a new President is elected by the Executive Committee for the remainder of the President's term.

The First Vice President shall convey the records of the office to their successor within 15 days of leaving the office.

- C. **Second Vice President:** The Second Vice President's responsibilities shall include membership and Arab-American community outreach for the Caucus. The Second Vice President shall perform such other duties and have such other powers as the Executive Committee may from time to time prescribed by resolution, or as the President may provide, subject to the powers and the supervision of the Executive Committee.

The Second Vice President shall convey the records of the office to their successor within 15 days of leaving the office.

- D. **Third Vice President:** The Third Vice President's responsibilities shall include development of educational programming around Arab-American issues for the Caucus. The Third Vice President shall perform such other duties and have such other powers as the Executive Committee may from time to time prescribed by resolution, or as the President may provide, subject to the powers and the supervision of the Executive Committee.

The Third Vice President shall convey the records of the office to their successor within 15 days of leaving the office.

- E. **Secretary:** Duties and responsibilities of the Secretary shall include keeping an accurate record of the proceedings of all Caucus and Executive Committee meetings, and giving notice in accordance with these Bylaws. Duties of the Secretary also include membership rolls, membership forms, and meeting notifications. They shall have full authority to function and sign as Secretary.

The Secretary shall convey the records of the office to their successor within 15 days of leaving the office.

- F. **Treasurer:** The Treasurer shall keep accurate account of all financial transactions for the Caucus. The Treasurer shall file records and reports with the North Carolina State Board of Elections as required by North Carolina Statutes. The Treasurer shall be authorized to dispense Caucus funds upon authorization by the Executive Committee. The Treasurer shall provide quarterly financial status updates to the Executive Committee. The Treasurer shall be required to fulfill the State Board of Elections Campaign Finance Training prior to, or within one 30 days, of taking office.

In the event the Treasurer position becomes vacant, the Assistant Treasurer shall take on the Treasurer duties until the President appoints a new Treasurer. If there is also a vacancy in the Assistant Treasurer position, then the President must appoint a new Treasurer within 30 days.

The Treasurer shall convey the records of the office to their successor within 15 days of leaving the office.

- G. **Assistant Treasurer:** The Assistant Treasurer shall assist the Treasurer and be ready to temporarily assume the position of Treasurer if there is a vacancy. The Assistant Treasurer will be required to fulfill the State Board of Elections Campaign Finance Training prior to, or within one 30 days, of taking office.

The Assistant Treasurer shall convey the records of the office to their successor within 15 days of leaving the office.

SECTION 5. MEETING BUSINESS

The Executive Board shall meet at the call of the President. Meetings may be held in-person, virtually, or via a hybrid option.

Executive Board meetings are only to organize and coordinate for presentation of proposals and updates to the Executive Committee. No decisions may be made on behalf of the Caucus unless specific authority has been approved and delegated by the Executive Committee to the Executive Board.

Executive Board decisions are to be determined through a simple majority vote of members when a quorum is present.

SECTION 6. QUORUM

The quorum for Executive Board meetings shall be at least 5 members of the board.

SECTION 7. REMOVAL OF AN OFFICER

- A. An officer of the Executive Board may resign by written notice to the ranking officer of the Caucus, and such resignation shall be immediately effective.
- B. After notice and opportunity for a hearing with the Grievances Council and upon grounds found by the Grievances Council to constitute good and sufficient cause, the Caucus may remove an officer. Findings of the Grievances Council may be subject to appeal to the Executive Committee. Any officer of the Caucus who is party to a dispute shall be recused from voting on the appeal.
- C. Non-performance of duties and excessive absences (more than three meetings in a term of office or two meetings in a row) shall constitute cause for removal as a Caucus officer.
- D. Removal as an officer from the NCDP as provided by the Plan of Organization of the NCDP shall constitute cause for removal from the Caucus.

ARTICLE 4 – EXECUTIVE COMMITTEE

SECTION 1. MEMBERS OF THE EXECUTIVE COMMITTEE

Members of the Executive Committee shall consist of the following:

- Executive Board as outlined in Article 3.
- Presidents of organized Chapters as outlined in Article 5.
- Chairs of Standing Committees as outlined in Article 6.

SECTION 2. VOTING

Voting on the Executive Committee shall be by members of the Executive Committee who are present and voting and only when there is a quorum. All decisions requiring a vote shall be taken by a majority vote. Any member of the Executive Committee who holds more than one position on the Executive Committee shall not exercise more than one vote, in person or by proxy, on the Executive Committee.

SECTION 3. MEETING

The Executive Committee shall meet at least once a quarter (four (4) times a year), when called by the President or by a petition of forty percent (40%) of the voting members of the Executive Committee.

All meetings of the Executive Committee shall be open to the public. Meetings shall be noticed to Executive Committee Members at least fourteen (14) days in advance via text, email or mail. Meetings may be held in-person, virtually or via a hybrid option.

If a member of the Executive Committee is unable to attend a meeting, that member can appoint another Voting Member of the Caucus to serve as their proxy at that meeting, provided that the proxy is also a member of the group which the Executive Committee member represents. For Chapter Presidents, any member of their chapter can serve as their proxy. For Committee Chairs, any member of their committee can serve as their proxy. For Executive Officers, such as Vice Presidents, any member of the caucus may serve as their proxy provided that the proxy is informed on the topics to be discussed and voted upon at that Executive Committee meeting.

An Executive Committee member who needs to designate a proxy must inform the Caucus President and Secretary, in writing, prior to the start of the Executive Committee meeting.

SECTION 4. QUORUM

Forty percent (40%) of members of the Executive Committee.

SECTION 5. MEETING BUSINESS

The Executive Committee shall meet to address the following:

- a. Review updates from the Executive Board, Standing Committees and Chapter Presidents.
- b. Review and vote on proposals submitted by the Executive Board.
- c. Review Standing Committee reports and vote on Standing Committee recommendations.
- d. Review Treasurer's financial status updates.
- e. Vote on proposed Caucus expenditures and disbursements.
- f. Vote for appointments to Treasurer and Assistant Treasurer positions.
- g. Vote to appoint Standing Committee Chair positions.
- h. Vote for appointment of representatives to Congressional District Party Executive Committees.
- i. Vote for interim replacements for Caucus officer vacancies until the next general caucus meeting.
- j. Approve new chapters and disbanding of chapters.
- k. Approve ad-hoc committees and appoint ad-hoc committee chairs.
- l. Approve general caucus meeting date.
- m. Review and vote on issues related to Grievances Council proceedings.
- n. Consider miscellaneous business.

ARTICLE 5 – CHAPTERS

SECTION 1. CHAPTERS AND SCOPE

Local units of this organization shall be known as chapters. Chapters may be organized in any county. A Multi County Chapter may be organized from two or more adjacent counties except that no Multi County Chapter shall include a county that already has an organized Chapter. All Chapters shall operate under the umbrella of the Caucus and the NCDP. Chapters must follow the rules and responsibilities of the Caucus and the NCDP.

SECTION 2. MEMBERSHIP

All Chapter members and officers must have primary residence and registered to vote within the county or counties which the chapter represents. All Voting Members and officers of the chapter must be registered as Democrats. Chapter members shall be Members of the Caucus.

SECTION 3. MINIMUM MEMBERSHIP

A chapter must have at least five (5) Voting Members to charter. Members shall be required to pay any local chapter dues as required by the local chapter bylaws in addition to Caucus dues on an annual basis. Caucus dues will be determined by the Caucus Executive Committee and local chapter dues, if any, will be determined by the chapter executive board.

SECTION 4. OFFICIAL NAME OF EACH CHAPTER

The official name of each chapter shall be the Arab-American Caucus of the county or counties in which the chapter exists, such as the “Arab-American Caucus of Wake County” or the “Arab-American Caucus of Mecklenburg and Harrisburg County,” unless otherwise approved by the Caucus Executive Committee.

SECTION 5. CHARTERING AUTHORITY

The Caucus Executive Committee shall have the authority to approve and issue charters.

SECTION 6. FORMATION AND CHARTERING OF CHAPTERS

- A. **Calling an Organizing Meeting:** Any voting member(s) of this Caucus who is registered to vote in a county or region that has no organized Chapter may call for the establishment of a Chapter. An organizing meeting on a date, time and place within the

county or region upon notification to the President. The Secretary shall provide a list of the Caucus members and their contact information in the county or region the Chapter is being organized.

- B. **Notice of Organizing Meeting:** The organizer(s) are required to give notice of the meeting to all Caucus's current membership in the county or region the Chapter is being formed at least fourteen (14) days prior to the meeting.
- C. **Quorum for Organizing Meeting:** Quorum for the meeting shall be five (5) Caucus Voting Members registered to vote within the county or region.
- D. **Organizing Meeting Business:** Upon convening, the meeting shall accomplish the following:
 - a. Adopt Chapter bylaws.
 - b. Elect officers per the adopted bylaws.
 - c. The Chapter's elected Secretary must submit a certification of the meeting, minutes of the meeting, bylaws, a list of elected officers, and a list of attendees at the meeting with contact information to the Secretary of the Caucus with a request for approval of the Charter within fifteen (15) days of the Chapter organizing meeting.
- E. **Approval of Charter:** The Executive Committee shall consider a charter for a prospective Chapter upon receipt of a request for charter with a meeting certification, meeting minutes, bylaws, list of officers of the prospective Chapter and a list of attendees at the organizing meeting. The Executive Committee must review the prospective Chapter's bylaws for conformance to the bylaws of the Caucus and the North Carolina Democratic Party Plan of Organization. The prospective Chapter shall be granted a charter upon a majority vote of the Executive Committee. If the Executive Committee votes to disapprove a charter, it shall provide the organizer(s) with reasons for that disapproval as well as suggestions for remedies that can lead to approval.

SECTION 7. CHAPTER OFFICERS

- A. **Elected Officers:** The officers of the chapter shall be a President, a Vice President(s), and a Secretary who shall be elected at an annual meeting of the chapter in the fall of each odd-numbered year. No more than one officer of a chapter shall come from the same family residing in the same household.
- B. **Chapter Treasurer and Assistant Treasurer:** If a Chapter has a treasury, or collects dues or contributions, the Chapter Treasurer and Assistant Treasurer shall be required to:

- a. Fulfill the State Board of Elections Campaign Finance Training prior to, or within 30 days of taking office;
 - b. Maintain the chapter's treasury at an insured commercial bank;
 - c. Maintain all records and file all reports required by law (including for the NC State Board of Election), and by the Caucus of dues and / or contributions received and disbursements made;
- C. **Resignation of Officers:** Chapter officers may resign by submitting their resignation to the Chapter's President. A Chapter President shall submit their resignation to the Chapter's Vice President. The Caucus Secretary shall be informed of all resignations within 15 days of when they take effect.
- D. **Removal of Officers:** Officers may be removed upon petition to the Caucus's Grievances Council for:
 - a. Failure to perform the duties of the elected office.
 - b. Failure to meet any of the requirements of membership of the Caucus.
 - c. Violating the Code of Conduct of the NCDP.
- E. **Vacancies:** Vacancies that shall occur due to resignation, incapacitation or removal shall be filled within 30 days by majority vote at a meeting of the chapter. Pending filling a vacancy of the Chapter President, the Chapter's First Vice President shall perform the duties of the President as well as their current duties. Pending filling a vacancy of the Vice President, the duties shall be performed by the next Vice President in line of seniority and finally to the Secretary as well as performing their current duties. Pending filling a vacancy of the Chapter Secretary, the Chapter Vice President immediately above in line of seniority shall perform the duties of Secretary as well as their current duties.

SECTION 8. CHAPTER MEETINGS

- A. **Number of Meetings Annually:** Chapters shall meet at least quarterly (four (4) times a year).
- B. **Call of Meetings:** Chapter Meeting may be called by the Chapter President or by a petition of forty percent (40%) of the voting members of the Chapter after notifying the Chapter President of the meeting.
- C. **Notice:** Notice of all Chapter meetings shall be given by text, email, or US mail at least fourteen (14) days before the meeting.

- D. **Quorum:** Quorum for Chapter meetings shall be the greater of 5 or forty percent (40%) of Caucus Voting Members registered to vote within the county or region. Associate Members shall not count towards quorum.
- E. **Voting:** Voting in Chapter meetings shall be by members present and voting, and only during the existence of a quorum. Only Voting Members may vote at Chapter meetings. All decisions requiring a vote shall be taken by a majority vote unless otherwise provided in these Bylaws.

SECTION 9. DISBANDING OF CHAPTERS

The Caucus Executive Committee shall have the authority to censure or disband any Caucus chapter for violating any Caucus or NCDP rules. A chapter may be disbanded for any of the following reasons:

- Having fewer than 5 Voting Members of the Caucus in the county or region.
- Failure to hold required election of officers.
- Failure to fill officer vacancies due to lack of members or interest from chapter membership to take on the roles.
- Failure to hold required number of meetings per year.
- Failure to file all reports required by law with the NC State Board of Election.
- Accumulating excessive fines by the NC State Board of Election.
- Violating any laws that bring disrepute to the Caucus or the NCDP.
- Any other reasons not outlined above.

ARTICLE 6 – STANDING COMMITTEES

The following Standing Committees shall be organized to address specific needs of the Caucus. The Committee Chairs shall be nominated by the President and approved by the Executive Council for a two-year term.

SECTION 1. ENDORSEMENTS AND LEGISLATIVE OUTREACH

The Endorsements and Legislative Outreach Committee shall be responsible for developing the process and evaluating candidates for endorsement during the primary and general elections. In addition, this committee will lead engagement and education of elected members of the local, state and federal governments.

The Endorsements and Legislative Outreach Committee shall consist of a Committee Chair approved by the Executive Committee, a Committee Secretary, as well as other members as appointed by the Committee Chair. The President shall be an ex-officio member of the committee.

SECTION 2. COMMUNICATIONS

The Communications Committee shall be responsible for the development of the Caucus's communications both internally with the members and chapter and externally with other organizations. This committee will be responsible for all email communications with members, management of Caucus website and social media presence, and support the President and other standing committees on communications strategies.

The Communications Committee shall consist of a Committee Chair approved by the Executive Committee, a Committee Secretary, as well as other members as appointed by the Committee Chair. The President and First Vice President shall be ex-officio members of the committee.

SECTION 3. MEMBERSHIP AND COMMUNITY OUTREACH

The Membership and Community Outreach Committee shall be responsible for the growth of the Caucus and developing relationships with key stakeholders in the Arab-American community in North Carolina through community outreach. This includes connecting with community leaders throughout the state and especially in communities with high concentration of Arab-Americans in North Carolina.

The Membership and Community Outreach Committee shall consist of a Committee Chair approved by the Executive Committee, a Committee Secretary, as well as other members as

appointed by the Committee Chair. The President and Second Vice President shall be ex-officio members of the committee.

SECTION 4. ISSUES AND EDUCATION

The Issues and Education Committee shall be responsible for developing resolutions that address Arab-American concerns and educational events for the benefit of the Caucus and the NCDP. These educational events may include presentations, interviews, podcasts, and film screenings.

The Issues and Education Committee shall be responsible for The Issues and Education Committee shall consist of a Committee Chair approved by the Executive Committee, a Committee Secretary, as well as other members as appointed by the Committee Chair. The President and Third Vice President shall be ex-officio members of the committee.

SECTION 5. FINANCE AND FUNDRAISING

The Finance and Fundraising Committee shall be responsible for all aspects of the Caucus finances. These include planning for chapter and events support and planning fundraising events to increase chapter funds. The Finance and Fundraising Committee shall propose budgets for approval to the Executive Committee for approval. All expenses and donations must be submitted through this committee for final approval by the Executive Committee.

The Finance and Fundraising Committee shall consist of a Committee Chair approved by the Executive Committee, a Committee Secretary, as well as other members as appointed by the Committee Chair. The President, Treasurer and Assistant Treasurer shall be ex-officio members of the committee.

ARTICLE 7 – GENERAL CAUCUS MEETING

SECTION 1. MEETINGS

The Caucus shall meet at least once a year upon call of the President and after providing at least a thirty (30) days' notice to members. The annual general caucus meeting shall be on a weekend following the November general election but no later than December 15 of each year.

SECTION 2. QUORUM

Quorum shall be at least ten percent (10%) of Voting Members of the Caucus. Associate Members shall not count towards quorum.

SECTION 3. MEETING BUSINESS

- A. General Caucus Meeting Business on Even-Numbered Years:
 - a. Updates from Executive Board members.
 - b. Election of Caucus Executive Board, excluding Treasurer and Assistant Treasurer.
 - c. Election of Grievances Council Members.
 - d. Approve bylaws amendments.
 - e. Consider miscellaneous business.
- B. General Caucus Meeting Business on Odd-Numbered Years:
 - a. Updates from Executive Board members.
 - b. Election to fill vacancies on the Executive Board or Grievances Council.
 - c. Approve bylaws amendments.
 - d. Consider miscellaneous business.

ARTICLE 8 – GRIEVANCES COUNCIL

SECTION 1. PURPOSE

The Grievances Council for the purpose of hearing and rendering fair and impartial decisions on such disputes and controversies which may arise within the Caucus when these are made known, in writing, to the Grievances Council by the NCDP, the President, the Executive Committee, or by an aggrieved Caucus member.

SECTION 2. SELECTION AND TENURE

The Grievances Council will consist of active members of the Caucus and shall consist of 5 voting Grievances Council Members, and one Grievances Council secretary. The voting members include one (1) Grievances Council Chair elected by the Grievances Council members.

Caucus officers at any level are not eligible to be on the Grievances Council.

The Grievances Council shall be elected by a majority vote of the voting membership of the Caucus in attendance.

Elections shall be held at the Caucus meeting, held in November every odd numbered year. The term of office shall be no longer than two years.

The Grievances Council Secretary is appointed by the Caucus President, is a non-voting member and is responsible for documenting the decisions of the Grievances Council and generating reports to the Executive Committee and the NCDP.

Nominations of candidates for offices can be made from the floor at any time prior to the vote.

SECTION 3. RULES AND DECISIONS

The Grievances Council Chair may assign a case to mediation if it is deemed appropriate. All agreements coming through mediation shall be reviewed by the Executive Committee.

Any Grievances Council member who is a party to a dispute or a complaint shall be recused. If this results in a tied decision by the Grievances Council, the decision will be automatically appealed to the Executive Committee which may overrule the decision by a two-thirds ($\frac{2}{3}$) vote of the committee members present and voting during a quorum of the committee. Any member of the committee who is a direct party to the case, as determined by the Grievances Council, shall recuse themselves.

All decisions concurred in by a majority of the Grievances Council present and voting shall be final and binding upon all Caucus meetings and officials, except that any decision of the Grievances Council may be appealed to the Executive Committee.

The Caucus President is hereby directed and empowered to issue such further and supplementary directives as may be necessary and proper to implement the decisions of the Grievances Council. The directives of both the Grievances Council and of the Caucus President shall be clear, direct and unambiguous.

The Grievances Council is empowered to order three levels of remedies: Censure, Suspension from the Caucus, and Expulsion from the Caucus, along with mandating mediation and sensitivity training.

Should mediation be mandated, an impartial mediator shall be appointed by the Grievances Council either pro bono or at the expense of both parties to a dispute.

Any training required by the Grievances Council shall be from an organization recommended by said committee and approved by the Executive Committee. The Grievances Council should always strive to find free options, however, for severe cases or major infractions paid courses may be required, and all costs will be paid by the party required to take the course.

The Grievances Council is further empowered and directed to adopt necessary and appropriate rules to assure that each dispute and grievance is settled impartially, equitably and according to rules of justice and fairness.

SECTION 4. REMOVAL OF MEMBERS

The Executive Committee shall have the right to remove from office any member of the Grievances Council upon two-thirds ($\frac{2}{3}$) of the Executive Committee present and voting being satisfied that the Grievances Council member has been disloyal to the Caucus or Party, has refused or failed to perform their duties, has missed more than two meetings in a row or three meetings in their term of office, or is guilty of any misconduct which is not in keeping with their high position of honor in the Caucus.

SECTION 5. VACANCIES

A vacancy in the membership of the Grievances Council shall be filled by the President if required based on the Board's current workload. Otherwise, a new election will be held at the next regularly scheduled Caucus meeting.

ARTICLE 9 – AMENDMENTS

Bylaws may be adopted or amended by a two-thirds vote of the Caucus general membership, present and voting at a meeting where quorum is met, provided that thirty (30) days written notice of any proposed bylaws or amendment has been given to all members of the Caucus.