

Bylaws of the Democratic Latino Organization of Virginia (DLOV)

Preamble/Mission Statement

The mission of the Democratic Latino Organization of Virginia (DLOV) is to increase the number of active Latino/Hispanic members in the Democratic Party and to foster member participation at all levels of the Democratic Party. Our goals are to unify and empower Latino/Hispanic communities; ensure fair representation of the Latino/Hispanic interests; educate others on policy issues of importance to our community; and promote political participation.

Article I: Name, objectives, and goals

Section 1: Name - the name of this organization shall be the “Democratic Latino Organization of Virginia (DLOV).”

Section 2: Objectives - the objectives of DLOV shall be:

- (a) To mobilize our constituency and support Democrats in upcoming elections.
- (b) To increase the number of active Latino/Hispanic members and voters for the Democratic Party. To do this we will:
 - (i) Recruit Latino/Hispanic members who represent the diverse beliefs and interests of our varying Latino/Hispanic communities.
 - (ii) Serve as a vehicle for identifying and communicating to the Democratic leadership opinions, key concerns and issues.
- (c) To unify and empower Latino/Hispanic communities and build coalitions. To do this we will:
 - (i) Provide the Latino/Hispanic community with an organized and unified voice in the political arena;
 - (ii) Assist in establishing and chartering local-level Latino/Hispanic committees who can advocate local issues and also function as an active part of the local, regional and Statewide Democratic Party infrastructure.
 - (iii) Promote and develop coalitions to build broader understanding and empowerment with other ethnic/ regional organizations, businesses, non-profits, elected officials, and community leaders.
- (d) To ensure fair representation of the community's interests. To do this we will:
 - (i) Support and actively campaign for Democratic candidates and work to ensure that those candidates effectively advocate on behalf of the Latino/Hispanic community.

- (e) To educate and promote political participation. To do this we will:
 - (i) Promote increased Latino/Hispanic civic and political participation through educational and political-oriented forums and voter registration drives;
 - (ii) Provide forums for information exchange and member networking.
- (f) To work to ensure that DLOV consistently increases its representation on the State Central Committee of the Democratic Party of Virginia (DPVA) and maintains the requisite number of Members necessary to remain an official Caucus.

Section 3: Goals - the goals of the Democratic Latino Organization of Virginia shall be:

- (a) To maintain its recognition as the officially recognized Caucus of DPVA as originally accomplished on May 16, 2009.
- (b) To contribute to the activities, growth and influence of the Democratic Party.
- (c) To support and endorse only those candidates for public office who have been nominated or endorsed by the Democratic Party.
- (d) To actively support the candidates and the platform of the Democratic Party at all levels.
- (e) To act only in a manner consistent with these bylaws.
- (f) To act in a consistent manner with DPVA Party Rules and the Democratic National Committee (DNC).
- (g) To maintain representation to the DPVA Central Steering Committee.
- (h) DLOV shall strive to have members in each of the Congressional District Democratic Committees

Article II: Authority to Organize

This organization is created under the authority of and in accordance with the Democratic Party of Virginia's State Party Plan as a Caucus Organization. These By-laws shall govern the organization and shall continue in effect subject to amendment as provided elsewhere.

Article III: Membership and Dues

Section 1: Party compliance

- (a) The members of the Democratic Latino Organization of Virginia shall comply with the Caucus Organization rules pursuant to Section 4.19 of the Democratic Party of Virginia's State Party Plan.

Section 2: Principles

- (a) Membership in DLOV is open to anyone who believes in the principles of the Democratic Party and the objectives and goals of DLOV.

Section 3: Non-discrimination

- (a) No person will be denied membership on the basis of race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability.

Section 4: Consideration

- (a) No person will be considered a good standing member of DLOV until a membership form, as approved by DLOV, has been completed and dues have been paid or waived.
- (b) Membership renewal and collection of appropriate dues will occur as established in the Bylaws.
- (c) All members must adhere to the code of conduct as established and overseen by the elected Officers of DLOV.

Section 5: Dues

- (a) Annual dues for regular members shall be set at \$25.00 per year, for Young Democrats shall be set at \$10.00 per year, and for supporting members shall be set at \$30.00 per year, all payable each November/December, for the ensuing year.
- (b) Prospective members may pay their dues at any other time of the year, however, they are expected to renew (if they desire) in November/December for the ensuing year. Annual dues shall not be prorated. This shall be the case – even if an individual joins for example in October of a given year.
- (c) Candidates who have financial hardship must submit a membership dues waiver request to the Secretary of DLOV. Secretary must notify and have approval from Regional Chair, Treasurer and President. Any financial hardship requests will be private and treated with discretion with board members. Financial hardship requests are for the current year requested.

Section 6: Decade member

- (a) Decade member due shall consist in the amount of \$200.00 valid for 10 years.
- (b) A Decade member shall be considered in good standing as long as they submit a membership form each year.
- (c) If a Decade member fails to submit a membership form for a particular year, the remainder of the fee amount will be considered a donation for the organization.
- (d) The member will have to pay for the subsequent year that they wish to rejoin.

Section 7: Membership form

- (a) The membership form will contain the full name, mailing address, telephone number, email address, statement of commitment to Democratic values and the signature of said member.

Article IV: Officers

Section 1: The officers of the Democratic Latino Organization of Virginia shall be:

- (a) President
- (b) Vice President/Parliamentarian/Historian
- (c) Secretary/Membership Director
- (d) Treasurer
- (e) Finance Director
- (f) Political Action Director
- (g) Outreach Director
- (h) Immediate Past President
- (i) Six Regional Vice Chairs
 - (1) Two from Northern Virginia Area
 - (2) One from Southwest Virginia Area
 - (3) One from Richmond Area
 - (4) One from the Tidewater Area
 - (5) One from the Charlottesville/ Shenandoah Valley Area

Section 2: Duties

- (a) President - Presides over meetings of the Executive Board of DLOV and the general membership; exercises general managerial tasks with respect to the operation of DLOV; establishes and terminates special committees as needed and appoints a chair to such special committees; shall be notified of each committee meeting and serve as a voting member of all committees; works with Secretary/Membership Director to assist with the execution of membership drives and recruitment, retention and renewal of membership matters; appoints a Communications Director to assist with the dissemination of information regarding DLOV; appoints a Technology Director to develop the DLOV's website and data management; shall serve as the DLOV Caucus representative on the State Central Steering Committee of the DPVA; and shall exercise such other powers and duties as may be assigned to the office of President by other provisions of the Bylaws.
- (b) Vice President/Parliamentarian/Historian - Presides over the organization in the absence of the President; oversees the schedule and the presentations of meetings of the general membership and programs outside of regular general membership meetings; works closely with the Outreach Director to inform the Members of Regional events and government activities related to our community; shall be notified of each committee meeting; oversees the bylaws of DLOV and any additional parliamentary procedure; remains familiar with the bylaws and Robert's Rules of Order; maintains contact with the State Party in order to keep the membership aware of changes in State Party rules and procedures; and shall exercise such other powers and duties as may be assigned to the office of Vice President by other provisions of the Bylaws and delegated by the President.
- (c) Regional Vice Chairs - Presides over meetings of the Regional DLOV organizations; exercises general managerial tasks with respect to the operation of the Regional DLOV; establishes an infrastructure and regional officers as needed; submits working plans and appointments to the DLOV Secretary for record keeping purposes; establishes and terminates special committees as needed and appoints a chair to such special committees; serves on the Executive Committee of DLOV.
- (d) Secretary/Membership - Transcribes minutes of the meetings; provides a written report of meetings of the Executive Committee and the general membership; tracks and catalogs members of DLOV (both active and inactive); shall exercise such other powers and duties as may be assigned to the office of Secretary by other provisions of the Bylaws and delegated by the President.
- (e) Treasurer - Establishes procedures to handle disbursements and expenditures;

tracks and reports all receipts and disbursements; maintains all financial records; should the need arise, will prepare filing reports to the State Board of Elections; ensures financial records are open to inspection by any member of DLOV at any reasonable time; and shall exercise such other powers and duties as may be assigned to the office of Treasurer by other provisions of the Bylaws and delegated by the President.

- (f) Finance Director - Oversees planning and implementation of all fundraising activities; and shall exercise such other powers and duties as may be assigned to the office of Finance Director by other provisions of the Bylaws and delegated by the President.
- (g) Outreach Director - Organizes outreach efforts along with Regional Vice Chairs to regional events and government activities geared to our community; informs the membership of these events; works closely with the Secretary/Membership Director to recruit new members; and shall exercise such other powers and duties as may be assigned to the office of Outreach Director by other provisions of the Bylaws and delegated by the President.
- (h) Political Action Director - Oversees political activity of the organization, including voter registration; coordinates efforts with the campaigns of local, state and federal Democratic candidates; and shall exercise such other powers and duties as may be assigned to the office of Political Action Director by other provisions of the Bylaws and delegated by the President.
- (i) Immediate Past President – Works with the DLOV Board to provide advice and guidance on political, outreach, and finance efforts; works with President and Board to assist DLOV achieve its stated mission/goals; and provides institutional memory for the organization; and shall exercise such other powers and duties as may be assigned to the office by other provisions of the Bylaws and delegated by the President.

Section 3: Elections

- (a) Each Officer will be elected at the Annual Statewide Meeting by a majority vote of DLOV members in good standing. Each officer shall serve until his/her successor is elected and each officer's term shall begin upon the adjournment of the meeting at which he/she was elected.

Section 4: Eligibility

- (a) Only members in good standing at the time of the election shall be eligible to vote for the officers of this organization.

- (b) Members in good standing consist of those members who have fully completed their membership form and who have paid their dues to DLOV at least seven (7) days prior to the election or those members who have paid their dues for the year prior to the election and who pay their current dues by the time of the election.

Section 5: Temporary Vacancies

- (a) In the event of a vacancy of an officer, good-standing members may elect a replacement in accordance with the Bylaws.
- (b) If the vacancy were to happen between August and December, the President may submit a temporary appointment recommendations to the board. The board shall ratify the temporary appointment by simple majority. Temporary appointments shall expire at the time of the winter general membership meeting.
- (c) In the event of a temporary absence or disability of the President, the Vice President shall fulfill the duties of the office.
- (d) If the Vice President is unable to fulfill the temporary absence of the President, or if not the President, the Vice President, may appoint any elected Officer to fulfill the duties of the President during the temporary absence. Such an appointment must be ratified by the elected officers of DLOV.

Section 6: Executive Board Meetings

- (a) There will be an Executive Board of DLOV, the voting members of which shall be the elected Officers of DLOV.
- (b) The Executive Board meets at the call of the President or any five (5) members of the Executive Board.
- (c) The President or Secretary/Membership Director shall give notice of the meetings to each member DLOV.
- (d) More than fifty percent (50%) of the Officers shall constitute a quorum for the purposes of conducting business.
- (e) The Executive Board of DLOV shall meet at least once (1) a month.
- (f) The Executive Board may choose the appropriate time/date to meet each month.
- (g) For the purposes of attendance, participation may take place over the telephone or online. Officers will endeavor to cover the costs the conference calls through DLOV funds in order to keep costs low for members and officers.

Section 7: Standing Committees

- (a) All committees develop policy and recommend passage or non-passage to the

Executive Committee. The Executive Committee considers the policy and recommends passage or non-passage to the general membership as required by the Bylaws.

- (b) Resolutions Committee – Considers and votes whether to forward resolutions to the Executive Committee. The Executive Committee then considers all resolutions sent by the Resolutions Committee and recommends passage or non-passage to the general membership for adoption. Resolutions may be proposed to the Resolutions Committee by any member of DLOV. The President, as elected, serves as the chair of the Committee. Voting members of the Committee include the Committee Chair, one member appointed by the President, one member appointed by the Vice-President, and one member appointed by each of the five Regional Chairs. The Vice President votes when a tie occurs.
- (c) Finance Committee – Plans and coordinates fundraising activities and reports such activity to the Executive Committee for approval. The Finance Director, as elected, serves as the chair of the Committee. Voting members of the Committee include the Committee Chair, one member appointed by the President, one member appointed by the Vice-President, and one member appointed by each of the five Regional Chairs. The Finance Committee shall present a finance plan for the coming year at the annual meeting – a draft of which shall be presented in writing at least two weeks prior.
- (d) Outreach Committee – Organizes outreach efforts to regional events and government activities geared to our community; works closely with the Secretary/Membership Director to recruit new members. The Outreach Director, as elected, serves as the chair of the Committee. Voting members of the Committee include the Committee Chair, one member appointed by the President, one member appointed by the Vice-President, and one member appointed by each of the five Regional Chairs. The Committee shall maintain a calendar of regional events.
- (e) Political Action Committee – Plans and coordinates voter registration and assistance with local, state and national political campaigns. The Political Action Director, as elected, serves as the chair of the Committee. Voting members of the Committee include the Committee Chair, one member appointed by the President, one member appointed by the Vice-President, and one member appointed by each of the five Regional Chairs.

Section 8: Special Committees

- (a) There will be those special committees as established by the President who will

also appoint the chair.

- (b) The special committee shall meet at the call of the Chair.
- (c) The President shall be a voting member of all committees.

Section 9: Committee Reports

- (a) The chair or a designated representative of each standing committee and special committee should be prepared to provide a report including account totals when applicable to the general membership at each meeting.

Section 10: Terms of Service

- (a) Officers shall serve ordinarily for two (2) years.
- (b) Every second year, the Annual Statewide Meeting of DLOV shall be the time when elections are held for new Officers.
- (c) If an Officer was elected as a result of a vacancy in an off year, their term shall expire at the time of the Annual Statewide Meeting with the rest of the Board.

Section 11: Annual Statewide Meeting

- (a) The Annual Statewide Meeting of DLOV shall be scheduled for a time after the fall election but no later than January of the subsequent year.

Section 12: Regional Appointments

- (a) Regional Chairs may appoint such officers as they deem appropriate in order to carry out their activities and fulfill the stated goals and objectives of DLOV.

Section 13: Budgetary Spending

The DLOV Executive Board must approve non-operational spending. Fifty percent (50%) of the Executive Board must be present to approve donations and non-operational spending.

- (a) Spending Tiers:
 - (1) Operational spending includes: website services and renewals; ActBlue; food for DLOV hosted events under \$25.00; supplies for DLOV hosted events under \$25.00; and yearly palm cards below \$350.00.
 - (2) Non-Operational spending includes: Any donation to candidates and

events, DLOV promotional items, advertising and any additional requests for spending.

Section 14: Board Endorsement Protocol

(a) Proceedings

- (i) The DLOV Executive Board may decide to endorse candidates for local and statewide offices on a yearly basis. The decision to proceed with the protocol can be proposed by the President or any elected Officer and approved by a simple majority in an Executive Board Meeting.
- (ii) Over fifty (50%) of the Executive Board must approve the candidates for endorsements.
- (iii) As a constituency of the Democratic Party of Virginia, DLOV will not endorse in primaries.

(b) Candidate Endorsement Qualifications

- (i) Candidates who submit interest for an endorsement will be considered by the Executive Board.
- (ii) Candidates interested in receiving a DLOV endorsement must be the Democratic Nominee and/or endorsed by their local Democratic committee.

(c) Restrictions

- (i) All endorsements from DLOV must come directly based on the determination of the Executive Board as a group.
- (ii) Members of the Executive Board are prohibited to provide an endorsement of any kind as an individual representative of DLOV.
- (iii) Members of the Executive Board may still endorse in their individual capacity, but are prohibited from using their Elected Officer title.

Section 15: Ex Officio Members

The following individuals shall be voting ex officio members of the DLOV upon completion of the membership form and dues:

- (a) Democratic elected officials, including officials in non-partisan office who are endorsed by the Democratic Party, holding office in, or from, Virginia;
- (b) elected members of the Democratic National Committee who reside in Virginia;
- (c) members of the Virginia State Central Committee;
- (d) Democratic members of the Electoral Board, and, if a Democrat, the Office of Elections General, Registrar; immediate past Chairs;

- (e) any former Democratic member of the Virginia General Assembly;
- (f) any former Democratic Supervisor or Democratic Constitutional Officer elected in the Commonwealth of Virginia who is currently a Democrat

Article V: Meetings

Section 1: Notice

- (a) At least ten (10) days notice must be given in writing to the Executive Board and the general membership of each regular and special meeting of DLOV or the Executive Board.

Section 2: Regular Meetings

- (a) There will be three kinds of regular meetings for DLOV:
 - (i) Executive Board Meetings (once a month),
 - (ii) Regional Meetings (once every two months – except from August through November when the regional group will meet every month),
 - (iii) and Statewide meetings that will take place the same weekend as the Democratic Party’s State Central Committee meetings (these occur quarterly).
 - (1) However, in lieu of coordinating with the final (winter) State Central Committee meeting, DLOV will organize its own Annual DLOV Meeting.
- (b) Participation in Regional meetings and Executive Board Meetings may occur via phone. However, personal attendance is strongly encouraged at ALL DLOV meetings. It is especially encouraged at the Statewide Annual DLOV Meeting.

Section 3: Special Meetings

- (a) Special meetings of DLOV general membership may be called by the President, a majority of the Executive Board or by the written request to the President and the Secretary of any 20 members of DLOV.
- (b) There is no time limit on when a Special meeting can occur. However, notice of any special meeting shall be in accordance with the Bylaws.

Section 4: Cancellations

- (a) Regular and special meetings of the general membership may be cancelled,

postponed or adjourned by the President with the approval of a majority of the Executive Board.

Section 5: Quorum

- (a) Thirty percent (30%) of DLOV members in good standing shall constitute a quorum for the purpose of conducting business in any Statewide or Regional meeting.

Section 6: Voting

- (a) A simple majority of those present and voting shall be necessary for the passage of any motion or resolution by the members of DLOV at any Statewide, Regional, or Executive Board meeting.
- (b) Proxy voting will not be permitted at any membership meeting or election. However, phone or electronic voting may be allowed on a case-by-case basis.

Article VI: Grievance and Disciplinary Proceedings

The Bylaws (as interpreted by the DLOV Board) shall govern all disciplinary and grievance proceedings.

Section 1: Failure of affiliation

- (a) Any member or DLOV Officer may be stripped of membership and or duties for due reason, including failure to perform duties, affiliation with another political party, or acting against DPVA Party Rules or the Democratic Party.
- (b) Any three members (3) believing that a member or officer of DLOV is in violation of this policy shall present evidence of their accusation to the Executive Board.
- (c) The Executive Board will discuss and vote whether to forward the action to the general membership.
- (d) The Executive Board may act upon the accusation directly in accordance with the DPVA Party Rules.
- (e) A majority vote is required to expel the member or relieve the officer of his/her duties.

Section 2: Attendance or neglect of duty

- (a) Any DLOV member or Officer may be stripped of their membership and or duties

if they miss three (3) consecutive meetings without cause or who shall be guilty of neglect of any duty imposed upon such members.

- (b) Before making a recommendation of removal, however, the committee shall provide the member with ten (10) days written notice of the charges and an opportunity for a hearing before the Executive Board.
- (c) The decision of the Executive Board may be appealed to the General Membership by calling for a Special Meeting in accordance with the Bylaws.

Article VII: Parliamentary and Governance Authority

- (a) The rules contained in the current edition of Robert's Rules of Order shall govern DLOV in all cases which they are applicable and when they are not inconsistent with these Bylaws.
- (b) Any governance provision not covered in these Bylaws shall default to the State Party Rules of the Democratic Party of Virginia.

Article VIII: Bylaw Amendments

- (a) These Bylaws may be amended by a two-thirds (2/3) vote of members in good standing present and voting provided, however, that all proposed changes have been provided in writing two (2) weeks in advance of the vote to the general membership.
- (b) Any proposed amendment not adopted at one of the three (3) meetings following the meeting at which the proposed amendment was submitted to the general membership shall be considered rejected.
- (c) Proposed amendments may be brought to the general membership by any member in good standing as long as it is supported by the signature of at least four (4) other members in good standing.

Article IX: Addendums

Section 1: Notice

- (a) Whenever required by these Bylaws or by any other applicable rule and unless otherwise ordered may be provided by postal mail, facsimile transmission or electronic mail sent to the appropriate address or number submitted to the Treasurer by each member.
- (b) Except in cases of meetings – notice may be provided using the above means within at least three (3) days.

Section 2: Ordered

- (a) “Ordered” means the Executive Committee, or general membership when designated, has received an item in writing, considered the matter and taken a vote with enough active members present to conduct business.

Section 3: Appoints

- (a) “Appoints” means the designated appointer has selected and reported that selection of a DLOV member to an appointed position as dictated in the Bylaws.

Section 4: Members in good standing

- (a) “Members in good standing” consist of a person who has fully completed their membership form and has paid their dues at least seven (7) days prior to the election, or those members who have paid their dues for the year prior to the election and who pay their current dues by the time of the election.

Section 5: Majority Vote

- (a) A majority vote is more than fifty percent (50%) of members in good standing, present and voting.

Section 6: Membership List

- (a) Members in good standing may request a membership list to the DLOV Secretary for the purposes of communicating, promoting, and publishing events related to the Latino cause. Such list may only contain names, email addresses and phone numbers. All other information collected in the membership list which may be considered as personal identifiable information cannot be distributed.
- (b) Requesting members must adhere to the guidelines stated in Article IX, Section 6, subsection (a). Selling or using the information for any other purpose unrelated to the mission statement of DLOV is strictly prohibited.

Section 7: Reporting to DPVA

- (a) DLOV shall provide the DPVA with a regularly updated action plan for mobilizing its constituency for elections.

- (b) This action plan must include evidence of recent past activity for Democratic organizations and/or campaigns.
- (c) The organization must also provide to the Democratic Party of Virginia a list of current outreach events, organizations, and events within Virginia related to its constituency.

Ricardo Alfaro
President

Ariel Garayar
Vice-President

Approved and ratified on January 4, 2020