

APDC Draft Bylaws



Arkansas Progressive Democrats Auxiliary Bylaws

BYLAWS OF THE Arkansas Progressive Democrats Auxiliary

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ARTICLE 1. Purpose

1. Develop, recruit, and train progressive candidates to run for public office under the name of the Democratic Party of Arkansas
2. Increase engagement in the political process by performing activities for the benefit of the Democratic Party of Arkansas, including but not limited to: voter registration drives, educational seminars, party fundraising events, county party outreach, and ballot initiative development
3. Creating fundamentally intersectional spaces where Auxiliary members are safe, welcome, and encouraged to participate in the political process.
- 4.
5. All other actions required to maintain the mission statement of the Arkansas Progressive Democrats Caucus

ARTICLE 2. Name and Emblems

1. The name of this Auxiliary shall be “Arkansas Progressive Democrats Caucus”
 - a. The use of the acronym APDC is accepted



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2.

ARTICLE 3. Membership

1. Membership shall be comprised of members who have declared an interest in the Arkansas Progressive Democrats Caucus, signed onto the membership roster.
2. A member of this Auxiliary has the following rights:
 - To participate in all officially sanctioned Arkansas Progressive Democratic Caucus events.
 - A right to run for leadership/head organizer positions and perform their functions within the Auxiliary
 - A right to run for public office as an officially recognized member of the Arkansas Progressive Democrats Caucus
3. The Arkansas Progressive Democrats Caucus will not discriminate on the grounds of race, color, creed, national origin, sex, gender and/or gender identity, age, religion, ethnicity, sexual orientation, economic status, protected class and/or Tribal affiliation, or disability as defined by the Americans with Disabilities Act of 1990.

ARTICLE 4. Officers

1. Executive Committee Co-chairs
 - a. The Co-chairs will be of different genders in accordance with the Democratic Party of Arkansas Bylaws.
 - b. The Co-chairs shall:
 - i. Develop, recruit, and educate organizers from around the state
 - ii. Work on requests received from county/municipal affiliates
 - iii. Vet political candidates who intend to run for statewide office and are seeking APDC endorsement.
 - iv. Engage with county/municipal affiliates to determine both viability for creating new county party chapters, as well as to recruit progressive caucus members and engage county/municipal affiliates in caucus campaigns and activities
 - v. Assist with the work of the Treasurer and the Secretary as it relates to FEC filings and in maintaining recognition with the Democratic Party of Arkansas. This will mean being a backup for these positions and helping gather necessary documentation.



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- vi. Educate caucus supported political candidates on FEC filing requirements and set reminders for candidates before the necessary filing dates
 - vii. Encourage growth of the Auxiliary by setting goals, creating events and meetings, and maintaining a social media presence
 - viii.
 - ix. When a general membership meeting is called by the Co-chairs, a notice of no less than 7 days shall be made to the membership
2. Caucus Treasurer
 - a. Maintain the financial accounts of the Caucus using official bank statements.
 - b. Monitor auxiliary budgets to ensure fiscal responsibility. Prepare an annual financial report summarizing deposits, expenditures, and ending balances.
 - c. Submit required financial reports to the Democratic Party of Arkansas Committee on Auxiliary Organizations in accordance with party bylaws.
 - d. Remain informed of applicable Federal Election Commission (FEC) requirements for the Auxiliary.
 3. Secretary
 - a. Shall report the minutes of State Auxiliary Meetings and activities to the public through the [APDC website](#), as well as reporting to the DPA executive committee. They will keep digital records of activities and archive them in approved locations for future reference
 - b. Maintaining the membership list of the Auxiliary including,
 - i. Checking new member sign-ups for any discrepancies or multiple sign-ups under the same name
 - ii. Removing members from the membership list if they have requested their removal, or if the individual has undergone the removal by Auxiliary demand process
 - iii. Providing access to the membership list to the DPA as is only required by Section 8.04 of the DPA's bylaws
 - iv. Maintaining the anonymity of membership information as much as possible, excluding any required laws or DPA compliance
 - c. Report any inconsistencies between amendments to the Auxiliary's bylaws and the DPA's bylaws, in order to prevent Auxiliary Charter revocation
 - d.
 - e. The Secretary shall compile a digital document of minutes from previous state auxiliary meetings and APDC meetings for use in future meetings and for reporting to the Vice Chair on auxiliaries.
 - f. Ensure and General meetings and communications (e.g., emails) are scheduled. Calendaring events, etc.



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4. Elections
 - a. Elections of positions will be defined as such:
 - i. Co-chairs shall have a two year term after being elected by Auxiliary membership as defined by ARTICLE 3
 - ii. Treasurer shall have a two year term after being elected by Auxiliary membership as defined by ARTICLE 3
 - iii. Secretary shall have a two year term after being elected by Auxiliary membership as defined by ARTICLE 3.
5. Duties and powers granted to all Executive Committee members:
 - a. Special meetings may be called by a Quorum of the Executive Committee
 - b. The Auxiliary annual budget will be worked on and completed by all Executive Committee members, with the account intake and outtake information provided by the Treasurer. This will be completed within the first 31 days of the calendar year.
 - c. Executive Committee members may request spending allotments outside of those provided by the approved budget. For the allotment to be recognized, it must have a time stamp and be recorded with the Committee member's name and reasoning for the spending. These allotments must be agreed upon by 3/4th of the Committee members, or by majority vote of the Auxiliary membership if the allotment is presented two weeks before a general membership meeting. The requirement for presentation to general membership may be bypassed if unanimously agreed upon by the Executive Committee, but must still be passed by majority vote of general membership. If voted no after bypass, the funds must be reimbursed to the General Accounts by the member who required allotment
6. Signatories for the bank account will be the two Co-Chairs, the Secretary, the Treasurer, or the Deputy Treasurers. For a check to be issued, at least one of the executive officers is required to sign. For anybody to be reimbursed for caucus expenditures, they must supply a receipt within 90 days. If receipts are turned in after this period, the caucus has the ability to deny reimbursement.

ARTICLE 5. State Auxiliary Convention for APDC

1. A Convention of the Statewide Auxiliary (APDC) can be called by the Executive Committee at will.
2. Recognized County Affiliates may provide delegate(s) to the Convention in order to represent the members in their county
3. Each recognized member present will have the right to discuss and vote on amendments to the Platform, Bylaws, and the election of Executive Committee members



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ARTICLE 6. Voting

1. The Arkansas Progressive Democrats Caucus is committed to making decisions democratically.
2. Issues to be voted on by the membership include the election of officers, any items these bylaws reference as requiring a vote referencing Article 6, as well as any major decisions that may affect or change the direction of the caucus.
3. Voting on issues by membership shall only occur during regular or special business meetings that are announced 7 days in advance.
4. Votes will be decided by two-thirds of the members present at the meeting.
5. Votes will be recorded by the Secretary or a person designated by the Secretary to take meeting minutes
6. Votes will be counted from chat messages in the meeting or voice vote.
7. If the number of members present makes this voting method impractical, other methods may be implemented as needed.

ARTICLE 7. Candidate Nominations and Endorsements

1. Potential candidates will announce their intent to run in accordance with the bylaws of the Democratic Party of Arkansas
2. Endorsements will be determined at a general membership meeting after the primaries.
3. Candidates who gain the endorsement from the Arkansas Progressive Democrats Caucus are entitled to the following:
 - A. Inclusion in Caucus voter outreach campaigns and public voter education programming
 - B. Aid in platform development, field campaign, and Get Out The Vote (GOTV) assistance from caucus affiliates and organizing members
 - C. Support in fundraising and event coordination, especially in counties and municipalities of interest to APDC and/or the State Democratic Party
4. The caucus cannot endorse candidates until after the primary, including giving of any donations or through demonstrated support of that candidate in such a way it would be obvious they are giving preference to one candidate over another.



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ARTICLE 8. Delegates to the State Committee

1. The caucus shall elect four representatives to the State Committee of the Democratic Party of Arkansas. Of those four, the first two shall be the Co-Chairs. They will represent their congressional district(s), and the remaining two will be elected by the general membership to be selected from the remaining congressional districts.

ARTICLE 9. Platform

1. The Platform of the Arkansas Progressive Democratic Caucus will represent progressive ideals as outlined in the platform and the mission statement
2. A State Caucus Convention, as established in [ARTICLE 5](#) shall have the authority to amend The Platform as described in [ARTICLE 6](#).
3. In years when there will be no Convention, the Executive Committee shall have the authority to amend The Platform as described in [ARTICLE 6](#).
4. Amendments to the Platform may be submitted for consideration by any officially recognized member of the Auxiliary, as determined by [ARTICLE 3](#), or by the Executive Committee

ARTICLE 10. Amendments

Amendments to these bylaws will be made by the recognized membership in accordance with [ARTICLE 6](#)

ARTICLE 11. Dissolution

1. The Auxiliary affiliation may be revoked upon a majority vote of the DPA State Committee upon a showing of good cause
2. Upon dissolution, the bank accounts will have member donations for the month of dissolution reimbursed to them. Remaining funds will be considered as “donations” and will be dispersed according to the **7 CAR § 7-112 in the Code of Arkansas Rules.**
3. The Arkansas Progressive Democrats Caucus may be dissolved by a general membership vote of 3/5ths of the active membership. If dissolved in this fashion, funds will be reimbursed as determined by the membership



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ARTICLE 12. Meetings

1. There will be a minimum of one meeting per month. Proper advance notice must be given for these general organizational meetings with virtual options. Registered members should be notified no less than two weeks in advance, with a reminder notice sent out 48 hours prior to the meeting.

Grievance

Grievance Policy

Complaints and Grievance Process

The APDC is committed to maintaining a respectful, ethical, inclusive, and safe environment for all members, leaders, advisors, and volunteers. We take concerns and formal complaints seriously and aim to address them promptly, fairly, and transparently, consistent with caucus values and governance responsibilities.

We recognize that raising a concern can be difficult and will handle any complaints with care, discretion, and respect.

This content outlines our grievance process and protocol.

How to Submit a Concern or Complaint

General Reporting Process

- Contact the **Co-Chairs**,
- If you are uncomfortable contacting the Chair or Vice Chair, or if the concern involves either individual, contact a **designated Executive Committee member or you may wish to escalate the concern to members of the Democratic Party of Arkansas**.
- **When reasonable, please** submit concerns in writing to include 1) specific actions, behaviors, or statements, 2) parties involved, 3) dates of actions, and 4) any other pertinent information.
- If you are concerned for privacy, confidentiality, or safety reasons, you can request a face to face meeting with the Caucus Chair or Vice Chair. Please be aware that notes may be taken for documentation or reporting purposes.

Documentation Process

- Concerns may be documented when:
 - Behavior violates caucus values, expectations, or bylaws
 - Conduct creates safety, pervasive interpersonal concerns, or ethical concerns
 - Issues persist after informal outreach and conversation
- Documentation will:
 - Be completed by **no fewer than two caucus leaders or designees**
 - Include dates, descriptions, and actions taken
 - Be treated as **confidential caucus governance records**
- In extreme cases, documentation may be used to support legal action

Handling of Complaints by the Caucus

- All concerns will be reviewed in a timely manner, depending on the degree of harm caused or that could arise.
- Leadership will assess the nature of the concern and determine appropriate next steps, which may include:
 - Verbal or written notice
 - Informal conversation or clarification

- Mediation or facilitated discussion
- Documentation of the concern
- Formal review by caucus leadership or committee
- Requests for collaborative solution identification
- Warnings based on behavior change needs
- Temporary limitation of participation or leadership roles
- Placement on inactive status
- Formal removal from an advisory or leadership role

In cases involving serious misconduct or safety concerns, the caucus may move directly to removal without progressive steps.

Removal and Eligibility

- Removal decisions will be made via vote of ECOM and in situations where individuals involved hold higher influence or potential negative impacts on the Caucus or its operations vote will take place with no fewer than (13?) ECOM and Caucus members
- Removal decisions will be made in accordance with caucus bylaws and governance procedures.
- Individuals removed for serious misconduct or safety concerns may be deemed **ineligible for future involvement**.

Non-retaliation Protocol

- Retaliation for raising a concern is not permitted by Caucus leadership
 - Exclusionary or threatening behaviors
 - Limiting opportunities for involvement due to reporting
 - DOXXING
 - Participating in any communications that denigrate or criticize the reporting individual