

Bylaws of the Democratic Latino Organization of Virginia (DLOV)



Amended on August 4th, 2022

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Mission Statement

The mission of the Democratic Latino Organization of Virginia (DLOV) is to activate, engage, and support the political consciousness of the Latino community of Virginia as well as to encourage the Latino community to utilize the Democratic Party of Virginia as an advocate for their interests through, but not limited to, increased participation in all levels of government and party.

Our vision is a Commonwealth in which the Latino community in Virginia is politically unified and empowered, their interests are properly understood and fairly represented in the Democratic Party, and Latino political participation is promoted at all levels of government.

Article I: Name and Objectives

Section 1: Name

The name of this organization shall be the “Democratic Latino Organization of Virginia” (DLOV) or by its Spanish name, “Organización Democrática de Latinos en Virginia.”

Section 2: Objectives

The objectives of DLOV shall be:

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

- iii. Advocate for equitable representation of the Latino community in all levels of government across Virginia.
- d) To educate and promote political participation. To do this we will:
 - i. Promote increased Latino civic and political participation through educational, political, policy-oriented forums and voter registration drives;
 - ii. Provide forums for information exchange and member networking, and (iii) Prepare and engage the next generation of emerging leaders.
- e) 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.
- f) To mobilize our constituency and support Democrats in upcoming local, state, and national elections.
- g) To maintain our recognition as the officially recognized Caucus of DPVA as originally accomplished on May 16, 2009.
- h) To support and endorse only those candidates for public office who have been nominated or endorsed by the Democratic Party where there is a nomination contest.
- i) To maintain and increase representation on the DPVA Central and Steering Committees.
- j) 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

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

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

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, disability, citizenship or immigration status, or language.

Section 4: Consideration of Membership

- 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: Annual Dues

- a) There shall be three categories of annual dues-paying membership: “Regular” membership, “Young Democrat membership,” and “Supporting” membership.
- b) Annual dues shall be set by the Executive Board on an annual basis and may be changed upon two-thirds ($\frac{2}{3}$) approval from the entire Executive Board.
- c) 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. (d) Annual dues shall not be prorated.
- d) People who have extenuating circumstances and cannot pay annual membership dues may submit a membership dues waiver request to the President and Secretary of DLOV.
 - i. Any such requests will be considered private and treated with discretion by the Executive Board.
 - ii. Dues waiver requests are only valid for the current year and must be renewed on an annual basis.

Section 6: Decade membership

- a) Decade member dues 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: Ex Officio Members

The following individuals shall be non-voting ex officio members of DLOV and of their Regional Committee upon submission of the membership form to the Executive Board:

- a) Virginia Democratic local or state elected officials, including officials in non-partisan office who were endorsed by the Democratic Party in their most recent election, and federal elected officials who currently reside in Virginia;
- b) Elected members of the Democratic National Committee who currently reside in Virginia;
- c) Members of the Virginia Democratic State Central Committee;
- d) Any former state or local elected official who was most recently elected as a Democrat and continues to identify as such and who currently resides in Virginia.

Section 8: Membership form

The DLOV membership form shall request the full name, mailing address, telephone number, email address, statement of commitment to Democratic values and the signature of said member. All membership records must be maintained by the Secretary.

Section 9: Membership List

- a) Members in good standing may request a membership list from the DLOV Secretary upon approval by the Executive Board for the purposes of communicating, promoting, and publishing events related to the Latino cause when other methods of communicating with members is not possible.
- b) Such a 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.
- c) Selling or using the information for any other purpose unrelated to the mission statement of DLOV is strictly prohibited.
- d) Requesting members must adhere to the guidelines stated in Article III, Section 9 of these Bylaws and any other applicable DLOV rules and guidelines.

Article IV: Officers & Governance

Section 1: Executive Board

The Executive Board is the governing body of DLOV and each elected officer of the Executive Board is an equal voting member.

The officers of the Executive Board of the Democratic Latino Organization of Virginia shall be:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Finance Director
- f) Political Director
- g) Membership & Outreach Director
- h) Immediate Past President
- i) Eight Regional Chairs:
 - i. Inner Northern Virginia Regional Chair
 - ii. Outer Northern Virginia Regional Chair
 - iii. Central Virginia Regional Chair
 - iv. Shenandoah Valley Regional Chair
 - v. Greater Richmond Regional Chair
 - vi. Tidewater Virginia Regional Chair
 - vii. Southside Virginia Regional Chair
 - viii. Southwest Virginia Regional Chair

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 Directors to facilitate the execution of plans and strategies to increase and retain membership, expand outreach, increase funds, and ensure regional and political representation;; 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 and Steering Committees of the DPVA; shall appoint other members of the Executive Board to committees of 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 - Presides over the organization in the absence of the President; represent the caucus to DPVA Steering and Central Committee meetings 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; 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) Secretary - Transcribes meeting minutes; serves as Parliamentarian and governs parliamentary procedure during meetings; provides a written report of meetings of the Executive Board and the general membership; shall maintain organization records — including, but not limited to: bylaws, standing rules, policies, resolutions, minutes, membership rolls, and all committee reports — as well as records related to events of significance to the history of the organization; and 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.
- d) Treasurer - Works with the President and Finance Director to prepare the annual budget; establishes procedures to handle disbursements and expenditures; tracks and reports all receipts and disbursements; maintains all financial records; prepare and submit timely quarterly campaign finance reports to the State Board of Elections for the DLOV PAC; 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.
- e) Finance Director - Oversees planning and implementation of all fundraising activities necessary for meeting the annual budgetary needs of DLOV; 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.
- f) Membership & Outreach Director - Tracks and catalogs members of DLOV (both active and inactive); execute plans and strategies to increase and retain members, coordinates outreach efforts along with Regional Chairs to regional events and government activities geared to the Latino community; informs the membership of these events; 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.

- g) Political Director - Oversees and facilitates execution of the 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 Director by other provisions of the Bylaws and delegated by the President.
- h) Immediate Past President - Serves on the Executive Board to provide advice and guidance on political, outreach, and finance efforts; works with President and Board to assist DLOV in achieving its stated mission and goals; 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. The participation of the Immediate Past President will not influence Quorum.
- i) Regional Chairs - Each Regional Chair presides over meetings of their respective Regional Committee and is responsible for their committee's overall management; establishes committee infrastructure and nominates Regional Committee officers for positions as needed for approval by the Executive Board; submits annual working plans for review and approval prior to the annual meeting, meeting minutes, and appointments to the DLOV Secretary for record-keeping purposes; may establish and terminate special subcommittees and subcommittee officer positions as needed.

Section 3: Elections

- a) Elections for the Executive Board are held biennially in odd-numbered years after the Fall election and no later than the Annual Statewide Meeting held in January of an odd-numbered year.
- b) Elected officers of the Executive Board serve for two-year terms and are elected by a majority vote of members in good standing.
- c) Elected terms begin upon the adjournment of the Annual Statewide Meeting during or after which the elections are held and each elected officer serves until the election of their successor.
- d) If a candidate or slate of candidates is uncontested by the time of the election, the candidate assumes the new position by default and the election for that race is canceled.

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:
 - i. Fully completed their membership form and who have paid their dues to DLOV or had their dues officially waived at least seven (7) days prior to the election; or,
 - ii. 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: Vacancies

- a) In the event of a vacancy in any of the elected positions of the Executive Board other than the President, the President may appoint a replacement with the approval of the Executive Board.

Appointments shall expire at the time of the next regularly scheduled Executive Board elections.

- b) In the event of a temporary absence or disability of the President of two months or less, the Vice President shall fulfill the duties of the office as Acting President. Any absence of the President greater than two months shall be considered permanent and the Vice President shall become President.
- c) If the Vice President is unable to fulfill the role of Acting President, the Vice President may designate another officer of the Executive Board to serve as Acting President, pending approval by the Executive Board.
- d) If the position of Vice President is vacant at the beginning of the President's absence, the Executive Board shall appoint an Acting President.

Section 7: Standing Committees

The standing committees of DLOV are as follows:

- a) Resolutions Committee – Considers and votes on whether to forward resolutions to the Executive Board. The Executive Board 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 shall appoint the chair of the Resolutions 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 Regional Chairs. The Vice President votes when a tie occurs.
- b) Finance Committee – Plans and coordinates fundraising activities and reports such activity to the Executive Board 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 Regional Chairs. The Finance Committee shall present a finance plan for the coming year at the annual meeting.
- c) Outreach Committee – Organizes outreach efforts to regional events and government activities geared to our community. The Outreach & Membership 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 Regional Chairs.
- d) Political Committee – Plans and coordinates voter registration and assistance with local, state and national political campaigns. The Political 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 Regional Chairs.
- e) Regional Committees: – Serve as the primary networking and organizing bodies of DLOV within their respective regions; are coordinated and presided over by their respective Regional Chair; work closely with other DLOV committees to mobilize Latino voters, host events, and build community trust with statewide and local Democratic committees as proposed and approved in their annual plans. There shall be one Regional Committee established for each of the DLOV regions identified in these Bylaws. Members of the

Regional Committees shall include their respective Committee Chair, one Latino community representative designated by each of the local Democratic committees within its region, and any additional DLOV members who are residents of that region. The President, Vice President, and the Membership & Outreach Director shall also serve as ex officio voting members of each Regional Committee.

- f) Communications Committee: – Plans and coordinates communications strategy through printed and digital mediums to increase engagement and presence. The Communications Director, as appointed, serves as the chair of the Committee. Members of the Committee include the Committee Chair, the appointed Technology Director, one member appointed by the President, one member appointed by the Vice President, and one member appointed by each of the Regional Chairs.

Section 8: Special Committees

- a) Special committees may be established by the President at will. The President appoints the Chairs of all special committees.
- b) Special committees meet at the call of their Chair.
- c) The President shall be a voting member of all special committees.

Section 9: Committee Reports

The chair or a designated representative of each standing committee and special committee should be prepared to provide a verbal report at each regular meeting. Annual written reports for each standing committee must be prepared for presentation at the first regular meeting of each calendar year and records of such reports must be kept and maintained by the Secretary.

Section 10: Budget Process

- a) Spending Definitions:
 - i. Operational expenses include: website services and renewals; ActBlue fees; food and supplies for DLOV hosted events; DLOV promotional items; advertising; and yearly palm cards.
 - ii. Non-operational expenses include: any donation to candidates or third-party organizations and any additional requests for spending.
- b) Annual Budget
 - i. The DLOV fiscal year shall run concurrent with the calendar year.
 - ii. The budget for the ensuing fiscal year must be approved by the Executive Board prior to the start of the fiscal year, that is, January 1.
 - iii. The budget must provide an outline of all operational expenses.
- c) Additional Expenses
 - i. The DLOV Executive Board must approve all non-operational expenses and any modifications to the approved annual budget.

Section 11: Political Endorsement Protocol

- a) Proceedings
 - i. The DLOV Executive Board may decide to endorse candidates for local and

- statewide offices on a yearly basis.
 - ii. 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.
 - iii. As a caucus 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 DLOV's endorsement must be the Democratic nominee and/or endorsed by their local Democratic committee.
 - iii. Candidates interested in receiving DLOV's endorsement for a non-partisan race may only be considered so as long as they are a member of the Democratic Party.
- 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 12: Reporting to DPVA

- a) DLOV shall provide the DPVA with a regularly updated action plan for mobilizing its constituency for elections and as requested by DPVA.
- 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.

Article V: Meetings

Section 1: Notice

- a) At least fourteen (14) days notice must be given in writing to the Executive Board and the general membership of each regular general membership meeting.
- b) At least seven (7) days notice must be given in writing to the Executive Board and the general membership in advance of a special meeting.
- c) Whenever required by these Bylaws or by any other applicable rule and unless otherwise ordered, notices may be provided by call, e-message, postal mail or electronic mail sent to the appropriate address or number submitted to the Secretary by each member.

Section 2: Regular Meetings

There will be three kinds of regular meetings for DLOV:

- a) Executive Board Meetings, to occur at least monthly;
- b) Standing Committee Meetings (quarterly – except from August through November when

- Regional Committees shall meet every month), and;
- c) General Membership Meetings, held at least quarterly on the same weekend as the quarterly Democratic Party's State Central Committee meetings.
 - i. However, in lieu of coordinating with the final (winter) State Central Committee meeting, DLOV will organize its own Annual Statewide DLOV Meeting.
 - ii. Participation in Standing Committee meetings and Executive Board meetings may occur, in person, via phone, or virtual call.

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 a signed written request to the President and the Secretary from any 20 members of DLOV.
- b) This meeting shall be held within thirty (30) days of the time when both the President and Secretary received the special meeting request. Notice of any special meeting shall be in accordance with the Bylaws.
- c) These meetings shall also be classified as general membership meetings

Section 4: Executive Board Meetings

- a) The Executive Board meets at the call of the President or a majority of the Executive Board.
- b) More than fifty percent (50%) of the voting officers of the Executive Board shall constitute a quorum for the purposes of conducting business.
- c) The Executive Board of DLOV shall meet at least once a month.
- d) For the purposes of attendance, participation may take place in person, over the telephone, or virtually.

Section 5: Annual Statewide Meeting

The Annual Statewide Meeting of DLOV shall be scheduled within thirty (30) days of the final winter DPVA meeting.

Section 6: Cancellations

Regular and special meetings of the general membership may be canceled, postponed or adjourned by the President with the approval of a majority of the Executive Board.

Section 7: Quorum

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

Section 8: 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 General Membership, Committee, 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

Section 1: Failure of Affiliation

- a) Any member or DLOV officer may be stripped of membership and/or duties for due cause, including affiliation with another political party, or acting against DPVA Party Rules or the Democratic Party.
- b) Any officer or three (3) members 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 their 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.

Section 3: Code of Conduct

The Executive Board shall approve a Code of Conduct that will be applicable to all members of DLOV.

Article VII: Parliamentary and Governance Authority

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) 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.
- b) Any proposed amendment not adopted at the first general meeting following the meeting at

which the proposed amendment was submitted to the general membership shall be considered rejected.

- c) 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 produced in writing 14 days in advance of the vote to the general membership.

Article IX: Definitions

Section 1: Ordered

“Ordered” means the Executive Board, 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 2: Appoints

“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 3: Members in Good Standing

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

Section 4: Majority Vote

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

Jonathan Dromgoole
President

Alex Cintron
Vice President

Approved and ratified August, 4th 2022