



BEGINNING NEW CAUCUSES

1. Organize a meeting of Democratic women who have shown an interest in being a member of a caucus. **As few as five members may be a caucus.** At your discretion, but as soon as possible after your initial meeting, contact your County Party Chair and notify him/her of your plans --- he/she may be helpful or not. Most county organizations are stronger by having a women's caucus in the county because of participation in their work and are excited for a women's caucus to begin.
2. Elect a President, a Secretary and a Treasurer, but Secretary/Treasurer could be combined. A Vice President is helpful (she might plan the programs and coordinate membership duties, but it is not to elect a Vice President to begin. Other officers and committees may be elected or appointed later.
3. Decide how often and where you want to meet. Most caucus meet monthly except during the summer, but some only meet quarterly
4. Decide the name of your caucus. It usually reflects your county location.
5. The Secretary takes minutes beginning with this first meeting so it can be used for reference later.
6. Decide on the amount of dues you want to collect. The State requires \$5.00 per member to be a member of Kansas Federation of Democratic Women. You also automatically become a member of your District Caucus. Membership dues in local caucus are from \$15.00 to \$45.00 in Kansas including State dues.
7. Decide when your fiscal year will be: (1) from January 1st to December 31st or (2) July 1st to June 30th. KFDW fiscal year is January 1st to December 31st.
8. The Treasurer should collect the dues, and when sufficient funds are available, take the funds to a local bank to deposit, with both the President and Treasurer signing the signature card. You may need a fundraiser or donations for this first deposit.

9. Write a letter to the County Party asking that you be the Women's Auxiliary Caucus for your county. Ask for their response in writing so that you can verify this with the State Party.
10. Write and approve your Constitution and By- Laws. A copy may be borrowed from any caucus to use as a model. Contact the State President if you would like a model copy. The County may ask for this before they approve your request to be designated as the Women's Auxiliary Caucus. The State Federation (KFDW) will need it before you are chartered.
11. To become chartered as a caucus within the Kansas Federation of Democratic Women (KFDW), send in your membership names, designating the officers, with addresses, phone numbers, and e-mail addresses along with your Constitution and By-Laws, and County name designation. The Federation will ask you to send in your membership dues of \$5.00 per member when your charter request is approved. Dues are sent to the State Vice President who will reconcile the amount with your membership list and forward to the State Treasurer for deposit.
12. Joining KFDW gives you membership in the Midwestern Regional Democratic Women, consisting of 13 states, as well as the National Federation of Democratic Women (NFDW). The NFDW has a website with useful information you will want to access: <https://www.nfdw.com/>

CONGRATULATIONS! YOU ARE IN BUSINESS!