

2023 By-Laws Amendment Summary:

- Clarifies that membership runs from Jan 1-Dec 31.
- Clarifies that membership requires paying dues, completion of membership form.
- Expands the code of conduct policy, adds a violation section, adds zero-tolerance policy, adds annual board review of the code of conduct and requires the board to create a violation submission policy/framework.
- Requires that all CLCAF members, inclusive of the Executive Board, adhere to the Code of Conduct.
- Requires Executive Board Members (within 30 days of being elected) to complete anti-harassment training, provide proof, and establishes parameters for said training for the Executive Board.
- Requires the Executive Board to offer to elevate violation cases of misconduct to the WCU.
- Requires departing Board Members to serve on the elections committee for the following year after the end of their term.
- Requires all departing Board Members to complete an exit memo for the purposes of record keeping and transitions/onboarding of new Board Members.
- Requires Co-Chairs to check-in quarterly with the Executive Board to discuss tasks, projects, capacity, and compliance with position responsibilities as outlined in the by-laws.
- Requires Co-Chairs take the lead in partnership with the Treasurer in drafting the annual budget for the year.
- Tasks the Secretary & the Youth Development committee to organize CLYLP Capitol Day & Brown Issue's Policy Bootcamp.
- Requires the Treasurer to consult the Legal Counsel on relevant tax and financial responsibilities.
- Moves responsibility of the Conexiones Program from Treasurer to Membership Director.
- Requires the Communications Director to organize a content creation strategy, consult with the Co-Chairs, and ensure they attend all CLCAF events for purposes of taking photos and videos or have an individual attend on their behalf to fulfill this requirement.
- Tasks the Policy Director with being the head of educational programming and requires them to organize CLCAF's signature Policy Academies.
- Renames the Events Coordinator to Events Director for consistency with other titles.
- Requires the Events Director to track all event expenses and work with the Treasurer to ensure event budget compliance.

- Renames Fellows Representative to Fellows and Internship Representative.
- Expands eligibility to the renamed Fellows & Internship Representative to include all fellowships and internships in and around the Capitol.
- Requires the Events Director to conduct at least 3 events per year.
- Establishes 2 new standing committees:
 - Establishes the Budget Committee chaired by the Treasurer or their designee who is a member of the Executive Board. The Committee shall be composed of the Co-Chairs, the Treasurer, the Lobbyist Liaison, and the Events Director. The focus of the committee shall be to create the organization's yearly fiscal outlook and maintain compliance.
 - Establishes the Elections Committee composed of members of the Executive Board who have decided to run for a position on the board following the end of their term. The focus of this committee is to organize and schedule the Executive Board elections for the next calendar year.
- Makes the following changes to existing standing committees:
 - Adds the Co-Chairs, Lobbyist Liaison, and Senior Advisor as default members of the Fundraising committee
 - Adds the Co-Chairs, Secretary, and Membership Director as default members of the By-Laws committee
 - Renames the CLYLP Committee to the Youth Development Committee composed of the Secretary, Policy Director, Communications Director, and Events Director. Tasks the committee to coordinate the Chicano Latino Youth Leadership Project (CLYLP) Sacramento Leadership Conference Capitol Day & the Brown Issues Policy Bootcamp.
- Corrects typos and restructured sentences for clarification purposes.