

# **BY-LAWS OF THE BAY AREA HINDU DEMOCRATIC COALITION (BAHDC)**

## **I. Name**

- a. The name of the organization shall be The Bay Area Hindu Democratic Coalition (BAHDC).

## **II. Purpose.** The purpose of this organization shall be:

- a. To foster Democratic ideals by stimulating active interest in the Democratic Party, to support the party platform, contribute to party leadership, to provide a constructive role for volunteers in Democratic politics, and to promote an activist base.
- b. To advocate for the election and support of the Democratic Party and Democratic candidates to the Hindu and Indian community.
- c. To propose, discuss, and take appropriate action on issues impacting the Hindu American community within the Democratic Party and its constituent parts.
- d. Promote participation and representation of its members in the legislative, executive, judicial, and political process of California.
- e. To actively work against Hindu hate and all other forms of hate, and to be a resource in the Democratic Party and larger Hindu community. Encourage and provide education for politicians and community representatives to facilitate a better understanding of Hindu hate and increase tolerance and connection within the broader Democratic community.
- f. All activities of the BAHDC shall be in conformance with State law and the basic principles of the Democratic Party.

## **III. Membership**

Section 1 – Eligibility. Any person shall be eligible for membership in the BAHDC who:

- a. Resides in California and subscribes to the policies and purposes of the BAHDC as described in Article II.

- b. If eligible to vote, is a registered Democrat or has expressed intent to register as a Democrat, or
- c. If unable to register to vote and is over the age of 16, has expressed an affiliation with the Democratic Party.
- d. Has submitted a completed Membership Application.
- e. General membership shall be predicated on the payment of dues and voting privileges will be extended to members in accordance with parameters as outlined in Section 4 and 5.

Section 2 – Honorary Members. BAHDC may, upon approval of the Board, bestow additional classes of membership to any Democrat who meets the donor criteria set forth by the Board, except that no class shall have voting rights greater than any Individual Member.

Section 3 – Good Standing. A member in good standing is any registered Democrat who:

- a. Meets the Article III Membership, Section 1 Eligibility requirements.
- b. Subscribes to the purpose and mission of the BAHDC.
- c. Whose membership dues are current or have been waived.

Section 4 – Dues. Dues in an amount set by the Board shall be due and payable upon joining the BAHDC, and then shall be payable in January of each year in an amount determined by the Executive Board. Dues are non-refundable, in whole or in part, unless required by law. Payment of dues shall not be obligatory to anyone for whom it constitutes an economic hardship after due consideration and approval by the Officers, BAHDC may allocate part of membership dues to any California Democratic Party Chartered organization or Council of Clubs in which it affiliates, without additional approvals from the Membership.

Section 5 – Voting. Except for the initial organizing meeting and the next 2 general meetings, a member in good standing who has attended at least two (2) prior meetings/events within the last year or been a member for at least 90 days shall be eligible to vote. The BAHDC Board may utilize membership records, credentials reports and testimony to assist in determining the eligibility to vote for Members in Good Standing. No proxy voting shall be permitted. Each eligible member may vote in person, by mail, or by email according to procedures established by the Board.

#### **IV . Executive Committee and Board of Directors**

BAHDC shall be governed by a 4 (four) member Executive Committee and a Board of Directors composed of the following Officers and Directors, all of whom must be members of BAHDC in good standing . The Executive Committee shall consist of the President, Vice President, Treasurer and the Secretary.

Section 1 – Officers. Elected officers of the BAHDC shall be the President, Vice-President, a Secretary and a Treasurer. All officers must be registered Democrats. An elected officer may be removed from office by resolution of a two-thirds vote of the members at a General Meeting for such causes as missing three unexcused consecutive meetings or non-performance of duties, provided the membership and the officer have been notified ten days in advance of the meeting of the proposed action against the officer.

Section 2 – Directors.

- a. At Large Directors. There shall be up to ten (10) elected At Large Directors, who shall be elected at the same time and manner as the Officers.
- b. Appointed Directors. Appointed Directors shall begin their term upon appointment and their term shall expire at the end of the Officers' term of office. The following directors shall be appointed by a majority vote of the Officers and At Large Directors.
  - i. Parliamentarian. Shall have the responsibility of maintaining and interpreting these bylaws and the application of Robert's Rules of Order upon the General Membership and Board meetings.
  - ii. Communications Director. Shall be responsible for correspondence, newsletters, press releases and web sites of and by BAHDC.
  - iii. Membership Director. Shall work with the Secretary to maintain and organize Membership rolls for BAHDC and manage data for General meetings.
  - iv. Events Director. Shall work with the President and other Officers to coordinate all events.
  - v. Fundraising Director. Shall be responsible for organizing fundraising.

Section 3 – Duties

- a. President. The President shall be the Chief Executive Officer of the BAHDC. He/she shall preside over all general meetings of the BAHDC and the Board, make appointments to other positions as required, and act as official spokesperson of the BAHDC. In addition, the President should stimulate active interest in the political process, provide a constructive role for active volunteers, contribute to effective leadership and individual responsibility, and promote

harmony among the BAHDC membership, other clubs, and within the Bay Area Democratic Parties.

- b. Vice-President. The Vice Presidents shall serve at the direction of the President. They shall preside at meetings if the President is unable to do so or if requested by the President to do so. The Vice-President shall take over the duties of President in the absence of that officer and are responsible for the annual audit.
- c. Secretary. The Secretary shall keep a correct and accurate record, i.e. take minutes, of attendance and proceedings of all Board meetings, circulate draft minutes to the BAHDC Board members in a timely fashion, take minutes of any formal business conducted at general membership meetings such as motions made or resolutions passed, record votes, ensure that the approved minutes and documents of these meetings are available for member access on the BAHDC website, conduct correspondence, maintain the BAHDC's records, and be responsible for internal correspondence.
- d. Treasurer. The Treasurer shall be responsible for the collection of dues, receive and deposit all BAHDC funds received, maintain an accurate record of BAHDC receipts and expenditures, sign all checks as authorized by the Board, make the record of BAHDC receipts and expenditures available to any member when requested, provide a report of the BAHDC financial status at BAHDC meetings as requested, provide an annual written report of BAHDC financial status, and make the books and all other financial records of the BAHDC available to the audit committee. In addition, the Treasurer shall be responsible for filing FPPC/FEC financial reports as required. The Treasurer may be appointed or delegated to a professional treasurer by a majority vote of the Board and in doing so, shall not be an elected member.

Section 4 – Elections. Except for the initial election of Officers and At Large Directors, each Officer and At Large Director shall be elected at the general meeting held in January 2025 and every other January thereafter i.e., every two (2) years. The term of office is until the next election. A nominating committee of 2 to 4 volunteers from the membership shall be appointed by the President and approved by the Board. The nominating committee shall select at least one candidate for each elective office and report their selections one month prior to the election meeting. At the election meeting, the floor will be open for additional nominations. Starting 1 year after the initial approval of the bylaws by the membership, any candidate for the position of President must have been a member in good standing for at least the past 1 year. Any of the voting methods listed in Article III. Membership, Section 5 – Voting, are valid for any election. For in person or online video conference meetings, the election may be held by show of hands or voice vote for uncontested offices. A secret ballot will be used for any contested offices. Those nominees who receive a majority vote shall be declared

elected. If no person receives a majority of votes cast, a run-off shall be held between those two persons receiving the greatest number of votes. The person receiving the majority of the votes shall be declared elected.

Section 5 – Vacancies. Should any officer resign or fail to attend three general meetings or Board meetings in a row without a cause that is approved by the Board, the Board shall declare that office vacant. This board vacancy shall be filled by a nomination of the President and confirmed by a majority vote of the Board within 45 days of the position being declared vacant. This successor will hold this office and complete the unexpired term. Director positions, both elected and appointed, may remain vacant until the next general election or appointed as delineated above.

Section 6 – Organizing Meeting. Upon the adoption of these bylaws, BAHDC may elect initial Officers and At Large Directors as set forth in Article IV, Section 4.

## **V. Meetings**

Section 1 – General Meetings. There shall be a minimum of four quarterly General meetings each year. Video conferencing may be an acceptable form of conducting General meetings. Other General meetings shall be held at such times and places as specified by a majority of the Board. Each General meeting requires a quorum.

Section 2 – Quorum. A quorum at any general meeting shall be the number of members of the Board plus ten percent (10%) of those whose membership is in good standing. A quorum at a candidate endorsing, electing, or bylaws amending meeting shall be the number of officers plus fifteen percent (15%) of those whose membership is in good standing. A member in good standing, who votes by any voting method recognized in Article III. Membership, Section 5 – Voting, shall be counted toward a quorum.

Section 3 – Notices. At least two (2) weeks prior to a general meeting at which the following items will be discussed and voted upon, meeting notices shall be emailed to each member of the BAHDC in good standing:

- a. BAHDC elections and filling of vacancies
- b. Proposed amendments to bylaws
- c. Proposed resolutions
- d. Endorsements of candidates and/or ballot measures
- e. All prospective Democratic candidates must be invited to endorsement meetings for their race at least five business days prior to the meeting.

Such notice shall specify the time, place and date of the general meeting and describe the event.

## **VI . Executive Committee and Board of Directors Operations**

Section 1 – Function. The Executive Committee and Board of Directors shall approve all expenditures and carry out the BAHDC business between general meetings in a manner consistent with actions taken at the general meetings, and perform any other duties provided for in these bylaws. The President, or their delegate, shall pre-approve any written correspondence on behalf of the BAHDC. The President, or their delegate, shall be the sole spokesperson of the BAHDC.

Section 2 – Meetings. The BAHDC Executive Committee and Board of Directors shall meet no less often than quarterly at a time and place designated by the President upon 10 days email or written notice. Video and phone conferencing may be an acceptable form of conducting Board meetings. The President shall call a meeting, with advance notice, of the Executive Committee and Board of Directors as needed. Special meetings may be called by a majority of the current members of the Board at any time. A majority of the then current members of the Executive Committee and Board of Directors shall constitute a quorum.

## **VII. Standing Committees**

The standing committees for the BAHDC shall include both Audit and Nominating committees. Other committees may include Political Action, Membership, Fund Raising, Program, Special Events, Communications, Hospitality and others as identified by the President and ratified by the Board. All Executive Committee and Board members are expected to serve on at least one Standing Committee. If members do not choose a specific standing committee, the President shall appoint them to a subcommittee with openings for additional members.

Section 1 - funding, requests, and appeals for support

- a. Request for committee funds and/or appeals for support for any candidate, event or cause shall proceed according to the stipulations of this article. Approval for any funding request and/or support must meet state and federal election law requirements.
- b. Any request for funds, including the solicited amount, or method of support, shall be submitted to the Executive Committee ten (10) days in advance of the Board of Directors meeting for review to determine whether the request is in

compliance. Copies of any relevant background information concerning the request shall be distributed to the Executive Committee at least five (5) days prior to the Executive Committee's meeting.

- c. After review by the Executive Committee, the request shall be placed on the agenda for the Board of Directors' recommendation. The person presenting the request shall provide a copy of any relevant background information to the Secretary for distribution to the Board at least seven (7) days prior to the committee meeting at which the request for funds will be presented for action by the Board. No grants or funding may be given to a candidate, measure or cause that has not been duly endorsed by the Board of this Club.

### **VIII. Candidate Endorsements**

- a. Only candidates who are registered Democrats are eligible for BAHDC endorsement.
- b. All endorsements of candidates or resolutions concerning ballot measures or public issues must be in accordance with the standards established by the Santa Clara County, San Mateo County, Santa Cruz County, and the California State Democratic Parties.
- c. Any Statewide Proposition may be endorsed by BAHDC upon the 60% vote of either the Board or the General Membership.
- d. BAHDC shall not endorse a candidate for office on the ballot in a primary, general or runoff election, unless a motion is passed either by the Board by a 60% majority or a 60% majority of the membership. BAHDC may not, under any circumstance endorse a non-Democrat in any race, partisan or non-partisan.
- e. BAHDC may, in lieu of an endorsement of a single candidate, provide grades based on candidate questionnaires or interviews based on the following:
  - i. Strong Support – Candidate exemplifies extraordinary leadership in interacting with the Hindu community – This may be considered an endorsement.
  - ii. Support – Candidate's positions, values and history with the Hindu community are consistent with those of the California Democratic Party and BAHDC – This may be considered an endorsement.
  - iii. Neutral – Candidate's position or lack of history with the Hindu community are not well defined.
  - iv. Oppose – Candidate's positions, conduct and history of interaction with the Hindu community are antagonistic or in conflict with the values of the Hindu community and/or California Democratic Party.

### **IX. BAHDC Representatives**

Section 1 - California Democratic Party (CDP) Pre-Endorsing Conferences. In order to be eligible to participate in CDP Pre-Endorsing Conferences, the BAHDC's President, Secretary, or Treasurer will ratify the roster of Democratic Members in Good Standing (as defined in Article III, Section 3 of these Bylaws) by no later than the date announced by the CDP in accordance with the CDP bylaws. Club representatives shall be allocated for purposes of the Pre-Endorsing Conferences as follows: one representative, resident in the Assembly District and duly registered as a member of the Democratic Party of California, for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who were listed on the roster submitted to each respective Chartering Authority, the appropriate Regional Director and the CADEM Secretary no later than the date announced by the CDP in accordance with the CDP bylaws.

Section 2 - County Democratic Parties. Under the BAHDC's charter with any Democratic county committee, to the extent BAHDC may participate or vote in the proceedings of any county democratic committee, its President or a designate of the President shall be its representative. If the President is already a Democratic county committee member or chooses not to serve, a different representative may be selected to serve his or her term according to the provisions of Sections 3 and 4 of this Article.

Section 3 - Selection. BAHDC representatives to the California Democratic Party – and any other official representatives, delegates, and alternates from the BAHDC to conferences (including the Pre-Endorsing Conferences), caucuses, councils, conventions, and other meetings – shall be selected (from the submitted roster of Members in Good Standing in the case of selection for the Pre-Endorsing Conferences) by a vote of the Club's current Members in Good Standing at a duly noticed BAHDC General meeting or, if that cannot occur at a regular or special meeting, by designation of the President and ratified by the Board. Representatives should be equally apportioned between men and women to the extent possible, consistent with the Equal Division Rule.

Section 4 – Adherence to BAHDC Positions. BAHDC representatives described in this Article, when participating in voting and discussion in that capacity, shall adhere to and represent the BAHDC's official positions on endorsements and other matters wherever applicable, and shall agree to do so prior to their selection.

Section 5 – Other County Representatives. The Board will designate a county Voter Registration Liaison. The Board will designate representatives of any other positions that it is authorized to do so by the County Democratic Party.

## **X. Policies**

The Executive Committee and Board of Directors shall vote to create policies as needed for conducting the Club's business.

## **XI. Amendments**

These bylaws may be amended by a 60% vote at a general meeting (with a quorum being present) after such notice has been provided as specified in Article V, Section 3 of these bylaws.

## **XII. Decorum and Code of Conduct**

Section 1. The BAHDC is committed to providing a welcoming, respectful, friendly, safe, supportive, and harassment-free environment for club members and all others associated with the Club and expects all such individuals to act professionally, respecting the personal rights and dignities of all so as to create a productive, inclusive environment. All individuals should feel welcome and safe within the Club regardless of their sex, gender, gender identity, gender expression, sexual orientation, pregnancy, race, color, ethnicity, national origin, ancestry, religion, creed, age, physical or mental disability, medical condition, genetic information, marital status, military or veteran status, body size, domestic violence victim status, or any other legally protected classifications.

Section 2. All members shall conduct themselves in a manner consistent with BAHDC's policies as well as the bylaws and Code of Conduct of the California Democratic Party (as set forth herein), and the Santa Clara County, San Mateo County, and Santa Cruz County Democratic Party Codes of Conduct.

Section 3 – Adoption of the CDP Code of Conduct. The BAHDC hereby adopts the Code of Conduct of the CDP and incorporates the CDP Code, as it now exists or as it may hereafter be amended, as a part of these bylaws. A copy of the current CDP Code can be found at

<https://cadem.org/wp-content/uploads/2020/07/Code-of-Conduct-FINAL-1.pdf> and is appended to these bylaws. If the CDP Code is hereafter amended by the CDP, the amended CDP Code shall be considered to:

- a. Have superseded the version appended hereto (is so appended),

- b. Be operative as if appended hereto, and at the earliest possible convenience, the current CDP Code shall be appended to these bylaws, without need for further action by this Caucus.

Section 4 – Violations. Any violation of the Code shall be considered a violation of these bylaws and shall subject the member to discipline thereunder, if applicable. Such discipline shall be in addition to any disciplinary actions by the CDP or any of its constituent parts.

Section 5 – Availability. Copies of the CDP Code shall be: Made a part of the notices of any and all meetings of this club by inclusion of an appropriate link and made available to members attending any such meeting by the officer responsible for check in.

Section 6 – Filing. In addition to the process for the filing of any disciplinary charges under these bylaws, or under the bylaws of the CDP, the parliamentarian of this club or, in their absence or when the conduct in issue involves the parliamentarian, any officer of this club is responsible for and charged with receiving and ensuring the prompt processing of any complaint of violation of the CDP Code. These two (2) tracks, for processing such a complaint, are not mutually exclusive and the failure to process a complaint under these bylaws shall not constitute a failure to exhaust administrative remedies barring initiation of any process under the auspices of the CDP Conduct Commission.

Section 7 - Notwithstanding the imposition of any remedy concerning an alleged violation of any code of conduct, as set forth herein, any member whose actions are deemed to be prejudicial or detrimental to the BAHDC by the Board may be expelled from membership by a two- thirds vote at any general meeting at which a quorum exists.

### **XIII. Adoption**

These bylaws shall become effective immediately upon their adoption and shall be the governing rules of the BAHDC.