

**BYLAWS**

**of the**

**Bay Area**

**IRANIAN-AMERICAN DEMOCRATS**

**Established on June 23, 2004**  
**in San Francisco, CA**

**Revision History**

<b>Revision</b>	<b>Date</b>	<b>Summary of Changes</b>
<b>4.0</b>	<b>6/30/2005</b>	First formal version
<b>4.1</b>	<b>8/15/2007</b>	No change (except for the amounts of membership dues)
<b>5.3</b>	<b>5/23/2012</b>	<ul style="list-style-type: none"> <li>- Added this Revision History table</li> <li>- Removed Article II, Section 3 (Statements of Purpose)</li> <li>- Removed reference to 9/11 in Article II, Section 1 (Preamble)</li> <li>- Increased club election term from 1 to 2 years</li> <li>- Added some flexibility with respect to voting methods</li> <li>- Took out hard dates for club elections</li> <li>- Added more flexibility to membership structure</li> <li>- Added more flexibility to meeting rules and requirements</li> <li>- Added more flexibility to endorsement procedure</li> </ul>
<b>5.4</b>	<b>3/18/2015</b>	- Endorsement process

**ARTICLE I  
NAME & STATUS**

The name of this organization is the Bay Area Iranian-American Democrats (hereinafter called BAIAD). BAIAD is a political club formally chartered by the Santa Clara County and the Alameda County Democratic Central Committees.

**ARTICLE II  
MISSION & OBJECTIVES**

Section 1. Preamble

As one of the most educated and affluent ethnic groups in America, Iranian-Americans have been contributing to American society academically, economically, socially, scientifically and in other ways for decades. We believe that it is important for our community to also contribute to American society *politically*. Furthermore, we acknowledge the reality that the interests of our community may never be guaranteed without active participation in American democracy and the development of a political influence that matches our overall contribution to American society.

The Republican Party's record after WWII has not demonstrated strong support for constitutionally guaranteed rights and civil liberties in America and their platform has failed to address the interests of Iranian-Americans, as well as many others. We believe that the Democratic Party, though not perfect, is home to those devoted to social justice, inclusion and a nation that works for all Americans.

Section 2. Mission Statement

BAIAD is a grassroots political organization that stands for protecting the rights and interests of Iranian-Americans by empowering the Iranian-American political voice. BAIAD seeks to promote progressive values such as social justice, responsibility and fairness through education, political participation, public and political advocacy, and grassroots activism.

Section 3. Objectives

- A. Encourage and empower Iranian-Americans to actively participate in American civic life
- B. Raise political awareness among Iranian-Americans—as well as others—with respect to issues important to our community
- C. Identify, encourage and support qualified members of the Iranian-American community to seek elected office at local, state and national levels
- D. Further educate Iranian-Americans about the democratic and political processes
- E. Educate our community about the vast differences between the two major parties on the issues that concern us
- F. Lead our Party to improve its position on issues important to our community
- G. Work towards building a national coalition of Iranian-American Democratic organizations to create a unified national voice and effective political influence for our community nationwide

**ARTICLE III  
MEMBERSHIP, DUES & ENTITLEMENTS**

Section 1. Membership

- A. Membership is open to all persons, including those under the age of voting registration, who subscribe to our Mission as described in Article II and who pay dues, regardless of their national origin, ethnic background, religion, race, sex, color, age, creed or economic status. Club members are encouraged to support registered Democrats in any partisan election and to not authorize the publication of their Democratic Party affiliation in support of any partisan candidate not a Democrat in any race.
  
- B. There shall be six types of members (hereinafter called the general membership):
  - 1. Regular Members shall register as a Democrat.
  - 2. Associate Members: Non-citizen legal residents and/or young adults under the age of voting registration who meet other membership requirements shall qualify as Associate Members.
  - 3. Ex-officio Members shall be elected officials who are Democrats and who wish to support our Mission.
  - 4. Student Members (need a current student ID): Same as Regular members, but may have a reduced membership fee.
  - 5. Senior Members (age 65 and above): Same as Regular members, but may have a reduced membership fee.
  - 6. Immediate-Family Members (spouse, parent, child or sibling of a Regular Member): Same as Regular members, but may have a reduced membership fee.
  
- C. The Board of Directors (“The Board”) may, at its discretion, modify the membership structure (types, period, dues, election cycle, etc.) so long as it does not conflict with requirements by the county Democratic Party (-ties) that charter BAIAD.

Section 2. Dues

- A. Bi-annual (once every other year) membership dues for each membership type shall be as follows:
  - 1. Regular: \$40
  - 2. Associate: \$25
  - 3. Ex-officio: None
  - 4. Student: \$10
  - 5. Senior: \$25
  - 6. Immediate Family: \$25
  
- B. The amount of dues in each category shall be set by The Board. The Board may also create additional categories of membership dues.
  
- C. Membership dues shall be paid at the time of joining and shall then be due in the month of July every year. Membership dues may be paid at a prorated rate when applicable.
  
- D. Those who have not paid their dues by 90 days after the due date of their membership dues shall be considered to have resigned their membership.

- E. New memberships shall become effective 30 days after receipt of both membership application and the dues. This 30-day rule does not apply to membership renewals.
- F. Payment of dues shall not be obligatory to anyone for whom it constitutes an economic hardship. The Board may waive the membership dues for such individuals.
- G. Members are responsible for notifying BAIAD when their contact information changes.

Section 3. Vote Entitlement

Only those members whose dues are paid for the current year (and whose membership status is current) shall be eligible to vote, to hold office or to be named as delegates to other bodies. Others, including ex-officio members, associate members and visitors, may participate in discussion and may address the Club at the discretion of the president (or the person who is in charge of running that meeting).

**ARTICLE IV  
OFFICERS**

Section 1. Officers

- A. The officers shall be President, Vice President, Communications Officer and Financial Officer.
- B. The officers are empowered to act in emergencies in the interim between regular meetings of The Board.
- C. Each officer is elected to serve for a 2-year term.
- D. There shall be no term limits.

Section 2. Duties of Officers

**President:**

- A. Shall be the official spokesperson of the Club, or assign another member of The Board to be the official spokesperson, with the approval of The Board.
- B. Shall be responsible for planning and calling the regular and special meetings of the Club and The Board.
- C. The President, or a club member appointed by him/her, shall preside at all general and Board meetings, may appoint a Parliamentarian, shall establish special committee(s), as needed, with approval of The Board and shall be an Ex-Officio member of every committee except the Nominating Committee.
- D. Shall appoint all standing and ad-hoc committee chairpersons, with the approval of The Board.
- E. Shall prepare an annual report that highlights the past year – including at the end of the term of office – subject to the approval of The Board.
- F. Shall appoint representatives to the Central Committee and other appropriate groups with the approval of The Board.

**Vice-President:**

- A. Shall be assistant to the President, and preside in his/ her absence.
- B. Shall be responsible for the General Membership Programs with the consultation and approval of the Board.
- C. Shall be responsible for Membership development and support, including the functions of Voter Registration and Membership Recruitment and Membership Retention Program.

**Communications Officer:**

- A. Shall record and maintain the Minutes of General and Board Meetings, including attendance lists; and shall maintain all BAIAD records (except for financial records).
- B. Shall email a copy of the Minutes to members of The Board following each meeting; s/he is encouraged to do so within 48 hours of each meeting.
- C. Shall conduct the correspondence of BAIAD.
- D. Shall be in charge of renewing BAIAD's charter status
- E. Shall distribute the newsletter to all members.
- F. Shall organize and maintain the "Phone Tree" and the club email list(s).
- G. Shall assume the roles of the Financial Officer in his/her absence.

**Financial Officer:**

- A. Shall have charge of all BAIAD funds, pay all legal obligations, and make a full report to The Board and General membership whenever in session.
- B. Shall open (or renew) an account for BAIAD at a bank designated by The Board.
- C. Shall dispense the club's funds. However, the signatures of two of the club's officers shall be required for checks over \$500.00. The Board shall designate another officer (other than the Financial and the Communications Officers, when possible) as the 2nd signatory of club's bank account.
- D. All checks, invoices and contracts shall be first received by the Financial Officer who shall maintain a permanent photocopy file. All contracts shall be reviewed by The Board and signed by the President and the Financial Officer. In the absence of either the President or Financial Officer The Board shall appoint alternatives.
- E. The Financial Officer is responsible to find out what reports are required from City, County, State and Federal agencies, and shall be responsible for filing them within the required time limits.
- F. Shall be the Chair of the Finance Committee.
- G. Shall advise The Board if the club is approaching its Debt Ceiling
- H. Shall assume the roles of the Communications Officer in his/her absence.

**Section 3. Election of Officers and At Large Members of The Board**

- A. Well in advance of every Club election, The Board shall create a Nominating Committee composed of three members, two of whom appointed by The Board and one of whom from the membership at large. The Nominating Committee shall serve as a search committee, encouraging club members to run for the available seats.
  - 1. The Nominating Committee shall request nominations from general membership and shall set a deadline for submitting such nominations in such a way that members have at least 15 days to submit their nominations.
  - 2. The Nominating Committee shall nominate candidates for all seats on The Board that are open for the next term.
  - 3. The Nominating Committee is encouraged to nominate more than one candidate for each available position.
  - 4. The Nominating Committee may require all persons nominated to submit a statement about their goals for BAIAD, their residence address, phone number, previous political experience, present employment or professional background, and their overall agreement/disagreement with the official Democratic Platform. Other pertinent information, such as letters of reference may be requested of the nominees, as well.
  - 5. It shall be the Nominating Committee's discretion to allow nominations from the floor at the General Membership meeting where the club elections are held. However, members should be allowed to nominate themselves or other members from the floor at any non-election General Membership meeting for a club election that is to be held at a future meeting.

6. The Nominating Committee shall announce all nominations (and their statements) to the General Membership in writing at least 10 days prior to the General Meeting where the club elections will be held.
- B. Members may vote for Club elections in person, by proxy, by mail, via email or online (according to the discretion of the Nominating Committee). However, all members shall be given the choice of at least one method of casting their vote where the secrecy of their vote would be guaranteed.
  - C. The Board shall appoint an Election Committee (which may be an ad-hoc committee) which shall be responsible to receive and tally the votes. No candidate may be on such Election Committee and, where possible, Election Committee members shall be different from Nominating Committee members.
  - D. Election results shall be determined by majority vote of the eligible members who vote (quorum required).
  - E. In the event that no candidate receives a majority vote for a particular seat, a second vote will be taken between the two top vote getters for that seat.
  - F. In the event that a vacancy is created on The Board (due to resignations, removal or other reasons,) the remaining Board members shall elect an acting replacement, by majority vote, at the next Board meeting.

## **ARTICLE V**

### **The Board of Directors**

Section 1. The Board of Directors ("The Board") shall comprise of the officers, chairs of standing and special committees and 2 at large members.

Section 2. The Board shall have supervision over all affairs of BAIAD and shall be responsible for the overall direction of club activities.

Section 3. The Board shall be responsible for implementing the goals and maintaining the financial viability of BAIAD, including setting BAIAD's Debt Ceiling.

Section 4. Removal of Members of The Board ("Directors")

- A. Any Director who misses 3 consecutive meetings of The Board has failed to meet the minimum level of attendance and is deemed to have resigned from The Board.
- B. Any Director who misses 5 meetings of The Board within a 12-month period has failed to meet the minimum level of attendance and is deemed to have resigned from The Board.
- C. Furthermore, any Director may be removed prior to the expiration of his/her term by a vote of two-thirds (2/3) of the voting members of The Board if in their judgment the best interests of BAIAD will be served by such removal.

## **ARTICLE VI**

### **COMMITTEES**

The Board may appoint such standing and ad-hoc committees to carry out the work of the club as it deems advisable.

## **ARTICLE VII MEETINGS**

Section 1. General membership meetings will be called by The Board as frequently as needed, but at least once a year. All members shall be given notice in advance by electronic mail as to the date, time and place of each general membership meeting. The Board is encouraged to make reasonable effort to give such notices to members who do not have electronic mail via other means (snail mail, telephone, fax, etc.) If possible, notice of the next general membership meeting may be given at the end of each general membership meeting.

Section 2. The Board meetings may be open to all members. Club members attending Board meetings may address the meeting at the discretion of the president (or the person running the meeting on behalf of the president).

Section 3. All other Committee meetings of the Club will be held at such times, places, and intervals as determined by the membership of each committee.

## **ARTICLE VIII QUORUM**

Section 1. For the purposes of votes by general membership, a quorum will consist of 10% of the voting membership.

Section 2. A quorum of The Board shall be 25% of its voting members with a minimum of 2 elected Board members.

## **ARTICLE IX ENDORSEMENTS**

Section 1. The membership of this club may endorse any issue, ballot measure or candidate for any office. To be eligible for endorsement in a partisan race, a candidate must be a registered Democrat. An important consideration for the endorsement of any candidate will be sharing this club's values and commitment to defending the interests of the Iranian-American community.

Section 2. Candidate and/or ballot measure endorsement votes may (or may not) be by secret ballot, according to discretion of The Board.

Section 3. The actual vote tally shall not be disclosed to the press or general public.

Section 4. Endorsement Requirements

- A.** All endorsement ballots shall include the choice of "no endorsement;"
- B.** In order to receive an endorsement from the club, a candidate or ballot measure must receive majority of the vote (50% + 1);
- C.** When there are more than 2 candidates, if a "50% + 1" majority is not reached on the first ballot, a second vote shall be taken between the two top vote getters.

Section 5. Voting Methods for Endorsements

The Board is encouraged to use face-to-face meetings of the general membership for the purposes of making endorsements. However, The Board has the discretion to use other voting methods, including email or snail mail, for making endorsements so long as all other endorsement requirements shall be met.

#### Section 6. Endorsement Process

Representatives to California Democratic Party Pre-Endorsement Conferences shall have been members in good standing for at least 60 days. They shall be chosen by members. There shall be one representative per 20 members in each assembly district.

### **ARTICLE X PROCEDURES**

Section 1. The Club may follow Roberts Rules of Order in the conduct of its business.

Section 2. The Parliamentarian, if appointed, shall advise the President as to the proper procedures for the conduct of meetings, and shall rely on these bylaws and Robert's Rules of Order.

Section 3. Club meetings are to be conducted in a fashion to promote consensus decision making as much as possible.

### **ARTICLE XI AMENDMENTS**

These bylaws may be amended upon written notice to and by a majority vote of the general voting membership. The only exceptions shall be amendments to Articles I (Name & Status) and Section 2 (Mission Statement) of Article II, which shall require 2/3<sup>rd</sup> majority vote of the general voting membership.