

Muslim Democrats and Friends Club of Santa Clara County

BY-LAWS

Article I. Name

Section 1. Name of Club

The name of this club shall be “Muslim Democrats and Friends Club of Santa Clara County” (“MDF”), an unincorporated, non-profit association, formally chartered by the Santa Clara County Democratic Central Committee.

Article II. Mission and Objectives

Section 1. Preamble

Muslim-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, the interests of our community may not be guaranteed without active participation in American democracy and the development of a political influence that matches our overall contribution to American society.

Section 2. Mission

We stand for protecting the rights and interests of Muslim-Americans by empowering the Muslim-American Democrat political voice. We seek to promote progressive values such as social justice, equity, and inclusion, through education, political participation, public and political advocacy, and grassroots activism.

Section 3. Objectives

- A. Encourage and empower Muslim-Americans to actively participate in American civic life.
- B. Raise political awareness among Muslim-Americans and others, with respect to issues important to our community.

- C. Identify, encourage, and support eligible members of the Muslim-American community to seek elected office at local, state, and national levels.
- D. Further educate Muslim-Americans about democratic and political processes.
- E. Lead our Party to improve its position on issues important to our community.
- F. Work towards building a national coalition of Muslim-American Democratic organizations to create a unified national voice and effective political influence for our community nationwide.
- G. Encourage citizen participation in policy debate and agenda-setting through civic education, capacity formation, and voter mobilization.
- H. Encourage Muslim-Americans to join with other diverse Democratic clubs to advance equity and inclusion within the United States and beyond its borders.

Article III. Members

Section 1. Membership Eligibility

- A. All registered Democrats residing in Santa Clara County, who subscribe to the Mission, as stated in Article II, and the Policies, as stated in Article V, shall be eligible for membership in this organization.
- B. Individuals under the age of eighteen who are pre-registered to vote as a Democrat, may join the MDF.

Section 2. Good Standing

- A. Members in good standing are those individuals who have paid their annual dues for the calendar year.

Section 3. Types of Members

There shall be six types of members:

1. Individual Member, registered as a Democrat.
2. Student Member (with a current student ID). Same as Individual Member, but will have a reduced membership fee.
3. Senior Member (age 65 and above). Same as Individual Member, but will have a reduced membership fee.
4. Group/Family Members: Same as Individual Members, but will have a reduced membership fee.
5. Charter members who donate more than \$1,000 are entitled to be members at no charge for five (5) years and be entitled to attend all Club functions for five (5) years at no charge.

6. Life members are entitled to be life members for donations of \$5,000 or more and are entitled to attend all Club functions for life at no charge.

Section 4. Dues

A member must be a registered Democrat and have paid their dues for the calendar year.

The annual dues are:

- \$25 for Individual Members
- \$20 for Student Members
- \$20 for Senior Members
- \$55 for Group/Family membership

- A. Hardship waivers are available through approval of the Board.
- B. The amount of dues in each membership category shall be set by the Board.
- C. Membership dues shall be paid at the time of joining and shall then be due in the month of July every year.
- D. Members are responsible for notifying the MDF when their contact information changes.

Section 4. Voting Eligibility

- A. Only those members whose dues are current and a member in good standing shall be eligible to vote, to hold office, or to be named as a delegate to other bodies.

Section 5. Voting Members

- A. Any new members will not be eligible to vote until the next regular membership meeting. The next meeting is defined as the one following the regular meeting on or before the person becomes a member.
- B. Failure to keep dues current will result in the member losing good standing.
 - a. Upon paying club dues, member will resume ability to vote in the meeting.

Section 6. Membership Structure Modification

- A. 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 Santa Clara County Democratic Central Committee that charters MDF.

Section 7. Suspension or Termination of Membership

- A. Membership shall be considered terminated if the individual is no longer eligible for membership per Article 3 section 1 of these Bylaws or if membership dues are delinquent by more than three (3) months. Members may also be removed from the MDF membership roster with their consent. An individual may have her or his membership suspended or terminated for disruptive or unethical behavior that hinders the functioning of MDF or brings disrepute upon MDF by a two-thirds vote of members in good standing present and voting, a quorum being present. The Officers has the authority to decide if suspensions and banning will be temporary or permanent.

Article IV. Function and Purpose

Section 1. Overall Function and Purpose

- A. The function and purpose of the MDF shall be to participate county-wide in the Democratic Party, to cooperate and communicate with other Democratic Associations, Committees and Clubs, to assist Democratic functions in Santa Clara County, and to perform such other activities as the membership or Board may decide.

Section 2. Activities

- A. The MDF shall engage in such legislative, political, educational, civic, welfare, and other activities, as will further the interests of the membership of the organization, advance ethical standards in the political system, and promote equal participation in the political process without regard to race, religion, nationality, physical disability, creed, gender, sexual orientation, age, ethnic origin, or economic status.

Section 3. Conformance and Principles

- A. All activities of the MDF shall be in conformance with Federal and California State law, and the basic principles of the Democratic Party.

Article V. Policies

Section 1. Policies and Programs

The MDF is dedicated to the following progressive policies and programs, based on liberal principles:

- A. To provide a grass-roots channel for the participation of like-minded people.

- B. To enhance civil rights and civil liberties for everyone.
- C. To ensure that all individuals affected by a policy, decision, or action at any level of government (especially the most needy and powerless, at home and throughout the world) shall have an opportunity to participate in the process by which such policy or action is determined.
- D. To enlarge the economic and social roles of democracy, in addition to its educational and political roles.
- E. To provide and raise a minimum standard of living to meet the basic needs of all people.
- F. To strive for and reinforce peaceful coexistence for all people, both domestically and internationally.
- G. To expand opportunities for democratic political action and activities in which all individuals and groups participate as partners.

Section 2. Focus

- A. While our specific goals and issues may change from time to time, the major focus will be consistent with these policies, as we support selected issues, programs, and candidates in our community.

Article VI. Officers and Board

Section 1. Officers

- A. The elected officers of MDF shall be Chair, Vice Chair, Treasurer, Secretary, and Communications Director.
- B. The officers are empowered to act in emergencies in the interim between regular meetings of the Board.

Section 2. Board

- A. The Board shall consist of the five officers of Section 1 who will be elected for a two-year term.

Section 3. Additional Board Members

- A. The Board, subject to majority approval, can create up to 3 additional Board positions. Their nomination shall be subject to ratification by the General Membership.
- B. The term of all non-officer Board members shall be one year.

Article VII. Duties of Officers

Section 1. Chair

- A. Shall be elected for a two-year term.
- B. Shall preside at all regular and special meetings of MDF and Board, and work with the Secretary to determine the agenda for each meeting.
- C. 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.
- D. Shall preserve order and enforce the by-laws of MDF.
- E. Shall appoint, subject to the approval of the Board, additional members of the Board, delegates, and members of committees, when election is not called for, or in the case where there is an urgent need approved by the Board.
- F. Shall prepare an annual report that highlights the past year, including at the end of the term of office, submitted for the approval of the Board.
- G. Shall be responsible to the Board for their actions.

Section 2. Vice Chair

- A. Shall be elected for a two-year term.
- B. Shall assist the Chair in the performance of all duties and act in their absence.
- C. Shall become the Acting Chair when the Chair can't attend a meeting, or upon the death or resignation of the Chair until a special election can be held at the next regular meeting after the vacancy in the office.
- D. Shall maintain an accurate membership list for all members in good standing and shall be responsible for membership drives and outreach.

Section 3. Treasurer

- A. Shall be elected for a two-year term.
- B. Shall open (or renew) an account for the MDF at a bank designated by the Board.
- C. Shall collect donations or other funds and shall keep and maintain an accurate record of all financial transactions of this organization and summarize such transactions in a report at a regular membership meeting on a quarterly basis.
- D. Shall pay all bills and disbursements authorized by the Board. However, the signatures of two of the club's officers shall be required for checks over \$500. The Board shall designate another officer as the second signatory of MDF's bank account.
- E. Shall prepare a report of the financial status of the organization annually in written form which shall be kept in a file accessible to all members for at least seven years.

- F. Shall complete and file all financial reports required by law and government regulations.

Section 4. Secretary

- A. Shall be elected for a two-year term.
- B. Shall work with the Chair to prepare and distribute the agenda of regular, special, annual, and Board meetings, as well as record minutes for each meeting.
- C. Shall ensure that all members sign an attendance sheet at each meeting.
- D. Shall conduct all correspondence as directed by the Chair, Board, or by the majority of the membership, and to read all correspondence, or summary thereof, at Board meetings, or shared via email to the Board. If deemed necessary by approval of the majority of the Board, the Secretary shall share that information with the membership at the next general member meeting.
- E. Shall be in charge of renewing the MDF's charter status.
- F. Shall organize and maintain the "Phone Tree" and the club email list(s).
- G. Shall maintain all MDF records, except for financial records.
- H. Shall perform any other such duties with the approval of the Board as may be necessary for the proper and effective administration of the affairs of the MDF.

Section 5. Communications Director

- A. Shall be elected for a two-year term.
- B. Shall be responsible for external communications and fundraising.
- C. Shall work with the Secretary to create the content of periodic MDF newsletters, may be an email, and distribute the newsletter to all members.
- D. Shall work on all public relations matters to communicate general MDF information with external organizations, as directed by the Chair, Vice Chair, or Secretary. This may include press releases, email, etc.

Article VIII. Election of the Board and Officers

Section 1. Elections

- A. The Board shall have the power to regulate and supervise all MDF elections.

Section 2. Nominations

- A. The Nominating Committee shall submit its report at the general meeting two months prior to the election meeting.
- B. Nominations for all officers and Board members may be made from the floor.
- C. All candidates shall have full and prompt access to the current mailing list of all members.

Section 3. Elections

- A. Elections shall be held at a regular meeting where a quorum of the members is present.
- B. Election results shall be determined by majority vote of the eligible members who vote.
- C. Contested elections shall be conducted by secret ballot using an instant runoff voting procedure.

Section 4. Assumption of Duties

- A. Newly elected officers shall assume their duties in January of the year following the election.

Section 5. Vacancies

- A. The Board shall have the power to fill all Board vacancies.

Section 6. Recalls

- A. A member of the Board may be recalled by a two-thirds vote of the entire membership of MDF by an e-mail ballot following a membership meeting at which the recall was discussed, after at least ten days' notice to members.
- B. A special election shall be held to fill any vacancy created by a recall election.

Article IX. The Board

Section 1. Duties

- A. Between membership meetings, the Board shall perform all the duties necessary to the proper administration of the affairs of MDF consistent with the by-laws.

Section 2. Board Decisions

- A. All decisions of the Board shall be by a majority vote of the Board members present.

Section 3. Quorum

- A. A majority of the Board shall constitute a quorum.

Section 4. Statement of Actions

- A. The Board at any time may require from an officer a full and detailed statement of account of any action or business done in the name of the MDF.

Section 5. Meetings

- A. The Board shall ensure that membership meetings are held on a regular basis, as required in Article X, with the time and location well publicized to members.

Section 6. Notifications

- A. The Board shall notify the membership of the date, time, and place of all Board meetings at the regular meetings.
- B. It shall notify all members of the date, time, and place of any emergency meetings.
- C. All members in good standing may attend all Board meetings.

Section 7. Filing appointments to CADEM positions

- A. Appointments to CADEM positions will be made by the Executive Board.

Section 8. Attendance

- A. Each Board member is responsible to attend every meeting, unless they notify the Chair of a planned absence.
- B. Missing more than two meetings without prior notification within a twelve-month period will trigger a review by the Board, and possible disciplinary action.

Article X. Meetings

Section 1. Regular Meetings

- A. Regular membership meetings shall be held regularly at a time and place determined by the Board, with a minimum of four meetings per year.
- B. When special circumstances require, the Chair may change the date and time of a regular meeting, provided at least twenty-four hours notice is given to the members.
- C. Every two years, one regular meeting will be designated an Election Meeting, to be held prior to the start of the new two year term for officers.

Section 2. Special Meetings

- A. Special meetings may be called by the Chair, the Board, or on petition by a majority of the members, for the transaction of any special business.
- B. Any member wishing to circulate such a petition shall be provided a current membership list by the Vice Chair.

Section 3. Meeting Quorum

- A. A quorum shall be the lesser of ten voting members or twenty-five percent of the MDF membership, one of whom shall be an officer.
- B. No official business of the MDF shall be conducted in the absence of a quorum.

Section 4. Proxy Voting

- A. Proxy voting shall not be allowed.

Section 5. Notification

- A. Reasonable effort shall be made by the Secretary to notify members of all meetings.

Section 6. Community Events

- A. From time to time, the MDF may sponsor events open to the general community to exchange ideas and share information on topics of common interest.
- B. No official business of the MDF shall be conducted at such a community event.
- C. Notice of these events may be posted on the website of the MDF or on social media.

Article XI. Committees

Section 1. Authority

- A. The Board shall have the power to establish standing, select, or ad hoc committees and appointment of committee members.
- B. Such committees may formulate plans, investigate issues, and conduct business and affairs.
- C. Each committee shall report to the general membership at all regular meetings.

Section 2. Committee Meetings

- A. Meetings of standing committees shall be held as necessary.

Section 3. Nominating Committee

- A. The Nominating Committee shall be responsible for establishing the procedures to nominate board members and to conduct elections.
- B. Current Board members shall not be members of the Nominating Committee.

Article XII. Endorsements

Section 1. Eligibility

- A. Only candidates that are registered Democrats may be eligible for endorsement, without exception.
- B. The endorsement of candidates applies to partisan and non-partisan offices, and will occur at a general membership meeting after the close of filing.
- C. An important consideration for the endorsement of any candidate will be sharing MDF values and commitment to defending the interests of the Muslim-American community.

Section 2. Requirements

- A. Endorsements shall require a vote of at least 60% of members in attendance at a regular meeting, after due notice has been given to the entire membership of MDF.
- B. Such notice shall be given no less than five days prior to the meeting.

Section 3. Other Endorsements

- A. The membership may endorse candidates, propositions, measures, resolutions, letters, and other issues that come forward and are of special concern to the club.

Section 4. Number of Candidate Endorsements

- A. No more candidates will be endorsed than there are offices available to be filled.

Section 5. Endorsement Voting Rules

- A. Candidates must attend a club forum (date and time set up by the Board) at which nominations are to be considered, and if unable to attend, they may appoint a proxy to represent them.
- B. A new club member must join the club at the meeting prior to the endorsement meeting date, or thirty days in advance, to be eligible to vote at the endorsement forum.
- C. Ballots will be secret and include a no-endorsement option.

Section 6. What Endorsement Means Endorsement by MDF may include, but is not limited to:

- A. The use of MDF's name and logo in campaign communications during that election cycle;

- B. Any approved use of MDF funds, in conformance with FPPC and IRS regulations;
- C. Promotion of campaign activities to the General Membership;
- D. Recruitment of volunteers for precinct walking, phone banking, or campaign office volunteering.

Article XIII. Procedures

- A. The Club may follow Robert's Rules of Order in the conduct of its business.
- B. The Parliamentarian, if appointed, shall advise the Chair as to the proper procedures for the conduct of meetings, and shall rely on these by-laws and Robert's Rules of Order.
- C. Club meetings are to be conducted in a fashion to promote consensus decision making to the extent reasonably possible.

Article XIV. Dissolution of the MDF

- A. In the event of a termination or dissolution of the MDF, regardless of circumstances, any funds held by the MDF after satisfaction of all debts and disbursements, shall be donated in full to the Santa Clara County Democratic Central Committee, or to one or more charitable organizations, or to MDF successor organizations, as determined by a majority of the Board.

Article XV. Amendments

- A. The by-laws of the MDF may be amended by a two-thirds vote of the members present after due notice has been given to the entire membership of MDF.
- B. Such notice shall be given not less than five days prior to said meeting at which the amendment proposal shall be submitted.