

# **South Asian American Democratic Coalition (SAADC) of Silicon Valley Bylaws**

## **Article I. Name**

- I.1. The name of the organization shall be the South Asian American Democratic Coalition of Silicon Valley thereafter referred to as the “Coalition”.

## **Article II. Purpose**

- II.1. The purpose of the Coalition is to increase civic engagement and political participation in South Asian American communities; to educate the South Asian American communities on the critical issues of importance to the community and the Democratic Party; to assist in the election of South Asian American Democrats to local offices; and to provide opportunities for members to participate at all levels of the Democratic Party.

## **Article III. Membership**

- III.1. All registered Democrats and those unable to register, who support the Democratic Party and its platform as well as issues of concern to the South Asian American communities, shall be eligible for membership upon payment of annual dues.
- III.2. The membership year shall run for twelve months from the month in which dues are paid. Membership renewals shall extend the term of membership for an additional 12 months.

## **Article IV. Officers and the Executive Board**

- IV.1. The Coalition shall have the following officers: President, Vice President, Secretary and Treasurer.
- IV.2. The Executive Board shall consist of a maximum of 7 members: elected officers and three at-large members.
- IV.3. Each member of the Executive Board shall be elected for a two-year term.
- IV.4. The Executive Board shall meet monthly. The President shall chair the Board meetings. In the absence of the President, the chair shall be filled by the Vice President, Secretary and Treasurer in that order.
- IV.5. After the first year that the Coalition is established, officers shall be elected and installed at an annual general membership meeting to be determined by the Board.

## **Article V. Powers and Duties of the Officers**

- V.1. Powers and Duties of the President.

The President shall be the chief executive officer and official representative of the Coalition and shall preside at all Board and Membership meetings. The President shall be responsible for implementing the broad overall program of the Coalition and for making periodic reports to the Board and the Coalition with respect thereto.

V.2. Powers and Duties of the Vice President

In the absence or incapacity of the President, the Executive Vice-President shall assume the powers and duties of the President. The Executive Vice President may also be in line to assume the Presidency in the following term.

V.3. Powers and Duties of the Secretary

The Secretary shall take and keep minutes of all Board and Membership meetings, shall keep a book of resolutions and board actions, and shall be responsible for the Coalition's correspondence, and shall act as custodian of the Coalition's files and records. Such Coalition records shall be open for inspection by any member upon request.

V.4. Powers and Duties of the Treasurer

The Treasurer shall be the custodian of the Coalition funds and shall, upon due authorization, receive and disburse money for and on behalf of the Coalition and shall keep and maintain all financial accounts of the Coalition including bank deposit books, check books, and bank statements. The Coalition's financial records shall be available to the Coalition members for inspection upon request. The Treasurer shall submit a written financial report at each meeting of the Board and as requested by the President. The Treasurer will be responsible for filing reports required by the State Fair Political Practices Commission (FPPC).

**Article VI. Powers and Duties of the Board**

VI.1. The Board is charged with the responsibility to plan the overall program of the Coalition.

VI.2. The Board, on behalf of the Coalition, shall have the power to join organizations with which the Coalition chooses to affiliate and to appoint representatives to those organizations. The appointees will serve at the pleasure of the Board and shall represent the Coalition's interests as directed by the Board.

VI.3. The Board shall set the membership dues and newsletter subscription rates.

VI.4. The Coalition may publish a periodic newsletter to be made available to all members without additional cost. Subscriptions may be made available to non-members, at a price to be determined by the Board.

VI.5. The Coalition may publish other pertinent material, as the Board deems appropriate.

VI.6. The Board shall have oversight of and take full responsibility for the content of all publications of the Coalition.

- VI.7. Assembly District Committee Representatives  
The Board shall select the representatives to the Assembly District Committee(s) to which the Coalition is entitled.
- VI.8. County Central Committee Representatives  
The Board shall select the representative to the County Central Committee(s) to which the Coalition is entitled.
- VI.9. If any officer position becomes vacant other than by recall, it shall be filled by majority vote of the entire board.
- VI.10. The Board may fill vacant at large positions, except those created by recall, on the Board by majority vote of the entire Board.

## **Article VII. Election of Officers and the Board**

- VII.1. Qualifications for office.  
Officers and Board members, in order to be elected, must be members in good standing and registered Democrats in the U.S. for at least 90 days prior to their elections.  
Members appointed to fill vacant positions on the Board must be in good standing for at least 30 days prior to their appointment.
- VII.2. Nominating Process  
Officers and Board members may be nominated by the Nominating Committee, by petition of 10 members in good standing, or from the floor at the election meeting.
- Petitions for nomination shall be delivered to the Chair of the Nominating Committee at least 40 days prior to the election. The names of all nominees shall be published and mailed to the Coalition members at least 30 days prior to the election.
- VII.3. Election  
The election shall be held at a membership meeting in February of every other year beginning in 2025.
- The Nominating Committee shall be responsible for tallying the votes. Officers and Board members declared elected shall assume their respective duties immediately upon election.
- VII.4. Conduct of Elections  
All contested elections shall be conducted by secret ballots. Except as provided below, only members present at the meeting may cast ballots; proxy votes shall not be allowed. Blank ballots will be counted towards determining the threshold required for election. Ties shall be broken by a coin toss or some other suitable random process.

## **Article VIII. Meetings**

VIII.1. Membership meetings shall be held at the direction of the President and shall be held at least once each year in February. A quorum shall consist of at least 3/5 of the Board plus ten per cent (10%) of the membership, either in person or by mailed ballot.

VIII.2. Procedure at all Board and Membership meetings shall be governed by Robert's Rules of Order except as otherwise herein prescribed.

#### **Article IX. Political Endorsements**

IX.1. As permitted by law and the rules of the California Democratic Party, the Coalition may endorse Democratic candidates, ballot propositions, and local measures.

IX.2. The Board may endorse any Democratic candidate(s) for elected office in an election by a 2/3 vote of the entire Board.

#### **Article X. Amendments**

X.1. Amendments to the bylaws by substitution, addition or repeal shall be made in the following manner: the proposed amendment shall be submitted to a regular meeting of the Board; it shall be written and signed by ten members. The Board shall study all amendments so submitted and shall issue a recommendation within fifteen days of submission. Within thirty days of the date the recommendation is issued, the membership will be sent a copy of the amendment, the recommendation, and notice of a meeting at which the amendment will be considered. This membership meeting will be held not less than seven nor more than thirty days following the mailing to the membership.

X.2. When submitted and considered in accordance with the procedure herein set forth, amendments to the bylaws shall be adopted or rejected by a majority of votes cast and shall take effect immediately unless otherwise stated in the amendment.