

CONSTITUTION AND BY LAWS
of the
BAY AREA INDIAN AMERICAN DEMOCRATIC CLUB
Jan 27, 2013

ARTICLE I
NAME

Section 1. The name of this club shall be Bay Area Indian American Democratic Club, hereinafter called BAIADC.

Section 2 BAIADC does not discriminate on the grounds of the race, color, creed, national origin, sex, age, religion, ethnicity, sexual orientation, or persons with disabilities as defined by the Americans with Disabilities Act of 1990, or economic status.

ARTICLE II
MEMBERSHIP

Section 1. All duly registered Democrats in the San Francisco bay area who subscribe to the Credo, as stated in Article IV, shall be eligible for membership in this organization.

Section 2. Dues will be set by the Executive Board.

Section 3. 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 twelve months.

Section 4. All members of the Bay Area Indian American Democratic Club who are under the age of 36 shall be considered members of the Bay Area Indian American Democratic Club's youth caucus, also known as the the Bay Area Indian American Young Democrats. The Bay Area Indian American Democratic Club youth caucus shall be affiliated with and shall submit charter information to the California Young Democrats (CYD), in accordance with CYD guidelines.

ARTICLE III
FUNCTION AND PURPOSE

Section 1. The function and purpose of BAIADC shall be to participate countywide in the Democratic Party, to cooperate and communicate with other Democratic Associations, Committees and Clubs, to assist Democratic functions in San Francisco Bay Area, and to perform such other activities as the membership may decide.

Section 2. The BAIADC 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. All activities of the BAIADC shall be in conformance with State law and the basic principles of the Democratic Party.

ARTICLE IV
CREDO

Section 1 Consistent with the Bylaws of the California Democratic Party, BAIADC strives to:

- a. Act as a vehicle to disseminate Democratic Party values and implement policies of the Party in the Bay Area Indian American communities;
- b. Provide a forum to address political concerns of the Bay Area Indian American;
- c. Enhance visibility of the Bay Area Indian American;
- d. Promote participation and representation of its members in the legislative executive, judicial and political process of California;
- e. Recruit, train and support candidates of the Bay Area Indian American origin to run for public office.

Section 2. While our specific goals and issues will change from time to time, our major focus will be consistent with this credo, as we support selected issues, programs and candidates in our community.

ARTICLE V OFFICERS AND EXECUTIVE BOARD

Section 1. Elective officers of BAIADC shall be President, Vice President Treasurer, Recording Secretary and Corresponding Secretary.

Section 2. The Executive Board shall consist of the five officers of Sec. 1 and up to Ten Board Members elected at large.

ARTICLE VI DUTIES OF OFFICERS

Section 1. The President

A. Shall preside at all regular and special meetings of BAIADC and Executive Board.

B. Shall preserve order and enforce the constitution and bylaws of BAIADC.

C. Shall be an ex-officio member of all committees

D. Shall appoint, subject to the approval of the membership at a meeting, members of committees, when election is not called for.

E. Shall be responsible to the Executive Board for his or her actions.

F. Shall be a delegate to all bodies to which BAIADC sends a delegate or shall appoint delegates to attend functions or meetings of other organizations as official representatives of BAIADC, unless a membership meeting decides an election shall be held.

G. Shall represent this organization at public and/or political functions within Santa Clara County, or to appoint delegates to attend such functions, unless a membership meeting decides an election should be held.

H. Shall appoint a nominating committee at the regular meeting two months prior to the November election meeting. Members in good standing may volunteer to be members of the nominating committee. All appointments by the President and all volunteers shall be subject to approval of the members attending the general meeting. The nominating committee shall elect its chairperson.

Section 2. The Vice President

A. Shall assist the President in the performance of all duties and act in his or her absence.

B. Shall become the Acting President on the death or resignation of the President until a special election can be held at the second regular meeting after the vacancy in the Presidency.

Section 3. The Treasurer

A. Shall collect dues, 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 the regular membership meeting.

B. Shall pay all bills and disbursements authorized by the Executive Board.

C. 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 (7) years.

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

E. Shall maintain an accurate membership list.

Section 4. The Recording Secretary

A. Shall take minutes and distribute the agenda of regular, special, annual and Executive Board meetings.

B. Shall ensure that all members sign an attendance sheet at each meeting.

Section 5. The Corresponding Secretary

A. Shall conduct correspondence as directed by the President, Executive Board or by the majority of the membership, and to read all correspondence or summary thereof at meetings.

B. Shall perform any other such duties with the approval of the Executive Board as may be necessary for the proper and effective administration of the affairs of BAIADC.

ARTICLE VII

ELECTION OF THE EXECUTIVE BOARD

Section 1. The Executive Board shall have the power to regulate and supervise all BAIADC elections.

Section 2: The nominating committee, appointed by the President (See VI.1.H.), shall submit its report at the general meeting one month prior to the November election meeting. Nominations for all officer and board members may be made from the floor at the October meeting. All candidates shall have full and prompt access to the current mailing list of all members.

Section 3. The election shall be held at the regular meeting held in November of each year.

Section 4. Contested elections shall be conducted by secret ballot using an instant runoff voting procedure.

Section 5. Newly elected officers shall assume their duties on January 1 of the year following the election in November.

Section 6. The Executive Board shall have the power to fill all vacancies.

Section 7. A member of the Executive Board may be recalled by a two thirds vote of the entire membership of BAIADC by a mail ballot following a membership meeting at which the recall question was discussed after at least ten days notice to members. A special election shall be held to fill any vacancy created by a recall election.

ARTICLE VIII

THE EXECUTIVE BOARD

Section 1. Between membership meetings, the Executive Board shall perform all the duties necessary to the proper administration of the affairs of BAIADC consistent with the constitution and by-laws.

Section 2. All decisions of the Executive Board shall be by a majority vote of the members present.

Section 3. A majority of the Executive Board shall constitute a quorum.

Section 4. The Executive 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 BAIADC.

Section 5. The Executive Board shall ensure that membership meetings are held on a regular basis, as required in Article IX, with the time and location well publicized to members.

Section 6. The Executive Board shall notify the membership of the date, time and place of all Executive Board meetings at the regular monthly meetings. It shall notify all members of the date, time and place of any emergency meetings. All members in good standing may attend all Executive Board meetings.

ARTICLE IX MEETINGS

Section 1. Regular membership meetings shall be held monthly at a time and place determined by the Executive Board, subject to the approval of the membership. When special circumstances require, the President may change the date and time of a monthly meeting, provided at least twenty four (24) hours notice is given to the members.

Section 2. Special meetings may be called by the President, the Executive Board, or on petition by the majority of the members for the transaction of any special business. Any member wishing to circulate such a petition shall be provided a current membership list by the Treasurer.

Section 3. A quorum shall be the lesser of ten (10) voting members or twenty five percent (25%) of the membership, one of whom shall be an officer, and no official business of the BAIADC shall be taken in the absence of a quorum.

Section 4. Proxy voting shall not be allowed.

Section 5. Reasonable effort shall be made by the Executive Board to notify all members of meetings.

Section 6. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.

ARTICLE X COMMITTEES

Section 1. The Executive Board or the membership shall have the power to establish standing, select or ad hoc committees. Such committees may formulate plans, investigate issues, and conduct business and affairs. Each committee shall report to the general membership at all regular meetings.

Section 2. Meetings of standing committees shall be held as necessary.

Section 3. A standing committee shall publish a newsletter which shall report on all the activities of the BAIADC, as well as report on areas of concern on state and national issues.

Section 4. Chairs of committees shall have no vote in committee meetings, except to break a tie.

ARTICLE XI ENDORSEMENTS

Section 1. The BAIADC may endorse any nominee or candidate for public office who is a registered Democrat, and may endorse or support any position on any issue, provided

such an endorsement falls within the function and purposes of the organization and its members.

Section 2. Endorsements shall require a two-thirds (2/3) vote of members in attendance at a regular meeting after due notice has been given to the entire membership of BAIADC. Such notice shall be given no less than 5 days prior to the meeting. A two thirds vote at the meeting at which the endorsement is considered may override the requirement for notice.

Section 3. All endorsements shall be given active support. The type of support to be given an endorsement may be determined at the time of the endorsement or may be establish at subsequent meetings.

ARTICLE XII AMENDMENTS

Section 1. The constitution and by-laws of BAIADC may be amended by a two thirds (2/3) vote of the members present after due notice has been given to the entire membership of BAIADC. Such notice shall be given not less than five (5) days prior to said meeting at which the constitutional proposal shall be submitted