

BYLAWS
of the
ARAB AMERICAN CAUCUS
of the
CALIFORNIA DEMOCRATIC PARTY
As Amended November 13, 2009

Article I: Name

The name of this organization is the Arab American Caucus of the California Democratic Party (hereinafter "the Caucus").

Article II: Purpose

The purpose of the Caucus is to work within the California Democratic Party, providing a strong voice and representation within the party structure; promoting the welfare of Arab Americans through effective legislation and encouraging Arab Americans to participate fully as Democrats at all levels of policy making and public service.

A. It is understood by Caucus members that those goals include the implementation of United Nations Resolutions 242 and 338 and the fulfillment of the aspirations of the Palestinian people for self-determination and statehood.

Article III: Voting Membership

A. A voting member shall be any Democrat currently registered to vote in California who has either paid their dues or been granted a waiver for economic hardship, and:

1. is Arab by birth or descent or is the widow, spouse, domestic partner, or child thereof, or;
2. Who believes in and supports the purpose of the Caucus.

B. The Voting Membership shall be comprised of:

1. **Regular Members:** As defined by Sections A, B, and C of this Article;
2. **Lifetime Members:** As defined by Sections A, B, and C of this Article, and;
3. **Student Members:** As defined by Sections A, B, and C of this Article and who are also currently enrolled in an accredited educational institution.

C. As the Caucus has a membership where members only represent themselves, the use of secret ballots is allowed in General Membership proceedings.

Article IV: Dues

A. The Caucus shall not raise funds other than annual dues in the amount of ten dollars (\$10.00) per year for Student Members, twenty-five dollars (\$25.00) for Regular Members, or two hundred dollars (\$200.00) for Lifetime Members. A waiver of dues on the grounds of economic hardship may be provided by the Executive Committee upon request.

- B. Dues may be adjusted, as necessary, by the Caucus at the convention meeting, provided said adjustment does not increase the amount of said dues by more than 25% of the previously prevailing rate. All dues adjustments shall be effective at the conclusion of the meeting at which they are voted on.

Article V: Organization

This Caucus is constituted in accordance with the Bylaws of the California State Central Committee of the California Democratic Party.

Article VI: Executive Committee

- A. **Membership** of the Executive Committee of the Caucus shall be composed of Caucus officers duly elected by the voting membership.
- B. **Duties** of the Executive Committee shall be to exercise all executive powers on behalf of the Caucus between meetings. The Executive Committee shall inform the members of the Caucus of all decisions and recommendations made by the Executive Committee. As the Executive Committee is representative of the membership, no vote may be taken by secret ballot. Information regarding any such decision shall be provided at the next Caucus meeting.
- C. **Quorum** of any meeting of the Executive Committee shall consist of 3 members.

Article VII: Committees

- A. Although it shall not necessarily be limited to such, the Caucus may also form the following Standing Committees:
 - 1. Membership Committee
 - 2. Communication Committee
 - 3. Outreach Committee
 - 4. Arab American Young Democrats Committee

The Chair shall appoint the chair(s) of such committees, provided, however, that such appointments must be approved by a majority of the remaining members of the Executive Committee at its next regularly scheduled meeting.

- B. Special and AD Hoc Committees may be established as necessary by the Chair who shall appoint the chair(s) of such committees, provided, however, that such appointments must be approved by a majority of the remaining members of the Executive Committee at its next regularly scheduled meeting.

Article VIII: Officers:

- A. **Chair:** The Chair shall preside over all general meetings of the Caucus and represent the Caucus on the Executive Board of the Democratic State Central Committee. The Chair shall provide required documentation to the Rules Committee of the California Democratic Party including a membership list and a copy of the current Bylaws.
- B. **Northern Vice-Chair:** The Northern Vice-Chair shall assume the responsibility of the Chair if the Chair is absent for regularly scheduled meetings or other function that requires Chair's attendance

or upon the occasion of a vacancy in the position of Chair. The Northern Vice-Chair represents Northern California, which contains the area from the California-Oregon border southward to the southernmost limits of the town of Paso Robles and extending due east and west from that point to each California border.

- C. **Southern Vice-Chair:** The Southern Vice-Chair shall assume the responsibility of the Chair if both the Chair and the Northern Vice-Chair is absent for regularly scheduled meetings or other function that requires their attendance or upon the occasion of a vacancy in the position of both the Chair and the Northern Vice-Chair. The Southern Vice-Chair represents Southern California, which contains the area of California not included in Northern California, as that is defined under Section B of this Article.
- D. **Secretary:** The Secretary shall keep the minutes of the Caucus and be responsible for sending out correspondence as directed by the Executive Committee.
- E. **Treasurer:** The Treasurer shall promptly account for all Caucus funds, prepare financial reports as required by the Democratic State Central Committee. The Treasurer is responsible to maintain the list of voting members at meetings.

Article IX: Officer Removal Clause

Any officer of the Caucus may be removed prior to the expiration of his/her term for malfeasance, misfeasance and nonfeasance provided that the due process rights of any officer sought to be removed shall be observed.

Article X: Elections

- A. The election of officers shall occur at the Caucus meeting during odd-numbered years at the time and place that the California Democratic Party holds its biennial convention.
- B. All officers shall be voting members of the Caucus, and the Chair and Vice Chairs must be members of the Democratic State Central Committee.
- C. Officers shall be nominated from the floor and elected by a majority of the members present and voting on the day and date determined for the first meeting of the Caucus of each odd-numbered year. Immediately following the election of officers, the newly elected Chair shall assume the role of presiding officer.
- D. All vacancies shall be filled by election at the next Caucus meeting after the vacancy occurs.

Article XI: Voting

- A. A quorum for any meeting for the general membership shall consist of 5 voting members of the Caucus.
- B. Except as may be otherwise specifically provided herein, all decisions shall be made by a majority vote of those present and voting.
- C. A voting member must be present to cast a vote, no proxies are permitted.

Article XII: Meetings

- A. Regular meetings of the membership shall coincide with the annual California Democratic Party Convention and the meetings of the Executive Board of the California Democratic Party.
- B. Quorum for a membership meeting must be 5.
- C. All meetings shall be conducted in accordance with Roberts Rules of Order, Newly Revised.
- D. All members shall be informed of each Caucus meeting.
- E. All meetings shall be fully accessible to people with disabilities in compliance with the applicable State and Federal laws as well as the rules of the California Democratic Party.
- F. Except as may be otherwise provided herein, and with regard to amendments of these Bylaws, at least ten (10) days written notice shall be given of all meetings of the General Membership and Executive Committee of the Caucus
- G. Those members who have email may receive notice via email in a manner consistent with CDP Bylaws for the use of e-mail within the Democratic Organizations, including but not limited to, any requirement that:
 - 1. The sender and receiver have both consented, in writing, to sending and receiving notice in this manner,
 - 2. The notice was sent to or from the email address specified when giving consent, or most recent email address specified on a subsequent notice of change of address by sender or receiver, and,
 - 3. The obligation to inform and procedure for informing of any change in email address has been specified in writing.

Article XIII: Endorsements

This Caucus shall not endorse candidates for partisan or non-partisan office unless a candidate has received the official endorsement of the California Democratic Party, as provided by its Bylaws. Furthermore, unless a candidate has received the official endorsement of the California Democratic Party, all motions of support, recommendation, or other expressions of approval, no matter how denominated, are deemed to be out of order at any meeting of the Caucus.

Article XIV: California Democratic Party Bylaws

Any issues not specifically covered by these Bylaws shall be governed by the Bylaws of the California Democratic Party. In case of conflict in the Bylaws, the CDP Bylaws will be the governing document.

Article XV: General Policies

- A. The Caucus specifically recognizes its obligations to adhere to the General Provisions of the CDP Bylaws.

- B. All public Caucus meetings shall be open to all members of the Democratic Party regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, and sexual orientation, persons with disabilities as defined by the Americans with Disabilities Act of 1990 or economic status.
- C. The Caucus shall not discriminate on the grounds of race, color, creed, national origin, sex, age, religion, ethnicity, sexual orientation, disabilities as defined by the American with Disabilities Act of 1990, or economic status.
- D. The Caucus shall neither raise nor disburse funds other than nominal dues as set forth under Article IV of these Bylaws, and standard or routine costs of regular meetings, which shall be promptly accounted for and processed according to rules promulgated by the Finance Committee.
- E. The Caucus hereby consents to receive email notice from any member who consents, in the manner provided below, to receive such notice from the Caucus from an "@arabamericancaucus.org" or other domain as specified on the Caucus' Web site, provided:
 - 1. The member holds the Caucus harmless should the member fail to open, receive, view or read their incoming emails regularly and therefore not receive actual knowledge of the material contained in the email notice in a timely manner,
 - 2. Consent to receive notice from the Caucus has been given on forms provided by the Secretary of the Caucus.
 - 3. Members of the Caucus are given the option, in writing, of maintaining the confidentiality of their email address, or making same public, and,
 - 4. Notice sent by the Caucus contains contact information including physical address, and clearly outlines how the receiver can "opt out" of receiving future notices by email and how to submit a change of email address.
- F. Notice to the Caucus of change of email address is to be provided to the Secretary of the Caucus, in writing.

Article XVII: Amendments to the Bylaws

- A. Proposed amendments to these Bylaws must be in writing and must be mailed to all current voting members of the Caucus at least two weeks before any vote can be taken on such amendments.
- B. Amendments to these Bylaws must be approved by the affirmative vote of two-thirds of those voting members who are voting on such proposed amendments. Voting will occur at a regularly scheduled meeting of the Caucus.