

**BY-LAWS OF THE SOUTH WEST ASIAN NORTH AFRICAN (SWANA)
DEMOCRATIC CLUB**

ARTICLE I : NAME

The name of this organization shall be South West Asian North African (SWANA) Democratic Club (SWANA DC)

ARTICLE II : STATEMENT OF PURPOSE

The purpose of this club is to give San Francisco SWANA community members effective representation in government through working within the Democratic Party and by other means to:

- (1) Strengthen the political voice of SWANA communities through active participation in the electoral process.
- (2) Register new voters and encourage all registered voters to participate in every election.
- (3) Engage in educational activities to promote awareness of issues facing voters, through candidates nights, position papers, issue forums, etc.
- (4) Organize and involve San Francisco SWANA residents on issues affecting their individual and collective interests.
- (5) Endorse and actively promote the victory of propositions and candidates for local, state and national office.
- (6) Form coalitions with other organizations on issues and candidates of joint concern.
- (7) Work for economic and social justice and civil and human rights for all persons.
- (8) To promote effective, honest, and transparent government.

ARTICLE III: MEMBERSHIP

A. Any person may apply for membership in SWANA DC who:

- (1) subscribes to the Statement of Purpose of Article II,
- (2) completes an SWANA DC membership application, and
- (3) pays membership dues as set forth in Article IV of these By-laws.

B. Registered Democrats who reside outside of San Francisco are eligible to become Non-Resident, or Affiliate Members without the privilege to vote or serve on the Executive Board of the Club.

ARTICLE IV: DUES

A. Annual dues for Members and Affiliate Members shall be fifteen dollars (\$15.00). Dues paid by new Members joining in September, October, November, or December shall also be credited as dues paid for the following year.

B. Dues rates may be changed by vote of the Executive Committee at a duly noticed meeting with this agenda item clearly indicated in the notice.

C. The annual dues renewal date for all members of the CLUB is January 1 of each year. Memberships commencing or renewed during any month of the calendar year expire on January 1 of the following year.

D. If a MEMBER is paid for the prior year, s/he may retain voting eligibility for the next year by paying renewal dues anytime prior to voting at a Club meeting.

ARTICLE V: VOTING RIGHTS

A. Voting privileges are granted by these By-laws only to those persons who qualify as Member, as differentiated from Affiliated Member under Article III, of these By-laws.

B. Voting privileges become effective on the thirtieth (30th) day following submission of a new membership application with requisite payment and the completion of membership requirements.

C. Meeting the above requirements shall constitute the definition of a “member in good standing.”

ARTICLE VI: OFFICERS

A. The CLUB shall have the following officers: Chair, Co-Chair, Treasurer, and Secretary

B. The duties of each officer shall be as follows:

(1) The Chair shall be responsible for agendas, soliciting guest speakers, and chairing of membership meetings. The Chair shall also be responsible for the production of the endorsement card (including collection of contributions) and for the maintenance of the membership list.

(2) The Co-Chair shall support the responsibilities of the Chair, replace the Chair when the Chair is absent, and will succeed in the role of the Chair the following year.

(3) The Treasurer shall be responsible for dues payments, transactions, for presenting financial reports to the membership, and filing required local, state and federal reports.

(4) The Secretary shall be responsible for recording any actions taken by the membership during general meetings as well as maintaining attendance lists for club activities.

ARTICLE VII: COMMITTEES

A. EXECUTIVE COMMITTEE

(1) The Executive Committee shall consist of all officers, plus up to seven at-large members.

(2) It shall be the duty of the Executive Committee to plan the agenda of the regular membership meetings, to act on behalf of SWANA DC on routine matters and in emergency situations, to recommend dismissal of any officer to the membership, to make recommendations to the membership on endorsements, to establish and enlist members of the Standing Committees, and to oversee all other activities.

(3) An Executive Committee quorum shall be a majority of its members.

(4) Meetings shall be open to the general membership, but voting shall be limited to members of the Executive Committee and Standing Committees.

(5) Executive Committee meetings shall be held approximately every other month at the request of the President or a majority of the Executive Committee members.

(6) The term of office for Executive Committee is limited to 2 consecutive one-year terms.

B. STANDING COMMITTEES

(1) Any MEMBER or AFFILIATED MEMBER may serve and is encouraged to serve on a Standing Committee.

(2) Upon vote of the Executive Committee, a Standing Committee may be established.

(2) Any MEMBER qualified to serve as an officer in the SWANA DC may then nominate any MEMBER to Chair a Standing Committee.

(3) The Executive Committee will approve any and all Chairs of Standing Committees, as well as any additional members of the Standing Committees

(4) All committees expire unless reauthorized at the next general meeting at which there is a regularly scheduled election of officers.

(5) The term for Standing Committee Chairs or members is one year, and may be reauthorized by the Executive Committee.

ARTICLE VIII: MEETINGS

A. Regular meetings of the membership shall be scheduled by the Executive Committee, to be held as often as necessary to conduct the business of the club, make endorsements, or produce events.

B. The Chair with consent of the Executive Board, or the request of ten voting members, may call Special Membership Meetings upon five days prior e-mail or U.S. mail notice, which shall include a description of the purpose of the meeting.

C. At least five (5) days advance notice must be given to the membership of the date, time and location of all meetings of the CLUB.

D. A quorum shall consist of ten percent of the membership of SWANA DC at any general membership meeting.

E. There shall be no proxy voting.

F. Records shall be kept of attendance and of actions taken by the membership at every meeting.

ARTICLE IX: ELECTIONS OF OFFICERS/EXECUTIVE COMMITTEE MEMBERS

A. Elections of all officers and Executive Committee members shall be held annually during the first membership meeting of that year, and terms of office shall extend until that meeting.

B. Should a vacancy occur at any other time, the Executive Committee may:

(1) Allow the vacancy to remain until the next general election, or may:

(2) Announce the vacancy at any general membership meeting, solicit nominations to fill the vacancy, and schedule an election at least thirty days following the announcement.

C. Any MEMBER, as defined in Article III of these By-laws, who has been a MEMBER for six months prior to the solicitation of nominations, may enter or have entered his or her name in nomination for any position.

D. The Executive Committee shall present nominations at the general meeting preceding the election, at which time nominations may also be made from the floor. Nominations may thereafter be made by personal communication with any Executive Committee member fifteen or more days prior to the election. No nominations may be made at the election meeting.

E. All elections shall require a majority of the votes cast for each position, with multiple ballots if necessary. Election winners assume office immediately.

ARTICLE X: ENDORSEMENTS

A. Endorsement of any candidate for public office, or of any position on a ballot question (pro or con) shall require at least sixty per cent (60%) of the votes cast on the race.

B. Multiple ballots shall be permitted, but the Executive Committee shall determine the number of ballots allowable and establish rules for a "no recommendation" alternative.

C. In candidate races, SWANA DC may use a ranked choice voting system similar to that used by the City and County of San Francisco. The Executive Committee shall determine if this method will be used for each endorsement meeting, shall announce this in the notice announcing the meeting and shall explain the method of voting and of counting the ranked ballots at the outset of the voting process at each meeting.

D. Ballots shall normally be counted by Executive Board members and any member volunteers they shall solicit.

E. Registered Democrats shall be the only candidates eligible for endorsement in partisan elections.

F. An endorsement may be rescinded by a two thirds vote of the membership at any meeting where there is a quorum, or by a three fourths vote of the Executive Committee.

ARTICLE XI. SELECTION FOR REPRESENTATIVES AT THE CALIFORNIA DEMOCRATIC PARTY PRE-ENDORSEMENT CONFERENCES

A. The Executive Board shall choose the representatives for pre-endorsement conferences. Any representative chosen must be a "member in good standing" as defined in Article III; Section 2 of the club's bylaws.

B. The club shall provide a roster of only "members in good standing" to the Chartering Authority and the Regional Director.

ARTICLE XII: REMOVAL OF OFFICERS/EXECUTIVE COMMITTEE MEMBERS

A. Any position may be declared vacant by majority vote at any Executive Committee meeting if the holder of that position has:

- (1) Chosen to resign, or has:
- (2) Failed to attend, without excuse, three of the four immediately preceding Executive Committee meetings.

B. Except as provided in Section A, a position shall be vacated only upon approval of at least sixty percent of the MEMBERS in attendance at a general meeting complying with the requirements of Article VIII of these By-laws.

ARTICLE XIII: AMENDING THE BY-LAWS

A. Amendments to these By-laws may be moved only at membership meetings.

B. If an amendment to these By-laws is moved and seconded, a vote shall be held within ninety days.

C. At the meeting wherein adoption is considered, any proposed amendment must receive at least two thirds of the total vote cast on the question. If so approved, the amendment(s) shall be immediately incorporated into these By-laws as a new Article following this Section.