

Rules of the Michigan Indo-American Democratic Caucus

ARTICLE I: NAME

This organization shall be known as the Michigan Indo-American Democratic Caucus of (hereafter 'Caucus') the Michigan Democratic Party (hereinafter 'MDP'). .

ARTICLE II: PURPOSE

The purpose of the Caucus is to promote the interests and concerns of Indo-Americans within the Democratic Party and to elect Democrats.

The Caucus shall be a non-profit organization and upon its dissolution, all assets and real and personal property of the Caucus and its committees shall revert to the benefit of the MDP. No part of the income or assets of the Caucus shall inure to any of its members except for the reimbursement of actual expenses, reasonable compensation for services if the Caucus approves, or a contribution for electing a member to office if the Caucus so approves.

ARTICLE III: VISION AND MISSION

A. Vision

To advance the value, principles and interests of MDP and to serve the Michigan Indo-American community.

B. Mission

To enhance the political awareness among the Michigan Indo-American community; to promote the interests of the Michigan Indo-Americans at the local, state and federal levels; to support active participation of the Michigan Indo-Americans in the political process and to draw young Indo-Americans into the mainstream politics.

ARTICLE IV: MEMBERSHIP

A. Membership Criteria

The membership of the Caucus will be open to persons of Indo-American origin (ancestry, parents or marriage) and heritage (belonging to the culture) who believe in the Democratic Party values and ideals.

B. Types of Membership

The three types of membership for the Caucus are: (1) Regular membership (2) Associate membership and (3) student membership.

(1) Regular Membership: In addition to satisfying the criteria set forth in Article IVA, a person must be a member of the MDP and have paid regular membership dues defined in Article IVC.

(2) Associate Membership: In addition to satisfying the criteria set forth in Article IVA, a person who is not a member of the MDP and have paid associate membership dues defined in Article IVC.

(3) Student Membership: In addition to satisfying the criteria set forth in Article IVA, a person must be a full time student, a member of the MDP and have paid student membership dues defined in Article IVC.

C. Membership Dues

The dues for the three categories of memberships listed in Article IVB shall be published by the treasurer after the approval by the Board based on recommendations from the Finance and Membership committees.

D. Voting Privileges

Only regular and student members shall have the voting privileges in the Caucus and MDP meetings. Proxy voting and absentee voting are not permitted in any of the Caucus meetings including the election of the officers and board members.

Only regular and student members shall have the privilege of bringing a motion. However all members can engage in the discussion of the motion.

ARTICLE V: FUNDAMENTAL PRINCIPLES

Section 1. All public meetings of the Caucus shall be open to attendance by all members of the Democratic Party regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

Section 2. The time and place for all public meetings of the Caucus shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all the Caucus members and large enough to accommodate all interested persons.

Section 3. The Caucus shall publicize fully and in such a manner as to assure notice to all interested parties a full description of the legal and practical procedures for selection of the Caucus officers and representatives. Publication of these procedures shall be done in such a fashion that all prospective and current members of the Caucus will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedure of the Caucus.

Section 4. The Caucus shall publicize fully and in such a manner as to assure notice to all interested parties a complete description of the legal and practical qualifications for all officers and representatives of the Caucus. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the Caucus will have full and adequate opportunity to compete for office.

Section 5. Proportional voting (as described in the rules of MDP) shall be used in the election of the Officers and Executive Board of the Caucus.

Section 6. All rules and bylaws of the Caucus shall be consistent with the Rules of the MDP and shall be available on request in writing to any member of the Caucus.

Section 7. The unit rule is prohibited in the Caucus.

Section 8. No rule shall be adopted at any level of the Caucus which would require a person to cast a vote or be recorded a voting contrary to that person's judgment.

Section 9. On all questions of procedure not resolved by the Rules of the MDP or the Rules of the Caucus, the latest edition of Robert's Rules of Order shall be used.

ARTICLE IV: OFFICERS AND EXECUTIVE BOARD:

Section 1. The Officers of the Caucus shall consist of a Chairperson, Vice-Chairperson (need not be of the opposite sex of the Chairperson), a Secretary and a Treasurer. The Executive Board (hereinafter 'Board') shall consist of the Officers, eight (8) elected members and one (1) non-voting member. The immediate past Chairperson shall serve as the non-voting member of the Board.

Section 2. The Officers of the Caucus shall have two-year terms and be elected by the regular members of the Caucus as described in Article VIII. Vacancies among the Officers of the Caucus shall be filled as per the processes described in Article XII.

Section 3. The Officers of the Caucus must be a regular member of the Caucus for at least thirty (30) calendar days prior to the election or appointment and shall maintain the regular membership status during the term of office. If the regular Caucus membership lapses while a person holds Caucus office, all rights and privileges of that office are suspended until such membership is renewed, at which time all rights and

privileges are immediately restored. No officer shall hold more than one office at the same time.

Section 4. At least two of the elected Board members shall be from outside of metro Detroit area. One of the elected Board members shall be a student member. The elected Board members shall serve two year terms and be elected by regular members of the Caucus as described in Article VIII. Vacancies among the Board members shall be filled as per the process described in Article XII.

Section 5. The elected members of the Board must be a regular member of the Caucus for at least thirty (30) calendar days prior to the election or appointment and shall maintain the regular membership status during the term of office. If the regular Caucus membership lapses while a person holds Caucus office, all rights and privileges of that office are suspended until such membership is renewed, at which time all rights and privileges are immediately restored.

Section 6. The Chairperson shall preside at all meetings and have such other duties as are usual to the office of Chairperson, or that may be required by the Caucus. The principal duties of the Chairperson of the Caucus include:

1. Shall preside over the Board and General Body meetings except in circumstances described in Article XIII, Section 5;
2. Shall prepare the agenda for the meetings in consultation with the Officers of the Caucus;
3. Shall follow Roberts Rules (latest edition) in conducting the meetings;
4. Shall appoint Chairpersons and members of the committees subject to the approval of the majority;
5. When a new Chairperson is elected, the past Chairperson shall forthwith deliver all organizational assets and information kept, collected, preserved during his/her tenure of the office to the new Chairperson.

Section 7. The Vice-Chairperson need not be a member of the opposite sex from the Chairperson. The Vice-Chairperson shall assist the Chairperson in the discharge of his/her duties and responsibilities of the Chairperson in his/her absence

Section 8. The Secretary of the Caucus:

1. Shall keep an accurate record and minutes of the proceedings of all meetings.
2. Shall keep and preserve all the books, documents, correspondence, records, minutes, effects, and any other property of this organization.
3. Shall make all the correspondence and records of the Caucus available to its membership during meetings.
4. Shall submit the minutes of the Caucus meetings within two weeks of the meeting to the chair to be circulated to the membership.
5. Shall, when assigned by the chair or his/her designee be responsible for the Caucus correspondence.

6. In the absence of both the chair and the vice chair the recorder will be the presiding officer for that meeting and should assign the recording duty to another member.
7. When a new recorder is elected the past recorder shall forthwith deliver to the newly elected recorder all the aforesaid items kept and preserved during his/her tenure of office.

Section 9. The Treasurer of the Caucus:

1. Shall be responsible for the financial receipts and disbursements of the Caucus subject to the approval of the Board;
2. The Treasurer in conjunction with the Membership Committee Chairperson are responsible for collecting membership dues and keeping proper records of membership dues collected;
3. The Treasurer is also responsible for sending out dues notices to the existing membership, at least a month before they are due;
4. The Treasurer shall make sure that the funds of this organization shall be deposited in banks and shall be drawn upon only by checks signed by any two of the following officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer;
5. The Treasurer shall make financial reports to the Board and the Caucus at all regular meetings of the Caucus;
6. When a new Treasurer is elected, the past Treasurer shall forthwith deliver to the new Treasurer the funds and all the books and records kept during his/her tenure in office.
7. The Treasurer will submit the books to an audit to be done by the Audit Committee once a year and to an external audit to be done once in every two years.

ARTICLE VII: MEETINGS

Section 1. The regular meetings of the Board and the Caucus shall be held at least once in three (3) months. The regular meetings of the Board shall be on the date and the location and time set forth on the meeting notice. The meetings will be held at different locations though out the State of Michigan at the discretion of the Board. As least seven (7) days notice shall be given of the date, time and place of the meeting. Notice may be given by mail, fax or email. A quorum shall consist of a majority of the Board. Only a Board member shall bring a motion and participate in the Board meeting. Caucus members could attend the Board meeting as observers.

Section 2. At least once per calendar year there shall be a General Body meeting of the Caucus where the Officers and Board shall report on Caucus activities. The General Body consists fo all the members of the Caucus. The General Body meeting will be held at different locations though out the State of Michigan at the discretion of the Board. At least two weeks notice shall be given of the date, place and time of the meeting. Notice may be given by mail, fax or email.

Section 3. Special meetings of the Board or General Body may be called by a majority of the Board or General Body respectively. At least seven (7) days' notice shall

be given of the date, place, time and purpose of the special meeting. Notice may be given by mail, fax or email.

Section 4. The General Body shall meet in conjunction with State Democratic Party Convention.

Section 5. Subject to the Rules of the MDP and these Rules, all meetings shall be conducted according to Robert's Rules of Order (latest edition).

Section 6. No proxy or Absentee voting is permitted at any of the Caucus meetings.

ARTICLE VIII: ELECTION PROCESS

Section 1. The General Body meeting conducted in January of each odd-numbered year shall elect a Chairperson, Vice-Chairperson (need not be of opposite sex), a Secretary and a Treasurer and eight (8) Board members of the Caucus. The elected Officers and Board members shall take office on the first day of the following month after the Caucus election.

Section 2. Three regular or student members of the Caucus, who are not part of the Board and are not candidates in the election shall be appointed for the Election Committee by the Chairperson, subject to the approval of the majority of the Board. The Chairperson of the Election Committee will serve as the Election Officer.

Section 3. The Election Officer will notify all regular members of the Caucus of an upcoming election. The Election Officer will be required to send out notification at least four (4) weeks prior to the election. The Election Committee will conduct and oversee the election process. The election date shall be within thirty (30) days from the initial election notification.

Section 4. The nomination of the Office Bearers and the Board members shall take place on the election date and time specified in the initial election notification. The nomination must be duly proposed and seconded by regular Caucus members.

Section 5. The candidates for an Officer of the Caucus must be a regular member of the Caucus for at least thirty (30) calendar days prior to the election date.

Section 6. The candidates for the Board members of the Caucus must be regular or student member of the Caucus for at least thirty (30) days prior to the election date.

Section 7. The election Officer will oversee the conduct of the election on the date, time and place specified in the initial notification. The election Committee will supply the necessary ballots, tabulate the results and declare the results of the election.

Each regular and student member of the Caucus will be allowed to vote only once for each of the contested position. In the event there is only one candidate for a particular position, an election is not necessary.

Section 8. In case of disputes in the election results, the Election Committee shall get the advice of the MDP.

ARTICLE IX: COMMITTEES

Section 1. The Chairperson, subject to the approval of the majority of the Executive Board, shall appoint the Standing Committees and the Standing Committee Chairpersons necessary for the work of the organization within sixty (60) calendar days of assuming office. The same person will not serve as Chairperson/Co-Chairperson of more than one Standing Committee.

Section 2. Standing Committees shall include the following:

1. Bylaws Committee
2. Finance and Fundraising Committee
3. Membership and Recruitment Committee
4. Campaign Committee.
5. Events Committee
6. Youth Committee
7. Information Technology Committee
8. Audit Committee.

These committees shall include the appropriate subcommittees. The Chairperson of the Caucus shall be an ex-officio member of all standing committees. All the Standing Committees shall have at least one Board member either as a Chair or a member.

1. Rules Committee: This Committee shall be responsible for writing the Rules, amending the Rules of the Caucus when required and making sure that the rules of the Caucus are followed. The procedure for changing or amending the Rules of the Caucus is described in Article XI.
2. Finance and Fundraising Committee: This Committee shall be responsible for raising necessary funds and finance for the smooth running of the Caucus and for its events. Treasurer of the Caucus should be a member of this committee.

A budget for the Caucus has to be presented to the Board within the first quarter of every year. Treasurer and the Finance Committee shall be responsible for the preparation of the budget.

3. Membership and Recruitment Committee: This Committee shall be responsible for recruiting new members state wide, and making sure that the membership registry is kept updated on a regular basis. The committee will liaison with the Treasurer with regard to the new membership so that the Treasurer can collect the dues.
4. Campaign Committee: This Committee shall be responsible for keeping the membership apprised of all the campaign issues of the MDP as well as getting the necessary endorsements for supporting candidates. This committee will also be responsible for researching and presenting relevant issues pertaining to the Caucus membership within the framework of the MDP issues platform.
5. Events Committee: This Committee shall be responsible for planning and executing all the events of the Caucus as deemed necessary by the Board.
6. Youth Committee: This Committee shall be responsible for the youth membership of the Caucus and their issues.
7. Information Technology Committee: This Committee shall be responsible for maintaining the Caucus web site and electronic membership register as well as for posting and maintaining the electronic news brief of the Caucus.
8. Audit Committee: This Committee shall be responsible for conducting a yearly audit of the Treasurer's reports and accounts.

The Chairperson or Vice-Chairperson of the Caucus, subject to the approval of majority of the Board shall appoint Special Committees as necessary, which will dissolve automatically after the purpose of the committee is fulfilled.

These Committees shall include the appropriate Sub-committees. The Chairperson of the Caucus shall be an ex-officio member of all Standing Committees.

ARTICLE X: ORDER OF BUSINESS

At meetings the business of the Caucus shall proceed in the following order:

1. Roll call of Officers.
2. Minutes of the previous meeting(s).

3. Reports of Officers:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Treasurer
 - d. Secretary
4. Comments from the Board members
5. Reports of Committees.
6. Unfinished business.
7. New business.
8. Adjournment.

ARTICLE XI: AMMENDMENTS

Section 1. Proposals for changes or amendments to these Rules shall first be referred to the Rules Committee, that shall report its recommendations to the next regular Caucus meeting or special meeting called for that purpose.

Section 2. These Rules may be amended by a two-thirds (2/3) majority vote of the members of the Caucus present at a meeting, provided that written notice setting forth the proposed amendment has been given to all Caucus members at least two (2) weeks prior to the date of the meeting.

Section 3. These Rules shall be in full force and effect upon their adoption and shall supersede all bylaws, rules, motions and policies of a contrary nature with the exception the Rules of the Michigan Democratic Party.

ARTICLE XII: VACANCIES

Section 1. If an Officer or Board Member is unable to serve their two year term, he/she can resign by giving notice to the board. The resigning officer or a Board member shall perform their duties up to a time the vacancy is filled.

Section 2. When a vacancy occurs among the Officers or the Board member of the Caucus, a meeting of the Board shall be called within ninety (90) days after the vacancy arises by the Chairperson or Vice-Chairperson of the Caucus. The vacancy shall be filled through a motion by approval of the majority of the Board.

ARTICLE XIII: MEMOVAL FROM OFFICE

Section 1. Any Officer or Board Member of the Caucus may be removed from office for a cause by a two-thirds (2/3) vote of the total membership of the Board. This vote shall be taken at a Board meeting specially called for such purpose. Any meeting for the removal of Officers or Board members must be called by the Chairperson at the request of at least one half (1/2/) of the Board.

Section 2. The notice of such a Board meeting must indicate the specific time and place of the meeting and basis for the cause upon which action is founded; and the notice of such meeting shall be served through mail or email or fax to the members of the Board at least ten (10) days prior to such meeting.

Section 3. Any Officer or Board member of the Caucus may be removed from office for a cause by a majority vote of the General Body. This vote shall be taken at a General Body meeting specifically called for such purpose. Any meeting for the removal of Officers or Board members must be called by the Chairperson or Vice-Chairperson at the request of at least 40% of the General body membership.

Section 4. The notice of such a General Body meeting must indicate the specific time and place of the meeting and basis for the cause upon which action is founded; and the notice of such meeting shall be served through mail or email or fax to the members of the Board at least ten (10) days prior to such meeting.

Section 5. At any such meeting for the purpose of removing an Officer or a Board member, when a motion is made for removal of any officer who is then presiding, said presiding Officer shall immediately relinquish the chair. If there is no other regularly elected presiding Officer present to preside, the members present may elect a temporary Chairperson to preside. The temporary Chairperson shall preside until consideration and disposition of the motion for removal is concluded. If the motion for the removal carries by a two-thirds (2/3) vote of the total membership of the Board or by a majority of the General Body present, the temporary Chairperson shall continue to preside and immediately conduct an election of a successor as per the process described in Article XII. If the motion for removal does not carry, the temporary Chairperson shall immediately relinquish the Chair to the regular presiding Officer.

Section 6. Before any motion for removal of an Officer or a Board member can actually be made at a meeting, a good faith effort to resolve the conflict shall be made by the parties involved.