



AMERICAN MUSLIM
DEMOCRATIC CAUCUS

CHARTER & BYLAWS

THE AMERICAN MUSLIM DEMOCRATIC CAUCUS

www.amdcusa.org | FEBRUARY 2017



CHARTER OF THE AMERICAN MUSLIM DEMOCRATIC CAUCUS

CHARTER ARTICLE I NAME

SECTION 1.1 Definition. The name of this organization shall be the American Muslim Democratic Caucus (hereinafter referred to in this charter as AMDC). The Headquarter for this national organization shall be in Washington, D.C.

CHARTER ARTICLE II PURPOSE

- A. We, the American Muslim Democratic Caucus (AMDC), in recognition that the future of every society depends on its capacity for perpetual renewal, have formed this National Caucus so that every new generation of the American Muslim community will take its place as equal citizens of society and members of the Democratic Party; The American Muslim Democratic Caucus is open to all Democrats who wish to learn about and become political involved, bringing their unique and awakening voice, their new ideas, perceptions and dreams.
- B. The American Muslim Democratic Caucus is dedicated to the renewal and generational change of leadership in the American Muslim Community and in the Democratic Party. We respect and strive to learn from those who have come before us. We offer continuity for their vision and their values.
- C. The American Muslim Democratic Caucus shall act on both political and non-partisan issue advocacy. We recognize that our involvement in politics and the government is a powerful means to aid and improve society. As important as it is for a democratic society to have a perpetual debate and contest of ideas with other political parties, we shall strive to find the commonalities that will allow us all to work together for justice and equity for all.
- D. The American Muslim Democratic Caucus seeks to bring our issues and concerns to the Democratic Party and to society. Our voices must be heard if we are to be represented with equity. We proudly stand against discrimination, inequality and injustice; and our citizenship will strengthen our society and our Party.
- E. The American Muslim Democratic Caucus represents citizens of many diverse American Muslim Communities. We strive to further enhance the understanding of the cultures, histories, the difficulties and dreams of each of these diverse American Muslim communities; to build a collective voice that represents all American Muslim Democrats.
- F. Finally, we the American Muslim Democratic Caucus in order that we form a cohesive national organization for American Muslim Democrats: to establish structure to this organization; to promote the acquisition of political power by American Muslim Democrats do associate ourselves together and establish this Charter to advocate for the highest degree of justice, equity, and social welfare for all the citizens of our country.

CHARTER
ARTICLE III
ORGANIZATION

SECTION 3.1 Chartered Units.

Section 3.2 Definition. AMDC shall be a National Caucus composed of chartered chapters representing all Muslim Democrats within that unit's territorial boundary. Territories shall be defined as chapters in each of the fifty United States; the District of Columbia; Guam; Puerto Rico; the Virgin Islands; American Samoa.

Section 3.3 Issuance of Charter. Chapters may charter by submitting an application in accordance with the bylaws. Unit charters shall be issued by the National Committee, in accordance with the Charter and the Bylaws and are subject to renewal every two years at the National Convention. All unit charters that have not renewed by the close of the National Convention shall be terminated at that time.

CHARTER
ARTICLE IV
MEMBERSHIP

Any registered Democrat may be accorded membership into this organization by and through a chartered unit. The American Muslim Democratic Caucus (AMDC) shall be made up of chartered units as Full Member States, Clubs, and Constituency Caucuses; Young Muslim Democrats, and Muslim Women's Democratic Caucus as well as Individual, honorary and student membership. Each chartered unit shall have the primary responsibility for setting requirements for membership in that unit.

SECTION 4.1 Categories.

Section 4.1 (a) Full Member States are those that have a statewide Muslim Democratic Caucus and pay dues to AMDC.

Section 4.1 (b) Club Membership shall be granted to clubs in states that do not have a statewide caucus and pay dues to AMDC.

Section 4.1 (c) Full or Club Membership shall be granted to Constituency Caucuses; Young Muslim Democrats and Muslim Women Democratic Caucus and pay dues to AMDC.

Section 4.1 (d) Student Membership shall be granted to those individuals who are registered to vote (i.e. 18 years of age) and attending an accredited college, university or high school with a valid student I.D. and do not live in a member state or belong to a member club and pay dues to AMDC.

Section 4.1 (e) Individual Membership shall be granted to those individuals who do not live in a member state or belong to a member club or constituency caucus and pay individual dues to AMDC.

Section 4.1 (f) Honorary Membership shall be granted to individuals who share and support the vision and mission of AMDC; someone who has rendered service of outstanding character and advancement of the ideals and principles of Democratic values and the AMCD and pay individual dues to AMDC.

SECTION 4.2 Dues for all units of membership dues shall be paid (postmarked) no later than forty-five (45) days prior to each Annual Meeting, Dues shall be as follows:

- 1) Full Member States \$500.00 per year.
- 2) Club Membership \$250.00 per year.
- 3) Individual Membership \$25.00
- 4) Young Muslim Democratic Clubs (high School/College) - \$50.00 per year.
- 5) Student Membership \$10.00.

Section 4.2 (a) Units with Membership in arrears shall have no vote. Reinstatement shall be as follows:

- 1) For all units of membership; dues plus \$150.00 except Individual Membership shall be regular dues plus \$10.00.

SECTION 4.3 Non-Discrimination Clause. Neither the AMDC nor any chapter shall discriminate in any proceeding, charter, bylaws or vote based on race, gender, sexual orientation, gender identity, gender expression, age, color, creed, origin, religion, ethnic identity, economic status, physical disability, or philosophical persuasion.

SECTION 4.4 Affirmative Action Directive. The AMDC and all its chapters shall make a good faith effort to recruit members and publicize events to all segments of the population.

SECTION 4.5 Liability The members of the AMDC shall not be liable for the debts and actions of the AMDC, nor shall the AMDC be liable for the unauthorized acts of any of its members unless so ratified by the AMDC Board of Directors. Where gross misspending or unauthorized spending occurs, said officer or officers involved shall be personally liable for all debts incurred.

CHARTER
ARTICLE V
NATIONAL CONVENTION

SECTION 5.1 Authority. The National AMDC Convention shall be the highest authority of the American Muslim Democratic Caucus, subject to the provisions of the Charter and the Bylaws.

SECTION 5.2 National Convention. The AMDC shall assemble at a national convention every year for the purpose of electing officers, as required by the Charter and Bylaws; for considering charter amendments; for adopting a platform and resolutions; and the transacting of any other business that may appear before the convention.

SECTION 5.3 Oversight. The Convention Oversight Committee shall assist and oversee the planning of the convention and shall make regular reports to the Board of Directors. The President shall appoint at least one Chair, Vice-Chair, Secretary and Chief Financial Officer and other such officers as may be necessary and required to oversee the affairs of the National Convention which may include the members of the Board of Directors of AMDC Chapter located in the State where the convention will be held, and the immediate past chair or co-chair of the National Convention.

SECTION 5.4 Time and Site Selection. The site of the annual Convention shall be held by rotation of Regions at a place and date selected by the AMDC Board of Directors in accordance with the site selection process set forth in Bylaws. The next convention chair shall be appointed at the end of each convention.

SECTION 5.5 Notification. Convention notice shall be prior to the convening of the annual convention as per Bylaws.

SECTION 5.6 Credentials. The basis for vote allocation shall be a list of officers and current members that is submitted to Credentials Committee.

SECTION 5.7 Voting. One member shall represent the votes of others in his/her chapter pursuant to the Voting allocations prescribed in the Bylaws.

SECTION 5.8 Quorum Requirements. The quorum for all National Conventions shall be representatives for at least fifty-one (51%) percent of the all units entitled to cast a vote.

SECTION 5.9 Candidate Debates. Detailed in Bylaws.

CHARTER
ARTICLE VI
OFFICERS AND BOARD OF DIRECTORS

SECTION 6.1 Board of Directors. There shall be a Board of Directors of the AMDC; comprised of National Officers and Regional Directors. The President of the American Muslim Democratic Caucus shall serve as the Chairperson of the Board. Except for the powers reserved to the National Convention, the governing body of the AMDC shall be the Board of Directors.

SECTION 6.2 Officers Named. The Officers of the AMDC shall be a President, an Executive Vice-President, Operations Vice-President, Political Vice-President, Membership Vice-President, Communications Vice-President, Chief Financial Officer, Treasurer, Secretary.

SECTION 6.3 Duties of Officers. The officers of AMDC shall perform such duties as required by the Bylaws, the President and the National Committee, as well as serving as the Directors on the Board.

SECTION 6.4 Elections. The Officers shall be elected by a majority vote of the National Convention during every odd year of the National Convention.

Elections for Region Directors shall be held at the National Convention at a meeting of all members residing in that region as defined in the Bylaws. Only AMDC members residing in a respective region may vote for a Region Director from that region.

SECTION 6.5 Gavel Order. A gavel order shall exist in the order the officers are elected at the National Convention as listed in the Charter.

SECTION 6.6 Qualifications. Each person seeking elected office must be qualified for the position(s) as per the Bylaws. [see Bylaws, Section 6.3(6)]

SECTION 6.7 Nominations. Each person seeking elected office must declare for the position(s) as per the Bylaws.

SECTION 6.8 Terms. The term of office for all elected officers shall be two (2) years or until a successor is named. All elected officers shall assume their duties upon the close of the State Convention.

Section 6.8 (a). Upon filing paperwork to qualify for, create an exploratory committee for, or accept an appointment to any federal or statewide elected office, an officer of the American Muslim Democratic Caucus shall resign their position.

SECTION 6.9 Meetings. The Board of Directors shall be required to meet at least every eight (8) calendar weeks unless otherwise scheduled or canceled, at the call of the AMDC President. Two weeks' calendar notice of the time and place of every Board meeting of the AMDC must be given to all members of the Board.

SECTION 6.10 Attendance at Meetings. Elected officers of the Board of Directors shall be required to attend all Board of Directors meetings. Meetings of the Board of Directors convened within a period of three (3) days shall be construed as one (1) meeting for the purposes of this section. If the President is unable to attend a regular membership meeting, he or she shall so notify the Executive Vice President in writing prior to that meeting. Such notification shall include the President's officer report. If an elected officer other than the President is unable to

attend a Board of Directors meeting, they shall so notify the President and Secretary in writing prior to that meeting. Such written notification shall include such officer's report.

Any elected officer who is absent from a meeting without notification as described above may submit a written explanation for the absence to the President and Secretary, as appropriate, within one week following the meeting. The President or Executive Vice President, as appropriate, may, at their discretion, elect to excuse the officer's absence based on such a written explanation. In all other cases, an absence without notification as described above shall be considered unexcused.

Any elected officer of AMDC who accumulates two consecutive unexcused absences, shall be deemed ipso facto; guilty of nonfeasance of assigned duties, and to have been removed from office. Vacancies created as a result of this section shall be filled as prescribed by the Charter and the Bylaws. Persons who have been removed from elected office, pursuant to this section, shall be ineligible for election or appointment to any office in the American Muslim Democratic Caucus.

SECTION 6.11 Quorum. Detailed in Bylaws.

SECTION 6.12 Vacancy. In the event of a vacancy in an elected office (except President), the President shall nominate and the National Committee shall elect, by an absolute majority vote of the National Committee, a person to fill the unexpired term at the first possible meeting, or through the electronic process as defined in the Bylaws.

In the event of a vacancy in the office of President, the Executive Vice President shall assume the role of President. If the Executive Vice President is unwilling or unable to serve the unexpired term, or the office of Executive Vice President is also vacant, the Board shall elect, by an absolute majority vote of the elected officers, a person to fill the unexpired term at the first possible meeting following notification to the National Committee of the existence of the vacancy.

SECTION 6.13 Removal from Office.

Section 6.13 (a) Notice. The AMDC Board of Directors may, after giving notice of intent to remove to an offending officer and to the National Committee, remove an elected officer for cause. In the event of Presidential removal, the Judicial Council shall appoint a presiding officer for the Board of Directors meeting. Notice shall be given to the offending officer by certified mail or electronic mail and to the entire National Committee by the normal means for providing notice of Board of Directors meetings.

Section 6.13 (b) Cause. Cause shall include but not be limited to, excessive absences or failure to fulfill duties of one's office. What constitutes "just cause" shall be at the discretion of the Board of Directors.

Section 6.13 (c) Procedure. At the Board of Directors meeting mentioned in the notice of intent to remove, the Board of Directors shall meet to determine whether or not to remove the officer. A three-quarter (3/4) vote of the Board of Directors is required to remove an officer from his/her position. Any officer subject to removal from office shall have the opportunity to present all witnesses, documents, and arguments in support of their position.

SECTION 6.14 Impeachment; Cause. The Board of Directors of the American Muslim Democratic Caucus are subject to impeachment and removal from office for misfeasance, malfeasance, or nonfeasance of assigned duties or for violation of any law or rule of the American Muslim Democratic Caucus, the Democratic Party, or for the commission of high crimes and misdemeanors.

SECTION 6.15 Turnover of AMDC Property. Officers shall turn over all AMDC property to their successors as per the Bylaws.

CHARTER
ARTICLE VII
APPOINTED OFFICERS

SECTION 7.1 Appointed Officers. The President shall have the power to appoint members of the AMDC to non-Board positions, Parliamentarian, at his/her discretion. Appointees from an un-chartered area shall be eligible for appointment based on National committee recommendation. These officers shall serve as ex-officio non-voting members of the National Committee.

SECTION 7.2 Terms. Appointed officers serve at the pleasure of the President except that removal of the Parliamentarian shall require the approval of the Board of Directors.

SECTION 7.3 Duties. The Appointed Officers shall perform such duties as required by the Charter and the Bylaws and the Board of Directors.

SECTION 7.8 Qualifications. Detailed in Bylaws.

SECTION 7.9 Confirmation. Detailed in Bylaws.

SECTION 7.10 Turnover. Detailed in Bylaws.

SECTION 7.11 Vacancy. Detailed in Bylaws.

SECTION 7.12 Removal. Detailed in Bylaws.

CHARTER
ARTICLE VIII
NATIONAL COMMITTEE

SECTION 8.1 Voting Members. The Board of Directors, the Chair/President of every chartered unit, and the Regional Directors, and the chairs of standing committees, shall be voting members of the National Committee. No person shall be entitled to cast more than one vote on the National Committee by virtue of holding multiple offices.

SECTION 8.2 Voting Requirements. Members of the National Committee wishing to exercise their vote at a meeting shall have paid convention registration fee, and all regular dues and must be in good standing in accordance with the Charter and the Bylaws. Secret Ballot shall be prohibited.

SECTION 8.3 Non-Voting Members. Each appointed officer and members of Advisory Board, as specified in the Charter and the Bylaws, shall be ex-officio, non-voting member of the National Committee.

Section 8.3 (a) Ad Hoc Advisory Board. Detailed in Bylaws.

Section 8.4 (a) Required Meetings. The National Committee of the American Muslim Democratic Caucus shall meet at least two (2) times a year. Meetings shall be called by the President with the approval of the Board of Directors.

SECTION 8.5 Quorum.

Section 8.5 (1) Quorum shall constitute fifty-one percent (51%) of the National Committee.

CHARTER
ARTICLE IX
COMMITTEES

SECTION 9.1 Standing Committees of the National Committee.

Section 9.1 (a) Named and Established. The National Committee shall have Standing Committees on Budget and Finance, Platform, Rules and Charter, Membership, Chapter Development, and communications. The President, with the approval of the National Committee, shall have the discretion to establish and instruct additional Standing Committees.

CHARTER
ARTICLE X
REGIONS

SECTION 10.1. Regions. There shall be eight (8) Regions of the American Muslim Democratic Caucus.

SECTION 10.2 Composition. Each Region shall be composed of all chartered units within the region as provided for in the Bylaws.

SECTION 10.3 Regional Directors.

Section 10.3 (a) Officers. There shall be eight (8) Regional Directors of the American Muslim Democratic Caucus. Each Region shall elect a Regional Director as provided for in the Bylaws. Each Regional Director shall serve as ex-officio voting member of the National Committee and the Board of Directors.

CHARTER
ARTICLE XI
FINANCES

SECTION 11.1 Fiscal Year. The AMDC fiscal year runs January 1st through December 31st.

SECTION 11.2 Budget and Finance Committee. Detailed in the Bylaws.

SECTION 11.3 Financial Authority. No financial commitment may be made by any AMDC officer or member without the prior budgetary approval of the Board of Directors.

SECTION 11.4 Spending Limits. On an annual basis, the Board of Directors shall set discretionary spending limits for all officers.

SECTION 11.5 Audits. The Chief Financial Officer's books shall be audited by a committee of three (3) appointed by the President with approval of the Board of Directors. This audit should take place at the close of each fiscal year. This ad hoc audit committee is not a standing committee of the board.

CHARTER
ARTICLE XII
JUDICIAL COUNCIL

SECTION 12.1 Judicial Council

Section 12.1 (a) Authority. The Judicial power of the AMDC shall be vested in one Judicial Council. The Judicial Council shall serve to resolve disputes over the nature and interpretation of the AMDC Charter and of the rules and regulations established by the AMDC National Committee. The AMDC Board and Membership shall be bound by the Judicial Council.

SECTION 12. 2 Appeals. Detailed in Bylaws.

SECTION 12.3 Composition. The Judicial Council shall be composed of eight (8) elected members, one from each Regional Caucus, and three (3) at-large members appointed by the President. The Parliamentarian/Legal Advisor shall chair the Judicial Council. The Parliamentarian is the 12th member of the panel and, as chair, has a vote on any matter.

SECTION 12.4 Disqualification. No person who is a party in a dispute raised before the Judicial Council shall sit in judgment or cast a vote on the Judicial Council's consideration of that dispute, regardless of that person's membership on the Judicial Council or possession of a proxy vote of a Judicial Council member. A replacement may be designated by a vote of the National Committee members who are members of chartered units within that affected Region, the affected region's Director or by the President.

SECTION 12.5 Term. Members of the Judicial Council serve a term of two (2) years or until a successor is chosen.

SECTION 12. 6 Vacancies. Detailed in Bylaws.

SECTION 12.7 Referral of Matters to Judicial Council. Detailed in Bylaws.

SECTION 12.8 Notice of Meeting. Detailed in Bylaws.

SECTION 12.9 Rules of Procedure and Records. Detailed in Bylaws.

SECTION 12.10 Quorum. Detailed in Bylaws.

CHARTER
ARTICLE XIII
DISCIPLINE

SECTION 13.1 Member Expulsion. AMDC may expel Members as per the Bylaws.

SECTION 13.2 Chapter Expulsion. AMDC may expel Chapters as per the Bylaws.

SECTION 13.3 Officer Removal. The President has the power to remove any chapter officer with the approval of a majority of the Board of Directors. Alternatively, any chapter officer may be removed with the approval of two-thirds (2/3) of the National Committee. Removal as a chapter officer shall not result in that individual's expulsion as a member of AMDC. Following the removal of any officer, the subject chapter shall fill that vacancy in accordance with its own charter.

CHARTER
ARTICLE XIV
STAFF

SECTION 14.1 Employees and Contractors. Detailed in the Bylaws.

CHARTER
ARTICLE XV
MISCELLANEOUS PROVISIONS

SECTION 15.1 Meetings.

Section 15.1 (a). Meeting by Videoconference. Official meetings of the Board of Directors, Standing Committees, and Judicial Council may be held by videoconference, provided that the following provisions apply:

- I. Members shall be allowed full participation in un-muted and un-censored real-time discussion, and all members must be able to see and hear the communication from all other members.
- II. Attendance by members participating can be accurately recorded.
- III. Roll call votes shall be taken on any vote upon the request of one member.
- IV. No Officer or National Committee member may interfere with the procedures regarding notification or execution of a videoconference, tele conference or online conference without providing to the convening officer conclusive evidence that said meeting would cause direct financial or legal harm to the American Muslim Democratic Caucus.

SECTION 15.2 Proxies; Authorized. Proxy voting shall be permitted as specified in the Charter and the Bylaws at in-person meetings of the National Committee, the Board of Directors, Judicial Council, Standing Committee and Select Committees. Proxies shall be carried only by regular members, and shall be general, uninstructed, and transferable, unless otherwise specified. Under no circumstances may any Muslim Democrat carry more than two (2) proxies. Proxies for officers of the American Muslim Democratic Caucus in the Board of Directors must be held by a member of National Committee of the American Muslim Democratic Caucus. Proxies by e-mail or fax shall not be accepted.

SECTION 15.3 Standards for Accessibility. No officer or staff member of the AMDC, or any Chartered Unit, shall sign any contract or make any financial obligation to hold an official function in a facility without receiving written certification that said facility is compliant with the accessibility requirements of the Charter.

SECTION 15.4 AMDC Policy Positions. No Caucus, Region, Committee, staff, or other component of the American Muslim Democratic Caucus shall contradict the Policy positions, Resolutions, and/or platform of AMDC.

SECTION 15.5 Requirements; Restrictions. No law or rule of any chartered unit may conflict with this Charter and any provision which does so conflict shall be null and void. Every unit shall be required to hold a general Convention not less than biennially. The National Committee shall have authority to revoke the Charter of any unit for violation of any law or rule of the AMDC, at any level. Restrictions on voting commonly referred to as "unit rule" are prohibited. Units shall not discriminate on the grounds of race, gender, sexual orientation, gender identity, gender expression, age, color, creed, origin, religion, ethnic identity, economic status, physical disability, or philosophical persuasion

SECTION 15.6 Open Meeting Policy. All meetings of the American Muslim Democratic Caucus shall be open to the public excluding those portions of meetings of the National Committee and the Judicial Council concerning proposals to take disciplinary action that a majority of those present and voting shall vote to close to non-members of said body, and votes shall not be taken by secret ballot. Meetings shall be publicized on the public website of the American Muslim Democratic Caucus no later than the notification date required for membership and minutes shall be taken and made accessible.

SECTION 15.7 Definitions.

Section 15.7 (a) National AMDC Committee. National AMDC Committee means the National Committee of the Board of Directors of the American Muslim Democratic Caucus.

Section 15.7 (b) Board of Directors. Board of Directors means the Board of the Directors of the American Muslim Democratic Caucus including the National Elected Officers of the AMDC.

Section 15.7 (c) Charter and Bylaws. The Charter and the Bylaws shall refer to the current version of the Charter and the Bylaws of the American Muslim Democratic Caucus.

SECTION 15.8 Rules. Each official body of the American Muslim Democratic Caucus created under the authority of this Charter shall adopt and conduct its affairs in accordance with written rules, which rules shall be consistent with the Charter and the Bylaws and other provisions adopted pursuant to authority of the Charter, including resolutions or other actions of the National AMDC Convention or National AMDC Committee. The National AMDC Committee shall maintain copies of all such rules and shall make them available upon request.

SECTION 15.9. Elections to be held at the National AMDC Convention. All Constituency Caucuses, Provisional Caucuses, Working Groups, and other AMDC sub-groups (excluding Chartered Units and Regions and the filling of vacancies) whose elections are not otherwise provided for in the Charter and Bylaws shall elect their officers at the National AMDC Convention.

SECTION 15.10 Procedural Guarantees. The American Muslim Democratic Caucus shall implement the following guarantees to members:

Section 15.10 (a) Open Meetings. All public meetings and official functions at all levels of the American Muslim Democratic Caucus shall be open to all members of the American Muslim Democratic Caucus regardless of race, gender, sexual orientation, gender identity, gender expression, age, color, creed, origin, religion, ethnic identity, economic status, physical disability, or philosophical persuasion.

Section 15.10 (b) Membership Test. No test for membership in, nor any oath of loyalty to, the American Muslim Democratic Caucus shall be required or used which has the effect of requiring prospective or current members of the American Muslim Democratic Caucus to acquiesce in, condone or support discrimination on the grounds of race, gender, sexual orientation, gender identity, gender expression, age, color, creed, origin, religion, ethnic identity, economic status, physical disability, or philosophical persuasion.

Section 15.10 (c) Non-Discrimination. The American Muslim Democratic Caucus shall adopt a policy providing an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. This policy shall include, but not be limited to, stating that actions, words, jokes, or comments based on an individual's sex, race, color, origin, age, religion, disability, sexual orientation, gender identity, gender expression, or any other legally protected characteristic will not be tolerated, and shall provide a process for complaints and resolution.

SECTION 15.11 Notary Requirements. Attached to all documents where the veracity must be affirmed by a notary public or another officer authorized by law, should the jurisdiction not require a stamp or seal, a copy of the local ordinance or code stating the same must also be attached. In any instance where a document is required to be notarized at the time of or before its submission, under this Charter, the Bylaws, or any other rule or regulation of the American Muslim Democratic Caucus, the Secretary, General Counsel, the Chair of the judicial Council in the absence of a/the General Counsel or their designees may certify it in lieu of notarization provided that the person whose signature is being validated appears in person before them at the meeting in question where the document is to be submitted and personally signs or delivers the document to them. The Convention Chair and Convention Secretary shall also be allowed to make these certifications but only for documents submitted at a National AMDC Convention. In no case shall proxies be certified using this process.

CHARTER
ARTICLE XVI
PARLIAMENTARY AUTHORITY

SECTION 16.1 Parliamentary Authority. Robert's Rules of Order, Newly Revised shall govern AMDC in all cases in which such rules are applicable and in which such rules are consistent with this Charter and any special rules of order the AMDC may adopt.

CHARTER
ARTICLE XVII
DISSOLUTION

SECTION 17.1 Chapter Dissolution. In the event that a chapter dissolves, after all liabilities and obligations are satisfied, all funds in the chapter's treasury shall be transferred to the AMDC treasury.

In the event that a chapter dissolves, all liabilities and obligations are the responsibility of that chapter and its President. AMDC will not assume any debt incurred by the dissolving chapter.

CHARTER
ARTICLE XVIII
AMENDMENT AND BYLAWS

SECTION 18.1 Charter Timeline. All proposed amendments to this Charter shall be submitted to the Board of Directors no later than seven (7) days prior to the convening of the National Convention.

SECTION 18.2 Charter Adoption. Two thirds (2/3) vote of the National Convention is required to adopt any charter amendment.

SECTION 18.3 Bylaws Timeline.

Section 18.3 (a) Charter Amendments. Bylaws amendments may be proposed in the same manner as charter amendment under SECTION 18.1.

Section 18.3 (b) AMDC Board. Bylaws amendments may also be considered at any Board Meeting along with other proper business. For a Bylaws amendment to be considered at any Board or Directors meeting, the notice of Board meeting must include details of the Bylaws amendments to be considered. No Bylaws amendment may be considered at any Board of Directors meeting that was rejected as a charter or Bylaws amendment at the last State Convention under sections 18.1 or 18.3 (a).

SECTION 18.4 Bylaws Adoption

Section 18.4 (a) Charter Amendments. Bylaws amendments proposed in the same manner as charter amendments under sections 18.3 (a) and 18.1 may be adopted in the same manner as charter amendments under section 18.2.

Section 18.4 (a) AMDC Board. A majority vote of the Board of Directors is required to adopt any Bylaws amendment considered under section 18.3 (b).

SECTION 18.5 Bylaws Duration. Bylaws amendments considered under Section 18.3 (b) remain in effect no longer than the National Convention. At the next State Convention, the changes are to be submitted to the Board and then to the National Convention as per SECTION 18.1 for permanent adoption or rejection.

SECTION 18.6 Bylaws Power. Bylaws changes may not be considered under section 18.3 (b) that would have the effect of removing a currently serving elected or appointed officer. Bylaws changes may not be considered under Section 16.3 (b) that would have the effect of removing a currently chartered chapter.

SECTION 18.7 Chapter Ratification of a Charter Amendment. A proposed charter amendment may be sent for ratification to the Chapters and At-Large members by a majority vote of the Board of Directors. Ratification may be recommended by the Rules and Charter Committee, or may be requested by the Active Member(s) submitting the amendment for consideration. Such recommendation or request is not binding on the Board of Directors.

Any amendment approved by the Board of Directors to be sent for ratification shall be submitted to each chapter by the Rules and Charter Committee not more than fourteen (14) days after the motion for ratification is adopted by the Board. Each chapter shall notify its Active Members in writing at least thirty (30) days prior to the meeting at which the ratification will be considered. Two thirds (2/3) vote is required for a chapter to ratify any proposed charter amendment. Each chapter must notify the Board of Directors of the results of the ratification vote at the next regular Board of Directors meeting.

All At Large Members shall receive a copy of the amendment from the Rules and Charter Committee not more than fourteen (14) days after the motion for ratification is adopted by the Board. At Large Members shall submit their votes by mail to the Credentials Chair no more than thirty (30) days after the date of notification. The Credentials Chair shall bring the unopened ballots to the next regular Board meeting occurring after the deadline. The President shall appoint a teller and the ballots shall be opened and counted at that meeting. Two thirds (2/3) vote is required for At Large Members to ratify any charter amendment.

Two Thirds (2/3) of all AMDC chapters must ratify the amendment in order for the amendment to be adopted. For the purposes of ratification, the At Large Membership shall be considered a chapter.

CERTIFICATION OF CHARTER

The undersigned hereby certifies that the foregoing is a true and correct copy of the Charter of the American Muslim Democratic Caucus as amended including amendments certified by the Secretary of the American Muslim Democratic Caucus, as adopted by the National Committee, on February 12, 2017.

Ghazala Salam, President
American Muslim Democratic Caucus

Tahirah Amatul-Wadud, Chair
Committee on Rules and Charter



BYLAWS OF THE AMERICAN MUSLIM DEMOCRATIC CAUCUS

Adopted pursuant to The Charter of the American Muslim Democratic Caucus on,
February 12, 2017 by the National Committee in Baltimore, Maryland.

BYLAWS ARTICLE I NAME

SECTION 1.1 Definition. The name of this organization shall be the American Muslim Democratic Caucus (hereinafter referred to in this charter as AMDC). The Headquarter for this national organization shall be in Washington, D.C.

BYLAWS ARTICLE II PURPOSE

We, the American Muslim Democratic Caucus (AMDC), in recognition that the future of every society depends on its capacity for perpetual renewal, have formed this National Caucus so that every new generation of the American Muslim community will take its place as equal citizens of society and members of the Democratic Party; The American Muslim Democratic Caucus is open to all Democrats who wish to learn about and become political involved, bringing their unique and awakening voice, their new ideas, perceptions and dreams.

The American Muslim Democratic Caucus is dedicated to the renewal and generational change of leadership in the American Muslim Community and in the Democratic Party. We respect and strive to learn from those who have come before us. We offer continuity for their vision and their values.

The American Muslim Democratic Caucus shall act on both political and non-partisan issue advocacy. We recognize that our involvement in politics and the government is a powerful means to aid and improve society. As important as it is for a democratic society to have a perpetual debate and contest of ideas with other political parties, we shall strive to find the commonalities that will allow us all to work together for justice and equity for all.

The American Muslim Democratic Caucus seeks to bring our issues and concerns to the Democratic Party and to society. Our voices must be heard if we are to be represented with equity. We proudly stand against discrimination, inequality and injustice; and our citizenship will strengthen our society and our Party.

The American Muslim Democratic Caucus represents citizens of many diverse American Muslim Communities. We strive to further enhance the understanding of the cultures, histories, the difficulties and dreams of each of these diverse American Muslim communities; to build a collective voice that represents all American Muslim Democrats.

Finally, we the American Muslim Democratic Caucus in order that we form a cohesive national organization for American Muslim Democrats: to establish structure to this organization; to promote the acquisition of political power by American Muslim Democrats do associate ourselves together and establish this Charter to advocate for the highest degree of justice, equity, and social welfare for all the citizens of our country

BYLAWS
ARTICLE III
ORGANIZATION

SECTION 3.1 Chartered Units.

Section 3.2 Definition. AMDC shall be a National Caucus composed of chartered chapters representing all Muslim Democrats within that unit's territorial boundary. Territories shall be defined as chapters in each of the fifty United States; the District of Columbia; Guam; Puerto Rico; the Virgin Islands; American Samoa.

SECTION 3.3 Issuance of Charter.

Section 3.3 (a) Applications. All applications for chartering shall be submitted to the Board of Directors through the Executive Vice President before the meeting at which the charter is to be considered. Approved Charters must have the Chapter contact information posted on the AMDC Web Site by the Webmaster.

So as not to penalize a potential chapter, in the event, that the National Committee shall find a potential chapter's charter lacking in certain respects, or that chapter's charter conflicts with the Charter or Bylaws of the AMDC, the National Committee shall have the right to issue a "conditional charter" to a chapter and said conditional charter must be indicated as such in the official minutes of the meeting in which the chapter's charter shall be considered. Those elements of the chapter's charter which are lacking or which conflict with the Charter or Bylaws of the AMDC must be rectified by that chapter at the next officially noticed National Committee of the AMDC or said "conditional charter" shall automatically lapse without the need for any action or vote by the National Committee of the AMDC. A charter application must include the following:

1. List of at least fifteen (15) members (including name, address, phone and e-mail address [if available] and date of birth).
2. List of duly elected officers and date elected.
3. Copy of governing document.
4. Copy of minutes from a meeting.
5. Copy of notice of meeting as evidence of compliance with Article IV.
6. Check for the dues in the amount as determined by the Article IV, Section 4.2, in payment of AMDC's annual dues.

Section 3.3 (b). Application shall be filed in the National Office of the AMDC or at a mailing address specified by the President or to the specified electronic submission process (email, web-form, etc.) Each unit shall bear sole responsibility for ensuring that all component documents of its charter application are filed in a timely manner.

SECTION 3.4 Charter Elections. No charter shall be issued to any chapter whose Bylaws conflict with the Charter or Bylaws of the AMDC. Chapter Bylaws must provide for meetings, yearly elections, membership, dues (if any), quorum, amendments, and dissolution. Within fourteen days of the passage of any amendment to its governing charter or bylaws, the chapter must submit the amendment to the Secretary and President of AMDC for compliance review. By March 1st of each year, each chapter must report the names of, and contact information for, its officers to the Secretary and President of Chartered Unit.

SECTION 3.5 Units per State. There shall be no more than one Chartered Unit per state, unless a Muslim Women's Caucus and/or Young Muslim Democrats; Including High School, College and University Chapters wish to have a constituency chapter of its own, or the National Committee has determined there is a substantial geographic barrier to warrant another chapter. If more than one chapter is chartered per State that is not affiliated with a constituency caucus, no chapter should have the name of the state in its official name without approval of the National Committee.

SECTION 3.6 Review. The National Committee reserves the right to periodically review chapter bylaws. Bylaws that are found to be in conflict with the Charter or Bylaws of the AMDC may be grounds for removal of a chapter's chartered status. If a chapter cannot produce current Bylaws, the National Committee may require that chapter to re-charter with AMDC.

SECTION 3.7 High School Chapters. To be a member of a high school chapter, a member shall be a currently enrolled student of that same high school or be the advisor or faculty sponsor. Advisors and sponsors shall only be eligible for membership provided they meet the qualification for a regular member.

SECTION 3.8 College and University Chapters. To be a member of a college or university chapter, a member shall be a currently enrolled student of that same college or university. Members of chartered college or university chapters shall count towards the State Chapters memberships the school resides in for the purposes of AMDC Officer elections and the National Committee. If a State Chapter does not exist, the college or university chapter's membership shall be treated as the chapter for purposes of AMDC Officer elections and the National Committee.

BYLAWS
ARTICLE IV
MEMBERSHIP

Any registered Democrat may be accorded membership into this organization by and through a chartered unit. The American Muslim Democratic Caucus (AMDC) shall be made up of chartered units with Full Member States, Clubs, and Constituency Caucuses; Young Muslim Democrats, and Muslim Women's Democratic Caucus. As well as At Large, honorary and student membership. Each chartered unit shall have the primary responsibility for setting requirements for membership in that unit.

SECTION 4.1 Categories.

Section 4.1 (a) Full Member States are those that have a statewide Muslim Democratic Caucus and pay dues to AMDC. The name of every chartered unit shall be "The (Name of State) Muslim Democratic Caucus".

Section 4.1 (b) Club Membership shall be granted to clubs in states that do not have a statewide caucus and pay dues to AMDC. The name of every chartered unit shall be "The (name of constituency) Muslim Democratic Caucus"

Section 4.1 (c) Constituency Caucus. Membership shall be granted as Constituency Caucus to Young Muslim Democrats, High School and College Clubs and Muslim Women's Democratic Caucus that pay dues to AMDC. "The (name of constituency) Muslim Democratic Caucus/Club"

Section 4.1 (d) Students. Membership shall be granted to those individuals who are registered to vote (i.e. 18 years of age) and attending an accredited college, university or high school with a valid student I.D. and do not live in a member state of belong to a member club and pay dues to AMDC.

Section 4.1 (e) At-Large. Membership shall be granted to those individuals who do not live in a member state or belong to a member club and who pay individual dues to AMDC.

Section 4.1 (f) Honorary Membership shall be granted to individuals who share and support the vision and mission of AMDC; someone who has rendered service of outstanding character and advancement of the ideals and principles of Democratic values and the AMCD and who pay individual dues to AMDC.

Section 4.1 (g) Rights and Duties. Honorary members may attend meetings, may not make or second motions, may not participate in debate unless an active member yields time to him/her, and may not vote

SECTION 4.2 Dues. Dues for all units of memberships shall be paid (postmarked) no later than thirty (30) days prior to the Annual Meeting, Dues shall be as follows:

1. Full Member States \$500.00 per year.
2. Club Membership \$250.00 per year.
3. Young Muslim Democrats \$50.00 (High School & College Clubs).
4. Individual Membership \$25.00
5. Student Membership \$10.00.

Section 4.2. Units with Membership in arrears shall have no vote. Reinstatement shall be as follows:

- a) For all units of membership; dues plus \$150 .00 except Individual Membership shall be regular dues plus \$10.00.

SECTION 4.3 Non-Discrimination Clause. Neither the AMDC nor any chapter shall discriminate in any proceeding, charter, bylaws or vote based on race, religious affiliation, color, national origin, ethnicity, disability, gender, sexual orientation or identity. This policy shall include, but not be limited to, stating that actions, words, jokes, or comments based on an individual's sex, race, color, ethnicity, age, religious identity, disability, sexual orientation, gender identity, gender expression, or any other legally protected characteristic will not be tolerated, and shall provide a process for complaints and resolution

SECTION 4.4 Affirmative Action Directive. The AMDC and all its chapters shall make a good faith effort to recruit members and publicize events to all segments of the American Muslim population.

SECTION 4.5 Liability The members of the AMDC shall not be liable for the debts and actions of the AMDC, not shall the AMDC be liable for the unauthorized acts of any of its members unless so ratified by the AMDC National Committee. Where gross mispending or unauthorized spending occurs, said officer or officers involved shall be personally liable for all debts incurred.

SECTION 4.6 Membership Test. No test for membership in, nor any oath of loyalty to, the American Muslim Democratic Caucus shall be required or used which has the effect of requiring prospective or current members of the American Muslim Democratic Caucus to acquiesce in, condone or support discrimination on the grounds of race, gender, sexual orientation, gender identity, gender expression, age (except as provided in Section 4.3) color, creed, national origin, religion, ethnic identity, economic status or physical disability.

SECTION 4.7 Voting. Only active members in good standing may vote in any meeting of the AMDC.

Section 4.7 (a) Office Eligibility. Only members active for a period of one year and in good standing may hold office in the AMDC.

BYLAWS
ARTICLE V
NATIONAL CONVENTION

SECTION 5.1 Authority. The National AMDC Convention shall be the highest authority of the American Muslim Democratic Caucus, subject to the provisions of the Charter and the Bylaws.

SECTION 5.2 National Convention. The AMDC shall assemble at a national convention every year for the purposes of electing officers, as required by the Charter and Bylaws; for considering charter amendments; for adopting a platform and resolutions; and the transacting of any other business that may appear before the convention.

SECTION 5.3 Oversight. The Convention Oversight Committee shall make regular reports in writing to the National Committee at each National Committee Meeting between the award of Convention to a particular chapter/region and the opening of Convention itself and no later than one hundred and twenty (120) days before the opening of

Convention, there shall be a written report from the host chapter to the National Committee detailing the accommodations for Convention, the agenda for the Convention, the program(s) for Convention and the speaker(s) who are committed to appear at the Convention.

SECTION 5.4 Time and Site Selection.

Section 5.4 (a) Bid Submission. State chapters shall submit convention site bids on a standard form to the Board of Directors by a date set at the discretion of the National Committee, of each year for referral to the Convention Oversight Committee (COC).

Section 5.4 (b) Bid Review. The COC shall meet on or before February 15 of each year to review the bids. The date, time, and place of this meeting shall be announced by January 31st. The announcement shall include the details of the bidding process. The meeting shall be open to all AMDC members. Each chapter that makes a bid to host the National Convention shall be given an opportunity to present its bid. At the regular meeting that next follows the COC's meeting, the National Committee shall be presented with each bid in standard form and a list of Pros and Cons from the COC, along with the COC's recommendations. The National Committee shall then select a site for convention.

Section 5.4 (c) Fallback. Should no chapter submit a bid nor any submitted bid meet the approval of the COC, the COC is responsible for recommending a site to the National Committee by March 1 and, with three additional members appointed by the President, shall be responsible for planning the National Convention.

SECTION 5.5 Notification.

Section 5.5 (a) Days in Advance. Convention notices shall be given at least sixty (60) days prior to the convening of the annual convention using all means necessary.

Section 5.5 (b) Notification contents. This notice shall include date and location.

SECTION 5.6 Credentials.

Section 5.6 (a) Credentials list requirements. The list shall include name, address, birth date, phone numbers, e-mail addresses for all AMDC members, and for officers, also include the date elected.

Section 5.6 (c) Credentials lists due date. Credentials lists are due before the adjournment of the Credentials Committee meeting as defined in Section 5.6 (e).

Section 5.6 (d) At-Large. At-Large members must submit their information individually to the Credentials Committee.

Section 5.6 (e) Credentials meeting. The Credentials packets shall not be opened until a meeting held exactly three (3) days prior to the convening of the convention. On this date, the Credentials Committee meeting will be called to order. The Credentials Committee shall not adjourn before 12:00 PM (noon) on that day.

Section 5.6 (f) Challenges. All challenges to any membership must be sustained by a majority vote of the Credentials Committee members present. Challenges to the Credentials Committee's report must be registered in writing with the Credentials Committee Chair and the AMDC President no later than three (3) days prior to the convening of the Convention.

Section 5.6 (g) Credentials Committee Final Report. Upon the close of delegate registration, the Credentials Committee shall meet to decide the final vote allocation using the member lists, those registered and employing the

Membership Formula. The Credentials Committee will submit the final report to the National Convention for adoption.

Section 5.6 (h) Dues. Dues in the amount determined by the National Committee, shall be due at the time of credential lists are submitted.

SECTION 5.7 Registration. Intentionally Left Blank.

SECTION 5.8 Voting. The number of votes to which a Chapter is entitled shall be based on the following method:

Section 5.8 (a) Membership Formula. The number of votes shall be based on the following formula using Membership figures, as confirmed by the Credentials Committee:

- 005-050 – one member may represent one vote
- 051-150 – one member may represent two votes
- 151-250 – one member may represent three votes
- 251-350 – one member may represent four votes
- 351+ - one member may represent five votes

SECTION 5.9 Convention Quorum. The quorum for all National Conventions shall be representatives for at least fifty-one (51%) percent of the all units entitled to cast a vote.

SECTION 5.9 Candidate Debates.

Section 5.9 (a). Declaration of Candidacy. One month before the National Convention is convened, persons seeking election to National office shall file with the Convention Secretary a Declaration of Candidacy for a specific office. Persons who have not filed in a timely manner shall be ineligible for election to National Office.

Section 5.9 (b) Debates. The current National Committee of the AMDC shall sponsor a debate between all duly declared candidates for contested offices on the National Committee for the upcoming calendar year and it shall be the responsibility of the host chapter, person or body to make the proper arrangements for said debate. All duly declared candidates in contested elections for the National Committee shall have the right, but not the obligation, to participate in said debate and all such candidates shall have equal time and opportunity to speak for themselves. Any dispute as to the conduct of said debate shall be appealed to the Judicial Council at Convention and any decision of said Judicial Council shall be final.

Section 5.9 (c) Election of Officers. Officers Shall be elected in the same order in which the offices are listed in the Charter and Bylaws.

SECTION 5.10 Convention Committees.

Section 5.10 (a) All Convention Committees shall be composed of a chair, vice chair, secretary and one representative from each chapter

Section 5.10 (b) The President shall appoint with approval of the National Committee the chairs, vice chairs, and secretaries of all Convention Committees.

Section 5.10 (c) Committee vacancies, other than the Chair, Vice Chair, or Secretary of any committee, shall be filled by appointment of the chapter president.

SECTION 5.11 Endorsement Committee.

Section 5.11 (a). The Endorsement Committee shall be chaired by the President, shall be Vice Chaired by the Executive Vice President and consist of the Secretary and each Region Director.

Section 5.11 (b). The duties of the Endorsement Committee shall be to conduct interviews, prepare and review questionnaires, research candidates, and perform any other tasks necessary to evaluate Democratic candidates for public office.

Section 5.11 (c). In an uncontested primary, a recommendation from the Endorsement Committee to endorse shall require a simple majority of the members of the Committee.

Section 5.11 (d). In a contested primary, a recommendation from the Endorsement Committee to endorse shall require a 2/3rds majority of the members of the Committee.

Section 5.11 (e). The Endorsement Committee shall meet at least 30 days prior to the National convention during each calendar year.

- a. The Committee shall prepare a preliminary report of their activities, including recommendations for endorsement, and shall present the report for review at the national convention.
- b. The preliminary report may only include recommendations for endorsement of those individuals who have actively sought the endorsement of our organization. This policy may be waived in extreme circumstances at the discretion of the Endorsement Committee chair.
- c. The National Committee shall review the preliminary report as soon as possible after submission and shall consider the recommendations for endorsement contained within that report.
- d. No endorsement shall be made prior to the filing deadline for that election.

Section 5.11 (f). The Endorsement Committee shall be empowered to meet at the call of the Chair after the National Convention to consider additional endorsements.

- a. A final report, including all recommendations relating to endorsements by the organization, shall be prepared and submitted to the National Committee for review no later than two weeks after the primary each year.
- b. Following the submission of the final report, the Endorsement Committee shall adjourn until the following calendar year.

Section 5.11 (g) Any recommendation by the Endorsement Committee shall be approved by the National Committee upon a 2/3rd vote. No endorsement shall be issued on behalf of the organization except upon recommendation by the Endorsement Committee and approval by the National Committee.

Section 5.11 (h). The National Committee shall be empowered to withdraw any endorsement issued upon a 3/4ths majority vote by the National Committee.

Section 5.11 (i). Upon the issuance of an endorsement by the National Committee, a letter shall be sent to the candidate endorsed that shall be signed by the President and the Executive Vice President to certify our endorsement.

Section 5.11 (j). Each chartered Chapter shall have the authority to endorse or not endorse candidates as determined by their own governing documents. Chartered Chapters may only endorse in local election within their own borders.

Section 5.11 (k). Quorum shall constitute 2/3rd of the members of the Endorsement Committee.

Section 5.11 (l). Tier System for Partisan and Nonpartisan Races

The American Muslim Democratic Caucus shall rank all partisan and nonpartisan races that it decides to consider making an endorsement in into three (3) tiers. The tiers are as follows: Tier 1, Tier 2, and Tier 3.

- a) Endorsement Tier Determination: The AMDC Endorsement Committee shall determine what tier a race is. The AMDC Endorsement Committee shall decide tier determination with a simple majority vote. The National Committee shall approve this determination by a simple majority vote of members present. The tier in which a race is considered can be altered by the National Committee upon a simple majority vote.
- 1) Endorsement in Races Classified as Tier 1: Any candidate who receives an endorsement from AMDC in a race that is classified as Tier 1 is entitled to state that they are endorsed by the “American Muslim Democratic Caucus” or “AMDC” and may use the same in their campaign literature, website, or other public media. The American Muslim Democratic Caucus may provide financial support, volunteer campaign assistance, and inclusion in AMDC activities to any endorsed candidates in races classified as Tier 1.
 - 2) Endorsement in Races Classified as Tier 2: Any candidate who receives an endorsement from AMDC in a race that is classified as Tier 2 is entitled to state that they are endorsed by the “American Muslim Democratic Caucus” or “AMDC” and may use the same in their campaign literature, website, or other public media. The American Muslim Democratic Caucus may provide volunteer campaign assistance, and inclusion in AMDC activities to any endorsed candidates in races classified as Tier 2. The American Muslim Democratic Caucus will not provide financial support to any endorsed candidates in races classified as Tier 2.
 - 3) Endorsement in Races Classified as Tier 3: Any candidate who receives an endorsement from AMDC in a race that is classified as Tier 3 is entitled to state that they are endorsed by the “American Muslim Democratic Caucus” or “AMDC” and may use the same in their campaign literature, website, or other public media. AMDC may include endorsed candidates in AMDC activities. The American Muslim Democratic Caucus will not provide financial support or volunteer campaign assistance in races classified as Tier 3.

Section 5.11 (m) Conflicts of Interest. Any endorsement committee member must state any involvement with any candidate or campaign at the time of a consideration of endorsement for that candidate or campaign. Endorsement committee members who are candidates or paid staff of a campaign at the time of consideration will be allowed to participate in screenings and discussions but will not be allowed to vote on recommending the candidate for endorsement and will have their vote counted as an abstention. The abstention will not count against the total vote for endorsement.

SECTION 5.12 Special Committees

Section 5.12 (a). The AMDC President shall have the power to appoint with the approval of the National Committee any Special Committee (and its members) deemed necessary for the operation of the AMDC. As soon as the Special Committee presents its final report, the Special Committee is automatically dismissed.

Section 5.12 (b). Vacancies in Special Committees are filled by appointment by the President.

BYLAWS ARTICLE VI OFFICERS AND BOARD OF DIRECTORS

SECTION 6.1 Board of Directors. There shall be a board of directors for the AMDC, comprised of the elected officers of the AMDC and Regional Directors. The President of the AMDC shall serve as the Chairperson of the Board. Except for the powers reserved to the National Convention, the governing body of the AMDC shall be the Board of Directors. When convened the Board of Directors shall be responsible for the hiring and firing of the Executive Director, review staff performance, adopt human resources staff management policies, review salaries and raises. In

addition, the Board will review and approve major contracts as needed, as well as perform other ongoing management decisions.

SECTION 6.2 Elected Officers. The elected officers of the AMDC shall be a President, an Executive Vice-President, Operations Vice-President, Political Vice-President, Communications Vice-President, Membership Vice-President, Chief Financial Officer, Treasurer, and Secretary.

SECTION 6.3 Elected Officers Duties.

Section 6.3 (1) President. The President shall be the principle administrative officer of the American Muslim Democratic Caucus and shall preside at National Committee meetings, Board meetings, Annual and Special Conventions. The President shall have the power to appoint with the approval of the National Committee all appointed officers and Committee Chairs, Co-Chairs as deemed necessary for the operation of the AMDC with the simple majority consent of the Board. The President shall serve as the Ex-officio voting member of all AMDC Committees. During each National Convention, the President shall provide an Annual Report to the General Session of the convention. The President shall not vote unless it is to make or break a tie.

Section 6.3 (2) Executive Vice President (EVP). The EVP shall preside at all meetings in the absence of the President and shall assume the office of President if it becomes vacant. The EVP Shall oversee the program and location of the National Committee and Board meetings of AMDC. The EVP shall, in consultation with the President determine the agenda for all National Committee and Board meetings, to be amended and adopted at said meeting. The EVP Shall be responsible for ensuring agenda is made available to all attendees at the meeting; Along with the President the EVP shall oversee and ensure that the Budget and Finance Committee meet as necessary; and shall ensure the functioning of all committees unless reporting of said committee to another officer is expressly determined. The Executive Vice President must be of the opposite gender of the President. The EVP shall serve as the chair of the Convention Oversight Committee

Section 6.3 (3) Operations Vice-President (OVP). The OVP Shall do everything necessary to assist the president in the performance of his /her duties. In the event of a vacancy in the office of the President and Executive Vice-President, or the absence or temporary disability of the President and the Executive Vice-President. The OVP shall be responsible for the review and approval of plans and programs for chapter building submitted by chartered units another officer is expressly determined. The OVP shall work in coordination with the Membership Vice President.

Section 6.3 (4) Political Vice-President (PVP). The PVP Shall do everything necessary to assist the president in the performance of his /her duties. In the event of a vacancy in the office of the President and Executive Vice-President, or the absence or temporary disability of the President, the Executive Vice-President and the Operations Vice-President. The PVP shall is responsible for coordinating issue-based contact between AMDC, the President of the United States, members of Congress, Governors, and state legislatures, shall direct grassroots political advocacy efforts on behalf of AMDC, and shall educate members on significant issues coming before Federal and state lawmakers. The Political Vice-President shall oversee all political activities of AMDC, including development of a political platform, political position papers, coordination of political activities such as, candidate and issue forums, and distribution of legislative agenda and election year slate cards. The PVP shall chair the Platform committee and shall be responsible for the development, implementation, and submission to the National Committee for approval of national campaign plan to assist in the development and implementation of individual campaign plans for each chartered unit.

Section 6.3 (5) Communications Vice-President (CVP). The CVP Shall do everything necessary to assist the president in the performance of his /her duties. In the event of a vacancy in the office of the President and Executive Vice-President, or the absence or temporary disability of the President, the Executive Vice-President, the Operations Vice-President and the Political Vice-President. The Communications Vice-President shall be responsible for maintaining, updating, and developing the American Muslim Democratic Caucus website and general web presence, including social media. The CVP shall oversee the programs related to internal and external communications and

message development and outreach. The CVP shall oversee press conferences and other media or press related events called or participated in by the AMDC; and shall also be responsible for issuing all press releases and other written communication with non-members and other organizations, including other Party organizations as approved by the Executive Board or the General membership. The Communications Vice-President shall assist in coordination of community visibility efforts, especially as such efforts relate to the media. The Communications Vice-President shall oversee the duties of the Communications Committee.

Section 6.3 (6) Membership Vice-President (MVP). The MVP Shall do everything necessary to assist the president in the performance of his /her duties. In the event of a vacancy in the office of the President and Executive Vice-President, or the absence or temporary disability of the President, the Executive Vice-President, the Operations Vice-President, the Political Vice-President and Communications Vice-President. The MVP shall establish recommended guidelines for the selection of delegates that will encourage participation by the diverse American Muslim Communities heretofore under-represented in Democratic Politics. The MVP shall also work with the Operations Vice-President to make available tools and resources to assist chartered units at every level of AMDC in accomplishing its outreach efforts. The MVP shall chair the Committee on Membership.

Section 6.3 (7) Chief Financial Officer (CFO). The CFO shall aid in the coordination of all financial matters pertaining to the raising and disbursement of AMDC funds. The CFO, together with the President and Treasurer, shall prepare a budget prior to June 1 for submission to the AMDC National Committee. The CFO shall serve on the convention oversight committee. The CFO, in coordination with the President, shall be responsible for the execution of not less than three (3) fundraisers during his/her term of office. The CFO shall serve as an Ex-officio voting member of the Finance Committee. The CFO shall provide a report at every National Committee meeting of his/her activities since the previous National Committee meeting. The CFO shall also be responsible for overseeing the duties of the Treasurer.

Section 6.3 (8) Treasurer. The Treasurer shall oversee the receipt and disbursement of all funds of the organization, which shall be administered in full compliance with all applicable laws and regulations, and which shall be deposited in a Federally Chartered Banking Institution. The Treasurer shall file all necessary reports as required by law, and keep a record of receipts and disbursements which shall be audited annually and upon demand of the National Committee. The treasurer shall publish and distribute a Finance Report to the National Committee meeting not less than (10) days prior thereto, and shall perform other duties as may be assigned by the National Committee and the National Committee or are customarily performed by a treasurer. Within ninety (90) days after election, the Treasurer shall obtain bond for satisfactory performance of his or her duties in an amount not less than forty thousand dollars (\$40,000.00) and shall submit proof thereof to the Secretary. Payment of the premium thereon is authorized out of the National Treasury. The Treasurer shall also be a non-voting, ex-officio member of the standing committee on Budget and Finance.

Section 6.3 (9) Secretary. The Secretary is responsible for all records of this organization, except for those records maintained by the CFO and Treasurer. The Secretary shall record and preserve minutes of the National Committee meetings and all conventions. The Secretary shall make the minutes available within ten (10) days following the event via email or other electronic means (or regular mail if requested) to all National Committee members, elected and appointed, and all chapter presidents or designate. The Secretary shall maintain and archive all records, providing access to these records by the membership and Executive Board where access is permitted.

The Secretary shall keep records of meeting place and times and shall handle all correspondence as assigned by the President or National Committee. The Secretary shall be responsible for keeping a file of all Convention Programs. The Secretary shall transmit the minutes of each National Committee meeting to the Communications Director within ten (10) days of the meeting for distribution via email or other means to members of the National Committee and representatives of each chapter. The Secretary shall be responsible for ensuring the confidentiality and security of membership lists and all materials whose security is specified in these bylaws or the standing rules.

The Secretary shall further oversee the Communications Committee and all its activities. The Secretary shall serve all required notices, maintain the membership roster, with current addresses, phone numbers, and e-mail addresses and maintain the AMDC mailing lists. The Secretary shall serve as a member of the Communications Committee.

SECTION 6.4 Elections. Officers shall be elected in the same order in which the offices are listed in the Charter and Bylaws. The Officers shall be elected by a majority vote of the National Convention during every odd year of the National Convention. The election of Region Directors shall follow the conclusion of the officer elections.

SECTION 6.5 Gavel Order. A gavel order shall exist in the order the officers are elected at the National Convention as listed in the Charter.

SECTION 6.6 Eligibility. AMDC members active for at least a year in a chartered unit shall be eligible for elected National Office.

Section 6.6 (a) Selection of Officers. The American Muslim Democratic Caucus shall publicize fully and in such manner as to assure notice to all interested parties a full description of the practical procedures for selection of AMDC Officers and Representatives on all levels. Publication of these procedures shall be done in such fashion that all prospective and current members of the AMDC will be fully and adequately informed of the pertinent procedures in time to participate in each selection procedure at all levels of the American Muslim Democratic Caucus.

Section 6.6 (b) Qualifications for Officers. The American Muslim Democratic Caucus shall publicize fully and in such manner as to assure notice to all interested parties a complete description of the practical qualifications of all Officers and Representatives of the American Muslim Democratic 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 American Muslim Democratic Caucus will have full and adequate opportunity to compete for office. It is the intention of the American Muslim Democratic Caucus to ensure a full opportunity for all minority group members to participate in these electoral processes.

SECTION 6.7 Nominations. Prior to Convention each person seeking elected office must declare for the position(s) in writing to the Credentials Committee Chair and the AMDC President at least fifteen days (15) prior to the convening of the National Convention.

Section 6.7 (a) Open if Empty. If no one has declared for an office in advance, the floor is automatically open for nominations.

Section 6.7 (b) Nominations from Floor. Nominations for each office may be opened from the floor by a one third (1/3) vote of the entire convention.

Section 6.7 (c) Government regulations. No person shall hold office in the AMDC who is prohibited from holding office in a political organization by any government regulation. If a AMDC officer takes employment covered by such regulations, that officer's resignation from office takes effect upon commencement of such employment.

Section 6.7 (d) Number of positions held. Any individual AMDC member may only hold a single elected voting office on the National Committee at any single time.

SECTION 6.8 Terms. Officers shall be elected by a majority vote at the National Convention for a term of two years or until their successors are elected. All elected officers shall assume their duties upon the close of the National Convention. No officer shall serve more than 2 consecutive terms in same office.

Section 6.8 (a). Upon filing paperwork to qualify for, create an exploratory committee for, or accept an appointment to any federal or statewide elected office, an officer of the American Muslim Democratic Caucus shall resign their position.

SECTION 6.9 Meetings. The Board of Directors shall be required to meet at least every eight (8) calendar weeks unless otherwise scheduled or canceled, at the call of the AMDC President. Two weeks' calendar notice of the time and place of every Board meeting of the AMDC must be given to all members of the Board. Said notice must be given by e-mail and/or by United States Mail with a written or printed copy of thee-mail which was sent being available in the event of any dispute as to proper notice. All other meeting requirements apply.

SECTION 6.10 Attendance at Meetings. Elected officers of the Board of Directors shall be required to attend all Board of Directors meetings. Meetings of the Board of Directors convened within a period of three (3) days shall be construed as one (1) meeting for the purposes of this section. If the President is unable to attend a regular membership meeting, he or she shall so notify the Executive Vice President in writing prior to that meeting. Such notification shall include the President's officer report. If an elected officer other than the President is unable to attend a Board of Directors meeting, they shall so notify the President and Secretary in writing prior to that meeting. Such written notification shall include such officer's report.

Any elected officer who is absent from a meeting without notification as described above may submit a written explanation for the absence to the President and Secretary, as appropriate, within one week following the meeting. The President or Executive Vice President, as appropriate, may, at their discretion, elect to excuse the officer's absence on the basis of such a written explanation. In all other cases, an absence without notification as described above shall be considered unexcused.

Any elected officer of AMDC who accumulates two consecutive unexcused absences, shall be deemed ipso facto; guilty of nonfeasance of assigned duties, and to have been removed from office. Vacancies resulting from this section shall be filled as prescribed the Charter and the Bylaws. Persons who have been removed from elected office, pursuant to this section, shall be ineligible for election or appointment to any office in the American Muslim Democratic Caucus.

SECTION 6.11 Quorum. The quorum required in the Board of Directors, National Committee, and Select Committees shall be fifty-one percent (51%) of the voting membership.

SECTION 6.12 Vacancy.

Section 6.12 (a) Office of the President. In the event of the death, resignation or removal of the President, the resultant vacancy shall be filled at a special meeting of the National Committee called for the purpose not less than thirty (30) days nor more than forty-five (45) days from such occurrence, provided, that no special meeting shall be called within sixty (60) days prior to the National Convention. The call to meeting shall be issued by the Secretary, and a majority vote of the National Committee will elect the Presidential successor who shall serve the balance of the current unexpired term.

Section 6.12 (b) Officer other than the President. In the event of the death, resignation or removal of a National Officer other than the President, the President shall appoint an interim officer to fill the resultant vacancy until the next meeting of the National Committee, occurring at least thirty (30) days subsequent to written notice of the vacancy being provided to the members thereof. The National Committee shall fill the vacancy for the balance of the current unexpired term upon its majority vote.

Section 6.12 (c) Board of Directors Regional Directors. Vacancies in the Region Directors of the Board of Directors shall be filled at the National Committee Meeting immediately following the vacancy in the same manner in which the Board Members are originally chosen.

Section 6.12 (d) Initial Appointment for Newly Created Officers. In the event of the creation of a new office between National Conventions, the President shall appoint the initial holder of the office, subject to confirmation by the National Committee, as soon as practical after adoption of the Charter amendment creating the office. Appointments for these positions must be supported by one National Committee member from the unit in which the appointee resides. The term of the appointed officer shall be from confirmation until their successor is elected at the next National Convention, or that National Convention adjourns without ratifying the amendment creating the office.

SECTION 6.13 Removal from Office.

Section 6.13 (a) Notice. The AMDC Board of Directors may, after giving notice of intent to remove to an offending officer and to the National Committee, remove an elected officer for cause. In the event of Presidential removal, the Judicial Council shall appoint a presiding officer for the Board of Directors meeting. Notice shall be given to the offending officer by certified mail or electronic mail and to the entire National Committee by the normal means for providing notice of Board of Directors meetings.

Section 6.13 (b) Cause. Cause shall include but not be limited to, excessive absences or failure to fulfill duties of one's office. What constitutes "just cause" shall be at the discretion of the Board of Directors.

Section 6.13 (c) Procedure. At the Board of Directors meeting mentioned in the notice of intent to remove, the Board of Directors shall meet to determine whether or not to remove the officer. A three-quarter (3/4) vote of the Board of Directors is required to remove an officer from his/her position. Any officer subject to removal from office shall have the opportunity to present all witnesses, documents, and arguments in support of their position.

SECTION 6.14 Impeachment.

Section 6.14 (a) Impeachment, Initiation. Impeachment proceedings may be initiated upon majority vote of the Judicial Council, which shall serve its resolution and a Bill of Particulars to the accused and the Executive Director by registered mail within ten (10) days of its action.

Section 6.14 (b) Impeachment, Hearing. Not less than twenty (20) days nor more than sixty (60) days subsequent to service of the Impeachment Resolution and Bill of Particulars upon the accused, the Chair of the Judicial Council shall convene an open hearing, to hear evidence of the impeachment and the defense of the accused. The accused shall have the right to be accompanied by Counsel and to present and cross-examine witnesses and present evidence in his or her defense. The Judicial Council may upon majority vote dismiss the impeachment or recommend to the National Committee removal from office of the accused, such recommendation shall be accompanied with its findings of fact and conclusions of law. The notice of dismissal or recommendation for removal shall be served upon the accused and the Executive Director by registered mail within five (5) calendar day from office for misfeasance, malfeasance, or nonfeasance of assigned duties or for violation of any law or rule of the American Muslim Democratic Caucus, the Democratic Party, or for the commission of high crimes and misdemeanors.

Section 6.14 (c) Removal from Office. Upon receipt of an affirmative recommendation for removal of a National Officer, the National Committee, meeting not less than thirty days after such notice, shall consider said removal as a special order. The National Committee shall be empowered to remove National Officers and Board Members it adjudges guilty of stated charges upon its majority vote.

SECTION 6.15 Turnover of AMDC Property.

Section 6.15 (a) Timeframe. Officers shall turn over all AMDC property to their successors within two (2) weeks of their successors' election.

Section 6.15 (b) Documents. The documents belonging to the AMDC and which are deemed to be property of the AMDC, shall include, but not be limited to, the AMDC checkbook, the funds contained in said checking account, checks and monies received from outside donors or sources, cancelled checks, deposit slips, bank statements, spread sheets and audit reports as well as any lists of AMDC supporters, donors, and prospects. Failure to turn over any and all such documents as required by this Section shall give rise to a legal cause of action to be addressed by the National Committee.

Section 6.15 (c) Deposits. Any and all monies received by the Chief Financial Officer must be deposited in the checking account of the AMDC within one (1) calendar week of receipt, regardless of dollar amount or the means of receipt. All deposits prior to deposit, must be verified by both the CFO and either the President of the AMDC or another member of the AMDC authorized by the President. Any fees incurred by the AMDC as a result of failure to comply with this provision shall lead to the personal liability of the Treasurer and must be re-paid to the AMDC checking account.

BYLAWS
ARTICLE VII
APPOINTED OFFICERS

SECTION 7.1 Appointed Officers. The Appointed Officers of the AMDC are the Press Secretary, a Parliamentarian, and Webmaster. Additional Appointed Officers may be appointed by the President as necessary, subject to confirmation by the National Committee. Appointees from an un-chartered area shall be eligible for appointment based on National committee recommendation. These officers shall serve as ex-officio non-voting members of the National Committee

SECTION 7.2. Terms. Appointed officers shall serve on the AMDC National Committee as non-voting members for a term of one year.

SECTION 7.3 Duties

Section 7.3 (1) Press Secretary. The Press Secretary shall work in conjunction with AMDC Staff and under the direction of the President and Communications Director, coordinating the sending of letters to publications on behalf of the organization, and serving as a media liaison for the organization. The Press Secretary shall provide a report at every National Committee meeting of his/her activities since the previous National Committee meeting.

Section 7.3 (2) Parliamentarian. The Parliamentarian shall assist the President, the Board and National Committee, its committees and its members in their compliance with this charter and all other charters under which the AMDC operates and will assist in drafting legislative proposals. The Parliamentarian shall also assist the National Committee and its committees with respect to matters of parliamentary procedure.

Section 7.3 (3) Webmaster. The Webmaster shall be responsible for maintaining, updating, and developing the American Muslim Democratic Caucus website and general web presence. The Webmaster shall also be responsible for regularly updating social media outlets such as Facebook and Twitter with important information, as directed by the Communications Vice-President and President.

SECTION 7.4 Qualifications.

Section 7.4 (a). Appointed officers must meet the same qualification requirements as the Elected Officers.

SECTION 7.5 Confirmation. The Appointed Officers shall be appointed by the President with the approval of the National Committee by majority vote following notification. If the President does not name appointments for each of the Appointed Officers by the second regular National Committee meeting, the National Committee shall endeavor to make and approve any such appointments that the President has not yet made.

SECTION 7.6 Turnover.

Section 7.6 (1). Appointed Officers shall turn over all AMDC property to their successors in the same way as the Elected Officers (see SECTION 8.5, replacing “elected” with “appointed” as appropriate).

SECTION 7.7 Vacancy.

Section 7.7 (1). In the event of a vacancy in an appointed office, the position shall be filled in the manner described in the Charter.

SECTION 7.8 Removal.

Section 7.8 (a). Upon written recommendation of the President, the National Committee by one third (1/3) vote shall remove any appointed officer.

BYLAWS ARTICLE VIII NATIONAL COMMITTEE

SECTION 8.1 Composition. The National Committee composed of the AMDC Board of Directors, Regional Directors, and the Chair/President of every Chartered Unit, and the Chairs of Standing Committees, shall be voting members of the National Committee.

SECTION 8.2 Selection of Chartered Unit Representation. Each chartered unit shall provide for the selection and, where vacancies occur, the replacement of its representatives on the National Committee. Each unit shall provide certification to the Secretary of their representatives, and such certification shall be made by the presiding officer of the chartered unit they represent provided, however, that such certification may be waived by the National Committee by a two-thirds (2/3) vote.

Section 8.2 (a) Credentials Certification Prior to the opening session of each National Committee Meeting, the Chairperson of the Membership Committee shall present its report to the President. Pending final approval said report shall be determinative of member voting rights. Amendments to the Credentials Committee Report which enfranchise or disenfranchise National Committee members shall be effective immediately upon approval, pending adoption of the complete report.

SECTION 8.3 Non-Voting Members.

Section 8.3 (a) Named and Established. There shall be an ad hoc Advisory Board to the AMDC.

SECTION 8.4 Composition. AMDC Advisory Board shall be composed of American Muslim Legislators elected to local, state and federal office, as well as community stakeholders who have a passion for the mission of AMDC and who

- Cannot attend National and Board of Directors meetings, but are willing to attend one annual meeting a year...a-State-of-the-State meeting where they can be educated, inspired and engage in discussion about goals, vision and mission of AMDC.
- Are willing to be called upon for assistance with resource allocation, introductions to key people or will be advisors to the Board of Directors.
- Are willing to make a financial contribution to the nonprofit annually.
- Will be ambassadors for the AMDC in their circles of influence.
- Are kept informed about key milestones, metrics or accomplishments so they can spread the word about the work of AMDC.
- Serve a key “advisory” voice to AMDC and ensure that AMDC is effective in its mission to represent the collective voice of all American Muslim Democrats within the Democratic Party.

SECTION 8.4 Meetings

Section 8.4 (a) Required Meetings. The National Committee of the AMDC shall meet at least three (3) times a year. Meetings shall be called by the President with the approval of the Board of Directors.

Section 8.4 (b) Agenda. No less than thirty (30) days prior to any meeting of the National Committee the Executive Vice President in coordination with the President shall prepare agenda and the Secretary shall distribute to all National Committee members, a written agenda for said meeting. The first order of business at every National Committee meeting shall be the report of the Standing Committees. Thereafter, business shall proceed in regular order as designated by the agenda.

Section 8.4 (c) Minutes. The Secretary shall ensure that accurate minutes are taken, prepared, and maintained of each and every meeting, session, or workshop of the National Convention, or the National Committee. The Secretary shall ensure that summary reports of all such meetings are included in all AMDC publications and such other national publications as may be appropriate.

Section 8.4 (c) Delivery; Mailing. A copy of the minutes of each meeting of the National Committee shall be delivered or mailed to each member thereof not more than fifteen (15) days subsequent thereto. A copy of the minutes of each public meeting shall be made electronically available within fifteen (15) days subsequent thereto.

Section 8.4 (d) Notices. It shall be the responsibility of each member of the National Committee to ensure that his or her contact information and preferred method of notification is on file with the Secretary. In the absence of a request for notification through United States mail or fax, email notification shall be sufficient for all requirements for notice or mailing required by the Charter or the Bylaws.

Section 8.4 (e) Use of Membership Lists. The national records of membership in the chartered units shall not be public record. The AMDC shall adopt a policy regarding management of the national records and membership lists.

SECTION 8.5 Quorum. Shall constitute fifty-one (51) percent of the voting members of the National Committee.

SECTION 8.6 Rules of Order. The AMDC National Committee has the power to adopt Special Rules or Order and Standing Rules for National Committee meetings and activates.

BYLAWS ARTICLE IX COMMITTEES

SECTION 9.1 Standing Committees of the National Committee.

Section 9.1 (a). The National Committee shall have Standing Committees on Budget and Finance, Platform, Rules and Charter, Membership, and Communications. The President, with the approval of the National Committee, shall have the discretion to establish and instruct additional Standing Committees. Standing Committees shall be chaired by a member of the AMDC Board of Directors as per the bylaws. Standing Committees shall meet at the call of the Chair and in a manner defined by the chair. Each chartered chapter is eligible to have one (1) voting representative on each Standing Committee.

SECTION 9.2 Standing Committee on Budget and Finance. The Standing Committee on Budget and Finance shall meet at the call of its Chair and shall be responsible for the design, coordination and implementation of National fundraising projects. The Committee shall be responsible for review, modification, implementation and submission to the National Committee for approval of the National Fundraising Plan. The Committee shall work with the officers, staff, and consultants engaged in fundraising on behalf of the AMDC to effectively oversee these programs and ensure their successful implementation. The Standing Committee on Finance shall also draw up a budget to be

presented for approval at the second National Committee meeting after the National Convention closes and before June 1 of that same calendar year. At this Executive Meeting, a balanced and final budget draft of the budget for the next AMDC fiscal year must be approved for recommendation to the National Committee.

If the budget is not recommended by the adjournment of the second National Committee meeting following the closing of the National convention, then no money shall be appropriated from the AMDC treasury except to resolve the debts outstanding until a budget is recommended. The Standing Committee on Budget and Finance shall be overseen directly by the Executive Vice-President and President.

SECTION 9.3 Standing Committee on Platform. The Standing Committee on political platform shall meet at the call of its Chair and shall be responsible for the development, implementation, and submission to the National Committee for approval of a national platform and shall assist in the development and implementation of individual campaign plans for each chartered chapter upon request. The Political Director shall serve as Chair of the Platform Committee.

SECTION 9.4 Standing Committee on Rules and Charter. The Standing Committee on Rules and Charter shall meet at the call of its Chair or the AMDC President and shall review and recommend the adoption or deletion of rules governing the National Committee and/or amendments to this Charter and Bylaws. No rule change, Charter amendment or Bylaw amendment shall be submitted to the National Committee until it has been favorably reported out of this committee. The Parliamentarian shall be the chair of the Rules and Charter Committee.

SECTION 9.5 Standing Committee on Membership. The Standing Committee on Membership shall meet at the call of its Chair and shall be responsible for the design, coordination, and implementation of state membership projects. They shall be responsible for the review and approval of plans and programs for chapter building submitted by chartered units and local chapters. The Committee shall be responsible for review, modification, implementation and submission to the National Committee for approval of the National Membership Plan. The committee shall set the overall guidelines for programs that the national organization will partner with both unit and local chapters and recommend chapters that meet the criteria to the national staff and committee for implementation and completion of the programs. The Committee shall work with the officers, staff, and consultants engaged in fundraising on behalf of the AMDC to effectively oversee these programs and ensure their successful implementation. The Standing Committee on Membership shall be overseen directly by the Operations Vice-President and the Membership Vice President.

Section 9.6 Standing Committee on Communications. The Standing Committee on Communications shall meet at the call of its Chair and shall be responsible for AMDC communications and press including but not limited to website development, social media, newsletters and announcements. The communications Vice-President shall be the chair of this committee.

SECTION 9.7 Members of Standing Committees. Each Standing Committee shall consist of one (1) representative selected from each Region and up to three (3) at-large members appointed by the President. The President, within ninety (90) days of assuming office, shall appoint a Chair, Vice Chair and Secretary for each Standing Committee. Standing Committee Chairs shall serve at the pleasure of the President conterminously with the appointing administration. Vice Chairs of Standing Committees shall preside at meetings in the absence of the Chair but not succeed in the event of the Chair's death, resignation, or removal.

SECTION 9.8 Meetings. Standing Committee shall meet at each meeting of the National Committee of the AMDC and at other times as called by the Chair or by the President. Meetings that are not held in conjunction with a National Committee meeting shall require fifteen (15) days written notice to each member of the National Committee and must offer the potential of involvement without physical attendance.

SECTION 9.10 Voting in Standing Committees. Although a specific individual should be certified in writing to represent each chartered chapter in each Standing Committee, any unit member present may represent and cast

the vote for his or her unit in any meeting of a Standing Committee when the certified representative is not present. The members of the Standing Committee are ex-officio non-voting members of the National Committee. However, the Vice Chair and Secretary may cast the vote of the unit they represent provided they are not serving in the capacity of Chair at the time of the vote.

SECTION 9.11 Duties of Standing Committee Chairs. The Chair of each Standing Committee shall present a report to each meeting of the National Committee as to matters being reported out of committee for consideration by the National Committee. This report shall be in writing and, where feasible, copies should be distributed to all National Committee members.

BYLAWS
ARTICLE X
REGIONS

SECTION 10.1 Regional Directors. There shall be eight (8) Regional Directors of the American Muslim Democratic Caucus. Each Region shall elect a Regional Director; Each Regional Director shall serve as ex-officio voting member of the Board of Directors. The Regional Directors shall be responsible for helping establish, maintain, and grow chapters within their respective regions under the direction of the Executive Vice President and in accordance with the Membership Plan. Regional Directors shall keep in close contact with chapters in their respective regions keeping them apprised of state-level activities and providing feedback to the AMDC National Committee of ongoing needs to chapters in their region. Region Directors shall provide a report at every National Committee meeting of their activities since the previous National Committee meeting. Each Regional Director shall serve as ex-officio voting member of the National Committee.

SECTION 10.2 Composition. There shall be eight (8) Regions of the American Muslim Democratic Caucus. Each Region shall be composed of all Chartered Units within the region as provided for in the Bylaws.

Section 10.2 (1) Northeast. Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont

Section 10.2 (2) Mid-Atlantic. Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia.

Section 10.2 (3) Southeast. Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virgin Islands.

Section 10.2 (4) Great Lakes. Illinois, Indiana, Michigan, Ohio, Wisconsin.

Section 10.2 (5) Midwest. Iowa, Kansas, Minnesota, Nebraska, North Dakota, South Dakota.

Section 10.2 (6) Southcentral. Arkansas, Louisiana, Missouri, Oklahoma, Texas.

Section 10.2 (7) Southwest. Arizona, Colorado, Nevada, New Mexico, Utah, Wyoming.

Section 10.2 (8) Pacific. Alaska, American Samoa, California, Guam, Hawaii, Idaho, Mariana Islands, Montana, Oregon, Washington.

SECTION 10.3 Election. Regional Directors are shall be elected by a majority vote cast by the chapters chartered in said region at the National Convention for a term of two years or until their successors are elected. All other Elected officer rules of the Charter and Bylaws apply to Regional Directors.

BYLAWS
ARTICLE XI
FINANCES

SECTION 11.1 Fiscal Year. The AMDC fiscal year runs January 1st through December 31st.

SECTION 11.2. Finance Committee

SECTION 11.3 Financial Authority. No financial commitment may be made by any AMDC officer or member without the prior budgetary approval of the National Committee.

SECTION 11.4 Spending Limits. On an annual basis, the National Committee shall set discretionary spending limits for all officers.

SECTION 11.5 Audits. The Treasurer's books shall be audited by a committee of three (3) appointed by the President with approval of the Board of Directors. This audit should take place at the close of each fiscal year.

BYLAWS
ARTICLE XII
JUDICIAL COUNCIL

SECTION 12.1 Authority. The Judicial power of the AMDC shall be vested in one Judicial Council. The Judicial Council shall serve to resolve disputes over the nature and interpretation of the AMDC Charter and of the rules and regulations established by the AMDC National Committee. The AMDC Board of Directors and Membership shall be bound by the Judicial Council. The Judicial Council shall hear impeachment proceedings against Elected Officers and shall investigate, arbitrate, resolve and report on serious disputes which do not fall within the jurisdiction of the Rules and Charter, Credentials, or Resolutions Committees prior to their final resolution by the National Committee. The Judicial Council may also hear cases involving disputes regarding the election or impeachment of members who are members of the National Committee by virtue of their office, but only after all means of adjudication provided for in the charter of that member's unit have been exhausted. Questions of fact that have been adjudicated by the Chartered unit shall be sustained if supported by substantial evidence, unless the chartered unit failed to include a complete record of all evidence submitted in the proceeding before the chartered unit, in which case no deference shall be given to any question of fact adjudicated by the chartered unit whatsoever. All such records shall be accompanied by notarized verifications from the chartered unit's President, Secretary, or other relevant officer with responsibility for the production or maintenance of the record being submitted, that the record is a complete and accurate copy of the evidentiary materials and adjudicative decisions made by the chartered unit in said matter.

SECTION 12.2 Grounds for Appeals of Unsuccessful Impeachments of National Committee Members. Appeals from impeachment convictions of persons who hold a seat as a member of the National Committee by virtue of an election by a chartered unit shall be limited to violations of the Charter and Bylaws of the American Muslim Democratic Caucus or a breach of fiduciary duty to the American Muslim Democratic Caucus, and shall not extend to any other grounds whatsoever. No appeal may be made from an impeachment acquittal of a member of the National Committee for any other reason and no original impeachment actions shall be brought for any reason whatsoever. Questions of fact that have been adjudicated by the Chartered unit shall be sustained if supported by substantial evidence, unless the chartered unit failed to include a complete record of all evidence submitted in the proceeding before the chartered unit, in which case no deference shall be given to any question of fact adjudicated by the chartered unit whatsoever. All such records shall be accompanied by notarized verifications from the chartered unit's President, Secretary, or other relevant officer with responsibility for the production or maintenance of the record being submitted, that the record is a complete and accurate copy of the evidentiary materials and adjudicative decisions made by the chartered unit in said matter.

Section 12.2 (a) Appeals from National Committee Member Impeachment Convictions: In the case of appeals from impeachments from chartered units, all interpretations of the AMDC charter, Bylaws, and rules, shall be reviewed de novo, while interpretations of the Constitution, Bylaws, Charters, and rules of Chartered units shall be reviewed for clear error. Questions of fact that have been adjudicated by the Chartered unit shall be sustained if supported by substantial evidence, unless the chartered unit failed to include a complete record of all evidence submitted in the proceeding before the chartered unit, in which case no deference shall be given to any question of fact adjudicated by the chartered unit whatsoever. All such records shall be accompanied by notarized verifications from the chartered unit's President, Secretary, or other relevant officer with responsibility for the production or maintenance of the record being submitted, that the record is a complete and accurate copy of the evidentiary materials and adjudicative decisions made by the chartered unit in said matter.

Section 12.2 (b) National Committee Election Contest Appeals: In any matter arising from actions challenging, or appeals from the election of member of the National Committee by a chartered unit, the Judicial Council shall not reverse any decision of a chartered unit by the properly constituted process of said unit except in cases of a violation of the Charter, Bylaws, or rules of the American Muslim Democratic Caucus, or in cases of a clear error by the Charter units supported by clear and convincing evidence, provided the chartered unit submits the record in support of its decisions that includes the complete evidentiary basis for the decision and the reasons for each decision being contested. Questions concerning the interpretation or application of the Charter, Bylaws, or rules of the American Muslim Democratic Caucus shall be determined de novo. If the chartered unit failed to adjudicate a question of fact that would be dispositive in a given case, the Judicial Council shall review it and the decisions of the Chartered unit de novo. All Chartered unit records shall be accompanied by notarized verifications from the chartered unit's President, Secretary, or other relevant officer with responsibility for the production or maintenance of the record being submitted, that the record is a complete and accurate copy of the evidentiary materials and adjudicative decisions made by the chartered unit in said matter. Review of all other matters whose standard of review is not set forth in this subsection shall be de novo.

SECTION 12.3 Composition. The Judicial Council shall be composed of eight (8) elected members, one from each Regional Caucus and three (3) at-large members appointed by the President. The Parliamentarian/Legal Advisor shall chair the Judicial Council.

SECTION 12.4 Disqualification. No person who is a party in a dispute raised before the Judicial Council shall sit in judgment or cast a vote on the Judicial Council's consideration of that dispute, regardless of that person's membership on the Judicial Council or possession of a proxy vote of a Judicial Council member. A replacement may be designated by a vote of the National Committee members who are members of chartered units within that affected Region, the affected region's Director or by the President.

SECTION 12.5 Term. Members of the Judicial Council serve a term of two (2) years or until a successor is chosen. Members elected from each of the Regional Caucuses shall be elected at a regional conference or meeting convened prior to, or during each National Convention. Members of the Judicial Council shall serve a term of two years or until their successors are elected or appointed.

SECTION 12.6 Filling Vacancies.

Section 12.6 (a) Officers of the Judicial Council. The Chair, Vice Chair and Secretary shall serve at the pleasure of the President and in the event of their death, resignation, or removal, the President shall appoint their successors. The Parliamentarian/Legal Counsel shall chair the Judicial Council.

Section 12.6 (b) Eight Regional Members. In the event of a vacancy among the eight (8) members elected to the Judicial Council by Regional Caucuses, the alternate representative shall succeed and the Director of the Regional Caucus of the vacant member's region shall appoint a successor to fill the vacated alternate seat for the unexpired term with the approval of the regional board.

SECTION 12.7 Referral of Matters to Judicial Council. Matters may be referred to the Judicial Council by the President, by a majority vote of the National Committee, upon receipt of a petition signed by twenty-five (25) members of the National Committee, or upon receipt of a petition signed by six (6) members of the Judicial Council submitted to the Chair of the Judicial Council and the President.

SECTION 12.8 Notice of Meeting. Upon proper notice of a matter being referred to the Judicial Council, the Chair shall call a meeting and shall provide no less than ten (10) days' notice to the members except where as issues may arise at a National Committee Meeting or National Convention the notice requirement shall be deemed waived and they may meet at the call of the Chair, AMDC President, or any 3 members of the Judicial Council as necessary.

SECTION 12.9 Rules of Procedure and Records. The Judicial Council may adopt its own rules of procedure, and shall keep a record of its proceedings and make the same available to the National Committee.

SECTION 12.10 Quorum. Quorum for the Judicial Council shall be five members at least one of whom must include the Parliamentarian.

BYLAWS
ARTICLE XIII
DISCIPLINE

SECTION 13. 1 Member Expulsion

Section 13.1 (a) Expulsion. Any member may be expelled by their chapter in accordance with the Chapter's Bylaws.

SECTION 13.2 Chapter Expulsion.

Section 13.2 (a) Expulsion. To expel a chapter for cause or for violation of the AMDC Charter and Bylaws requires a three-fourths (3/4) vote of the National Committee.

Section 13.2 (b) Appeal. The Chapter may appeal this decision at the next National Committee Meeting. A two-third (2/3) vote of the National Committee is required to reverse the expulsion.

BYLAWS
ARTICLE XIV
STAFF

SECTION 14.1 Employees and Contractors. The Board of Directors shall establish written policies and processes for all matters relating to hiring, bidding, managing and termination of employees or contractors, specifically providing for the fair and equal opportunity of employment, evaluation and treatment of all employees and contractors.

BYLAWS
ARTICLE XV
MISCELLANEOUS PROVISIONS

SECTION 15.1 Meetings.

Section 15.1 (a). Meeting by Videoconference, Teleconference, or Online Conference. Official meetings of the Board of Directors, Standing Committees, Select Committees, and Judicial Council may be held by videoconference, provided that the following provisions apply:

- V. Members shall be allowed full participation in un-muted and un-censored real-time discussion, and all members must be able to see and hear the communication from all other members.
- VI. Attendance by members participating can be accurately recorded.

- VII. Roll call votes shall be taken on any vote upon the request of one member.
- VIII. No Officer or National Committee member may interfere with the procedures regarding notification or execution of a videoconference, tele conference or online conference without providing to the convening officer conclusive evidence that said meeting would cause direct financial or legal harm to the American Muslim Democratic Caucus.

SECTION 15.2 Proxies; Authorized.

Section 15.2 (a) Form. All proxies shall be written and shall include the name and position of the person executing the proxy, the name of the regular member to whom the proxy is given and the period of time for which the proxy is valid and instructions, if any, on the voting of the proxy. Every proxy and such acknowledgment or swearing shall be attested to by a notary public or other officer authorized by law to so attest in the jurisdiction where executed. Proxies by e-mail or fax shall not be accepted.

Section 15.2 (b) Approval. Proxies shall be presented to the Chair of the Standing Committee on Credentials of the National Committee who shall determine whether they are in proper order. Proxies approved by the Chair are immediately entitled to a vote. A majority vote upon appropriate motions shall be sufficient to reject a proxy approved by the Chair or approve a proxy rejected by the Chair.

Section 15.2 (c) Instructions. Proxies may not be voted inconsistent with instructions at any time. Should the Chair or any member discover that a member has voted a proxy in violation of this Section, that proxy shall be discarded and cannot be used for any purpose other than recording the attendance of the person who executed the proxy. On any vote, violated proxies shall be indicated as having voted 'present.'

SECTION 15.3 Standards for Accessibility. No officer or staff member of the AMDC, or any Chartered Unit, shall sign any contract or make any financial obligation to hold an official function in a facility without receiving written certification that said facility is compliant with the accessibility requirements of the Charter.

SECTION 15.4 AMDC Policy Positions. No Caucus, Region, Committee, staff, or other component of the American Muslim Democratic Caucus shall contradict the Policy positions, Resolutions, and/or platform of AMDC.

SECTION 15.5 Requirements; Restrictions. No law or rule of any chartered unit may conflict with this Charter and any provision which does so conflict shall be null and void. Every unit shall be required to hold a general Convention not less than biennially. The National Committee shall have authority to revoke the Charter of any unit for violation of any law or rule of the AMDC, at any level. Restrictions on voting commonly referred to as "unit rule" are prohibited. Units shall not discriminate on the grounds of race, religion, origin, economic status, gender or sexual orientation.

SECTION 15.6 Open Meeting Policy. All meetings of the American Muslim Democratic Caucus shall be open to the public excluding those portions of meetings of the National Committee and the Judicial Council concerning proposals to take disciplinary action that a majority of those present and voting shall vote to close to non-members of said body, and votes shall not be taken by secret ballot. Meetings shall be publicized on the public website of the American Muslim Democratic Caucus no later than the notification date required for membership and minutes shall be taken and made accessible.

SECTION 15.7 Definitions.

Section 15.7 (a) National AMDC Committee. National AMDC Committee means the National Committee of the Board of Directors of the American Muslim Democratic Caucus.

Section 15.7 (b) Board of Directors. Board of Directors means the Board of the Directors of the American Muslim Democratic Caucus including the National Elected Officers of the AMDC.

Section 15.7 (c) Charter and Bylaws. The Charter and the Bylaws shall refer to the current version of the Charter and the Bylaws of the American Muslim Democratic Caucus.

SECTION 15.8 Rules. Each official body of the American Muslim Democratic Caucus created under the authority of this Charter shall adopt and conduct its affairs in accordance with written rules, which rules shall be consistent with the Charter and the Bylaws and other provisions adopted pursuant to authority of the Charter, including resolutions or other actions of the National AMDC Convention or National AMDC Committee. The National AMDC Committee shall maintain copies of all such rules and shall make them available upon request.

SECTION 15.9. Elections to be held at the National AMDC Convention. All Constituency Caucuses, Provisional Caucuses, Working Groups, and other AMDC sub-groups (excluding Chartered Units and Regions and the filling of vacancies) whose elections are not otherwise provided for in the Charter and Bylaws shall elect their officers at the National AMDC Convention.

SECTION 15.10 Procedural Guarantees. The American Muslim Democratic Caucus shall implement the following guarantees to members:

Section 15.10 (a) Open Meetings. All public meetings and official functions at all levels of the American Muslim Democratic Caucus shall be open to all members of the American Muslim Democratic Caucus regardless of race, gender, sexual orientation, gender identity, gender expression, age, color, creed, origin, religion, ethnic identity, economic status, physical disability, or philosophical persuasion. With the exception of any partisan meddling and intrusions of hostile interference on proceedings.

Section 15.10 (b) Membership Test. No test for membership in, nor any oath of loyalty to, the American Muslim Democratic Caucus shall be required or used which has the effect of requiring prospective or current members of the American Muslim Democratic Caucus to acquiesce in, condone or support discrimination on the grounds of race, gender, sexual orientation, gender identity, gender expression, age, color, creed, National AMDC origin, religion, ethnic identity, economic status or physical disability.

Section 15.10 (c) Non-Discrimination. The American Muslim Democratic Caucus shall adopt a policy providing an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. This policy shall include, but not be limited to, stating that actions, words, jokes, or comments based on an individual's sex, race, color, origin, age, religion, disability, sexual orientation, gender identity, gender expression, or any other legally protected characteristic will not be tolerated, and shall provide a process for complaints and resolution.

SECTION 15.11 Notary Requirements. Attached to all documents where the veracity must be affirmed by a notary public or another officer authorized by law, should the jurisdiction not require a stamp or seal, a copy of the local ordinance or code stating the same must also be attached. In any instance where a document is required to be notarized at the time of or before its submission, under this Charter, the Bylaws, or any other rule or regulation of the American Muslim Democratic Caucus, the Secretary, General Counsel, the Chair of the judicial Council in the absence of a/the General Counsel or their designees may certify it in lieu of notarization provided that the person whose signature is being validated appears in person before them at the meeting in question where the document is to be submitted and personally signs or delivers the document to them. The Convention Chair and Convention Secretary shall also be allowed to make these certifications but only for documents submitted at a National AMDC Convention. In no case shall proxies be certified using this process.

BYLAWS
ARTICLE XVI
PARLIAMENTARY AUTHORITY

SECTION 16.1 Parliamentary Authority. Robert's Rules of Order, Newly Revised shall govern AMDC in all cases in which such rules are applicable and in which such rules are consistent with this Charter and any special rules of order the AMDC may adopt.

BYLAWS
ARTICLE XVII
DISSOLUTION

SECTION 17.1 Chapter Dissolution. In the event that a chapter dissolves, after all liabilities and obligations are satisfied, all funds in the chapter's treasury shall be transferred to the AMDC treasury.

In the event that a chapter dissolves, all liabilities and obligations are the responsibility of that chapter and its President. AMDC will not assume any debt incurred by the dissolving chapter.

BYLAWS
ARTICLE XVIII
AMENDMENT AND BYLAWS

SECTION 18.1 Amendment. This Charter may be amended by a two-thirds (2/3) vote of the delegates to the National AMDC Convention or by a two-thirds (2/3) vote of the National Committee.

SECTION 18.2 Bylaws. Bylaws may be amended by a majority vote of the National Committee or the National AMDC Convention. Bylaws may not conflict with the Charter.