

BYLAWS OF THE FOUNDATION OF IRANIANS OF CONNECTICUT, INC. (FIOC) OCTOBER 2018

Article I – NAME

The name of the organization shall be “**Foundation of Iranians of Connecticut, Inc.**”, hereinafter referred to as FIOC as registered with the Connecticut Secretary of State on December 23, 1999.

Article II – MISSION STATEMENT

To help foster Iranian culture, language, and heritage among Iranians in Connecticut and community at large, and to organize events to further those goals. FIOC shall, at times, sell tickets to events organized by it.

FIOC is a nonpolitical and non-religious organization. It is also a nonprofit tax exempt (501c (3)) Charitable Organization as registered with the Internal Revenue Service. FIOC shall not support or oppose any political or religious ideology, party, or doctrine, nor shall it support or oppose any political candidates for any political office, or any political election anywhere in the world.

Article III – PURPOSE

The purpose for which FIOC is formed is specifically as follows:

1. To provide a cultural forum for Iranian community in the state of Connecticut.
2. To sponsor educational and cultural programs and events.
3. To support the efforts of the Mehr-e-Iran Sunday language school. FIOC will continue to support “Mehr-e-Iran” Sunday school as long as there are enough students, and as long as the school maintains its own bylaws and its own administration. The school will be managed and run by parents, and FIOC has a liaison representative to coordinate affairs of the school with the board of FIOC.
4. To award college scholarship to eligible students of its community as long as there are separate bylaws for the award of the scholarship.
5. To facilitate communication and coordination among FIOC members in the state of Connecticut.

Article IV – MEMBERSHIP

Section 1: Eligibility

1. The minimum age for membership is eighteen (18).
2. Member must agree to abide by FIOC’s bylaws and rules.
3. Membership is open to every person who meets the above two requirement regardless of race, gender, ethnicity, religion, national origin, citizenship, language, or sexual orientation.

4. In order to be eligible to vote in any FIOC matter, one must be a member of FIOC and resident of CT.

Section 2: Annual Dues

1. All members of FIOC shall pay annual dues, the amount which shall be determined by the *Executive Board, or simply "The Board"*. The membership year is January 1 to December 31.
2. A membership will be suspended or terminated for non-payment of annual dues.

Article V – THE BOARD

Section 1: Number of Board Members

The *Board* of FIOC will consist of nine (9) elected members who can also be officers, who shall serve until successors have been elected.

Section 2: Qualifications

A Board member nominee must

1. Be a member of FIOC for at least one calendar year,
2. Have a basic understanding and knowledge of written and spoken Farsi language,
3. Be of Iranian descent and resident of Connecticut.

Section 3: Manner of Election

1. An Election Committee consisting of the FIOC's President and two other Board members, shall be formed by the Board. The committee shall be chaired by the President.
2. For continuity and smooth handling of FIOC affairs, election for only three (3) member's position will be held every other year. And six (6) of the board members continue their duties at least until the next election. The election for three (3) of the Board member's position shall take place after a biannual General Meeting of the FIOC members in the month of October. Before or during the meeting candidates can nominate themselves. A later nomination can be considered if approved by majority of the election committee.
3. After the meeting and by the end of October, a list of candidates with a brief biography of each one will be sent to members. And eligible voting members will be asked to vote for three of the candidates. All matters related to election must be done by the mid December of that year.
4. The maximum number of years a board member will serve after his/hers election is six. If a board member wants to continue further, he /she should stand for election.

5. The mechanism for voting shall be electronic mail (email), regular U.S. Mail, or any other mechanism approved by the election committee.

Section 4: Removal

Members of the Board can be removed from their responsibilities by a two-thirds vote of the members of the board.

Section 5: Vacancies

Whenever a vacancy occurs on the Board, it may be filled by a candidate nominated and approved by a simple majority of the Board members. The approved member shall serve the remaining time of the term of the previous member whose term the newly elected member is fulfilling.

Section 6: Resignation

1. Resignations must be in writing.
2. Resignations take effect immediately without need for acceptance by the Board.

Article VI – THE OFFICERS

Section 1: General

The officers of the FIOC are the President, Vice President, Treasurer, and a Secretary.

Section 2: Term

The officers are elected by the Board members, from those who have been a member of the Board for two years. The term of officers is two (2) years, and can be elected again by the *Board* members. This will take place in the first meeting of the Board members in the New Year, following the election.

Section 3: President

1. Shall preside over all meetings,
2. Shall supervise the affairs of FIOC,
3. Shall sign or countersign contracts and other instruments of the FIOC.

Generally in absence of the President the Vice President shall act on his/her behalf. But the Board may delegate the power to sign FIOC contracts, instruments, or documents to any other Board member or officer.

Section 4: Vice President

1. Shall exercise the functions of the President during the absence or disability of the President,
2. Shall have such powers and discharge such duties as may be assigned to him by the Board or the President.

Section 5: Secretary

1. The Secretary shall issue notices for all meetings,
2. Shall take notes and keep the minutes of the meetings,
3. Shall keep the seal and the books of FOIC, if applicable.
4. Shall sign with the President such instruments that require his/her signature,
5. Shall report and perform such other duties as are incidental to his/her office, or are properly assigned to him/her by the Board or the President.

Section 6: Treasurer

1. Receive invoices from vendors for activities/events, process payments and mail to vendors,
2. Receive payment for various events/activities, deposit payments in the FIOC's bank account,
3. Communicate with Board members/guests/vendors regarding payment status,
4. Shall be responsible for online and credit card payment and processing,
5. Obtain and process allotment for the FIOC from school and scholarship,
6. Shall conduct Bank reconciliation,
7. Shall prepare semiannual Financial Reports and present the reports to the Board. Also, shall promptly prepare and present to the Board additional financial reports if the Board ask him/her to do so at any other time,
8. Shall review and file Tax related documents.

In order the treasurer keeps all expenses and liabilities up to date, all expenses must be submitted to the treasurer no later than six months from the date of purchase, payment for a service, etc.

Article VII – PERSONAL LIABILITY

The FIOC Inc. board members, its officers, and its members shall not be hold personally liable for any debt, or obligation, or liability incurred by the FIOC.

Article VIII – MEETINGS

Section 1. Quorum

The attending members of FIOC who are entitled to vote, shall constitute a quorum for the transaction of business at any General Members meeting.

Section 2. Regular Board Meeting

The Board shall meet on the first Monday of every month, as needed. A meeting can be changed to another weekday with a simple majority agreement of the board members. The quorum for each Board meeting is the simple majority, i.e. five member participation.

Section 3. General Members Meeting

As it was mentioned in Section 3 of Article V, there will be a General Meeting of FIOC members every other year in the month of October. The details of this meeting shall be determined by the Board members in their prior September meeting.

Section 4. Place of Board Meeting

The Board will meet within the state of CT.

Section 5. Notice of Meetings

Regular meetings of the Board requires no notice to be sent to members. The General Members meeting requires at least 10 days of notice to FIOC members. Such notice shall be either via regular U.S. Mail, or via electronic mail (email), as the Board deems appropriate.

Article IX – COMMITTEES

The FIOC may have one or more of the following committees:

1. The Social and Cultural Committee, which will be responsible for promoting events, talks and seminars for furthering the literary and cultural attributes of Iranian heritage.
2. The Educational and Scholarship Committee, which shall oversee the continuous educational endeavors to increase knowledge of the Persian language, literature, and education. To coordinate matters, if needed, with the “Mehr-e-Iran” school affairs, FIOC Board will choose a liaison for “Mehr-e-Iran School.” Also, there will be a Scholarship Sub Committee which will be in charge of the annual scholarship.
3. The Finance Committee which shall make recommendations to the Board regarding the general budgeting and fund-raising activities for the FIOC.
4. The Membership Committee which shall oversee membership, recruiting and renewals of the FIOC’s membership.
5. The Election Committee as it was mentioned in part 1 of Section 3 of Article V.

The Board may appoint such additional committees as it deems necessary.

Article X – AMENDMENTS

1. These bylaws may be amended, altered, repealed, by a vote of not less than two-thirds of the Board members cast in person or by mail or email. Before any meeting at which any such amendment, alteration or substitution is voted upon, board members shall receive due notice at least 10 days before the meeting.
2. Amendments, alteration or any change to these bylaws, after approval of the Board, shall be recommended to the FIOC members, and be placed on a ballot for vote at the biannual General Meeting of members.