

**Bylaws of the
Foundation of Iranians of Connecticut, Inc. (FIOC)
January 2018**

Article 1 – 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. FOIC 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 (50(c)(3)) Charitable Organization as registered with the Internal Revenue Service. FOIC shall not support 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. All members of FIOC should agree with the spirit of the FIOC’s mission.
2. The minimum age for membership is eighteen (18).
3. Member must agree to abide by FIOC’s bylaws and rules
4. Membership is open to every person who meets the above three requirement regardless of race, gender, ethnicity, religion, national origin, citizenship, language, or sexual orientation.

5. In order to be eligible to vote in any FIOC matter that requires voting, 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

Section1: NUMBER:

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: MANNER OF ELECTION:

The election of the *Board* members shall take place at a biannual general meeting of the FIOC members. Further details are given in Section 5 of Article VIII.

Section 3: REMOVAL:

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

Section 4: 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 5: QUALIFICATIONS:

A Board member nominee must

1. Be a member of FIOC.
2. Have a basic understanding and knowledge of written and spoken Farsi language.
3. Be of Iranian descent.

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 for minimum of two (2) years by the *Board* members from the Board members

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 keep the minutes.
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 biannual Financial Reports and present the reports to the Board and/or 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 and Elections

Section 1. 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.

Section 2. GENERAL MEMBERS MEETING:

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 the preceding May or June regular Board meeting.

Section 3. PLACE OF BOARD MEETING:

The Board will meet within the state of CT.

Section 4. 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.

Section 5: MANNER OF ELECTION:

1. The Board member election must take place during the general members meeting mentioned in Section 2 of this Article.
2. An Election Committee consisting of the President and two other Board members shall be formed by the Board. The committee shall be chaired by the President.
3. At least three months prior to the election date, the committee shall inform the elections to the members of FIOC either by regular U.S. Mail or by electronic mail (email) as it deems appropriate, and request nomination of eligible candidates for the Board from the voting members of the FIOC. The voting members should respond by September 15 to the Committee via a manner prescribed by the committee, such as regular U.S. Mail, or electronic mail (email). A later nomination can be considered if approved by majority of the Board.
4. There will be no nominations from the floor during the Election Day meeting.
5. The attending members of FIOC who are entitled to vote, shall constitute a quorum for the transaction of business at any meeting.
6. The mechanism for voting shall be electronic mail (email), general meeting, regular U.S. Mail, or any other mechanism approved by the election committee.

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 2) of Section 5 of Article VIII.

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 meeting of members.