

ORGANIZATIONAL CHARTER & BYLAWS

CHARTER

ARTICLE I. BEGINNING

We begin in the name of God.

ARTICLE II. NAME

The name of this organization shall be **AMACA** (American Muslim and Arabic Cultural Association) at **USPTO**, herein **AMACA** .

ARTICLE III. RECOGNITION

AMACA is to acquire and maintain recognition as a volunteer employee organization in the U.S. Patent & Trademark Office under the standards and requirements of Commerce Department Administrative Order 202-707 and the USPTO Voluntary Employee Organizations Policy Number 202-04-4.

ARTICLE IV. GOALS

AMACA shall seek to:

- A. Promote the professional development of our members, and to provide a support network for their careers;
- B. Educate USPTO employees about the diverse cultural heritage of the American Muslim and the American Arab communities;
- C. Contribute to the diversity goals of the USPTO, and help create a work environment free of prejudice, bias and stereotypes;
- D. Pool the resources and skills of our members, and apply them in way to provide positive contributions to the PTO and local communities; and
- E. Ensure that Muslim employees can fulfill their religious obligations in a practical manner, and in a way that does not conflict with their work.

ARTICLE V. POLICIES

- A. The scope of **AMACA**'s interests and activities shall include the entire U.S. Patent & Trademark Office;

B. **AMACA** shall be a nonpartisan and not-for-profit organization. The organization shall be supported by membership dues or other sources in accordance with the USPTO's administrative, financial, ethical, and legal requirements;

C. **AMACA** shall not discriminate against any person on the basis of race, color, creed, sex, gender, sexual orientation, disability, religion, national origin, age, marital or parental status, political or other affiliation, or membership in a labor organization; and

D. The activities, programs, or services of **AMACA** shall not be represented, directly or indirectly, as official functions or activities of the USPTO or of any USPTO official.

ARTICLE VI. MEMBERSHIP

A. Full Membership in **AMACA** is open to all current Patent and Trademark Office employees who support the goals of the organization as set forth in Article IV above. A Full Member is a member in good standing, and shall be afforded all the rights, privileges, and obligations of membership, including, but not limited to: 1. the right to vote (including voting in AMACA elections and voting on select organizational activities); 2. the right to seek office; and 3. participation in organizational activities.

B. Associate Membership in **AMACA** is open to all former or retired USPTO employees and all others who support the goals of the organization as set forth in Article IV above. An Associate Member is a member in good standing, and shall be afforded all the rights, privileges, and obligations of membership, EXCEPT the right to vote (unless exempted by the current board) and the right to seek office.

C. A member in good standing is any member: who meets the qualifications set forth in this charter & bylaws or as set by the Board of Directors; who has signed a membership form at least once in the last 4 years; and who has paid their membership dues for the calendar year, which shall be the operational year of the organization, or is enrolled in payroll deduction.

ARTICLE VII. BOARD of DIRECTORS

The Board of Directors shall not exceed 15 members, shall have Board of Director voting rights, and shall consist of:

- An Executive Committee comprising Elected Officers,
 - Where Elected Officers are Full Members and include a President, a Vice-President, a Treasurer, a Secretary, and a Representative; and
- The Immediate Past President and Appointed Officers including no more than ten At-Large Board Members,
 - Where Appointed Officers cannot comprise more than two Associate Members.

BYLAWS

ARTICLE I. MEMBERSHIP DUES

Membership dues are \$26 for one calendar year, which starts in January. Membership dues can be paid by cash, check, or payroll deduction (PD).

Enrollment in PD is via form SF1187 and can be cancelled any time via form SF1188. PD will be at least \$1 per pay period.

Dues paid via cash or check will be prorated if members sign up during the calendar year other than January according to the following schedule:

- \$24 between February 1 to March 31;
- \$20 between April 1 to June 30;
- \$14 between July 1 to September 30; and
- \$8 between October 1 to December 31.

ARTICLE II. MEETINGS

A. Meetings of the Board of Directors shall be held regularly and shall occur no less than once every two months. Quorum for Board of Directors meetings shall be 50% of Board of Directors members. A Board of Directors Member shall be considered present for the purposes of quorum and voting if he or she is participating by conference call or other telecommunications mode.

B. Board of Directors meetings shall be open to the general membership. AMACA members shall be notified of the time and place of Board of Director meetings at least once every 4 months, starting in January.

C. An Annual **AMACA** Meeting shall be in January or February of every year, open to all members in good standing. A notification shall be sent to all members at least 2 weeks prior to the date of the Annual Meeting. The primary items for consideration at this meeting will be a year-end report by the current or previous President and Board of Directors, a financial report by the Treasurer, and introduction of the Board of Directors for the next calendar year.

ARTICLE III. DUTIES AND POWERS OF THE BOARD of DIRECTORS

A. The Board of Directors shall: organize, direct, and coordinate all activities of **AMACA**; develop the agenda and preside at all meetings of **AMACA**; call any special meetings; establish procedures for elections; serve as the official representatives and spokespersons for **AMACA**; establish Standing Committees and such special committees as may be desirable by approving Chairs and members to the Standing Committees as needed (Standing Committees could include but not be limited to: Membership, Community Day, Iftar, BYOM, Eid, Picnic, IFS, Jumuah, e-Week, Website and Charity committees); and inform the Muslim and Arab American communities of

relevant concerns, issues, and activities of **AMACA**. All Members in good standing, including Board of Director officers, can be part of any Standing Committee.

B. The President shall: be the presiding officer at all Executive Committee, Board of Directors, and general meetings, and at the Annual Meeting; represent **AMACA** at meetings with USPTO officials and other organizations; appoint annually Standing Committee Chairs and appoint a Nomination/Election Committee (composed of up to three **AMACA** members or At-Large Board members), with the approval of the Executive Committee; serve ex officio on all Standing Committees except the Nomination/Election Committee; stay informed of all Standing Committee activities; present an annual report of the organization at the Annual Meeting; determine the agenda, with the input of other Directors, for all meetings; announce a list of Standing Committees by the last Friday of February; and have a voting power of two-votes when the number of Directors in the Board of Directors is an even number.

C. The Vice-President shall: assume the duties and responsibilities of the President, in the absence of the President. The Vice-President may be assigned, and accept, other special duties on the Executive Committee and the Board of Directors, with concurrence of majority vote of the Executive Committee members and Directors.

D. The Secretary shall: maintain the organization's records; coordinate correspondence with members as needed and at a frequency of at least once a month; and oversee production of organizational materials.

E. The Treasurer shall: be duly bonded in accordance with Commerce Department Administrative Order 202-251 and the USPTO Voluntary Employee Organizations Policy Number 202-04-4; receive all funds payable to **AMACA**, issue receipts for such funds, and maintain a clear and accurate record of receipts and disbursements; maintain a checking account, if required, to store funds and issue payments; and present a report on the financial status of the organization at the Annual Meeting and periodically as required.

F. The Representative shall: organize and coordinate various events for the association; outreach and interface with USPTO and non-USPTO entities as needed; and perform other functions and duties as determined by the Board of Directors.

G. The At-Large Board Member shall: participate in the decision making process; and perform other functions and duties as determined by the Board of Directors.

H. The Immediate Past President shall: have an advisory role; and can serve on any Standing Committee.

I. A Director may be removed at any time by a two-thirds majority vote of the Board of Directors. Removal may be for any cause, including but not limited to repeated failures to attend scheduled Board meetings and conference calls in their entirety, obstructionism, irresolvable personality conflicts, or failure to honor commitments with respect to the work of the Board of Directors.

J. The Board of Directors may, at its discretion, designate a qualified member to fill a position left vacant by a Director who has resigned or cannot otherwise fulfill his or her duties.

K. No members of the Board of Directors shall be personally liable for any debts, liabilities, and/or obligation of **AMACA**.

ARTICLE IV. NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

A. The Executive Committee shall be elected, unless a Keep the Board vote has been granted to the current Board of Directors, annually at-large by the Full Members in good standing for a term of one year to begin on January 1 and to end on December 31. Any Full Member in good standing for at least one calendar year is eligible to seek these offices.

B. After elections, the Executive Committee shall appoint at most ten At-Large Board Members. Full Members can nominate At-Large Board Members (to be considered by the Executive Committee) by submitting a nominating petition signed by at least two Full Members. At-Large Board Members serve on the board until the next election.

C. In the event of a vacancy occurring in the office of the President during the year, the unexpired term shall be filled by the Vice-President. In the event of a vacancy occurring in any other elective office, the Board of Directors shall elect a member to fill the unexpired term. In the event of two or more vacancies in the Executive Committee occurring within one month, a special election by all voting members is to be held within two months.

D. On the third Tuesday of November, the Nomination/Election Committee shall send an Election Request Vote to all Full Members. The Election Request Vote shall include "Have an Election" and "Keep the Board" options to demonstrate whether or not the members want to hold an election. The votes shall be tallied by the fourth Tuesday. When the "Have an Election" votes reach a threshold of 12% of the current number of Full Members, then the Nomination/Election Committee will hold a December election. When the "Have an Election" votes are below the threshold, then the decision to hold a December election falls on the Executive Committee. A December election must take place at least once every 5 years.

E. The Nomination/Election Committee shall send to all voting members, a request for nominations for: President, Vice president, Treasurer, Secretary, and Representative, by the first Tuesday of December. The nomination period ends the second Tuesday of December. To be eligible for nomination, a person must be a Full Member in good standing for at least one calendar year. To be a candidate on the ballot, a person must receive at least three nominations, for any position, from any Member in good standing.

F. No later than the third Tuesday of December, the Nomination/Election Committee shall send to all voting members a ballot, listing the candidates nominated for the Executive Committee. Ballots shall be returned to the Nomination/Election Committee not later than the fourth Tuesday of December and shall be tallied by the Nomination/Election Committee. The candidates receiving the highest number of votes for each office shall be declared elected no later than December 30. In case of a tie vote, the outgoing Executive Committee shall elect one of the candidates.

G. Members of the Nomination/Election Committee shall not be eligible to run for positions in the election. Nominees receiving nominations for different positions, where the nominations total three or more, can be a candidate on the ballot for only one of the positions..

ARTICLE V. VOTING AND VOTING ELIGIBILITY

A. A member shall be eligible to vote if he/she is a Full Member in good standing.

B. Voting for Officers, for amendments to these Charter & Bylaws, and for petitions to amend the Charter & Bylaws shall be by secret ballot.

C. When such a secret ballot is required, those qualified to vote shall submit the ballot with a signature, electronically or in person.

D. A proxy vote from a member in good standing shall be accepted if the proxy is delivered in writing to the Nomination/Election Committee prior to any scheduled vote of the organization.

ARTICLE VI. AMENDMENTS TO THE CHARTER & BYLAWS

A. Proposals to amend this Charter and Bylaws may be made by resolution of the **Board of Directors** or by written petition signed by at least 10 eligible voting members. Proposed amendments to these Charter and Bylaws shall be submitted in writing to any member of the **Board of Directors** and shall be on the order of business of the next regular meeting of the **Board of Directors**. After consideration, the Board of Directors may, at its discretion, present the proposal to the membership for a vote.

B. Members must receive the text of any proposed amendment at least thirty (30) days prior to a scheduled vote or the due date for **ballots**.

C. An affirmative vote of the majority of all ballots cast by Full Members in good standing is required to amend this Charter and Bylaws.

D. An 80% affirmative vote of all ballots cast by Full Members in good standing is required to change the name of the organization.

E. **The Executive Committee** shall have the responsibility of notifying the USPTO's Director of Human Resources and/or USPTO's Management of any changes to this Charter and Bylaws.