



Bylaws of the Iraqi American Cultural Center

Adopted : March 1, 2024

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Part I General Information

1. Name, Domicile and Fiscal Year

- The name of this Association shall be "Iraqi American Cultural Center" (hereinafter also referred to as "IACC")
- IACC is registered March 2024 in California as a Non Profit Organization – Entity 6104998.
- The fiscal year corresponds to the calendar year (Jan 1 to Dec 31).
- The official languages of IACC are English and Arabic.

2. IACC Address

- IACC will have a business address to be published in all media methods and IACC website. Board of directors will agree on having one of the board members private offices as a temporary address until the IACC can establish a Permanent address.
- IACC will have a special PO Box for all incoming and outgoing mail, annual fees to be paid from IACC budget.

3. Mission

- To promote better understanding and community relations between the American and Iraqi people by initiating and managing social, educational, cultural and charitable activities and promote both the Iraqi and the American cultures without any kind of political, ethnic or religious affiliation.
- To create and maintain, through regular meetings, a pleasant and warm atmosphere of understanding and strong sense of belonging between members of the association and new immigrants; to nourish their spirits and social bonds based on humane values and teachings.
- Promote the Iraqi heritage through social activities involving new generation of Iraqi youth and their families to better understand the role of Iraqi American in our society.
- Establish and maintain close relationships and ties with the Cities and municipalities in California to participate in cultural and heritage events promoting the Iraqi American identity and Iraq Cultural History.

PART II Membership and Dues

- Membership is open to any and all Iraqis and of an Iraqi descent but not restricted. An applicant for new membership must submit to IACC board member, membership shall be approved by a simple majority vote of the members of the board of directors.
- All Active members upon being accepted into the Association shall receive a receipt, a membership card and a welcome letter to the IACC. New members will directed to the IACC website www.IraqiAmerican.org for event schedules, and any other information available.
- The Membership will consist of: Regular Membership, Gold and Platinum. Membership is for a 12 months period.
- All members shall assume the responsibilities and enjoy the privileges of being members of IACC: voting, holding office, service and financial obligations, and volunteering.
- Membership dues are to be determined by the board. The annual amount of the membership dues shall be set by the Board of Directors with a simple majority vote. The voluntary payment of additional dues is possible and welcome. Membership dues are to be paid one calendar year in advance. The amount payable shall be due on the first day of the month.
- It is not permitted to use IACC members' personal information outside the purpose of IACC. IACC will ask members permission on any advertising, photography or media related activities.
- Members are not permitted to use IACC name without approval of the board of directors. All speeches, articles, advertising or media activities need to be approved by the board of directors.
- All members shall conduct themselves in a prescribed manner of our proud history and heritage.
- All board meeting to be conducted by majority vote of the members present.

4. Termination of Membership

Membership in the IACC shall terminate by voluntary resignation, by elimination from the list of members, by death, or by exclusion from IACC.

Part III BOARD OF EXECUTIVE DIRECTORS

5. Board of Directors elections and duties

- IACC members shall elect (7) Board members to the Board of Directors for a period of one year.
- The Board of Directors of IACC consists of 7 duly elected members who are in good standing and to hold any required responsibility as determined by the board.
- Nominees to the board to be seconded by 25% of the active members and to be voted on.
- The board will vote to address any lasting vacancies on the board.
- General Director or Executive secretary will call for monthly Board Meeting.
- Monthly Board Meeting must be preceded by a formal agenda of discussion.
- Minutes of meetings to be organized by Executive secretary and to be saved in IACC archive.
- Board members shall not commit the Association to anything or anybody without the consent of the voting members present at any stated meeting.
- Board members shall not involve in any political or religious activities as it conflict with the principle of IACC.

Titles and Duties

General Director

1. The General Director shall preside at all meetings of the Association, responsible for the long-term continuity, good reputation, membership growth, and financial security of IACC.
2. He/she shall be the co-signer with the Treasurer and one of the board members (to be elected) on all notes, checks, and other legal documents unless other arrangements have been made.

3. He/she shall accept all gifts and donations on behalf of the Association and declared it to the board to be assets of IACC.
4. He/she shall attend all meetings when possible, keep records of all proceedings.
5. Keep a current roster of Association members. Record all business conducted at Board and membership meetings.

Executive Director

1. The Executive director shall be responsible for directing the movements of IACC and address operational, business, and policy issues.
2. He/She shall assist in setting up events and manage the operation of such events.
3. He/she shall inform the board member of the proposed changes so the membership can be informed and keep the board members up to date on event procedures.
4. Preside and carry on the duties of the President in his or her absence. He/she should be a co-signer on the Association checking/savings account.
5. He/she shall render monthly reports in the form of newsletters or electronically to the board members.
6. He/she shall be the Chairperson of the Membership Committee

Treasurer

1. The Treasurer shall attend all meetings when possible and pay all bills and vouchers when properly approved by the Association Executive Board and the membership,
2. Keeping a record of the same. He/she shall be the principle signer of notes, checks and other legal documents.
3. He/she shall be responsible for controlling and itemizing all assets belongs to IACC.
4. He/she shall be responsible for money rising projects of the Association

5. He/she shall end the year's finances on December 31st of any given year. Receive, collect, and deposit all funds, to generally accepted accounting practices.
6. At the expiration of his/her term of office, he/she shall transfer all books, paper, monies and other Association property to his/her successor in office.

Director of Planning

1. Develop strategies, campaigns, and initiatives to improve IACC public image.
2. Work with treasurer to plan and calculate budgets for events and activities.
3. Respond to information queries from the general public.
4. Drive membership and plan for community campaigns.

Director of Public Relations

1. Build and sustain communications with the community and media outlets.
2. Evaluate and implement event and promotion programs.
3. Draft speeches with executive Director.
4. Maintain effective working relationships with community leaders and develop internal communications to inform members of various activities.

Director of community and cultural Events

1. Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations.
2. Coordinate details of events such as conferences, anniversaries, business meetings and virtual events.
3. Book talent including speakers, musicians and bands.
4. Select chefs or catering companies to prepare food for event. Visit venue to plan layout of seating and decorations.
5. Initiates, coordinates and/or participates in all efforts to publicize event.

Part IV IACC Meeting and communications

- The Board will hold a regular monthly meeting on the first Wednesday of every month, otherwise as agreed. Meeting place and any changes should be communicated with all members and agreed on.
- All incoming and outgoing mail will be presented to and approved by the board during monthly meetings and will be registered by dates and subjects.
- Mail will be scanned and saved in both hard and digital copies
- There will be two annual General Membership meeting (March and September)

Communications

- Communications will be through email, text messages and regular mail.
- To insure high level of transparency in communication, no blind carbon copy is allowed however; direct and personal communication between IACC members is allowed.

Filing system and Media

- IACC files, assets and any other materials to be controlled and itemized by the director of treasury and to be kept in a safe place accessible to all members when needed.
- All media advertising, mail and logo using need to be approved by the Board of Directors.

Part V IACC assets control

- All assets belong to IACC including name, registrations, website is a sole property of IACC and it is controlled by the treasurer and presented to the board during monthly meetings.
- Any changes including movements or status of assets need to be approved by the board of directors.

Part I Amendments to the By-Laws

- All board members to agree and sign these bylaws as part of their commitment to work for IACC.
- This Bylaws can only be changed by a 2/3 vote of voting members present at an Annual Meeting giving thirty (30) days notice. The Board may approve amendments to the Bylaws with a 60% majority vote of the board.

Approved on March 1, 2024