ARTICLE 1: NAME, STRUCTURE, PURPOSE

ARTICLE 2: MISSION STATEMENT

ARTICLE 3: VISION STATEMENT

ARTICLE 4: FUNCTIONS AND ACTIVITIES

ARTICLE 5: MEMBERSHIP

ARTICLE 6: MEETINGS

ARTICLE 7: OFFICERS

ARTICLE 8: ELECTIONS

ARTICLE 9: COMMITTEES AND TASK FORCES

ARTICLE 10: FINANCES

ARTICLE 11: AMENDMENTS

1. NAME, STRUCTURE, PURPOSE

The name of this organization is the San Diego Refugee Forum.

* The Forum is an association of member organizations that serve all populations fleeing persecution and seeking refuge in San Diego, including refugees, asylees, asylum seekers, and other oppressed and vulnerable migrants. Its members include resettlement agencies, ethnic community-based organizations, government agencies, social service agencies, healthcare providers, educational organizations and institutions, employment service agencies, community service agencies, community-based groups, refugees, advocates, and supporting individuals.
* The Forum is not registered as a 501(c)(3) nonprofit organization. Its officers are volunteers, and it has no board of directors or other oversight. It does not operate programs or offer services and has no staff. Membership fees are its only source of income. It uses its funds to carry out Forum activities and events.
* The main purpose of the Forum is to facilitate communication and collaboration among service providers and other community groups with the goal of improving the lives of the refugee and migrant community collectively and individually. It does this through regular open meetings of its members and other participants from the public, through an email account and listserv, and through its website. The Forum also promotes actions to address relevant issues, considering recommendations from task forces that focus on specific topic areas. In addition, the Forum acts as a representative voice for the refugee and migrant community and advocates on their behalf in the public sphere.
1. MISSION STATEMENT

The mission of the San Diego Refugee Forum is to:

* Encourage, promote and facilitate coordination and collaboration in the delivery of services to the diverse communities of people (including refugees, asylees and asylum seekers) displaced from their homes abroad by war, violence or persecution and seeking refuge in San Diego
* Provide opportunities for networking and information-sharing among refugee service providers, mainstream service providers, and governmental agencies
* Provide opportunities for capacity building and organizational learning to refugee service providers and ethnic organizations
* Provide education and advocacy on issues of concern to refugees and refugee service providers
* Promote awareness and understanding in the broader community about refugees, asylees and asylum seekers, and the varied refugee populations in San Diego and their cultures
* Attract additional resources for San Diego’s refugee service providers
1. VISION STATEMENT
* The vision of the San Diego Refugee Forum is a community of service providers (including both traditional refugee-serving agencies as well as mainstream providers from the fields of health care, education, social service, etc.) that freely shares information and seeks to collaborate proactively in providing the highest quality and effectiveness of service to refugees, asylees, asylum seekers, and others displaced from their homes abroad by war, violence or persecution and seeking refuge in San Diego.
1. FUNCTIONS AND ACTIVITIES

4.1 Main functions

* + Facilitate networking of organizations in San Diego that provide services to persons fleeing from war and persecution
	+ Identify and focus attention on specific areas of need in the refugee and asylum community and promote measures to address them
	+ Increase awareness of and educate the San Diego community about persons fleeing from war and persecution, and promote cross-cultural understanding
	+ Advocate for persons fleeing from war and persecution and provide information about and influence legislative and policy decision-making at all levels of government that affects these persons

4.2 Events

The Forum may carry out events in accomplishing its goals and organizational agenda. One such event is the annual World Refugee Day celebration, which is planned, organized and carried out by a special committee. This event is a regular item in the Forum budget. Other events are planned and carried out by Forum task forces, each of which has a designated budget.

4.3 Other activities

The Forum may initiate, take part in, or support campaigns that advocate on behalf of refugees, asylees and asylum seekers and in support of those who serve them. This may include taking an official position on issues and issuing official statements. All such activity shall be decided on by the Executive Team, with the input of the Forum membership as appropriate.

4.4 Endorsements

4.4.1 As decided on by the Executive Team, the Forum may take a position on proposed legislation and on ballot measures and other public issues that affect refugees, asylees and asylum seekers and those who serve them. The Forum may advocate for its position and make public statements on its recommendations in regard to such matters.

4.4.2 The Forum shall not endorse political candidates or parties.

4.5 If, in the process of carrying out Forum activities, the Executive Team decides it is necessary to go outside the resources of the membership, the Forum may engage professional services. Funds from the Forum operating budget may be used to pay for such services. (See Section 10, Finances)

5) MEMBERSHIP

5.1 Joining the Forum

5.1.1 Membership in the Forum is open to any interested individual, agency or organization, on approval by the Executive Team. Membership is contingent on payment of annual dues.

5.1.2 On joining, organizations must designate one primary and one alternate as their official representative and contact person. This person is the official representative for the member organization at Forum meetings and is the organization’s contact for receiving ballots for voting purposes.

5.1.3 Staff of member organizations are considered Forum members for purposes of serving on task forces and committees and running for office.

5.2 Membership dues

5.2.1 Dues cover membership for a calendar year, January through December. Dues are not pro-ratable for partial year.

5.2.2 Annual membership dues are $70 for agencies and organizations, $35 for Ethnic Community-based Organizations (ECBO) with fewer than 10 staff members, and $35 for individuals.

5.2.3 An organization is considered an ECBO if it meets one of the following definitions at the time of application for membership:

1) An ECBO is a non-profit organization that was founded and is led by a current or former refugee, or a group of current and former refugees and immigrants, primarily for the advancement of refugees.

*Office of Refugee Resettlement (ORR) Ethnic Community Self-Help (ECSH) Program Implementation Guidelines*

[*https://www.acf.hhs.gov/sites/default/files/documents/orr/ecsh\_program\_implementation\_guidelines\_508.pdf*](https://www.acf.hhs.gov/sites/default/files/documents/orr/ecsh_program_implementation_guidelines_508.pdf)

2) An ECBO … is a non-profit community-based organization whose governing board is comprised of a majority (at least 51 percent) who are current or former refugees.

*California Department of Social Services, Refugee Programs Bureau*[*https://www.cdss.ca.gov/Portals/9/Refugee/FactSheets/ECBO\_Fact\_Sheet.pdf?ver=2017-05-02-143057-147*](https://www.cdss.ca.gov/Portals/9/Refugee/FactSheets/ECBO_Fact_Sheet.pdf?ver=2017-05-02-143057-147)

5.3 Distribution list / listserv

5.3.1 Anyone who has a legitimate interest in receiving email communications sent by the Forum or posted to the Forum may join the Forum listserv. Members of the listserv may also post messages for distribution to the general Forum.

5.3.2 Members of the listserv do not need to be paid members of the Forum. Membership in the listserv does not imply membership in the Forum.

5.3.3 Commercial entities and those with intentions to gain personal benefit from participating in the Forum will not be added to the list. Listserv members may be removed at any time at the discretion of the Executive Team for reasons such as posting inappropriate messages or causing disruption to the Forum.

5.4 Benefits of membership in the Forum

Forum members who have paid their dues:

* Provide funds for task forces and events through their dues
* Contribute to the numerical strength of the Forum as a public advocate for refugees
* Are eligible to serve as an officer
* Are entitled to vote in elections of officers
* Are assured membership in task forces and committees
* Can raise motions at Forum meetings and vote on official Forum business
* Have their organization listed on the Forum website
* May state for their own organizational purposes that they are a member of the San Diego Refugee Forum

5.5 Member responsibilities

* Members are expected to vote in elections and on all matters put to the Forum for decision.
* Members are encouraged to run for Forum office and to participate in task forces.

5.6 Affiliation letters

* The Forum can provide an affiliation letter to member agencies upon request. The Chairperson is authorized to sign a letter on Forum letterhead indicating that the requesting organization is an active member of the San Diego Refugee Forum.

6) MEETINGS

6.1 General meetings

* Forum general meetings are the primary means by which communication and collaboration among Forum members and other participants take place. They are open to the public. A quorum of the Forum membership is not required for meetings to be held.
* Any recording or photographing of meeting proceedings requires prior permission from Forum officers.
* Meetings are announced by email notification to the Forum listserv and on the Forum website.

6.2 Time and location

* Meetings are to be held monthly from January through November. No meeting is held in December.
* Meetings are to be held at a location chosen from available sites convenient for most participants.
* When in-person meetings are not possible or practical, arrangements shall be made to host them on the Internet.

6.3 Official business

6.3.1 All persons attending general meetings of the Forum are entitled to a seat and a voice at the meeting. Only paid members of the Forum are entitled to raise motions and to vote on matters of official Forum business. Any member who has paid their dues by the time a vote takes place is eligible to vote.

6.3.2 Each individual member is allowed one vote, and each agency is allowed two votes.

6.3.3 Quorum

* A quorum for the purpose of voting on Forum business shall be the simple majority of the paid Forum membership. If a quorum is not present at the time of a meeting (in-person or virtual) when a vote will be taken, the entire membership must be polled by email on the matter to be voted on. See Section 8 on voting in elections of officers.

7) OFFICERS

7.1 Officer positions

The officers of the Forum include the following:

* Chairperson
* Vice Chairperson
* Secretary
* Treasurer
* The County of San Diego Refugee Coordinator (ex-officio, but permanent and equal voting member)
* Member at Large (assigned on an as-needed basis)

Together, the group of officers forms the Executive Team. (See 7.4)

7.2 Duties

The officers work together as a team to carry out the work of the Forum. They are expected to:

* Perform their assigned duties on their own initiative
* Collaborate on shared responsibilities
* Attend and participate in meetings
* Contribute to discussions and decision making
* Decide jointly on budgetary matters, including authorizing expenditures
* Respond promptly to officer communications
* Help with special needs that arise
* Conduct themselves in an ethical manner

The **Chairperson** acts as the leader of the Executive Team. The Chair:

* Provides leadership in conducting the affairs of the Forum and in identifying and prioritizing issues for the Forum to address
* Represents the Forum in responding to important inquiries, issuing statements, and advocating on behalf of the refugee community after consulting with other officers
* Consults with the Executive Team on matters involving Forum policy
* Calls, provides the agenda for and leads officer meetings as scheduled or as needed
* Makes arrangements with presenters to present at Forum meetings
* For the general meetings:
	+ Prepares the meeting agenda document
	+ Sends out to the Forum a meeting announcement email and the agenda
	+ Conducts the meeting
	+ Oversees the Forum task forces, staying informed of their meetings and activities and providing direction and guidance as appropriate

The **Vice Chairperson** plays a leading role in conducting Forum affairs. The Vice Chair:

* Contributes to decision-making about Forum affairs and policy
* Monitors Forum affairs and keeps officers aware of required action
* Assists in coordinating the task forces
* Provides guidance to the Executive Team on administrative matters
* Assists the Chair with administrative functions as requested
* Takes over for the Chair in the Chair’s excused absence
* Helps to conduct meetings
* Provides direction to the Treasurer and Secretary as needed

The **Secretary**:

* Takes minutes and attendance at general meetings and officer meetings
* Sends the minutes out to the Forum and posts them on the website
* Assists in preparing written materials for the Forum
* Makes routine updates to the website
* Manages storage of Forum documents on Google Drive
* Helps with special projects

The **Treasurer**:

* Handles the financial affairs of the Forum
* Receives and promptly processes member payments, communicating with members as appropriate
* Keeps the Forum membership spreadsheet updated
* Keeps the Member page on the website up to date
* Keeps account of income and expenses
* Manages the Forum bank account
* Provides financial documentation as requested
* Gives a Treasurer’s report at the general meetings

The **County of San Diego Refugee Coordinator** serves as a permanent ex-officio member of the Executive Team. The Refugee Coordinator:

* Acts as an advisor to the officer team
* Offers input on Forum priorities and policies
* Provides background and context to discussions
* Participates with officers in decision-making on Forum affairs
* Provides liaison with the County and other government agencies
* Contributes information about local, state, and other government refugee policy and statistics

The **Member-at-Large** is a special one-year position appointed by consensus of the Executive Team to perform special duties as assigned. This position is filled on an as-needed basis.

7.3 Other responsibilities

7.3.1 The Forum email account

* All officers are expected to access the Forum gmail account. They should all check it regularly and reply to incoming emails that pertain to them, and others that they are able to answer. When appropriate, they should inform other officers about emails they answered and replies they sent out.
* Emails that require consultation should be shared with the Executive Team to decide on appropriate action.
* Officers should inform others of incoming emails that require their immediate attention.
* To maintain the Forum’s reputation as an efficient and responsive organization, inquiries and other matters should be responded to in a timely manner.

7.3.2 The Forum website

* Officer responsibilities regarding making changes to the Forum website are outlined in Forum Policies. These primarily involve posting, updating and maintenance. Minor or routine changes may be made by the responsible officer. Major changes, such as revising, adding or deleting content may be suggested by any officer; they must be discussed and approved by the Executive Team before they are made by the officers authorized to make changes.

7.3.3 Social media

* Forum social media accounts should be handled according to established Forum policies.

7.4 The Executive Team

7.4.1 Composition

* The officers of the Forum comprise the Executive Team.
* The Chair is the presiding officer.

7.4.2 Function

* The Executive Team, in general, carries out the business and functions of the Forum. Among other things, the group:
	+ Discusses issues of importance to refugees, immigrants and asylees and the agencies that serve them
	+ Establishes policy and directs Forum activities in keeping with the Forum’s mission
	+ Makes decisions on matters that concern the Forum as an organization
	+ Through the Chair, provides guidance to the Task Forces, and stays informed of their activities
	+ Discusses and decides on presenters for Forum general meetings
	+ Establishes and manages the Forum budget and decides on expenditures

7.4.3 Decision-making

* All decision-making beyond minor, routine business matters shall be done by the Executive Team as a group.
* A quorum for the purposes of making decisions shall consist of the majority of the currently serving officeholders.
* Each officer has an equal vote.

7.4.4 Meetings

* The Executive Team meets, at minimum, once a month in advance of the regular monthly general forum meeting. Special meetings may be called at any time.

7.5 Term of office

7.5.1 The term of all elected officer positions is two years, from January 1 of one year to December 31 of the following year.

7.5.2 An officeholder may serve a maximum of two successive two-year terms regardless of position, or a maximum of four consecutive years.

7.5.3 A person filling a vacated officer position will serve out the term of the person being replaced and is then eligible to serve two consecutive complete terms on their own. However, if the position is filled by reassignment of a sitting officer, that officer shall not serve for a period longer than four consecutive years.

7.5.4 The County Refugee Coordinator ex-officio serves on a continuing basis with no time limitation.

7.6 Membership requirement

* An officeholder must be a paid-up member of the San Diego Refugee Forum continuously during his or her tenure. No exceptions.
* An officer who has not paid member dues by the end of the first month after beginning a term in office – whether newly elected or continuing in office – shall be given a 10-days’ notice to pay. If no payment is made by the end of the 10 days, the officer shall be automatically dismissed from office. (See 7.10.2)

7.7 Resignation

* Officers are generally allowed to resign from their position at any time and for any reason by informing the Executive Team in writing. They have the option of stating or not stating a reason for their resignation.
* Resignations of officers who are under impending dismissal or removal will not be accepted, and dismissal or removal will proceed.

7.8 Filling a vacant position

* If an officer position becomes vacant at any time, the Executive Team may, by majority decision, decide to:
	1. Allow a member of the Executive Team to move from their current position into that position
	2. Hold a special election
	3. Fill the position on a temporary basis by naming a member-at-large to serve until the next election
	4. Leave the position vacant until the next election

7.9 Exchange of officer positions

* If officers would like to exchange their positions, this may be allowed by majority decision of the Executive Team. A maximum of four consecutive years of service applies.

7.10 Suspension, dismissal and removal from office

7.10.1 Suspension

* An officeholder may be suspended by majority vote of the other members of the Executive Team for the following reasons, among others:
	+ Allegations of unethical or abusive conduct
	+ Infractions against Forum policy (e.g., misuse of Forum communications)
	+ Professional or personal behavior judged by the Executive Team to be inappropriate for a Forum officer
* The term of the suspension shall be determined by the deciding officers.

7.10.2 Dismissal

* An officeholder shall be automatically dismissed for any of the following reasons:
	+ Non-payment of membership dues (See 7.6)
	+ Failure to attend more than two meetings (including general meetings and officers’ meetings) within a calendar year without adequate advance notification. The other officers may, for good cause, permit excused absences.
* **Apart from 7.6, no advance notice of dismissal is required**.

7.10.3 Removal

* An officeholder may be removed from office by majority vote of the other members of the Executive Team. Justifiable reasons for removal include, among others:
	+ Illegal activities
	+ Substantiated unethical or abusive conduct
	+ Behavior damaging to the mission and reputation of the San Diego Refugee Forum
	+ Chronic non-performance of or non-attention to core duties and responsibilities
* The Executive Team can decide on the standards and methods for holding officers accountable for their job performance.

7.10.4 Notification

* The Forum shall be informed of all resignations, suspensions, dismissals and removals of officers and the reasons for them.

7.10.5 Disqualification

* Officers who were dismissed or removed from Forum office are not eligible to stand for election or hold office again.

8) ELECTIONS

8.1 Date of election

* An election of officers will be held each year in November on a date that allows the results to be announced at the November general Forum meeting.

8.2 Election guidelines

* The Executive Team, in conjunction with the Nomination Committee, shall, in September before the election, prepare an Election Guidelines document for the election. The guidelines specify steps, dates, deadlines, and other information needed to conduct the election in an organized and efficient way.

8.3 Election protocol

8.3.1 Depending on the number of officer positions that are coming vacant at the end of a given year, from one to four officer positions would be filled at an election. The Forum election protocol calls for candidates to run for election as a Forum officer in general rather than for a specific office. After the votes are tallied, the top vote-getter will select the open position of his or her choosing. The second-highest vote-getter then selects a position; and so on if there are more than two vacant positions.

8.3.2 If there is a tie at any level in the vote tallies, the candidates involved should use a method such as flipping a coin to determine who will choose their office first. Alternatively, the parties can reach an accommodation among themselves to resolve the issue.

8.3.3 If an electee does not wish to take the office that falls to them in the office selection process described in 8.3.1, that person may withdraw and not take office. They will be replaced by the candidate who received the next highest vote total. By taking office, an electee asserts that he/she agrees to fulfill the responsibilities of their position fully and faithfully.

8.4 Nomination of candidates

* Nominations of candidates for office are solicited from among Forum members and the Forum community at large.
* Anyone may nominate a candidate and submit the required nomination form.
* Candidates must be nominated by a third party following the procedures outlined in the SDRF Election Guidelines; self-nominations are not accepted.

8.5 Requirements of nominees

8.5.1 Officers are required to be paid members of the Forum, whether on an individual basis or through a member organization. Candidates for office who are not paid Forum members may be nominated; but to qualify for placement on the election ballot, nominees must be paid members at the latest by the date of the formation of the final election ballot.

8.5.2 Officers who have served two consecutive terms are eligible to be nominated and to stand for election again after a period of one year from the end of their service. (See 7.5.2)

8.5.3 Officers who were dismissed or removed from Forum office are not eligible to be nominated. (See 7.10.5)

8.5.4 All nominees will be required to assert that they have read and accept the Forum Bylaws and agree to the officer duties as stated therein.

8.6 Nomination Committee

* A Nomination Committee of three volunteers from among Forum members will be formed in September of each year. The committee receives, checks, processes and compiles nominations and prepares the election ballot according to the SDRF Election Guidelines.

8.7 Voter eligibility

* Only paid members of the Forum may vote in elections. This includes individual members and member organizations. In general, membership payment should be completed 10 days before the election in order to facilitate mailing of ballots. However, anyone paying their membership before the established voting deadline may cast a vote. Deadlines for voting and for payment of membership will be specified in the SDRF Election Guidelines for each election.

8.8 Distribution of election ballots

* The election shall be conducted by email rather than in person at the November Forum meeting, as was the case prior to 2020.This is to ensure that all members are given a chance to cast a ballot.
* Ballots are sent out to all paid Forum members only. Every individual member of the Forum will receive one ballot. Each member organization will receive two ballots, sent to the contact person on record. The organization decides who shall mark their ballots. The two ballots can be cast for the same candidate or for two different candidates.
* Completed ballots must be returned to the Nomination Committee by the established deadline.

8.9 Election results

Steps in completing the election process:

1. Completed ballots are checked and tallied by the Nomination Committee.

2. The Nomination Committee reports the results to the Executive Team.

3. The Executive Team informs the candidates of the vote totals.

4. The candidates choose their positions according to the election protocol (see 8.3) and inform the Executive Team of the results of that process.

5. At the November general meeting:

* + The Nomination Committee reports the vote tally.
	+ The Executive Team announces the new officeholders.

8.10 Transition

* The Executive Team orients the new officers to their positions before the end of December. This includes reviewing their duties and the Forum bylaws, acquainting them with the Forum gmail and Drive archive, and informing them about current Forum affairs.
* New officers begin their term on January 1.

9) COMMITTEES AND TASK FORCES

9.1 Membership

9.1.1 Members of committees and task forces are volunteers and are usually Forum members, which for this purpose includes staff of member organizations as well as individual members. The Executive Team may, at its discretion, allow other Forum participants to join.

9.1.2 An individual is allowed to be a member of more than one committee or task force.

9.2 Committees

9.2.1 Two committees are formed every year:

* + The World Refugee Day Planning Committee, which meets from March through June.
	+ The Nomination Committee for Forum officer elections, which meets in October and November.

9.2.2 The Executive Team may call for the formation of ad hoc committees for specific purposes.

9.3 Task forces

* Task forces are standing committees. Their members serve continuously from one year to the next unless they notify the group that they wish to withdraw.
* Task forces are working groups composed of volunteers who have a common interest in a particular topic area of relevance to the refugee and asylum communities. They play a major role in the Forum’s work by researching issues and identifying needs and developing ways to address them. They may carry out activities and communicate with outside resources if appropriate. They present their work and recommendations to the general Forum.
* The task forces of the Forum are:
	+ Advocacy
	+ Asylum
	+ Domestic Violence
	+ Education
	+ Employment
	+ Health
	+ Mental Health
* See other Forum documents for descriptions of the specific aims of each task force.
* Requests to form task forces to address other topic areas may be made to the Executive Team.

9.4 Meetings

* Task forces should meet at least once a month. They should keep the Executive Team informed of their meeting schedule.

9.5 Direction

* Task forces are largely self-directed. Their agenda and priorities are generated and decided upon by the members of each group. They may receive input from the Executive Team and from other Forum participants. The Chair of the Forum is responsible for providing general guidance to the task forces and for responding to questions and other needs.

9.6 Leadership

* Each task force shall select from among its membership a Chair and alternate or two Co-chairs, as it decides. The designated person or persons are responsible for calling meetings, preparing the meeting agenda, and presiding at meetings. A contact person for the group should also be identified.
* Chairs and co-chairs should be paid members of the Forum, but the Executive Team shall have discretion in this requirement.

9.7 Decision-making

* Decisions are arrived at by vote among active task force members. Minor decisions may be made by majority decision of those present at a meeting; major decisions should be decided by a quorum, being the simple majority of the active members of the task force.

9.8 Reporting

* Task forces shall record minutes of their meetings and shall provide to the Executive Team a copy of the minutes and other requested reports.

9.9 Budget

* The Forum provides a budget for each task force in an amount that depends on the current state of Forum finances. Task forces are authorized to spend their funds as they see fit. Major expenditures shall be submitted to the Executive Team for approval.
* Requests to the Treasurer for funds or for reimbursements for expenditures should be accompanied by invoices or receipts.

10) FINANCES

10.1 Funding sources

10.1.1 Membership fees

* + The annual operating budget of the Forum is derived from membership fees.

10.1.2 Outside sources

* + The Forum, or its Task Forces, with Forum approval, may seek to acquire funding from outside sources to finance special activities. Any such funding obtained shall preferably be passed through to member agencies. Any excess income from such sources shall be added to the general Forum account.

10.2 Budget

10.2.1 Budget allocations

* + Decisions on general budget allocations shall be made by the Executive Team.

10.2.2 Task Force activities

* + The main use of Forum funds is to provide resources for the Task Forces to carry out their activities.
	+ The Forum puts on an annual event in celebration of World Refugee Day. Expenses for this activity are budgeted for out of Forum funds. Sponsorships and donations may also be solicited to cover costs.

10.3 Disbursements

10.3.1 Approval

* In general, proposed expenditures of Forum funds for specific purposes shall be brought to the Executive Team for discussion and approval. In the case of special projects or events that are managed by Task Forces or committees, such as the World Refugee Day event, those groups shall have the power to allocate expenditures of funds budgeted to them; however, major expenditures shall be submitted to the Executive Team for approval. (See 9.9)

10.3.2 Expenses

* Routine expenses of the Forum include primarily minimal basic business costs and occasional fees for services, which may be contracted for on an as-needed basis. There are no personnel costs, as the Forum is an all-volunteer organization. The Forum does not maintain its own office equipment or office space. Reimbursements for expenditures shall be handled through the Treasurer and require presentation of receipts.

10.4 Reporting

* Each year, at a general Forum meeting no sooner than July and no later than October, the Executive Committee shall present a budget report and a projection for the following year. The report will include a breakdown of expenditures for the year to date and of expenses anticipated for the remainder of the year. The budget projection will include the Task Force reimbursement limit for the following year.

10.5 Fiscal year

* The organization’s fiscal year is January 1 through December 31.

10.6 Accounting

* The Forum’s bank account and all transactions and accounting are managed by the Treasurer. Outside accounting or financial services may be engaged on an as-needed basis on approval by the Executive Team.

11) AMENDMENTS

11.1 Amendments to these bylaws can be proposed by the Executive Team and require a simple majority vote of the paid members to become effective. Proposed amendments to the bylaws shall be presented at a monthly general meeting and also disseminated to all Forum members by email for their review and comment. At the discretion of the Executive Team, other Forum participants may also review the proposed changes and offer input. At the following monthly meeting, a final draft of changes to the bylaws shall be presented and put to a vote by paid members. If a quorum (a majority of the current paid membership) is not in attendance at that meeting, the vote shall be done by email to all paid members. The outcome of the voting is determined by the majority of those responding.

11.2 Revisions to bylaws, once approved, take effect and apply immediately.

Status: These Bylaws were approved by majority vote of the SDRF membership at the general meeting on August 17, 2021.