

**Constitution and By-laws
of the
India Association of Greater Charleston
Amendments in Red**

Article I: Name

The name of the organization shall be “INDIA ASSOCIATION OF GREATER CHARLESTON”, abbreviated hereafter as the “IAGC”.

Article II: Goals

The goals of the IAGC shall be to:

- i) Form a non-political, not-for-profit **secular** organization of persons interested in India.
- ii) Provide a forum to improve understanding of the culture and heritage of India in the United States of America.
- iii) Achieve the above goals through educational and cultural activities open to the membership and to the general public.

Article III: Organization

- i) The IAGC is incorporated under the Laws of the State of South Carolina and of the USA as an eleemosynary
- ii) The IAGC will be governed by this constitution and by-laws which may be amended from time to time according to the procedure set forth herein.

Article IV: Membership

- i) Membership shall be open to all persons interested in India.
- ii) Membership shall mean all life members and dues-paying members of the IAGC.
- iii) The membership of the IAGC shall meet at least once a year in a general body meeting.
- iv) The membership categories and dues shall be as defined in Article IX.

Article V:

Section 1

The ultimate authority of the IAGC shall be vested in its membership, **also known as the General Body**. The membership shall elect an **Executive Committee (EC)** and a **Board of Trustees also known as the Board or BOT**, and the officers of the IAGC by secret ballot.

Section II

a) Board of Trustees

IAGC shall have a board of Trustees consisting five (5) members.

The board shall be responsible for the implementation of the mission of IAGC as defined in Article II of the by-laws

Only members in good standing for at least two years and life members who have previously demonstrated leadership and commitment to the betterment of the organization shall be eligible to serve on the Board.

Each Board member will serve for four (4) years except for the first Board when two members out of five shall serve for two years.

Election for the BOT will be held every two years concurrent with EC elections.

No member of the BOT may serve two consecutive terms.

Members shall be nominated by the executive committee or life members and elected by the general Body.

The president of IAGC will be a non-voting member and attend the quarterly meetings of the Board.

In addition, the Board will

1. Facilitate and monitor compliance with the by-laws.
2. Assist in the planning and execution of major cultural activities.
3. Provide financial oversight including fund raising and capital expenditures.
4. Board will provide oversee and assure a smooth transition from the outgoing EC team and the incoming EC.

b) Executive Committee

The Executive Committee of the IAGC shall consist of the President, Secretary, Treasurer and four (4) members of the Committee. The immediate past President and Chairpersons of the

Standing Committees shall serve as non-voting members of the Executive Committee. The Committee shall meet at least quarterly to conduct the business of the IAGC.

All officers and committee members shall serve without monetary compensation.

Section III

All office bearers and members of the committee shall be elected for a term of two years. All newly elected officers and members shall assume charge at the annual general body meeting. The reigning president cannot run for the post of president for two consecutive terms. However, in case of no other candidate the same president can be appointed by the approval of BOT.

Section IV

A. Responsibilities and duties:

i) The President shall be the chief executive officer of the IAGC. The President shall with the approval of the Executive Committee:

- a) develop a plan of activities for the year
- b) appoint chairperson of the Standing and ad hoc committees
- c) fills vacancies of the Executive Committee
- d) preside at all formal meetings
- e) be responsible for executing the decisions of the committee and such other matters that are not specifically the assigned duties of another officer of the IAGC.

ii) The Secretary shall:

- a) schedule and prepare the agenda for meetings of the Executive Committee and the general body
- b) keep minutes of all formal meetings
- c) maintain and update the membership list
- d) keep the membership informed of the decisions of the Executive Committee
- e) conduct all polls
- f) assume the duties and responsibilities of the President in his/her absence.

iii) The Treasurer shall

- a) receive and account all membership dues and other income
- b) disburse accounts payable
- c) periodically report financial status of IAGC to the Executive Committee
- d) present an audited financial statement at the annual general body meeting
- e) assist the President in filing necessary tax returns with the Federal and State authorities.

iv) The members of the Executive Committee shall

- a) attend committee meetings
- b) participate in the decision-making process
- c) help carry out the decisions of the committee.

d) When a decision must be made outside of the regular procedure, the President, Secretary, or the Treasurer shall obtain telephone consent of other members of the Executive Committee. Such action shall be placed on the agenda and included in the minutes of the next regular meeting.

v) The out-going officers shall hand-over all records and assets of the IAGC to the new officers within 30 days of the installation of the new officers.

B. Inaction and neglect of duties:

- a) In the event of negligence of duties of conduct prejudicial to the IAGC by any member of the committee, the President shall take proper action including dismissal of the member or officer as approved by 2/3rd of the Executive Committee
- b) In the event of negligence of duties or prejudicial conduct by the President, **or a member of the Board**, he/she may be removed from office by a vote of no-confidence initiated by majority of the Executive Committee OR 25% of the membership AND approved by 2/3rd majority of General Body.

Article VI: Election

Section I: Privileges

- a) All members of the IAGC shall be eligible to nominate, and vote in the annual elections.
- b) Only the members who have paid their dues for the current year and were members in the previous year shall be eligible to contest in the election.

Section II; Nomination

- a) An Election Committee, consisting of 3 dues paying members, with one as Chairperson shall be appointed by the President with the approval of the Executive Committee, by March 31 of the election year.
- b) Nomination will be solicited by a general notification to all members.
- c) All nominations must be received by the Election Committee Chairperson by October 31 and be accompanied by the written consent of the nominees.
- d) A member may not contest for more than one position of the Executive Committee.
- e) Family members or business associates of a nominee will be recused from serving on the election committee
- f) The Election Committee shall contact each valid candidate and prepare a ballot listing all valid candidates.
- g) **The President of IAGC is ineligible to run for office of President for two consecutive terms. The reigning president cannot run for the post of president for two consecutive terms. However, in case of no other candidate the same president can be appointed by the approval of BOT.**
- h) **No two immediate family members may be nominated either to the EC or to the BOT or concurrently serve on the two bodies.**

Section III: Voting and results

- a) Poll of all members shall be conducted by December 1, of the year of election.
- b) At the discretion of the election committee, the poll can be either by mail or by electronic means ensuring participation, privacy, security and verification
- c) The Secretary shall provide a membership list of all members as of December 1 to the Election Committee Chairperson.

- d) Each single or student member shall have one (1) vote and each full-family membership shall be eligible for two (2) votes.
- e) All valid ballots will be tabulated by the Election Committee and the winners declared elected at the time of the Annual General Body Meeting.
- f) The candidates receiving the highest number of votes among all ballots received shall be declared winners.
- g) There is no minimum number of ballots that must be received for choosing a winner.
- h) In the event of a tie, a special election shall be held to fill the contested position unless one or more of the candidates choose to withdraw their candidature(s).

Article VII: Quorum

- i) A simple majority of members present or represented by written proxy shall constitute quorum to conduct the business of the IAGC in Executive Committee.
- ii) Decisions made at such meetings shall be considered a decision of the respective bodies.
- iii) Attendance by **10%** of the members at the Annual General Body Meeting shall constitute quorum **to approve GBM minutes. All other decisions will need 25% Quorum.**

Article VIII: Amendments

Amendments to the Constitution may be proposed by:

- i) the Executive Committee, or
- ii) petition signed by 25% of the membership, or
- iii) a committee appointed by the Executive Committee for this specific purpose.

All amendments shall be presented to the members by mail, by Electronic means or at a general body meeting and considered adopted if approved by 2/3rd of those voting. Amendments shall be effective when approved.

Article IX: Membership and dues

Section 1

Membership dues shall be divided into the following classes and their annual dues set by the executive committee with the consent of the general body.

- i) Honorary members: are persons elected to this status by the Executive Committee in recognition of outstanding contributions to the goals of the IAGC, pay no dues and shall not have voting power
- ii) Full-family members are a husband, wife, and minor
- iii) A single member.
- iv) A student member is a full-time student over 18 years of age

v) One time payment of ten times the annual dues will provide Life Membership in a particular category of membership in IAGC with the exception of student members and Honorary members. Life memberships are not transferrable.

Section II

i) Annual membership dues shall be payable on or before the end of April.

Section III

i) The fiscal year of the IAGC shall be the calendar year.

Article X: Miscellaneous

i) No part of the earnings, if any, of the IAGC shall inure to the benefit of any member, officer, or private individual.

ii) In the event of dissolution of the IAGC, the cash and other assets on hand shall be distributed to such other non-profit, charitable or educational organizations as have similar goals as the IAGC.

iii) The Executive Committee of the IAGC by a majority vote shall direct distribution of the assets.

Dated November 3, 2020

**Includes amendments to Article IX approved at 2017 GBM and
Amendments Proposed by joint meeting of the By-Laws review committee and EC in February
2020**