

**Bylaws of the India Association of Tallahassee with  
Amendments**

*Ratified at the General Body  
Meeting*

*Saturday, January  
28, 2017*

*Meeting Room, Leon County Public Library (Main Branch),  
Tallahassee, FL*

Amendments to the bylaws are shown in [blue](#).

## **Bylaws of the India Association of Tallahassee (IATLH)**

### **ARTICLE I - ASSOCIATION**

#### **Section 1.1 - Name**

The name of this organization is India Association of Tallahassee, Inc., hereinafter called the "Association".

#### **Section 1.2 - References**

All references herein to the Association shall mean the India Association of Tallahassee and all references to the Board shall mean the Board of Trustees of the Association and all references to the Committee shall mean the Executive Committee of the Association. All references to Community shall mean community of Indian origin residing in the United States of America (USA). All references to he or him shall be interpreted to be gender neutral and can be read as he or she or him or her.

#### **Section 1.3 - Membership and Voting Rights**

Membership is open to anyone over the age of 18 years and interested in the furtherance of the Association and residing in the USA. All members shall hold and enjoy equal rights and privileges.

### **ARTICLE II - OBJECTIVES**

The primary objectives of the Association are:

1. To establish communication among the members of the community.
2. To promote understanding and corporate welfare among the members of the community.
3. To provide possible help and assistance for the needy and deserving in the community.
4. To develop and encourage social/cultural activities among the members of the community.
5. The India Association of Tallahassee Inc is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except

that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are tax deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

6. In keeping with the spirit and objectives of the IATLH, the Executive Committee should **constitute and represent** the cultural mosaic and multiple perspectives of the Indian community.
7. **The approval of any expenses in excess of \$5,000 must be ratified by a two-thirds majority (three out of five members) by Executive Committee and two-thirds majority (three out of five members) by Trustees at a joint meeting of the Executive Committee and Board of Trustees.**
8. **To ensure the smooth functioning of IATLH, former office bearers of IATLH will be requested to participate in an Advisory Council to provide recommendations on issues as specified by IATLH Executive Committee.**

### **ARTICLE III - RELATIONSHIP WITH OTHER SIMILAR ORGANIZATIONS**

The Association is a non-profit organization and will not discriminate anyone based on religion, caste, gender, or creed and will encourage the members to develop cordial and friendly relationship with other similar organizations. The members will bear no ill-will or malice towards any other groups.

### **ARTICLE IV - BOARD OF TRUSTEES**

The policies of the Association shall be formulated by a Board of Trustees and shall be responsible for the general membership of the Association.

#### **Section 4.1 - Number and Terms**

The Board shall constitute five members. Three are duly elected by the general membership of the Association; the fourth one is the President of the Association as ex-officio member with voting rights and the fifth one is the immediate past President with voting rights. The President of the Association shall also serve as Secretary to the Board.

The duly elected trustees shall hold office for three consecutive years. Each year one trustee shall retire and election shall be held to fill the vacancy. All trustees are eligible for reelection.

Each trustee is expected to attend at least one meeting of the Board. Two meetings of the Board shall be held in each calendar year at such time and place as the Board shall determine to transact the Association business. Special meetings of the Board may be called at any time by the majority of the Board by giving notice to each member of the Board at least ten (10) days before date of meeting. At all meetings of the Board, majority of the Board shall constitute a quorum for the transaction of business. The members present at any meeting of the Board shall be entitled to vote on any matter requiring the vote of the Board. Voting may also be conducted by mail ballot.

The Board shall meet with the Executive Committee at the beginning, middle and end of the year to get informed of the Association activities.

Any trustee may resign at any time by giving written notice to the President of the Executive Committee. Such resignation shall take effect on the date of such notice or any time specified therein.

The Board, by majority of votes, may declare vacant the office of a trustee for the following reasons:

1. If a newly elected trustee does not accept such office in writing within 10 days after notice of election.
2. If a trustee fails to attend at least one meeting of the Board in one year.
3. Any other appropriate cause as determined by the Board.

A vacancy on the Board of Trustees may be filled by the Secretary of the Board through the appointment of a current member of the Association for a two-year term.

## **ARTICLE V - EXECUTIVE COMMITTEE**

The day-to-day activities of the Association shall be conducted by an Executive Committee consisting of the following:

1. President
2. Vice-President
3. Secretary
4. Joint Secretary
5. Treasurer

## **ARTICLE VI - ELECTION AND DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

### **Section 6.1 - Election**

The general membership of the Association shall elect the President, the Vice- President, the **General** Secretary, the **Joint** Secretary and the Treasurer for a two-year term in December preceding the year for which elections are due. Their term of office shall begin January 1 following the election. (The two-year term shall become effective with the election due in December 1999).

Prior to the general body meeting in December, the **General** Secretary shall inform the general membership, in writing, of the impending election and call for nominations for the various offices. A member cannot nominate himself / herself or his/her spouse, but can nominate any other member of the Association. While sending the nomination form, the nominating member should obtain the concurrence of the nominee in writing. Elections shall be held if there is more than one nomination for any office. Actual voting shall be done at the general body meeting after listening to a brief presentation by the candidates. The ballots shall be marked and handed over to the **General** Secretary who shall count the votes in presence of the members and announce the results immediately.

All nominees for the Executive Committee and Trustees are required to have been IATLH members in good standing for at least two years. All nominees for the post of President are required to have at least served one two-year term on a past Executive Committee. President cannot serve for more than two consecutive terms.

### **Section 6.2 - Duties**

a. President - The President shall preside over all the meetings of the Executive Committee and shall be ex-officio member of the Board of Trustees, with voting

rights. The President shall have general supervision over the activities and operation of the Association. The President shall sign, execute and acknowledge, in the name of the Association, all transactions authorized by the Executive Committee. He shall have the authority to constitute and appoint members, thereto, to transact specific functions/activities.

b. Vice-President - The Vice-President shall assist the President in carrying out the duties of the President and shall act in his stead, when necessary.

c. **General** Secretary - The **General** Secretary shall have the responsibility to maintain the Association records, arrange meetings, programs and activities, conduct elections for the members of the Board and the Executive Committee and be in general communication with the Association members. He shall also keep minutes of the Executive Committee meetings. He may delegate some of his duties to the Joint Secretary.

d **Joint** Secretary – The **Joint** Secretary shall assist the Secretary in the performance of his duties and shall act in his stead when necessary. He shall also function as a public relations officer and shall be responsible for publicizing the Association activities.

e. Treasurer - The treasurer shall have the responsibility of maintaining the funds of the Association. The Treasurer or the President (or his designee) shall have the authority to sign all financial transactions not exceeding **\$3,000**. Any transaction exceeding **\$3,000** shall be signed jointly by the Treasurer and the President or his designee. The Treasurer shall submit quarterly financial reports to the Executive Committee.

#### f. Conflicts of Interest

Whenever a member of the Executive Committee has a conflict of interest; financial or personal interest; in any matter to be decided on by the Committee, the affected person shall **a) fully disclose the nature of the interest and b) withdraw from discussion, and voting on the matter. Any subsequent transaction or vote involving such conflict of interests shall take place only if the remaining committee members determine that it is in the best interest of IATLH to do so and shall needs to be approved by the majority of the remaining committee members. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.**

### **Section 6.3 - Vacancies**

If the President fails to complete a term, the succession in office shall be the Vice-President. If a Vice-President, **General** Secretary, Joint Secretary or Treasurer fail to complete a term, the President shall appoint someone from the general membership of the Association to complete their term subject to the approval of the Board of Trustees.

## **ARTICLE VII - ADMINISTRATION**

The members of the Board and the Executive Committee shall hold their offices in an honorary capacity and are not entitled to any emoluments.

The President shall convene the general body meeting once a year at such place and time as determined by the Committee. The Secretary shall communicate this to all members of the Association, in writing, at least two weeks in advance. The President shall convene the Executive Committee meeting as necessary to transact Association business. The decisions of the Executive Committee shall be by majority of the members who are present and voting.

The membership fee shall be decided by the Board and the members shall be informed of the same by the Secretary. The fee is due to be paid by January 1. However, if it is not paid by February 28, the membership shall expire and it can be renewed for the rest of the year only after paying the required fees.

A membership roster shall be prepared annually and a copy shall be given to every member of the Association.

The Bylaws of the Association may be altered, amended, or replaced, in any particular, and the new Bylaws may be adopted, in each case, by affirmative vote of majority of members of the Association who are present and voting at a general body meeting or at a special meeting.

## **ARTICLE VIII - DISSOLUTION**

In case the Association has to be dissolved, any asset of the Association, after satisfying all the indebtedness, shall be donated to one or more of a charitable non-profit organization(s)/institution(s). Such dissolution of the Association shall be based upon the decision of majority of the general membership.

Upon dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding section of any future Federal Tax Code, or shall be distributed to the Federal, State, or Local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.