

India Cultural Association of Central Iowa  
Ames, Iowa  
Articles of the Association

**First. Name:** The name of the Association is “India Cultural Association of Central Iowa”.

**Second: Place:** The principal office of the Association is located in the City of Ames, Story County, State of Iowa.

**Third: Objectives:** The said Association is organized exclusively to:

A: Assist and promote educational, youth, literary, charitable, and cultural activities with the intent to maintain, preserve, and foster the cultural and secular heritage of India.

B: Enhance friendship with and understanding of people of other cultural backgrounds.

C: Raise, solicit, collect, and disburse funds and charitable contributions for cultural, educational, and humanitarian purposes either directly or in cooperation with other organizations in the U.S.A. and abroad.

**Fourth: Governance:** The Association will be governed by a General Body. The General Body comprises family and individual members. The General Body shall meet once per year to elect an Executive Committee and vote on any other business brought forward by the Executive Committee and/or membership. The Executive Committee shall be responsible to plan and implement programs consistent with the objectives of the Association.

**Fifth: Dissolution:** The Association can elect to dissolve itself by a two-thirds majority vote in a General Body meeting attended by at least two-thirds of the members. Upon the dissolution of the Association, the Executive Committee shall distribute the assets for one or more exempt purposes within the meaning of the Section 501 (C)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code or to the federal government, or to a state or local government, for a public purpose. Any assets not so disposed shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Association is located. The said Court, which are organized and operated exclusively for such purposes, shall determine how the assets will be disposed.

## Bylaws

### **1) Name and Purpose**

The name of the Association is: India Cultural Association of Central Iowa. It is constituted as a non-profit organization and shall hereinafter in these Bylaws be called the Association. The Association's headquarters are in Ames, Iowa.

The activities of the Association shall be consistent with the intent of Section 501(C)(3) of the Internal Revenue Code of 1954 covering the Association's non-profit status.

### **2) Membership**

A. Any person who subscribes to the objectives and the Bylaws of the Association is eligible to apply for membership.

B. There shall be two types of memberships: Family and Single. A single member shall have one vote; a family member shall have two votes, one for each designated member of at least 18 years of age. The voting right is not transferable.

C. Membership is initiated with the payment of annual membership dues as described in Section 6. The continuance of membership requires annual payment of membership dues.

D. Membership may be revoked if a member violates the Bylaws of the Association. A resolution for such a revocation of membership shall be approved by the Executive Committee by a two-thirds majority vote. However, prior to revocation, the member must be informed of the reasons for the action and given an opportunity to respond.

E. Membership terms shall be from the end of an Annual General Body meeting to the end of the next Annual General Body meeting.

### **3) Executive Committee**

A. The Executive Committee of the Association shall consist of a President, Vice President, Secretary, Treasurer, and three Committee Members. At least one of the office bearers (President, Vice President, Secretary or Treasurer) should have prior experience of serving on the Executive Committee.

B. The Executive Committee shall be responsible for the conduct of the Association in all matters as provided in the Bylaws.

### **4) Duties of the Executive Committee**

A. The President shall preside over all meetings and represent the Association to the public.

B. The President shall delegate the Vice President to preside over all meetings in his/her absence. The Vice President shall assist the President in the performance of activities of the Association, and represent the President in his/her absence. In case the President either resigns or is removed from the office, the Vice President shall automatically assume the position of the President. In case both the President and the Vice President resign, then the Executive Committee ceases to exist.

C. The Secretary shall record minutes of all meetings, maintain all official files and records, and perform other duties as delegated by the President.

D. The Treasurer shall hold custody of the funds of the Association, disburse them according to the decisions made by and expenses authorized by the Executive Committee, including implementation of

the appropriate budget provisions. The budget provisions include drafting the annual budget, keeping accurate accounts of receipts and expenditures, and reporting the accounts and the financial status of the Association at each Executive Committee meeting. The Treasurer, or the President when the Treasurer is unavailable, shall sign all checks issued by the Association. The officer signing the checks shall be held personally responsible for all the expenditures not authorized and must be asked by the Executive Committee to reimburse the unauthorized amount in case of mishandling of the funds..

E. The Treasurer shall be responsible for the collection of annual membership dues and for maintaining the list of members.

F. The Executive Committee is authorized to appoint special committees and task forces as needed and designate chairpersons. Such committees and task forces shall report, as required, to the Executive Committee.

G. By virtue of the election, each Executive Committee member agrees to fulfill the responsibilities which are identified (specified) for the position. An Executive Committee member shall cease to be the member of the Executive Committee when unable to satisfactorily carry out the responsibilities, if so determined by at least five members of the Executive Committee.

#### **5) Nominations, Elections, Voting and Mail Ballot**

A. The Executive Committee members shall serve a one-year term from the end of an Annual General Body Meeting to the end of the next Annual General Body Meeting.

B. In case of a vacancy during the term of an Executive Committee member, the vacancy can be filled for the remaining period of the term by the Executive Committee from the membership.

C. The Executive Committee shall appoint a three member Nomination Committee with a designated chairperson at least forty-five (45) calendar days prior to the Annual General Body meeting. The Nomination Committee shall solicit nominations from the members for President, Vice President, Secretary, Treasurer, and three Committee Members and shall communicate the list of candidates to the General Body at least fifteen (15) calendar days before the next Annual General Body meeting. Only in the event a nomination has not been made for a position, the Nomination Committee may seek nomination(s) from the floor for such positions at the General Body meeting.

D. The Nomination Committee shall conduct the elections by a secret ballot of the members. In the absence of a quorum, as defined in Section 8, at the Annual General Body meeting, the Nomination Committee shall conduct a written mail ballot for the election of the Executive Committee.

E. When a matter is deferred to a mail ballot, it should be initiated within ten (10) calendar days thereafter, allowing ten (10) calendar days for the members to respond. The outcome of the mail ballot will be finalized based on a simple majority (more than 50%) of those voting.

#### **6) Membership Dues**

A. The Executive Committee may recommend appropriate changes in the annual membership dues for each type of membership for approval by a majority vote at the Annual General Body meeting.

#### **7) Meetings**

A. The Annual General Body Meeting shall be convened by the Executive Committee and shall be held no later than September 15 of each calendar year to elect the new Executive Committee and conduct other Association business. The announcement of the Annual General Body Meetings shall be made at least forty-five (45) calendar days before the meeting. In this meeting, the balance sheet of the Association also shall be presented and ratified.

B. Additional General Body meetings may be held as needed and determined by the Executive Committee to discuss amendments to the Bylaws, new policies, and other miscellaneous items. All members shall be notified of all General Body meetings by mail or email at least (30) calendar days before the General Body Meeting.

C. Twenty-five (25%) percent of the members of the Association may request a special General Body meeting by a signed petition with at least forty-five (45) calendar days advance notice prior to an intended date of a proposed General Body Meeting. The President must convene such a meeting no later than thirty (30) calendar days of the petition date.

D. The minutes of the General Body Meeting shall be recorded by the Secretary and ratified by the General Body at its next meeting.

E. The Executive Committee shall meet as needed depending on the activities of the Association.

#### **8) Quorum**

A. The quorum for the General Body meetings shall be one-third of the total number of members. In the absence of a quorum, the Secretary shall conduct a mail ballot for any business requiring approval.

B. The quorum for the Executive Committee meetings shall be constituted by at least four (4) out of seven (7) of the Executive Committee members. For any motion to pass at least four members must vote in favor of the motion.

C. In case the Executive Committee ceases to exist for any reason, a group of ten members of the Association may convene the General Body meeting to elect a new Executive Committee for the remainder of the term and to continue in the next term.

#### **9) Amendments to Bylaws**

A. A group of ten members of the Association may submit a proposal in writing for amendments to the Bylaws of the Association to the Secretary of the Association at least fifteen (15) calendar days prior to the convening of a meeting of the General Body.

B. The Bylaws of the Association may be modified or amended by the General Body with a two thirds majority of the members present and voting under the quorum requirements. In the absence of a quorum, the Secretary shall conduct a written mail/email ballot.

C. A copy of proposed amendments to the Bylaws shall be communicated to the members along with the "announcement" of the General Body Meeting.

#### **10) Removal of Office Bearers**

A. A member of the Executive Committee may be voted out of office by a two-thirds majority in a General Body meeting attended by at least two-thirds of the members.

#### **11) Liability**

A. The Association, its officers, and designees thereof, individually or collectively, shall be rendered harmless against all personal actions of its members.

**Original document: September 12, 1992;**

**Last amended: August 27, 2017.**