

INDIA ASSOCIATION OF WEST TEXAS

BYLAWS

(AS AMENDED 1-29-1994)

BYLAW 1.....NAME

The name of the association is: INDIA ASSOCIATION OF WEST TEXAS, which will be constituted as a nonprofit organization and shall hereinafter in these Bylaws be called the association. The association's headquarters will be located in Lubbock, Texas.

The purposes for which the association is formed are:

- Section 1: To maintain, preserve and perpetuate the cultural heritage of the people of Indian origin.
- Section 2: To assist and promote cultural, educational, social, economic and community affairs of the people of Indian origin.
- Section 3: To foster friendship and understanding with people of other ethnic backgrounds.
- Section 4: To raise, solicit, collect and disburse funds, charities and donations for cultural, educational and humanitarian purposes either directly or in cooperation with other registered not-for-profit organization in USA and abroad.
- Section 5: To carry on all such lawful activities which a nonprofit association organized for literary, cultural and educational purposes within the meaning of Sec. 501(c)(3) of the Internal Revenue Code of 1954 may be empowered; provided, however, the association shall never carry on any political activity, lobby for enactment of legislation or participate in any activity prohibited by the law for an organization established for literary, cultural and educational purposes within the meaning of Sec. 501(c)(3) of the Internal Revenue Code of 1954.

BYLAW 2.....MEMBERSHIP

- Section 1: Any person of Indian origin or anyone else who subscribes to the objectives and Bylaws of the association is eligible to apply for the membership of the association, provided that he or she pays the prescribed dues on time.
- Section 2: The applications for membership shall be reviewed by the Executive Committee and approved by a majority vote.
- Section 3: Membership can be revoked if the member violates the Bylaws of the association and a resolution for such a revocation of the member is passed by the Executive Committee by a two-thirds majority vote, provided that the member is informed of the reasons for revocation before taking such an action.

BYLAWS 3.....EXECUTIVE COMMITTEE

- Section 1: The Executive Committee of the association shall consist of a President, President-Elect, Secretary, Treasurer and Four committee members.
- Section 2: Only members of the association as described in Bylaw 2, shall be eligible for nomination and election to these offices.

BYLAWS 3.....EXECUTIVE COMMITTEE (Continued)

- Section 3: The outgoing president of IAWT Executive Committee shall become an ex-officio, non-voting member of the succeeding Executive Committee unless the out-going president is one of the elected representatives (of section 1) in that year.
- Section 4: The Executive Committee of the Indian Students Association at Texas Tech University, shall appoint a member to the Executive Committee of IAWT, and this member shall be a not-voting member of the IAWT Executive Committee (of section 1).

BYLAW 4.....AMENDMENTS

- Section 1: Any member of the association may submit, in writing, proposals for amendments to the Bylaws of the Association, provided, they are submitted to the Secretary of the association by registered or certified mail, at least one month prior to the convening of a meeting of the General Body.
- Section 2: The Bylaws of the association may be altered or amended by the General Body with a two-thirds majority of the members present and voting, in accordance with the quorum requirements.

BYLAW 5.....DISSOLUTION

In the event of dissolution of the association, the association shall, after paying or providing for the payment of all the liabilities, dispose of all the assets in accordance with the law governing, dissolution of tax exempt organizations. The net assets of the association shall be transferred or contributed to an organization, which shall have in effect tax exempt status under Section 501(c)(3) of the Internal Revenue Code, with purposes similar to the association, as determined by the Executive Committee.

BYLAW 6.....MEETINGS

- Section 1: An annual General Body meeting shall be held in January of each year, when new Executive Committee members are elected. In this meeting, the *verified balance sheet* of the association will be presented and ratified. A new budget for the incoming year shall also be presented.
- Section 2: A General Body meeting shall be held at all instances as determined by the Executive Committee to discuss amendments to the Bylaws, new policies, and other miscellaneous items.
- Section 3: All members shall be notified of all General Body meetings by mail at least thirty days before each General Body meeting.
- Section 4: If twenty-five percent of the members of the association request for a special General Body meeting by a signed petition with forty-five days advance notice prior to the approximate intended date of the proposed General Body meeting, the President should convene such a meeting on a convenient date agreed by the majority of the Executive Committee.

BYLAW 6.....MEETINGS (Continued)

- Section 5: The minutes of all General Body meetings shall be recorded by the Secretary and notified to the General Body in a subsequent meeting.
- Section 6: The minutes of the Executive Committee meetings shall be recorded by the Secretary and ratified by the committee in the next committee meeting.
- Section 7: The Executive Committee shall meet conveniently depending on the need of the activities of the association.

BYLAW 7.....QUORUM

- Section 1: The quorum for General Body meetings shall be twenty-five percent of the total number of members.
- Section 2: The quorum of the Executive Committee meeting shall be at least five of the elected Executive Committee members.

BYLAW 8.....DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

- Section 1: The President shall preside over all meetings; appoint other working committees and members to those committees subject to approval of the Executive Committee, and represent the association before the public.
- Section 2: The President shall delegate the President-elect to preside over all meetings in his absence. The President-elect shall assist the President in the performance of activities of the association, and work with the committees as delegated by the President.
- Section 3: The Secretary shall keep accurate minutes of all meetings and publish them in accordance with the requirements, maintain all official files and records, and perform other duties as delegated by the President. The Secretary is responsible for all official correspondence of the association.
- Section 4: The treasurer shall hold the funds of the association, disburse them according to decisions of the Executive Committee, and the appropriate budget provisions; keep accurate accounts of receipts and expenditures; report to each Executive Committee meeting the financial status of the association, and draft the annual budget. The Treasurer shall sign all checks issued by the association and in his absence the Secretary shall have the authority to sign checks to avoid any delay in payments. The Treasurer or the Secretary who have signed the checks will be personally responsible for all expenditures not authorized by the Executive Committee, and will have to reimburse the amount within ten days of notice from the Executive Committee in case of mishandling of funds and in such instances shall step down from their respective office voluntarily.
- Section 5: The Treasurer shall maintain a list of all members of the association who have paid their dues and who are delinquent, and make every effort to collect the dues from the delinquent members.

BYLAW 9.....POWERS OF THE EXECUTIVE COMMITTEE

- Section 1: Upon the Executive Committee shall rest the duties and responsibilities for the conduct of the association in all matters as provided in the Bylaws. The Executive Committee shall appoint special committees as needed for the planning and policies. The chairpersons of these committees shall report as required to the Executive Committee.
- Section 2: The Executive Committee may not deplete more than ten percent(10%) of the funds available to it at January 1st of that year without obtaining prior approval of the General Body.

BYLAW 10....NOMINATIONS AND ELECTIONS

- Section 1: The Executive Committee serves for a one year term or from the end of one annual general body meeting to the other.
- Section 2: In case of resignation, death or incapacitation of any member of the Executive Committee, the vacancy can be filled for the remaining period of the term by nomination by the Executive Committee.
- Section 3: The President shall appoint, with the approval of the Executive Committee, a nomination committee with a designated chairperson to nominate officers for the association three months before the starting date of the annual General Body meeting. The nomination committee shall inform the names of the candidates for the President, President-elect, Secretary, Treasurer and the committee members at least 20 days before the next annual General Body meeting. The members of this General Body meeting shall elect the Executive Committee.

BYLAW 11....DUES

- Section 1: Annual dues for each association member shall be two hundred fifty dollars (\$250.00) life membership per family, or fifteen dollars (\$15) per each member or twenty five dollars (\$25) per family, or five dollars (\$5) for area students, payable in the month of January.
- Section 2: The annual dues must be paid before the annual General body meeting in order to retain voting rights.
- Section 3: Changes in amount of dues shall be determined by majority vote of the General Body, after recommendation by the Executive Committee.

BYLAW 12....REMOVAL OF OFFICE BEARERS

If any member or members of the Executive Committee did not fulfill the prescribed duties as specified in the Bylaws of the association, such member or members may be voted out of the office by a two-third majority in a general body meeting attended by at least two-thirds of the total members.

.....END OF BYLAWS.....