

**THE INDIAN AMERICAN ASSOCIATION OF LEHIGH VALLEY
CONSTITUTION**

**(Adopted on November 18, 1972)
(Includes Amendments of 2000 to 2005 and 2008)**

ARTICLE I *Name:*

The name of the organization shall be “The Indian American Association of Lehigh Valley,” herein after referred to as the Association.

ARTICLE II *Purpose:*

(A)The Association shall be a non profit organization with an IRS number and below objectives:

- To promote international relations and understanding of India through educational, charitable and cultural activities.
- To serve and fulfill the educational, cultural, social and political needs of the Indian community in the Lehigh Valley and surroundings.
- To coordinate and cooperate with other organizations in programs and activities of mutual interest.
- To promote Indo-American goodwill and Understanding through educational and cultural exchanges.
- To collect funds for charity.

(B) Mission Statement – The Association shall have a mission statement consistent with the purpose of the Association.

(C) Logo for the Association – The Association shall have a logo and use it appropriately.

ARTICLE III *Official Language:*

The official language of the organization shall be English.

ARTICLE IV *Permanent Address:*

The Permanent address for legal purpose shall be “Indian American Association of Lehigh Valley, PO Box 20002, Lehigh Valley, PA 18002-0002.”

ARTICLE V *Membership:*

Section 1. The membership of the Association shall be open to those of any nationality who are in agreement with objectives and programs of this Association.

Section 2. The membership period is the calendar year. The committee shall decide the membership dues from time to time.

Section 3. No member shall solicit funds on behalf of the Association without the permission of the Executive Committee.

Section 4. All regular members above the age of 18 years shall have the right to vote.

Section 5. A special category of “Honorary Member” shall be open to any individual who has made significant contribution to the growth and success of the Association and/or the Indian community of the Lehigh Valley and surroundings. Such a person may be elected as an honorary member by the Executive Committee. Honorary members shall have no voting rights.

ARTICLE VI *Executive Committee:*

The Executive Committee shall be made up of (1) President, (2) Vice President, (3) Secretary, (4) Treasurer, (5) Program Director, (6) Editor, (7) Four Elected Members-at-large, and (8) the President of preceding year.

ARTICLE VII *Board of Directors:*

All the officers listed in Article VI shall comprise the Board of Directors of the Association.

ARTICLE VIII *Duties of the officers are listed below.*

1. President: Will function as chief executive of the Association. Shall preside over all functions of the Association and shall officially represent the Association wherever necessary. President shall have the right to delegate power to any other member of the Board.
2. Vice-President: Shall assist the President in the execution of his or her duties and act on the President’s behalf in his or her absence.
3. Secretary: Shall be the custodian of the Association records, shall execute the decisions of the Executive Committee. Shall be responsible for carrying out the day to day activities of the Association, planning of programs and do other needful things in accordance with the policies of the Association. Shall keep minutes of the Committee meetings and as well as General Body meetings. Shall keep an accurate list of members and their addresses. Other duties are incidental.
4. Treasurer: Shall be the custodian of the financial records and funds. Shall have charge of all savings of the Association, shall keep regular books of accounts and shall deposit funds in the name of the Association in a bank or trust company as designated by the Executive Committee. Shall pay the current obligations of the Association upon presentation of bills or vouchers that are approved by the Executive Committee. Shall render a financial report to the Executive Committee at each regular meeting, in addition to the annual General Body meeting. Shall present for approval an estimated budget to the Executive Committee.
5. Program Director: Shall determine, discuss and organize events to be celebrated by the Association during the term of office.
6. Editor: Shall collect information, edit and publish Association’s newsletter and other publicity materials as directed by the Executive Committee. Shall be assisted by an editorial board.
7. Elected Member: The four elected members-at-large of the Executive Committee are officers without portfolio. They shall help the President and other officers in carrying out the policies of the Association.
8. Ex-officio President: President of the preceding year shall be Ex-officio Committee member to provide the necessary continuity for the whole year. This term may be extended for an additional year.

ARTICLE IX *Fiscal year and Term of the Board:*

The fiscal year and the term of office of the Board shall be from January 1st through December 31st of same year.

ARTICLE X *Election of officers:*

1. The election of all officers shall be held on or before the Republic Day function of the year.
2. Any vacancies caused by resignation, disability, or expulsion shall be filled in through by election of votes of all remaining officers through secret ballot by a simple majority at Association meeting.

ARTICLE XI *Eligibility of officers:*

Candidates for office shall have paid the full membership dues for the year. A candidate shall be eligible for the same office for no more than two consecutive terms. Any member engaged in business in which the Association or that has a direct or indirect interest shall not be eligible for holding office.

ARTICLE XII *Code of Conduct for officers:*

All officers shall attend all Board meetings. Any officer who fails to attend two consecutive meetings without appropriate reasoning or fails to perform his / her duties shall be subject to expulsion at the discretion of the Board and majority vote.

No officer or member may use his membership of the Association for personal profit or gain. Anyone found guilty of this is liable to be expelled from his office or membership of the Association by action of the Board or General Body.

Any officer who starts a business in which the Association has a direct or indirect interest shall have to resign.

The officers must become members of the Association for the year for which they are holding offices. In case of default he or she will automatically forfeit the right of holding the office.

ARTICLE XIII *Meetings and their Quorum:*

General Body meetings will be called by the President at least once a year and on such occasions as the Board deems necessary.

The Quorum at any General Body meetings shall be one-third of the active membership. If the quorum is not met within one-half hour of the stipulated time, the meeting shall be valid with as many members as are present.

Board meetings will be called by the Secretary. A minimum of six such meetings of the Board shall be held per year.

The Quorum for the Board meetings shall be one-half of its composition. If the quorum is not met within one-half hour of the stipulated time, the meeting shall be valid with as many officers as are present.

Rules of Order:

Parliamentary usage as set forth in "Robert's Rules of Order" as periodically revised shall govern all the Association meetings.

ARTICLE XIV Adoption and Amendments:

This constitution and its future amendments as and when necessary shall be ratified by a simple majority of the members present in a General Body meeting.

ARTICLE XV Audit of Accounts:

All accounts of the Association shall be audited by two auditors suggested by the Board. The auditing should be completed before the end of the next fiscal year.

AMENDMENTS TO THE CONSTITUTION

Amendment to the Constitution dated December 2000

1. The Vice-President's position shall be called President-Elect. In the interest of a smooth transition, the Nominating Committee will recommend the Vice-President for the President's job.

Amendments to the Constitution dated December 2001

1. In the interest of emphasizing prior experience and providing continuity, candidates for IAALV President and Vice-president will require prior service in the executive committee for one year. (Effective: 2003).
2. In order to avoid a conflict of interest or a perception there of, nomination for IAALV Office Positions (President, Vice-president, Treasurer, Program Director, Editor, Secretary, and Youth Coordinator) will be restricted to a maximum of one person per family. (Effective: 2003).
3. Web Coordinator position has not been mentioned in the current constitution. It will be an elected position. (Effective: 2003).
4. IAALV President may form, at his or her discretion, an advisory pool of former Presidents and other community members outside of the committee for advice and guidance for smooth operation of IAALV. It is up to the executive committee to follow any changes or recommendations provided by advisory committee. (Effective: 2003)

Amendments to the Constitution dated December 2002

1. The annual membership dues (per family) are increased from \$35 to \$40.
2. Starting with the year 2004, the primary officers (President, VP, Secretary, Treasurer, Program Director and the Editor) of the association will serve for a term of two years. If an elected officer happens to resign, the President will make an ad-hoc

appointment for that position for the rest of the year. An election will be held at the next annual general body meeting (during Dec.) to fill that position.

Amendments to the Constitution dated December 2003

1. There shall be up to ten elected members-at-large in the executive committee.
2. There shall be up to six elected program managers in the executive committee.
3. **Amendment to Article XI**
Article XI of the constitution is modified as follows. The sentence -- “A candidate shall be eligible for the same office for no more than two consecutive terms” -- is deleted from **Article XI** of the constitution.

Amendments to the Constitution dated December 2004

1. The annual membership dues (per family) are increased from \$40 to \$45.

Amendments to the Constitution dated December 2005

1. Every committee member must be a paid member of IAALV. The deadline for membership payment is March 31 of the membership year. If the membership is not paid by the deadline the committee member will be automatically removed from office.
2. For IAALV programs, every performer is required to be a member of IAALV for the current calendar year, with the exception of invited guest performers.

Amendments to the Constitution dated January 2008

1. Amendments to article VIII

1. Assistant Program Director: Shall assist the Program Director in the execution of his or her duties and act on the Program Director’s behalf in his or her absence. The nominating committee will nominate candidate(s) for the position of Assistant Program Director position at the start of new term.
2. Assistant Editor: Shall assist the Editor in the execution of his or her duties and act on the Editor’s behalf in his or her absence. The nominating committee will nominate candidate(s) for the position of Assistant Editor at the start of new term.
3. Assistant Treasurer: Shall assist the Treasurer in the execution of his or her duties and act on the Treasurer’s behalf in his or her absence. The nominating committee will nominate candidate(s) for the position of Assistant Treasurer at the start of new term.

2. Amendment to Article IV

1. The Permanent address for legal purpose shall be “Indian American Association of Lehigh Valley, PO Box 3575, Allentown, PA 18106-0575.”

Amendments to the Constitution dated December 2008

1. The President, Vice-President and Treasurer shall be responsible for the management and protection of the association assets. The Treasurer shall report the financial status of the association at every meeting of the association. The President, Vice-President and the Treasurer shall have appropriate account privileges to manage the short term as well as long term finances of the association and shall do so in concert with and approval of the Executive Committee. The President or Vice-President or Treasurer shall have signatory powers for all association finance accounts. For current accounts (such as the bank checking account) the President or the Vice-President or the Treasurer could sign for the disbursement of funds. Operation and management of all other financial accounts and finances representing the assets of the association shall require a minimum of TWO signatures of the three responsible officers, namely President or Vice-President or Treasurer. If one of these three officers responsible for finances is not available, the next available member of the Board, for example the Program Director shall take on the financial responsibilities of the unavailable officer. As elections take place, the appropriate financial institutions shall be informed in a timely manner and signatory powers be transferred to the new officers for the efficient management of the association assets.

2. Article X, item 2 with regard to *Election of Officers* is amended as follows:

Any vacancies caused by resignation, disability, expulsion or otherwise vacant positions shall be filled in through by election of candidates by votes of all remaining officers through secret ballot by simple majority at an Association Executive Committee meeting.

3. Article XI of the Constitution shall be reinstated to its status of November 2003 to read as below nullifying the changes instituted in December 2003.

A candidate shall be eligible for the same office for no more than two consecutive terms. In case a qualified candidate can not be identified and elected for an office, the person holding the position may temporarily be allowed to continue in the position for an additional six month period to identify an eligible candidate for the office in question. This process shall continue in six month increments if necessary.

4. Election of the Executive Committee shall be on odd years at a general body meeting during the month of December and the Executive Committee members elected shall have tenure for a period of two years starting the following January.

5. Article VII of the IAALV Constitution related to the Board of Directors is amended as follows:

This amendment permits the formation and operation of a governing Board of Directors of the Indian American Association of Lehigh Valley (the Board) with the Executive Committee continuing to be in charge of continuing operations of IAALV as well as the short term finances of the association.

The objectives of the Board shall be to: (1) define and pursue long term goals of IAALV, (2) maintain long term financial viability of IAALV and (3) maintain and protect IAALV through reinforcement of the constitution.

The Board shall be a nominated body and shall serve for a period of two years. The Board is nominated during the month of December of even years by a nominating committee chosen by the Executive Committee of IAALV and start service the following January. The Board shall be comprised of seven members that must all be current members of IAALV and the current IAALV President shall be a voting member of the Board. Three members of the Board shall be chosen from past IAALV Executive Committee members that are not currently serving on the Executive Committee. Three additional members of the Board shall be chosen from other consistent supporters of IAALV that are not currently serving on the Executive Committee. The Board shall meet quarterly and conduct itself per Robert's Rules of Order.

The Board shall be responsible for (1) the long term progress of IAALV and in that vein shall suggest potential directions to the Executive Committee, and (2) the long term financial security of IAALV.

The Board shall have veto power to adjudicate any disagreements in IAALV.

The IAALV Executive Committee shall present an annual plan and a budget to the Board, for approval, during the first quarter of the year.

END OF AMENDMENTS TO THE CONSTITUTION