

INDIA FOUNDATION OF METROPOLITAN PRINCETON  
BY-LAWS

**ARTICLE I**

**Membership Meetings (General Body Meeting)**

**Section 1:** A General Body Meeting shall be held at least once a year at a time and place designated by the Executive Committee. Election shall be held every two years during the General Body Meeting held in the last quarter of the year. To vote, a person should have been a member of the Association since the first of the year in which election takes place.

**Section 2:** The President or the Secretary may schedule any special meeting deemed necessary, subject to the approval of the Executive Committee.

**Section 3:** One-third of the total number of members shall constitute a quorum for the transaction of business at such meetings.

**ARTICLE II**

**Executive Body Meetings**

**Section 1:** The Executive Committee shall meet at least once every three months and more frequently if required.

**Section 2:** The Executive Committee meetings shall be held at a time and place agreed to by the Executive Committee.

**Section 3:** The Executive Committee or the President may schedule any special meeting deemed necessary.

**Section 4:** Notice of the Executive Committee meetings shall be given to the Committee Members prior to the time of such meetings.

**Section 5:** Five members of the Executive Committee shall constitute a quorum for the transaction of business at a meeting of the said committee.

**ARTICLE III**

**Election and Voting**

**Section 1:** Election will be held every two years. The Executive Committee will choose the President and other Officers by way of Voting; each candidate has to garner at least 75% of these votes to be declared a winner. To vote for officers, a person should have been in the Executive Committee since the first of the year in which election takes place.

**Section 2:** Election will be held at a time and place decided by the Executive Committee; however the President and Officers must be elected during the last four months of the end of the current President's and Officers' terms respectively. The newly elected President and Officers shall assume the charge from the first of January and continue for two years as stated in Article V. The outgoing President and Officers shall take care of the business until the newly elected President and Officers take charge of the Association on the first day of their term.

**Section 3:** All questions or issues except those specifically referred to herein shall be resolved by a simple majority of the Executive Committee.

**Section 4:** The term of an Executive Committee member shall be limited to 12 continuous years of service.

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**ARTICLE IV**

**Duties of Officers**

**Section 1:** The President shall preside over all meetings of the Association and shall be charged with the general supervision of the Association; the President shall cast a vote at the membership meetings of the Association only in case of a tie vote, but shall have a vote at all times at the Executive Committee meetings. In the event of a tie at the Executive Committee proceedings, the President shall have an additional tie breaking vote. The President shall convene a meeting of the Board of Trustees with the officers of the Association at least once a year. If the President cannot be present at the Executive Committee meeting for a reason beyond his/her control, then the Vice-President shall conduct such meeting with the powers of the President for that particular meeting.

**Section 2:** The Vice-President shall be expected to assist the President in every possible way for the promotion and welfare of the Association. The Vice-President, in the absence of or disability of the President, shall have all the powers of the President and shall perform all the President's duties. In the event that there is more than one Vice-President, the Executive Committee shall determine the acting President in the absence or disability of the President.

**Section 3:** The Secretary shall handle all official correspondence, file all records and communications, record all proceedings of the Executive Committee and all business in general that comes before and is disposed of by the Association.

**Section 4:** The Treasurer shall receive all funds of the Association, make disbursements as approved by the Executive Committee, present a statement of cash receipts and disbursement covering the fiscal period to date at all membership meetings, and keep the accounts of the Association. The President can authorize any expense that he/she deems necessary for the Association up to Two thousand U.S. dollars. All checks are to be signed by at least two members of the Executive Committee. At the end of each fiscal year the Treasurer shall submit a statement of cash receipts and disbursements covering the fiscal year to the Executive Committee for their approval. It shall be the responsibility of the Treasurer to ensure that the Association complies with all applicable fiscal regulations relating to non-profit organizations.

**Section 5:** The Joint Secretary and the Joint Treasurer shall be expected to assist the Secretary and the Treasurer respectively, in the discharge of their duties. In the event of absence or disability of Secretary/Treasurer, the Executive Committee shall determine the acting Secretary/Treasurer.

**ARTICLE V**

**Budgets and Financial matters**

**Section 1:** The Association's Fiscal Year will commence on January 1 and terminate on December 31 of each calendar year.

**Section 2:** Annual audits of accounts of Association shall be conducted by an auditor appointed by the Executive Committee and the audited report shall be presented to the membership at the next membership meeting.

**ARTICLE VI**

**Amendments**

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**Section 1:** Amendments to the By-Laws shall require, for adoption, the same procedure as required in the case of the adoption of an amendment to the constitution.

**ARTICLE VII**

**Section 1:** All members bear the responsibility of informing the Secretary of any change in their address in a timely manner. The Association does not bear the responsibility of anomaly of mail delivery which is beyond its control.

**ARTICLE VI**

**Special Committee and Special Officers**

**Section 1:** The President shall appoint, subject to the approval of the Executive Committee, any special committee and/or special officer deemed necessary for the successful operation of the association and for liaison with any other organization. All such committees and officers will be effective until dismissed by the President or his/her successor.

**Section 2:** All special committee chairpersons and special officers shall present a report of progress, or have it presented, at the Executive Committee meetings.

**ARTICLE VII**

**Interpretation**

**Section 1:** The Executive Committee and the Board of Trustees shall be the final authority in the interpretation of the By-Laws and Constitution of the Association.

**ARTICLE VIII**

**Amendments**

**Section 1:** Any member of the Association may propose an amendment to this constitution by submitting the proposed amendment in writing to the Executive Committee. If approved by the Executive Committee the proposed amendment shall be considered for adoption at the next membership meeting of the Association. A two thirds majority of the ballot vote of the members present at such meeting shall be required for adoption of the proposed amendment.

**Section 2:** In the event a proposed amendment is not approved by the Executive Committee, it may be submitted for a referendum at a membership meeting by means of a petition bearing the signatures of at least seventy five members. The proposed amendment will be adopted if at least two thirds of the members present vote by ballot in favor of such an amendment.

**Section 3:** All members will be notified in writing of the proposed amendment at least seven days prior to presentation at a meeting.

**ARTICLE IX**

**Liability**

**Section 1:** At no time shall a member or his/her guests or invited guests or institution bring legal action against the Association or any of its Executive Committee members or Officers or members of the Board of Trustees for any personal injury sustained by them

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or for any personal property damage incurred by them while participating in, attending or conducting any of the activities sponsored by the Association.

**ARTICLE X**

**Dissolution**

**Section 1:** In the event that the Association has to be dissolved, the procedure for the dissolution shall be as follows:

- a. A meeting of the Board of Trustees and the Executive Committee shall be called at the Head Office of the Association to consider the dissolution of the Association and Resolution to dissolve the Association shall be passed by at least two thirds majority vote of the members present at this meeting.
- b. The resolution to dissolve the Association, as passed by the Board of Trustees and the Executive Committee shall then be presented at a Membership meeting. The Resolution shall be adopted by a two thirds majority vote of the members present at such meeting.
- c. After the Resolution to dissolve the Association has been adopted, all bank accounts shall be terminated and all tangible and non-tangible assets shall also be liquidated. All funds thus available, after payment of expenses of the dissolution and unpaid bills, shall be donated by the Board of Trustees to a national non-profit, charitable or religious organization of Asian-Indian origin and located within USA with the specific condition to use that money for advancing the cause of the Asian-Indian community in USA or for achieving the objectives set forth in Article II of the Constitution.

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Anything written within brackets is to be omitted from the original; anything underlined, and which is not underlined in the original, is to be added to the original.