

By-laws of McLean County India Association

McLean County, Illinois

ARTICLE 1. NAME

The name of this organization is McLean County India Association (MCIA).

ARTICLE 2. OBJECTIVES.

MCIA is a not-for-profit, cultural, non-faith based organization.

MCIA's mission is to promote Asian Indian culture amongst its members and to help Asian Indians become an integral part of the local Bloomington/Normal community.

MCIA's primary goals are:

1. To promote Asian Indian culture and values amongst its members
2. To promote participation in community volunteer and charitable activities
3. To increase awareness about India and Indian culture in the local community
4. To promote leadership, volunteerism, sports, and educational activities for its youth members.

ARTICLE 3. MEMBERSHIP.

Membership to the MCIA is open to anyone who is interested in supporting the objectives of the MCIA regardless of their age, race, gender, sexual orientation or nationality. The application form for the MCIA membership is available at the MCIA's web site www.ourmica.org. Member in Good Standing – A member in good standing is one whose current dues are paid in full.

ARTICLE 4. ADVISORY COUNCIL.

1. MCIA shall have an Advisory Council to oversee its overall operations and policies.
2. The Advisory Council shall have full access to MCIA records including the members' mailing lists and communication media such as MCIA web site for communicating decisions to the members in case of exceptional situations after a majority approval by the members of the Advisory Council.
3. The MCIA President shall follow the MCIA Bylaws to manage and administer the organization during his/her term, keep the Advisory Council informed about the decisions, and take appropriate actions as necessary.

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4. The Advisory Council shall not interfere in the normal operations of MCIA, the Advisory Council will oversee the President's duties & responsibilities and compliance to the Bylaws. It will serve as an escalation path for the MCIA office bearers and MCIA members.
5. The current MCIA President shall convene a meeting twice a year, (around April and October) with the Advisory Council and appraise them on current activities and future plans.
6. Member of the Advisory Council shall not be a part of the MCIA Executive Committee or any other working committee.
7. Any amendment(s) to the MCIA Bylaws should be pre-approved by, at the minimum 3 out of 5 members of the Advisory Council after discussing with the President, before sending the amendment(s) for voting to current MCIA members for approval.
8. Any decision being enforced by the Advisory Council must be approved by 3 out of 5 members of the Advisory Council.
9. The Advisory Council may initiate an amendment to the Bylaws if deemed necessary by the majority of the Advisory Council.
10. A member of the Advisory Council may be removed from office for a just cause in connection with the affairs of the organization by the approval of all the remaining 4 members of the Advisory Council. Just cause includes, but is not limited to, illegal activities &/or inappropriate conduct.
11. The Advisory Council will help MCIA and the President run the organization. To begin with, the Advisory Council will comprise of five MCIA ex-presidents starting with the earliest. If any of the ex-president is unable to serve on the council then the next ex-president will be approached. The tenure will be for a minimum of one year to a maximum of two years. Initially the current President will approach the earliest ex-presidents to serve on the council. Later, the Advisory Council members will approach the ex-presidents to serve on the council. The Advisory Council may select one member other than the MCIA ex-presidents to be on the council. Such member is expected to have enough experience in managing/advising such not-for-profit or charitable organization. Each year the senior most member (based on the year of the presidency) of the Advisory Council retires, and a new ex-President in line is approached to join the Advisory Council. A member of the Advisory Council cannot run for MCIA President for at least two years after completing their tenure. Advisory Council will help document MCIA Policies and Administrative Procedure with the help of the MCIA office bearers. The current MCIA president, after completing their term, will become the ex-officio member of the Advisory Council for one year, with no voting rights. The ex-officio member will be able to attend the Advisory Council meetings upon request, to express their views on matters such as projects exceeding their term.
12. The Advisory Council shall also function as the Election Commission and administer MCIA election process.

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13. The Advisory Council shall ensure that the outgoing President sends a communication to MCIA members showing the accounts for the year of their presidency by 15th of January. The account statement shall include details for each major program's revenue and expenses with starting balance and ending balance. The outgoing President shall transfer the finalized accounts and inventory to the new President by 20th of January.
14. The Current President shall hold monthly MCIA committee meetings and maintain meetings minutes.
15. The Current President should consult the Advisory Council for the projects that exceed two years and have a financial commitment.

ARTICLE 5 Executive Committee.

Section 1.

MCIA Executive Committee shall have the following officers to serve in the following positions during their tenure of 1 year (Jan – Dec):

President: The President is an elected position with the tenure of one year as an acting President with the commitment to serve on the Board of Directors for one more year.

The President shall appoint other members of the executive committee.

1. Vice President (VP) of Programs
2. Vice President (VP) of Community and Corporate Outreach
3. General Secretary
4. Treasurer

Officers of the executive committee shall be members in good standing at the time of the election, and throughout their tenure.

The term of the executive committee shall be one Calendar year (January to December).

VP of Programs, VP of Community and Corporate Outreach, General Secretary, and Treasurer should have been members of MCIA for a minimum of continuous two years without a break.

While forming the Executive Committee the current President is encouraged to maintain gender diversity.

President may appoint additional members to the Executive Committee.

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All Advisory Council Members and Executive Committee members receive no monetary remunerations from the organization or its members.

Section 2.

The President shall be the chief executive officer of MCIA Executive Committee, and shall perform such duties as are customary for presiding officers, including making all required appointments.

Section 3.

The Vice President of Programs shall be responsible for all internal MCIA activities and programs. The Vice President of Programs shall also be responsible for MCIA membership growth and retention.

Section 4.

The Vice President of Community & Corporate Outreach shall be responsible for interfacing with other groups, organizations and segments of the Central Illinois community to build relationships with them and thereby increase understanding of MCIA and its objectives.

Section 5.

The Treasurer is responsible for collecting, recording and disbursing all funds received by MCIA, preparing the annual budget, and making financial reports for the Executive Committee meetings and general membership meetings. The Treasurer is responsible for managing the bank account.

Section 6.

The General Secretary shall keep the records of all business meetings of MCIA Executive Committee and oversee all internal communications. The General Secretary will also manage all the communications (website, newsletters, interaction with the Press) for MCIA. Board of Directors may invite General Secretary for taking meeting minutes for Board meetings.

Section 7.

President and his committee members shall not share the MCIA members' Mailing/e-mail addresses with any association/organization or with any individual. However the Executive Committee can develop a Membership Directory to share only across the membership.

Section 8.

If any Executive Committee position becomes vacant, the Executive Committee may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. In the event the President is unable or unwilling to complete the current term of office, the Vice President of Programs shall assume the duties and office of the presiding officer for the remainder of the term.

ARTICLE 6. AD-HOC COMMITTEES.

The Executive Committee may form Ad-hoc Committees within MCIA to work on specific tasks. Upon completion of that task the Executive Committee may dissolve that Ad-hoc Committee.

ARTICLE 7. ELECTION / VOTING.

Section 1.

1. MCIA President's term is for one calendar year. Each year elections are held for "President Elect". The "President Elect" accompanies the President during his/her tenure and becomes the President during the following year. For example, a "President Elect" who gets elected during the 2012 elections will accompany the President during the year 2013 and will become the President in the year 2014. This will allow the President Elect to experience the process, practices, people and procedures of the organization before taking on the actual responsibility as the President. This will also enable the continuity of the thought process and the projects that may span over one year. The current President will consult with the President Elect for any organizational activity that spans in to the next year.
2. Nominations are received for the "President Elect" for the next year at least two months before the end of the calendar year.
3. The Advisory Council may recommend a no-confidence vote against the current President or the "President Elect" to be voted in a General Body

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meeting specially called for this purpose.

4. For any given reason if "President Elect" or "President" cannot continue in MCIA role, the Advisory Council shall conduct a mid-term election to fill the position. In case both, the President and the President Elect, are unable to continue their term; then the Advisory Council should run the MCIA's business until a President or a President Elect is appointed as a result of a mid-term/regular election.

Section 2. Eligibility Criteria for nominations for the position of "President Elect".

Any person who satisfies all the criteria (validated by Advisory Council) mentioned below can be nominated to be elected as a "President Elect".

A Nominee should be,

1. An adult member of MCIA for a minimum of two consecutive years without a break.
2. A member of MCIA Executive Committee at least once.
3. Recommended by at least two persons who have been MCIA members for a minimum of continuous eight years.
4. Consulted by the nominator before being nominated.

Section 3. Elections.

1. The current President shall provide the list of current year's MCIA members to the Advisory Council who have paid their membership dues as of the date the solicitation email is sent to members for the nomination for the "President Elect" or "Interim President".
2. A copy of the membership list may be handed over to contesting candidates by the Advisory Council based on their request in case there is more than one contestant. The Advisory Council will validate the candidacy. If no records are available to validate the candidacy then at least two of the MCIA past presidents should vouch for the validity of the candidate to be able to contest for the elections.
3. Nominations will be received at least two months in advance before the end of the calendar year.
4. The Advisory Council will decide the need for elections based on the number of nominations.
5. The elections will be held in a closed ballot.
6. An on-line voting option may be provided as decided by the Advisory Council.

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7. The current MCIA President shall be responsible for the administrative arrangements including closed ballot and on-line voting. The current President or any of the office bearers shall not have any access to the ballot or results of the election.
8. Ballot counting and results of the election are expected within 24 hours after the elections.
9. The Advisory Council conveys the election results to the current MCIA President to be communicated to the MCIA members.
10. Count of votes shall not be declared.

Section 4. "President Elect" Voting.

1. An adult (18 years or older) MCIA member that has paid the dues can vote.
2. For a family membership, the member and their spouse can cast one vote each.
3. For a single membership, the member can cast one vote.
4. No campaigning will be allowed in or around the election hall.

ARTICLE 8. MEETINGS.

Section 1. GENERAL BODY MEETING.

One Annual General Body Meeting shall be conducted in October-November to discuss future plans and to conduct elections.

All registered members in good standing shall be invited to attend this meeting.

Other General Body meetings open to all members shall be conducted on an as-needed basis.

ARTICLE 9. DUES & OTHER CONSIDERATIONS.

The Executive Committee shall set the annual membership dues for MCIA, which will be approved by the Board of Directors for one calendar year.

The Executive Committee shall approve any business promotion such as advertising, commercial activity, or sponsorship that takes place at an MCIA event. Payment involved, if any, should be agreed upon in advance.

The use of banners, tokens, brochures, Identification badges fall under the

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category of business promotion unless they have been issued by MCIA and do not have a name other than that of MCIA printed.

The use of MCIA name, and its representatives' name, is prohibited for commercial purposes unless a written request is received and passed by the Executive Committee.

ARTICLE 10. AMENDMENT.

1. The Advisory Council will be responsible for amending the Bylaws based on the feedback received from the community.
2. The amendment(s) will be put for a vote by the current members of the MCIA.
3. Only one vote will be allowed per membership.
4. The voting can be via e-mail or in person.
5. In case of e-mail voting only the first e-mail vote received from one of the member's email id(s) registered with MCIA will be valid.
6. A vote will be for all the amendments at once, and not for part thereof.
7. The current MCIA President is to organize for the email / "in-person" voting, and for counting the votes.
8. The counting should be completed by the end of the day of the "in-person" voting. If more than 50% of the votes casted are in favor of the amendments then the amendment(s) will be considered as passed.
9. The revised Bylaws will be immediately in effect after passing.

ARTICLE 11. DISSOLUTION OR BECOMING INACTIVE.

MCIA may be dissolved or become inactive by an affirmative vote of three-fourths of the votes casted by the membership in a General Body Meeting. In such event, all remaining funds shall be distributed to a charity chosen by a majority vote by all registered members in good standing.

ARTICLE 12. HOLD HARMLESS AND LIABILITY.

The Advisory Council and/or MCIA Office Bearers are not personally liable for any incident or damages that may happen at any of the MCIA sponsored events, and they will not be held legally responsible as individuals for any such incidents. The liability coverage of the MCIA's insurance policy shall be enforced only for the MCIA sponsored events.