

2. Be the custodian of the funds of the Association and operate jointly with the President or the General Secretary the Association's bank account(s);
3. Present to the Executive Committee a budget proposal for the ensuing fiscal year;
4. Make a complete financial report at the annual meeting of the Association;
5. Prepare all tax returns as required by the Laws;
6. Sign membership forms with the General Secretary.

#### **Section E: The Assistant Secretary**

The Assistant Secretary shall

1. Perform all the duties and responsibilities of the General Secretary in absence of the General Secretary;
2. Carry out such duties and functions as assigned by the Executive Committee.

#### **Section F: The Cultural Secretary**

The Cultural Secretary shall

1. Plan and organize various cultural events of the Association;
2. Carry out such duties and functions as assigned by the Executive Committee.

#### **Section G: The Literary Secretary**

The Literary Secretary shall

1. Be responsible for all literary activities of the Association;
2. Responsibilities shall include but not be limited to organizing literary programs, publication of magazines, newsletters.

### **Section H: The Organizing Secretary**

The Organizing Secretary shall

1. Organize Membership Drive;
2. Perform other organizational functions as assigned by the Executive Committee.

### **Section I: The Public Relations Secretary**

The Public Relations Secretary shall

1. Be responsible for keeping the members of the Association as well as local community and other patrons informed of the Association activities.
2. Responsibilities shall include but not be limited to mailing information and notices to the general members or other people on the mailing list, presentation of news items and notices to the local media, providing available documents and Association information to interested parties.

### **Section J: The Welfare Secretary**

The Welfare Secretary shall

1. Be responsible for coordinating the social services and welfare activities of the Association;
2. He/she shall advise the Executive Committee in raising and contributing funds or other goods and services for helping people in distress both in local and global communities.

### **Section K: The Members**

The Executive Committee Member shall

1. Perform all such duties as assigned to him/her by the Executive Committee;
2. Aid the Executive Committee in the execution of its duties.

## **ARTICLES VII: ELECTIONS**

### **Section A: General**

1. The election shall be held annually in the fourth quarter of the fiscal year.
2. Every eligible member, who has paid the membership dues at least sixty days prior to the election date, shall have the right to vote.
3. The current President or General Secretary who has also served the Association during the preceding year as either President or General Secretary shall not be eligible to run for the office of either President or General Secretary for a third term.

### **Section B: The Election Commissioner**

1. The Election Commissioner shall be appointed by the Executive Committee, from among the members of the Association, but other than the members of the Executive Committee. The Executive Committee may also appoint up to Two (2) Associate Commissioners, from among the members of the Association, but other than the members of the Executive Committee, to assist the Election Commissioner for conducting the election.
2. The Election Commissioner shall conduct the elections based on the by-laws as set forth in this article ( Article VII ) and a voters' list. For this purpose, the voters' list prepared by the General Secretary and certified by the Treasurer shall be final. The details of the Election schedule shall be announced to the voters by the Election Commissioner.
3. The Election Commissioner or the Associate Commissioners shall not run for any office of the Executive Committee.
4. In case of controversy or objection with respect to the election results, the decision of the Election Commissioner shall be final.

### **Section C: Nomination Procedures**

1. Nominations, duly proposed and seconded by separate voting members on prescribed nomination forms, for any position on the Executive Committee must be sent to the Election Committee at least four weeks prior to the election date.
2. Starting from the 1997 election, in order for a member to be eligible to run for the office of the President or of the General Secretary, he/she must have maintained membership of the Association for at least two consecutive years.
3. The Election Commissioner must allow at least one week for the withdrawal of any nominee and must announce the names of all remaining valid contestants at least two weeks prior to the election date.

### **Section D: Poll and Declaration of Results**

1. Voting shall be executed through ballot and conducted by the Election Committee.
2. The polling booths shall be open for casting ballots for at least five hours.
3. Voters must be present in person to cast their ballots at the election.
4. Ballot papers must be validated by Election Commissioner or Associate Commissioners.
5. Voters must present a valid proof of identification.
6. In case of an election tie, the involved candidates will have an opportunity to withdraw, otherwise the Election Commissioner shall choose one of the tie holders by lottery.

### **Section E: Transfer of Power**

The outgoing Executive Committee shall transfer all documents of the Association to the newly elected Executive Committee within fourteen (14) days of the new fiscal year.

### **Section F: Unfilled Position(s)**

In case a position(s) in the Executive Committee remains unfilled at the general election, the following procedure shall be followed:

- a) In case of the President or the General Secretary, there shall be a by-election according to the by-laws outlined in Article VII.
- b) In all other cases, the Executive Committee shall fill up the vacant position(s) from among voting members by co-option.

## **ARTICLE VIII: MEETINGS**

### **Section A: General Body**

1. The general meeting of the Association shall be held during the second half of the fiscal year. The time and place shall be determined by the Executive Committee and notice thereof mailed to each member at least twenty-one (21) days prior to said meeting.
2. Special meetings may be called by the President, or the General Secretary or the majority of the Executive Committee. The General Secretary must call a special meeting if one-third of the membership of the Association expresses in writing the desire to hold such a meeting.
3. Notices including the purpose of the special meetings shall be given to each member at least fourteen (14) days before the meeting.

### **Section B: Executive Committee**

1. The Executive Committee shall meet as often as needed to smoothly conduct the business of the Association, but at least once in three (3) months.
2. Notice including the meeting agenda shall be given to each member prior to said meeting. An emergency meeting may be called with a 24-hour notice.
3. If the President or the General Secretary ignores the request of the

Executive Committee Members to convene a meeting, the majority of the Executive Committee members can call an Executive Committee meeting.

**Section C: Quorum**

1. The presence at any membership meeting, (e.g. General meeting and Special meetings) of not less than one-third of the voting membership shall constitute a quorum and shall be necessary to conduct the business of the Association.
2. If no quorum is reached, the meeting shall be adjourned for a period not exceeding four weeks and the General Secretary shall reschedule the meeting.
3. A quorum as set forth above in this section shall be required at any adjourned meeting.
4. If there is no quorum in the rescheduled meeting, the meeting shall be postponed and no such meeting shall be called for that purpose in that fiscal year.
5. At any duly called Executive Committee Meeting, the presence of not less than one-half the Executive Committee Members shall constitute a quorum and shall be necessary to conduct the business of the Committee.

**ARTICLE IX: FINANCES**

**Section A: Fiscal Year**

The fiscal year of the Association shall be from January 1 to December 31.

**Section B: Budget**

The Treasurer shall compile an annual budget of estimated expenses within the first quarter of the fiscal year and submit it to the Executive Committee for approval.

### **Section C: Funds**

1. All monies paid to the Association shall be placed in a general operating bank account(s).
2. Legally acceptable documentation of all expenses and payments must be maintained by the Treasurer.
3. The Treasurer shall within a reasonable time exhibit his or her books and accounts to any Member of the Executive Committee or member of the Association upon written request.
4. At each regular Executive Committee meeting, the Treasurer shall itemize all of the expenses incurred on behalf of the Association since the previous update.

### **Section D: Disbursements**

1. Disbursements of money over a limit set by the Executive Committee shall require prior authorization of the Executive Committee.
2. Checks or any such financial instruments for the payment of money shall be signed by the Treasurer and countersigned by either the President or the General Secretary.
3. The Association shall not be responsible for expenses that are either not duly authorized by the Executive Committee or duly authorized but not supported by proper documents.
4. In case of improper disbursements from the Association's funds, officers authorizing such payments shall be held personally responsible for such payments and shall be obligated to return such money to the Association.

### **Section E: Audit**

1. The Executive Committee shall designate/appoint three (3) members from among the members of the Association, other than the members of the Executive Committee, as the Auditors of the Association who shall audit all the financial transactions of the

- Association and submit a complete report to the Executive Committee at least seven (7) days before the general meeting.
2. The Treasurer shall make available the aforesaid audit in writing at the general meeting of the Association, at which time the Treasurer shall present an annual report setting forth in full the financial condition of the Association.

### **Section F: Sponsorship**

All sponsorships by the Association, for the Association or through the Association shall be subject to prior approval of the Executive Committee.

## **ARTICLE X. DISCIPLINE**

### **Section A: General Members**

1. The Executive Committee can initiate revocation of membership of any person(s) found engaged in activities detrimental to the objectives of the Association.
2. The revocation resolution must be approved by the two-thirds majority of the total membership of the Executive Committee.
3. The person whose membership is to be revoked must be informed of this proceeding in writing and given an opportunity to defend himself/herself either in person or in writing before the Executive Committee meeting.

### **Section B: Executive Committee Members**

1. If a member of the Executive Committee loses his/her basic membership to the Association through the revocation process as set forth in Article X, section A, he/she shall also lose his/her position in the Executive Committee, if endorsed by the majority of the members present in a special or general meeting of the



Association. The Member shall have an opportunity to defend himself/herself in the said general or special meeting.

2. If a member of the Executive Committee fails to attend four (4) consecutive regular meetings of the Executive Committee without reasonable grounds, he/she shall be a candidate for the revocation process as set forth in Article X, section A&B.

#### **ARTICLE XI: AMENDMENTS**

1. Amendments to the Constitution and By-Laws can only be made by the general membership at the general meeting or a special meeting designated for that purpose.
2. An amendment(s) shall have to be proposed by a voting member and seconded by another and submitted to the Executive Committee at least sixty days prior to such meeting. The Executive Committee may reject the amendment outright or present it to the general meeting for consideration, but shall have no right to approve it.
3. The membership shall be notified of the proposed amendment(s) at least thirty (30) days before the meeting.
4. At least two-thirds of the members present must approve the amendment for it to be included in the By-Laws, and for this purpose, the presence of not less than one-third of the entire membership shall constitute a quorum.

#### **ARTICLE XII: PARLIAMENTARY AUTHORITY**

1. In situations where the by-laws of the Association do not provide clear directions on an issue, the Executive Committee shall follow the latest edition of the Robert's Rule of Order to resolve the issue.
2. The interpretation of these rules by the Executive Committee shall be final.
3. In case of any conflict with the Association constitution and the Robert's Rule of Order, the laws of the State of New Jersey shall prevail.

4. If an issue cannot be resolved by any of the above instruments, the decision of the Executive Committee shall be final.

## **ARTICLE XIII: DISSOLUTION**

### **Section A: Dissolution**

The decision to dissolve the Association can only be made by a majority of the general membership in a general or special meeting.

### **Section B: Asset Disposal**

Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Association, is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.