

Bylaws of the Albany Maharashtra Mandal, Inc.

1. Principal Office

- 1.1. The principal office and registered office of the Albany Maharashtra Mandal, Inc., hereafter referred to as AMM or the Association, shall be located at such place or places within the Capital District of Albany, New York as may be designated by the Executive Committee ("EC").

2. Membership

- 2.1. The payment of membership dues shall keep the members in a good standing and entitle them to membership for one calendar year or part thereof. Membership shall not be transferable. Membership dues for a calendar year are to be paid in full as a one-time payment and is non-refundable. Special considerations regarding payment terms and installments will be provided at the discretion of the EC for Premium or Life Members after such members pay their regular (family or individual) membership dues. Membership dues will not be waived for any member. The annual dues for AMM membership shall become due and payable on January 1 each year.
- 2.2. In the case of persons joining AMM after June 30, the EC may, at its discretion, decide to charge one-half of the regular annual dues for the remainder of such calendar year of the membership.
- 2.3. Membership in Good Standing: a member shall be considered to be in "Good Standing" on any given date if the annual membership fees for the current calendar year have been paid in full by February 28 of such calendar year.
- 2.4. Termination of Membership
 - 2.4.1. A member's failure to pay the annual membership fees for a period of two consecutive months after January 1 shall automatically result in the lapse of membership. On such a lapse, a member wanting to resume its membership shall be required to reapply for membership.
 - 2.4.2. A member who is considered to be engaging in activities that may be viewed to be against the interest of AMM, including but not limited to offending Marathi culture, abusive language, and actions against the objectives of AMM, may be terminated as a member and expelled from AMM by a majority vote of the members of AMM (the "General Body") or the EC. In such a case, the EC shall not be required to produce any evidence against the member being terminated. Re-application for AMM membership of such terminated member(s) shall be required to be approved by a majority vote by the EC.

3. Executive Committee (EC)

- 3.1. No meeting of the EC can be held without seven (7) day notice to the EC members. 50% of the EC shall constitute a quorum for the transaction of any business during the

meetings of the EC. In no case shall a quorum consist of less than two (2) members of the EC. The affirmative vote of a majority of EC members present at a meeting at which a quorum is present shall be necessary and sufficient to the making of any decision by the EC. Each EC member shall have one vote.

- 3.2. The Secretary may prepare an agenda for the proceedings of the meeting of the EC. He/she shall prepare minutes of the meeting in English, and these minutes will be distributed to the EC within one week after the meeting and they shall be approved by the EC at the next EC meeting.
- 3.3. Only an EC member or an AMM member authorized by the EC shall represent AMM at any conference, meeting, seminar or similar event.
- 3.4. The EC may form committees of members of AMM to perform special tasks consistent with the realization of the objectives of AMM, to investigate specific problems, procedures and matters of interest, and to make recommendations to the EC. Such ad hoc committees shall cease to operate after completion of assigned tasks, or at the discretion of the EC.
- 3.5. To the fullest extent permitted by law, each EC member and his/her heirs, executors and administrators, and members of all ad hoc committees and General Body of the AMM shall all times be indemnified and held harmless from liabilities incurred by him/her in connection with the execution of the responsibilities of his/her office or role within AMM, except for any liabilities resulting from the gross negligence, bad faith or willful misconduct of him/her.

4. EC Officers and Responsibilities

- 4.1. The Chairman shall be the Chief Officer of the AMM. He/she shall lead the EC and serve the General Body, oversee the general and proper conduct of the business of the Association, and shall see that all orders and resolutions of the EC and the General Body are executed. The Chairman shall present a report on the state of AMM at the Annual General Body Meeting (AGBM).
- 4.2. The Vice Chairman will lead operational aspects of the Association. He/she shall work closely with the Treasurer and Secretary and serve as backup for them. He/she shall have the authority and responsibility of the Chairman if the Chairman is disabled or inactive for any reason.
- 4.3. The Secretary shall record and publish the proceeding of all meetings of the AMM and its EC, attend to the incoming and outgoing correspondence, and keep all the documents and records of the AMM.
- 4.4. The Treasurer shall:
 - 4.4.1 Keep custody of the AMM funds and financial instruments.
 - 4.4.2 Keep full and accurate account of receipts and distributions.
 - 4.4.4 Deposit or disburse the AMM funds as authorized by the EC.
 - 4.4.5 Keep track of all AMM assets.
 - 4.4.6 Render a summary of financial statements on quarterly basis and present a financial summary to the members at the AGBM.

- 4.4.7 The Treasurer will be subject to a per day limit to expense \$250 to manage the day to day operations of the AMM. Anything more than the daily limit will require the Chairman to approve of the expenses.
- 4.5. The designated event organizer shall take the initiative and leadership in formulating, organizing and executing the cultural activities and programs of the AMM. Any events organized under AMM will need approval by the EC prior to planning and commencement of the said event.
- 4.6. The EC members shall be responsible for maintaining effective communication with the General Body. They may play lead roles in communications including website management, publicity etc., or in any other area designated by the EC.
- 4.7. If an officer wishes to resign for any reason, he/she should communicate in writing to the Executive Committee with a minimum of thirty (30) days' notice for orderly transition. The remaining members of the Executive Committee may elect an appropriate person within the existing Executive Committee to serve in the role of the vacant officer for the remainder of his/her term.

5. Finance

- 5.1. The fiscal year of AMM shall be the calendar year.
- 5.2. The EC will conduct all business for the AMM, including but not limited to, purchasing or hiring goods and services and entering into contracts on behalf of the AMM.
- 5.3. An account in the name of AMM shall be maintained in a bank or a savings institution and operated jointly by the Chairman and the Treasurer.
- 5.4. All fundraising activities for AMM can only be done with a prior written approval of EC.
- 5.5. Only the members of the EC shall make expenditures on behalf of AMM. Expenditures of more than \$250 by any EC member must have prior approval from the EC.
- 5.6. Notwithstanding Article 5.2 and 5.5, any contract or financial transaction exceeding \$5000 shall require the consent of the General Body.
- 5.7. The outgoing EC shall prepare audited financial statements of their fiscal year no later than January 31st of the following year. A copy of these statements shall be published digitally within 30 days. The outgoing Treasurer will retain responsibility for filing any tax returns and paying any taxes for the previous fiscal year.
- 5.8. Subject to Article 5.7, the outgoing EC must hand over control of all business matters and financial and physical assets to the incoming EC at least 1 week prior to the end of their term.

6. AMM meetings

- 6.1. Per Article 7 of the Constitution, the EC shall call an Annual General Body Meeting each year.
- 6.2. A special General Body meeting may be called by a majority vote of the EC or by a written petition signed by 1/3rd of the dues paying members.

- 6.3. A written notice of any General Body meeting, including an agenda, shall be given to all AMM members no less than 30 days before the date of the meeting.
- 6.4. Except as specified in Articles 8 and 9 of the Constitution, at any AMM meeting called with proper notice per the Bylaws and Constitution, the members present shall constitute a quorum.
- 6.5. Eligible AMM Members must cast their ballots in person.

7. Election Procedures

- 7.1. The EC shall designate two Election Officers per Article 5.8 of the Constitution. These election officers will be responsible for soliciting candidates for all elected posts, conducting the elections (if necessary) for the next EC including counting the votes and certifying the election results.
- 7.2. The EC must communicate the identity of the nominated Election Officers to the General Body by Sept. 15th each year.
- 7.3. The list of eligible voters will be frozen on Sept. 15th each calendar year. Any person becoming an AMM member after this date shall not be eligible to vote in elections held during that year.
- 7.4. The Election Officers shall receive nominations for all positions on the EC, no later than 15 days prior to the AGBM.
- 7.5. The Election Officers shall mail/Email the names of the candidates in the slate(s) to the AMM members at least 1 week before the date of the AGBM.
- 7.6. The election shall be conducted during the AGBM and the results of the election shall be declared prior to adjournment of the AGBM.

8. Official Communications

- 8.1. Notice of Meetings, elections and other matters can be provided to the General Body by Email, or regular mail. In case of members wishing to get notice by regular mail, the date of mailing of the notice shall be used in interpreting sufficiency requirements in the Bylaws and Constitution.
- 8.2. The Association shall periodically publish a newsletter. Notice of official Association matters can also be provided through this Newsletter.
- 8.3. All communications for approval within the Executive Committee can be via email/mail.

9. Amendments

- 9.1. These Bylaws may be amended as follows: Any AMM member, including EC members, may submit a notice of intent to amend and a description of the proposed amendment to EC at least 30 days prior to any General Body Meeting. At this meeting the motion to amend must be passed by a simple majority of all voting members present.