

INDIA FOUNDATION OF METROPOLITAN PRINCETON

BY-LAWS

ARTICLE I

Membership Meetings (General Body Meeting)

Section 1: Membership 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 end of the year time of membership meeting.

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

Section 3: Twenty members or one third of the total members, whichever is greater shall constitute a quorum for the transaction of business at such meetings.

ARTICLE II

Executive Body Meetings

Section 1: The Executive Committee shall meet as required and at least once every three month period.

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, however at least seventy five percent of the Executive Committee Members must be in agreement for such selections.

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 their term of the present President and Officers. 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 2: All questions or problems except those specifically referred to herein shall be decided by a simple majority.

ARTICLE IV

Duties of Officers

Section 1: The President shall preside at 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 can not 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 are more than one Vice-Presidents, 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 disbursements 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 upto two thousand dollars. All checks are to be signed by at least two persons of the Executive Committee. At the end of each fiscal year the Treasurer shall submit

a statement of cash receipts and disbursements covering such 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(ies) and the Joint Treasurer(s) 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 1st and terminate on December 31st of each calendar year.

Section 2: Annual audits of accounts of Association shall be undertaken 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

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 change of 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 liason 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 there vote by ballot if 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 and invited guests or any 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 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 Asian-Indian community in USA or for achieving the objectives set forth in Article II of the Constitution.

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AMENDMENTS TO BY-LAWS

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.

ARTICLE I

Underline "Section 3"

Section 1: [Membership] A General Body M[et]eeting 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 [the end of the year time of membership meeting]. To vote, a person should have been a member of the Association since the first of the year in which election takes place.

ARTICLE II

Section 4: Notice of the Executive Committee [mettings] meetings shall be

ARTICLE III

Add at the end of Section 1:

To vote for officers, a person should have been in the Executive Committee since the first of the year in which election takes place.

ARTICLE IV

Section 5: The Joint [Secretafy(ies)] Secretary and the Joint Treasurer[(s)] shall be