

GURJAR GUJARATI ASSOCIATION OF NEW ENGLAND, INC.
Constitution Revision 4.1

Target EFFECTIVE JULY 1, 2021

GURJAR CONSTITUTION & BYLAWS



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4.1	3/16/2021	Final Attorney Review	Nirva Patel

CONSTITUTION

ARTICLE 1 – NAME & MISSION

- Section 1: **Name**
The name of this corporation shall be GURJAR GUJARATI ASSOCIATION OF NEW ENGLAND, INC., hereafter referred to as the “Association.”
- Section 2: **Mission**
Association’s objective is to promote Gujarati culture by preserving the traditions, protecting the values and engaging the community at large by organizing events and celebrating festivals.
- Section 3: **Status**
This association is a non-profit, non-political and secular organization for public benefit and will engage in activities permissible under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal code.

ARTICLE 2 – MEMBERS

- Section 1: **Eligibility for Membership**
Application for voting membership shall be open to any and all persons aged eighteen (18) or older who support the mission statement in Article 1, Section 2 and who agree to abide by the Association Constitution. Membership is granted after completion and receipt of a membership application and the payment of life-membership dues.
- Section 2: **Membership Dues**
The amount required for life-membership dues shall be stated in the Association Bylaws and is subject to change only by a majority vote of the members at an general body meeting of the full membership.
- Section 3: **Rights of Members**
- A. Membership in the Association is non-transferable and non-assignable.
 - B. Lifetime Family Membership is granted to a maximum of two (2) members who are 18 years old or older and who reside at the same address. They shall have full voting rights and privileges and pay the lifetime membership fee according to Association Bylaws.
 - C. Lifetime Individual Membership is granted to individuals aged eighteen (18) or over who shall have full voting rights and privileges and pay the lifetime membership dues according to Association Bylaws.

Section 4: **Resignation and Termination**
Any member may resign by filing a written resignation with the Association Secretary. Resignation shall not relieve a member of any charges previously incurred. Membership may be terminated by the Executive Committee (“EC”) using the process described in Association Bylaws. Such termination is subject to review by the Board of Trustees (“BOT”).

ARTICLE 3 – GENERAL BODY MEETINGS

Section 1: **Annual Meetings**
The annual general meeting (“AGM”) of the Association shall be held in the fourth quarter of the fiscal year and before the fiscal year end on May 31. At the annual meeting, the members shall elect directors and officers, receive reports on the activities of the Association and determine the direction of the Association for the coming fiscal year.

Section 2: **Special Meetings**
A meeting may be called by any member of the EC, any member of the Board of Trustees or by a Gurjar member who has provided written request to any member of the EC signed by at least fifty (50) or one-fifth of the voting members of the Association. The request must include an Agenda and pertinent details. The EC shall call a General body meeting within four (4) weeks from the date of the receipt of the documented request.

Section 3: **Notice**
Notice of General Body meetings shall be given to each voting member, by mail and/or electronic mail indicated in membership database maintained by the Association, not less than two (2) weeks prior to the meeting. Absentee Votes, if applicable, must be received the Secretary at least two (2) days prior to the meetings.

Section 4: **Quorum**
A quorum for a meeting of the members shall consist of at least twenty percent (20%) of the total voting members (including Absentee Voters) of the Association.

or

At least 5% of the total membership (including Absentee Voters) not including the EC and the BOT members; and at least 75% of the EC committee members and at least two out of three Trustees.

Section 5: **Voting**

- A. Process: Any action, other than a Constitution amendment taken at the AGM or special meeting shall be decided by the majority of the vote cast.
- B. Absentee and Electronic Voting: At AGM and Special meetings, voting by Absentee-Ballot shall be permitted and shall be included for quorum purposes. The Absentee vote must reach the Secretary at least one (1) week before a scheduled meeting. Electronic Voting can be considered for elections to Association's EC, provided that privacy, authenticity and accuracy of the votes can be guaranteed with a high degree of confidence.
- C. Proxy: There shall be no voting by proxy or voting by power of attorney for elections or any resolutions.
- D. Power of Association: Unless otherwise delegated by the voting members, the power of the Association rests with the general body of voting members. Each member in good standing shall be entitled to vote in the general body meeting on all substantive issues, including the election of the Directors and the Officers of the Association.

Section 6: **Executive Committee Meetings**

- A. General Powers: The newly elected EC shall take over execution and governance responsibilities of the Association on June 1 following the AGM.
- B. Notice: The meeting of the EC shall be called by the President, Secretary or by any four (4) EC members by notice given to all other EC members in a timely manner.
- C. Quorum: A majority of the EC, but no less than five (5), shall constitute a quorum.
- D. Voting: Any action taken by the EC shall be decided by the majority of the participating EC Member Votes
- E. Records: All voting shall be recorded in the Minutes of the Meeting.
- F. Meetings: The EC shall meet at least six (6) times a year, in person or virtually as long as all audio and/visual connections are adequate.
- G. Presumption of Assent: A member of an EC who is present at a meeting of the Committee at which action on any Association matter is taken shall be presumed to have assented to the action taken unless their dissent is entered in the minutes of the meeting or submitted in writing prior to adjournment. Such right to dissent shall not apply to a member after they have voted in favor of such action.

- H. Agenda Proposal by non-EC member: Any Association Member may request in writing, sufficiently in advance of the meeting, an item for discussion to be included in the agenda for a regularly scheduled EC meeting. Results of the ensuing discussions on that matter shall be conveyed back to the Member.

ARTICLE 4 – ELECTIONS

Section 1: **Election Committee**

- A. Appointment: The EC shall appoint an election committee composed of three (3) members other than those members who serve on the Board of Trustees and the EC.
- B. Contesting election: Subject to the background requirements per Section 8 of the Association Bylaws, any member can contest the election of a Director/Officer (except for the position of the President) by filing a nomination with the Election Committee before two (2) months of the AGM.

Section 2: **Notice**

A notice of the election place, date, time, agenda, and a list of the candidates shall be sent by the Secretary to each member (by mail or electronically), at least thirty (30) days prior to the AGM

Section 3: **Requirements and timeline**

The election requirements and associated timeline is described in Association Bylaws.

ARTICLE 5 – FISCAL YEAR

The Association's Fiscal Year shall begin on June 1 and end on May 31.

ARTICLE 6 – DISSOLUTION

In the event of dissolution, the assets of the Association remaining after the satisfaction of its creditors, shall be disposed of, as described in section 501(c)(3) of the Internal Revenue Code, and exempt from taxation under section 501(a) thereof, as the general body shall determine. The EC shall remain as the guardian of the Association until final dissolution. The dissolution of the Association shall be carried out in accordance with the provisions of Massachusetts General Law, Chapter 180 Section 11A.

ARTICLE 7 – AMENDMENTS

Section 1: **Constitution**

The Constitution may be amended in any manner at any regular or special meeting of the general body provided that specific written or electronic notice of the proposed amendment of the Constitution setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to

each member of the general body at least thirty (30) days in advance of such meeting. Amendment to the constitution shall be initiated by the action of the EC, or by a petition signed by at least one third voting members. The notice of any meeting at which the amendment shall be considered shall include the full text of the proposed amendments. Amendment must be approved by vote of at least two thirds of the members at the AGM or at a Special Meeting at which a quorum is present.

Section 2: **Bylaws**

The EC may amend the Bylaws by a simple majority vote at any regular EC meeting. Written or electronic notice setting forth the proposed amendment of summary of the changes to be affected thereby shall be given to each trustee and officer within the time and the manner provided for giving of notice of the meetings of directors. The Bylaws shall be incorporated independent of Constitution amendments.

Section 3: **Financial Framework of Bylaws**

Amendments to the Association Financial Framework of the Association Bylaws require approval by a simple majority of the combined members of the EC and Board of Trustees.

ARTICLE 8 – OFFICERS & DIRECTORS

Section 1: **Composition**

The Officers of the Association shall consist of a President, a Vice President, a Secretary, and a Treasurer. The number of Directors shall be minimum of THREE and maximum of THIRTEEN. The Officers and Directors shall constitute the EC (“EC”) of the Association.

Section 2: **Compensation**

Positions of Trustees, Directors and Officers are honorary. No member of the EC of the Association shall receive, directly or indirectly, any salary, compensation or emolument from the Association in any capacity.

Section 3: **Authority**

The EC shall manage the affairs of the Association and exercise all powers of the Association which are not limited by law, or by this Constitution.

Section 4: **Election**

The Officers (except the President) and the Directors are elected by the simple majority of the members at the AGM as long as a quorum is met. The President is not elected. The Vice President is the President-Elect and shall become the President after the current President completes a two (2) year term or if the President’s office becomes vacant for any reason.

Section 5: **Term**

The President shall serve a two-year term. The Vice-President shall serve a two-year term. Elections of Officers/Directors shall be staggered and care shall be taken such that not more than two-thirds of the EC completes its term at the same time.

Section 6: **Termination**

Officer or Director appointment may be terminated in the larger interest of the Association by the EC using the process as described in Association Bylaws.

Section 7: **Vacancies**

A. General. Any vacancy occurring in the EC may be filled by the affirmative vote of the simple majority of the remaining Officers and Directors. Candidate elected to fill a vacancy shall hold office only until the next election by the members at the AGM.

B. Term Override. In spite of best effort expended by the Election Committee, BOT and the EC, it may not always be possible to fill a vacancy as stipulated in Association Constitution. In such cases, with majority vote by BOT and EC, Term limit of an officer in any role can be extended keeping in mind the best interests of the Association.

Section 8: **Roles**

The roles and responsibilities of all Officers and Directors are defined in the Association Bylaws.

Section 9: **Code of Ethics**

Officers and Directors must read, agree to and sign the Code of Ethics and must be kept in company's recordkeeping files.
(Appendix)

ARTICLE 9 – BOARD OF TRUSTEES

Section 1: **General**

The number of Trustees shall be THREE (3) selected as prescribed in the Association Bylaws and ratified by the general body at the AGM. Trustees shall serve a staggered term of THREE (3) years each with term limit of SIX (6) years. These Trustees together will serve as the Association's Board of Trustees ("BOT").

Section 2: **Role**

The role of the Board of Trustees shall be to (1) Monitor Association activity to adhere to its stated Charter and Mission; (2) Safeguard against misuse of Association's assets and (3) Assist in Conflict Resolution

Section 3: **Non-compliance**

If EC is found to be non-compliant by the BOT, the BOT shall request the EC to debate the issue, publish the decision and if needed, enforce compliance by calling and passing a no-confidence resolution at a Special Meeting of general

body as provided for in Article 3 Section 2. In order to assert non-compliance of the EC, any member of Association must submit via email or mail a written complaint signed by at least twenty (20) members of the Association. No complaint will be considered by the BOT without twenty (20) member signatures.

Section 4: **Lead Trustee**

The longest serving Trustee will be deemed the Lead Trustee. Lead Trustee shall be the single point of contact with the EC.

Section 5: **Termination**

A Trustee's role may be terminated according to the procedure stated in the Association Bylaws.

Section 6: **Code of Ethics**

Trustees must agree to and sign the Code of Ethics (Appendix A).

ARTICLE 10 – BOOKS AND RECORDS

Section 1: **Confidentiality**

Association or its Officers/Directors shall not share Member's e-mail addresses/phone numbers or any other personal information with anyone. Only in case of emergency and to meet Government requirements, Association may share such details with relevant authorities

Section 2: **Minutes and Records**

The Association Secretary shall keep complete books and records of accounts and minutes of the proceedings of the EC.

Section 3: **Deposits**

All funds of the Association shall be deposited in the name of "Gurjar, Gujarati Association of New England, Inc" in a bank designated by the EC. All financial transactions shall be maintained and recorded by the Treasurer.

Section 4: **Signature**

Checks, Drafts, Notes or other instruments or any form of digital payment of money drawn or endorsed in the name of the Association shall be signed by the President or the Treasurer, who have been duly authorized by the EC.

Section 5: **Investments**

Any investment of the assets of the Association shall have prior approval of the EC, must adhere to the Financial Framework Section of the Bylaws and must be consistent with section 501(c)(3) of the Internal Revenue Code.

Section 6: **Reimbursements**

Expenses incurred on behalf of the Association shall be reimbursed provided a duly signed Expense Report with attached original receipts (or electronic receipts which are acceptable by the Treasurer) reaches the Treasurer in a timely manner.

ARTICLE 11 – INDEMNIFICATION & INSURANCE

Section 1: **Indemnification**

The Association shall indemnify each Officer and Director and Trustee, including former Officers and Directors, to full extent permitted by the Massachusetts Nonprofit Organization Act.

Section 2: **Insurance**

The Association shall carry General Liability Insurance to cover all its organized events and in addition a general liability insurance shall be provided for all its Trustees, Directors and Officers.

BYLAWS

SECTION 1: INTERPRETATION

The Executive Committee shall be the final arbiter in the interpretation of any clause in these Bylaws.

SECTION 2: MEMBERSHIP DUES

- A. Categories: Dues and fees of the Association shall be established for the following categories:

Lifetime Membership Family	A one-time USD 250 plus fees
Lifetime Membership Individual	A one-time USD 150 plus fees

- B. Establishment of Rates: The Life Membership dues shall be established by a majority two-thirds (2/3) vote of the Executive Committee. Any change in fees shall be publicly conveyed to the existing members at least one (1) month prior to effective date of such increased membership fee.
- C. Receipt: For all membership fees paid in cash, the member shall be issued a cash-receipt in a timely manner.
- D. Identification: New members shall be assigned membership identification numbers.

SECTION 3: MEMBERSHIP BENEFITS & REQUIREMENTS

- A. Family members in same household: Besides Association Members, additional Family members; Parents and Children, who live in the same household, may be given membership privileges on per Event basis, with the exception of voting rights. Such extension of membership benefit shall be approved by the Executive Committee.
- B. Voting: For Family membership, only TWO eligible members, have one vote each. For Individual membership, only ONE member, has one vote.
- C. Contact Information: It shall be the responsibility of the member to notify the Secretary of the Association of the change in contact information and provide updated information online or via written communication.

SECTION 4: RESIGNATION & TERMINATION

- A. Resignation: Any member may resign by filing a written resignation with the Association Secretary. Resignation shall not relieve a member, officer, director or trustee of any unpaid dues, or other charges previously incurred or the commitments made previously.
- B. Reasons: Possible reasons for termination may include but are not limited to (1) Non-payment of Event Fees or Pledged Donations; (2) Lack of good faith in abiding by the mission of the Association Constitution; (3) Lack of good stewardship for Association; (4) Criminal Conviction.
- C. Termination: All terminations are subject to simple majority approval by the Board of Trustees (“BOT”).
1. Officers: Any officer may resign by filing a written resignation with the Association Secretary. If the Secretary seeks to resign, he/she must file the written resignation with the President. Officer appointment may be terminated by a good faith simple majority decision of the Executive Committee (“EC”) but excluding the vote of the officer subject to termination. A motion to terminate shall be made at an EC meeting and duly documented.
 2. Directors: Any director may resign by filing a written resignation with the Association Secretary. Director appointment may be terminated by the good faith simple majority decision of the Executive Committee (“EC”) but excluding the vote of the Director subject to termination that makes a motion at an EC meeting and duly documented.
 3. Trustees: Any Trustee may resign by filing a written resignation with the Association Secretary. Trustee appointment may be terminated by Association by a 2/3 majority vote of the EC and unanimous consent of the two remaining Trustees. Membership shall be informed of such action in a timely manner.
- D. Request to Terminate: Written request by member(s) that detail the name, reasoning and urgency of termination of any member, officer or director; shall be sent to the EC and to BOT.
- E. Good Faith: Decision to terminate requires a good faith review of the circumstances and good faith into the proof of the allegations against the concerned member, officer, director or trustee.
- F. Notice: A written, or electronic notice shall be provided to the contested member, officer, director or trustee, at least thirty (30) days prior to the EC meeting when the termination vote is planned to occur. Contested member, officer, director or trustee shall have an opportunity to defend against allegations at all meetings discussing the action.
- G. Record: All steps taken in termination process (date of receipt of written request, notice, allegations and rebuttal) shall be recorded by the Secretary in the minutes of the EC meeting.

SECTION 5: TRUSTEES

- A. Constitution Committee: A Constitution Committee shall be formed of at least three (3) current or past Directors and Officers. The members of the Constitution Committee shall be nominated and affirmed by the simple majority of the EC. The Constitution Committee shall nominate the names of five (5) candidates to serve for the initial appointment of Board of Trustees.
- B. Term: The initial group of three Trustees shall have 2-year, 3-year and 4-year terms decided and designated by the EC. After the initial two (2) years, newly appointed Trustees shall have the term as set in Article 9 Section 1.
- C. New Trustees: After the initial two (2) years, each year, one (1) Trustee will complete the term and a newly appointed Trustee will replace the outgoing Trustee. Selection and confirmation of a trustee in such cases shall be made by a simple majority vote of the two surviving Trustees and the most recent available past President. The list of possible Trustees shall be provided by the current EC.
- D. Vacancies. Any vacancy occurring in the Board of Trustees shall be filled by unanimous selection of a candidate by the remaining two Trustees. If the remaining two (2) Trustees fail to reach a unanimous decision, the Association President shall select from the names as provided by the remaining two Trustees. Replacement Trustee selected in such cases to fill a vacancy, shall hold office for the remaining term of the outgoing Trustee and shall follow the term guidelines per the outgoing Trustee.

SECTION 6: FINANCIAL FRAMEWORK

- A. Budget and Operating Expense guidelines:
 - 1. Budget: Association President and Treasurer shall jointly present the Annual Budget to the EC & BOT within 30 days of AGM. Total budgeted expenses shall be less than or equal to 90% of the budgeted revenue. The Annual budget shall include quarterly Revenue and Expenses. Expense and revenue expectations should be consistent with the prior fiscal year. EC and BOT shall jointly approve the Annual budget which shall be documented in the minutes of the meeting as such. At least one Trustee is required at the meeting when a vote to approve the annual budget is recorded.
 - 2. Discretionary expenses: Single item discretionary expense level in excess of 15% of the annual operating expense budget shall require multiple quotes for annual contract assignment.
 - 3. All financial decisions should be taken exercising maximum fiduciary responsibility and practicing the generally accepted practices and procedures.
 - 4. Reports: Treasurer shall periodically present financial reports to the EC and publish them as necessary.
 - 5. Deviations: President and the Treasurer shall review any material budget exceptions and spending deviation with the BOT.
 - 6. BOT Consultation:

- a. EC shall seek BOT consultation and develop consensus of any financial commitment/contracts exceeding a 12-month period.
 - b. EC shall seek BOT guidance for any financial commitment that exceed 20% of Association funds.
7. Financial assistance of any form to any individual or an entity is prohibited.

B. Fund Investment and Disbursement Parameters:

1. On a quarterly basis, the Treasurer and BOT jointly shall adjust the Investment portfolio to provide for the daily association operational needs as follows:
 - a. 25% in Checking Account
 - b. 25% in Saving Account
 - c. 50% in CD

Treasurer shall have the authority to sign checks on behalf of the Association. Copies and proper record keeping shall be kept at all times. President retains final authority over Association transactions and can veto or enforce payments without the approval of the Treasurer. For transactions in excess of \$3000 over any budgeted item, will require a documented approval by the President.

SECTION 7: MANAGEMENT LIABILITY

- A. Personal Property of Members: Association and/or its Officers/Directors and/or its Trustees are not liable for the loss of a member's personal property and/or personal injury while attending events organized and/or hosted by the Association.
- B. Indemnification: Association shall provide Indemnification in perpetuity to its Officers, Directors and Trustees.

SECTION 8: QUALIFICATIONS FOR DIRECTOR & OFFICER

- A. Executive Committee Candidates Must:
 1. Have been a Life-member for one (1) year prior to the last day of nomination filing date; and
 2. Have two years' experience volunteering in the Association activities or another non-profit association; and
 3. Be a legal resident of New England; and
 4. Have no prior history of criminal convictions and shall voluntarily agree to any background checks if requested by the EC; and
 5. Be able to understand spoken Gujarati and have sufficient exposure and understanding of Gujarati culture; and
 6. Be able to devote at least 10-15 hours/week during Association events and during weeks prior to any organized Association event; and
 7. Make good faith efforts to attend all Association events; and
 8. Agree to read and follow Association Constitution and Code of Ethics (Appendix A)

- B. Rules:
1. Only one (1) person from a family shall serve as a member of the EC or as a Trustee.
 2. An Election Committee composed of at least three (3) members of the Association shall be nominated by the EC. Election committee shall have the right to reject any nominee who in their view does not meet the pre-requisites.
- C. Exceptions: In consultation with the Election Committee the Association President shall have the right to permit any exceptions to this Section 8.

SECTION 9: QUALIFICATIONS FOR TRUSTEE

- A. Trustee Candidates must meet all requirements for Directors and Officers as stated in Section 8 of the Bylaws; and in addition, shall have:
- a. Been an Officer of the Association for a period of four (4) years on the date of nomination; and
 - b. Experience with local non-profits; and
 - c. Good standing in the Gujarati community; and
 - d. Some background in finance
- B. Exceptions: Any exceptions to this Section 9 may be decided and permitted by Association President.

SECTION 10: ELECTION TIMELINE

- A. October – January
1. Selection of Election Committee
 2. Publication of open positions
 3. Notice of nominations
- B. February – May
4. Freeze Membership List
 5. Election Announcement (1 month prior)
 6. Vet Nominations & Approve Candidacy
 7. Rejected Nomination process
 8. Candidacy Approval notification
 9. Candidate Publicity
 10. Absentee Ballot Requests & Issuance
 11. Trustee Selection
 12. Absentee Ballot Receipt by Election Committee (1 week prior)
 13. Election Day voting
 14. Vote Counting
 15. Election Results tabulated and conveyed by Election Committee

SECTION 11: ASSOCIATION EVENTS

- A. Timeline: Planning, Schedule, Play Book, Subcommittee Formation, Budget, Vendor Selection
- B. Cost Request: Ticket Costs and Member Discounts
- C. Approval: EC Approval of Timeline and Costs
- D. Allocation of roles: Marketing & Ticketing; Event day Task Assignment; Event Day Execution; Feedback & Knowledge Capture; Financial Reports

SECTION 12: ROLES & RESPONSIBILITIES OF EXECUTIVE COMMITTEE

A. President shall

1. Be the chief executive of the Association and the head of the EC;
2. Conduct and preside over the meeting of the general body of the voting members and of the EC;
3. See that all orders and resolution of the EC are carried out in good faith and in accordance with the Association Constitution;
4. Collaborate with Officers, Directors and EC to carry out the Association's mission in order to design and implement strategic two-year strategic priorities.
5. Oversee internal and external communications and must approve of all external communications.
6. Take the lead on public relations activities and any interactions with the media.
7. Initiate & lead fund-raising activities.
8. Serve as a mentor for all Officers and Directors regarding Association rules and procedures including those outlined in Association Constitution and Bylaws.
9. Communicate with Trustees for matters related to the non-compliance and/or non-performance of Officers and/or Directors.
10. Make best efforts to participate in the various subcommittees which are formed to serve the purpose of Association.

B. Vice President shall

1. Support the President in Association matters
2. Provide oversight on operational activities
3. Support strategic initiatives
4. Lead and Oversee projects and events assigned by the President
5. Review and Support documentation & communications pertaining to the Association
6. Support fund-raising activities
7. Support Public Relations activities
8. Mentor all Officers and Directors regarding the rules and procedures relevant to the functioning of the Association, especially those provided in the Association Constitution and Bylaws
9. Participate in the various subcommittees which are formed to serve the purpose of Association.

C. The Secretary shall

1. Ensure that a current and updated list of members of the Association is maintained at all times in the books of the Association
2. Verify the attendance list of all members attending the AGM and any Special Meeting of the Association.
3. Be the point person for new members and responsible for verifying contact information
4. Serve as the coordinator of all Association Publicity (internal and external)
5. Write and Publish Meeting Agenda & Minutes in a timely manner
6. Keep records of all meetings of the members of all general and special meetings
7. Maintain all the records & the documents of the Association in a manner such that they are comprehensive for the incoming Secretary, Handing over of the records and documents (and items in Section 16. B. 10. below) shall occur within two (2) weeks after the completed term of the outgoing Secretary.
8. Conduct and record voting motions and results (includes both electronic & in-person)
9. Manage capital assets of the Association including but not limited to tents, flip charts, banners, logos/artwork)
10. Provide Officers of the Association with quick and easy access to Association Member Lists, Bank Accounts, Web-Based Accounts, Association web portal, Social media accounts etc.
11. Provide members with required meeting notices, prepared agendas and guidance on proper meeting procedures.
12. Be prepared to assume the leadership role when the president and vice president are unavailable.
13. Be responsible for ensuring the quorum requirements and roll call at Association meetings

D. Treasurer shall

1. Create and Manage all forms and documents required for State and Federal compliance
2. File Annual Report with Massachusetts Secretary of State
3. File Tax filing with Massachusetts DOR and Federal Government
4. Manage Attorney General Filing
5. Maintain Interactions with Banks, CPA, Auditors, Insurance Agents
6. Make payments on behalf of the Association in line with the Association Constitution and Bylaws. The Treasurer is authorized to make online payments for any approved and authorized expenses as long as approval has been obtained from the Association President or Vice President
7. Archive Financial Data
8. Monitor Event financial tasks (budget, sponsors, permits, insurance, collection, expenses, vendors/caterers, membership-verification, financial summary etc.)
9. Collect and count cash payments received at Association Events jointly with at least one Association Director
10. Provide a Treasurer's report at AGM and Diwali events.
11. Provide quarterly publication of the Treasurer's report on Association website.

12. Share financial summaries with the Trustees and members via Association website, newsletter or emails.
13. Provide guidance to the EC on the fiscal health of the Association by approving or declining all expenses
14. Report the names of members who are in arrears of dues to the EC who will determine whether any potential action is required
15. Mentor Associate-Treasurer (as described below) regarding the rules and procedures relevant to the functioning of the Treasurer's role
16. Hand over (within two (2) weeks of the completion of his/her term) all assets, bank statements, financial records supported by credits and debit vouchers, bills and cancelled checks, and the final report approved at the annual meeting to the incoming Treasurer or the EC
17. Hand over the previous year's financial records and books within two (2) weeks post term end.
18. Submit and collect proper vouchers for expenses. The Treasurer shall be held responsible for getting the account audited once a year by a CPA appointed by the EC

E. The Associate Treasurer shall

1. Be designated by the Treasurer after consultation with the Officers
2. Be an existing Director
3. Assist with Treasurer tasks.
Shadow the term limit of the current Treasurer.
4. Serve an assistant role to the Treasurer and shall not be deemed an Officer of the Association.
5. Serve at the pleasure of the Treasurer, taking directions and the deliverables from the Treasurer.

F. The Officers shall

1. Define the size of EC for the forthcoming year
2. Participate actively in all Officer meetings
3. Strive to build consensus amongst EC
4. Discuss and decide on grievances received internally and/or externally

G. Officers and Directors shall

1. Conceptualize and execute events which are aligned with Association objectives in safe and secured environment keeping in mind effort to minimize costs
2. Make good faith efforts to attend and participate in all EC meetings
3. Generate member acquisition
4. Serve as a listening post and "voice" for Association involvement

For Association Events, Officers and Directors shall

- a. Appoint an Event Leader

- b. Create an Event Committee and any required subcommittees. The Event Committee shall oversee the planning and implementation of Association events. Event Leader shall appraise the EC with all details pertaining to the Event and where necessary, seek its approval. All Events organized by the Association shall strictly adhere to all fiscal guidelines. Toward this end each subcommittee shall include the Treasurer or an Associate-Treasurer as part of the subcommittee.
- c. Assist with the member verification, counting of cash payments received and any such tasks as assigned by the Event Lead.
- d. Create and update Website, Social media content, email blasts
- e. Create and Update Knowledgebase by authoring documents & capturing experience
- f. Recruit/Invite vendors for various tasks required to be achieved by the Association
- g. Obtain sponsorships and grants
- h. Identify groups (or individual) worthy of charitable giving and decide on scale and beneficiaries of charitable giving
- i. Participate in set-up and windup of Association events
- j. Provide Post-Event feedback to EC

SECTION 13: MEMBERSHIP VERIFICATION AT EVENTS

In cases where an Event organized by the Association requires verification of membership, it shall be the **joint** responsibility of the Associate Treasurer, Treasurer and the Event leader to ensure that an EC Member is identified for this purpose and is duly armed with the most current membership list by the Secretary. Event Leader, in such cases, shall also suggest a process to verify membership and the agreed upon response for a failed verification.

SECTION 14: ONLINE PRESENCE

A. Website

- 1. Shall be maintained and supported by the EC
- 2. Shall provide basic information about the Association, its mission, governance and events
- 3. Serves as online notice board for EC and Trustees for upcoming meetings
- 4. Provide for New Member enrollment; feedback avenue for members to pose questions to the EC
- 5. Provide an archived list of member communications & newsletters

B. Social Media

- 1. Association shall operate Social Media accounts in its name with the primary purposes of community outreach, providing notices and updates about Association events, disseminating information and fundraising outreach
- 2. Content dissipated through social media (including Association website) shall be reviewed and approved by the EC.

SECTION 15: SECULAR/NON-POLITICAL COMMITMENT

- A. Guidance: As a dictum Association by its charter is to remain non-political and secular. Recognizing that it is sometimes difficult to segregate influence of political/religious organizations and individuals from the activity of the Association, practical suggestions are listed below which shall guide EC in approving such interactions.
- B. Events and Donations
1. Association shall not provide booths at Association events or use its communication channels to promote activities of political/religious organizations or individuals.
 2. Association may invite political/religious individuals (including elected officials) to its events if the discussions/presentation is in the general interest of Association members
 3. Association may donate funds to organizations and causes such as disaster relief and pandemics as long as such donations are not sympathetic to one religion or political cause over another

APPENDIX

CODE OF ETHICS

As Trustee/Officer/Director (circle one) of **Gurjar Association of New England, Inc.**, I
_____ shall abide by the following code of ethics:

I shall

- Strive at all times to serve the best interests of the Association as a whole regardless of any competing personal interests.
- Use sound judgment to make the best possible business decisions for the Association, taking into consideration all available information, circumstances and resources.
- Act within the boundaries of their authority as Executive member or Trustee as defined by law and the governing documents of the Association.
- Provide opportunities for members to comment on high-level decisions facing the Association.
- Perform duties without bias for or against any individual or a group of community members.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the Association.
- Conduct open, fair and well-publicized elections.
- Always make efforts to speak with one voice, supporting all duly adopted EC decisions—even if the Executive or Trustee member was in the minority regarding actions that may not have obtained unanimous consent.

I shall not:

- Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the EC or requested by State or Federal authorities. EC shall make an approved exception to this in cases where a member of the Association has requested financial information pertaining to an Event organized by the Association.
- Make unauthorized promises to a contractor or bidder.
- Accept any gifts, directly or indirectly, from contractors or suppliers.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use my position or decision-making authority for personal gain or to seek advantage over other members.
- Spend unauthorized Association funds for their own personal use or benefit.
- Misrepresent known facts in any issue involving Association business.
- Divulge personal information about any Association member that was obtained in the performance of EC duties.
- Make personal attacks on colleagues, or members.
- Harass, threaten or attempt through any means to control or instill fear in any EC member, Director, Trustee, general member, or contractor.
- Reveal to any member or other third party, the discussions, decisions and comments made at any meeting of the EC.

Signed: _____

Date: _____