

# By-laws of McLean County India Association

McLean County, Illinois  
(October 1<sup>st</sup> 2016)

## ARTICLE 1 Name

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

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## ARTICLE 2 Objectives

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

MCIA's mission is to promote Asian Indian culture among its members, and 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 among its members.
2. To promote participation in community volunteering and charitable activities.
3. To promote leadership, volunteerism, sports, and educational activities for its youth members.
4. To promote cross-cultural awareness and understanding about India and Indian culture in the broader community.
5. To promote collaborations with various organizations to benefit the Bloomington-Normal community.

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## 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 website [www.ourmcia.org](http://www.ourmcia.org).

**Member in Good Standing** – A member in good standing is one whose current dues are paid in full.

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## **ARTICLE 4 Executive Committee**

Officers of the Executive Committee should have been committee members of MCIA for a minimum of one year.

President may appoint additional members to the Executive Committee. While forming the Executive Committee the current President is encouraged to maintain gender diversity.

The tenure of the Executive Committee shall be one calendar year (January to December).

The Executive Committee shall also be responsible for MCIA membership growth and retention.

The Executive Committee members will receive no monetary remunerations for their services.

**Section 1.** MCIA Executive Committee should comprise of following positions.

**President:** The President-Elect from previous year assumes the position of President to lead the organization for the tenure of one year.

The President appoints other members of the Executive Committee as:

- Vice President (VP) of Programs
- Vice President (VP) of Community and Corporate Outreach
- General Secretary
- Treasurer

**President-Elect:** President-Elect is an elected position for the tenure of one year to serve on the Executive Committee who will become the President for the following year. President Elect will fill-in as President during the President's absence.

- To ensure President Elect is fully immersed in functioning of MCIA they will take on VP of Programs or VP of Community and Corporate Outreach position.

**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.

**Section 3.** The Vice President of Programs shall be responsible for all internal and external MCIA cultural activities and programs.

**Section 4.** The Vice President of Community & Corporate Outreach shall be responsible for interacting and collaborating with various groups and organizations in Central Illinois, and build community partnership, 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 also responsible for managing bank account, and provide a summary of financial status to the President-Elect by mid-December of the current year, and publish a consolidated year-end financial statement to all MCIA members by January 15<sup>th</sup> of the following year.

Only the Treasurer and the President will have check signing authority for MCIA 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, social media, newsletters, interaction with the Press) for MCIA.

**Section 7.** President or the committee members shall not share the MCIA members' mailing/e-mail addresses with any association/organization or any individual.

**Section 8.** If any Executive Committee position becomes vacant, the Executive Committee may appoint a successor to fill the office for the remaining term. In the event the President is unable or unwilling to complete the current term of office, the President-Elect shall assume the duties and office of the presiding officer for the remainder of the term.

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**ARTICLE 5 Ad-hoc Committees**

The President, in consultation with 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.

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**ARTICLE 6 Advisory Council**

The MCIA shall have an Advisory Council to guide and advise the committee to follow MCIA policies, and maintain the traditions of the organization.

The Advisory Council comprises of five members including former MCIA presidents and senior members of the community as appointed by the current MCIA President.

The advisory council shall not interfere in the normal operations of MCIA. It will serve as an escalation for the MCIA members for any of their concerns.

The MCIA President shall convene a meeting with the Advisory Council at least twice a year. The first meeting shall be held in the beginning of the year and the second during the month of September to appraise the council about current activities and future plans.

Advisory Council members shall not be members of the current MCIA Executive Committee.

The Advisory Council members will receive no monetary remunerations for their services.

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## **ARTICLE 7 Election / Voting**

1. President-Elect is the only elected position of MCIA Executive committee.
2. The Advisory Council shall act as the Election Commission.
3. The call for nominations shall be made at least 1 month before the Annual MCIA Banquet and the new President Elect should be declared during the event.
4. If the President Elect is unable to continue then the Advisory Council will facilitate the process of selection of the President for the next year.

### **Section 1 Eligibility criteria for nominations for the position of President-Elect.**

A President-Elect nominee should,

1. Be an adult member of MCIA for a minimum of two years including the current year.
2. Be a member of MCIA Executive Committee for one year in past.
3. Be recommended by at least two MCIA members.
4. Have consent for the nomination.

### **Section 2 Election**

An election is required when more than one candidate is competing for the position of the President-Elect.

1. The Executive Committee shall freeze the list of members as of nomination deadline date. Candidates shall not be given any list of members for campaigning, instead shall get an opportunity to send a one page bio-data in an email through MCIA to make an appeal for votes.
2. For a member in good standing both the spouses have voting rights.
3. Election will be held in a closed ballot. Online voting option may be provided per Election Commission's discretion.
4. Current MCIA President is responsible for administrative arrangements for the election.

5. Current President or any other Executive Committee member shall not have access to the ballots or vote counts.
6. Election result shall be declared within 24 hours after the election closing time.

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## **ARTICLE 8 Meetings**

### **Section 1 General Body Meeting**

1. The Annual Banquet shall be considered as the General Body Meeting.
2. All members in good standing shall be invited to attend the General Body Meeting.
3. General Body meetings can be conducted by the MCIA President on an as-needed basis and is open to all members.

### **Section 2 Executive Committee Meetings**

1. The Executive Committee should meet at least once every quarter.
2. The General Secretary or the President shall call these meetings.
3. Status and Next Steps shall be on the Agenda in these meetings.
4. Any three members of the Executive Committee, based on need, may also call these meetings.
5. All the members of the Executive Committee are expected to attend these meetings.
6. Executive Committee meetings require a majority (greater than 50%) of the Board members in attendance if a vote will be taken.

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## **ARTICLE 9 Dues & Other Considerations**

The Executive Committee shall set the annual membership dues for MCIA.

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

The use of banners, tokens, brochures, Identification badges which not have MCIA printed on their materials falls under the category of business promotion unless they have been issued and approved by MCIA.

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

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**ARTICLE 10 Amendment**

Executive Committee can propose amendments to the Bylaws depending on the needs of MCIA and its members. Any proposed changes should be approved by a majority of the Advisory Council.

To approve and implement any changes, updates or amendment to the Bylaws requires a majority vote of MCIA members in good standing at the time of approval.

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**ARTICLE 11 Transition to the New Board**

All records, financial or otherwise, inventory of all assets (music system, coolers, etc.), and funds shall be transitioned to the new Executive Committee by January 15<sup>th</sup> of the following year.

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**ARTICLE 12 Dissolution or Becoming Inactive**

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

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**ARTICLE 13 Hold Harmless and Liability**

MCIA Executive Committee members or the Advisory Council members are not liable for any accidents or damages that may happen at any of the MCIA sponsored events and they cannot be sued as individuals. The Executive Committee shall ensure the usage of Liability Insurance to cover MCIA events only.

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