

Constitution
Bylaws
and
Operation Manual

Of

Aligarh Alumni Association
Washington DC

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ALIGARH ALUMNI ASSOCIATION, WASHINGTON DC

CONSTITUTION

ARTICLE I: NAME AND LOCATION

The name of the association shall be the **Aligarh Alumni Association, Washington DC** (hereinafter also referred to as the 'Aligarh Alumni Association of Washington DC', 'Aligarh Alumni Association', 'AMU Alumni Association, Washington, DC' 'AMU Alumni Association' or the 'Association'), with its headquarters in the Greater Washington Metropolitan Area.

ARTICLE II: AIMS AND OBJECTIVES

The Association shall be a non-political, non-profit, secular organization devoted to charitable, educational, literary, cultural, and social activities, formed to promote the interest of the Aligarh Muslim University (hereinafter also referred to as the 'University'), its student body and its alumni.

ARTICLE III: MEMBERSHIP

Membership of the Association shall be open to every alumnus, staff member and well-wisher (including their spouses) of the University. Certain restrictions, as defined in Bylaws, may apply.

ARTICLE IV: ORGANIZATION

The Association shall have a 3-tier organizational structure consisting of: the General Assembly (hereinafter also referred to as the 'Assembly', the Executive Council (hereinafter also referred to as the 'Council') and the Trustees (hereinafter also referred to as the 'Board' or the 'Trustees' or the "BOT").

ARTICLE V: BYLAWS

The Assembly shall approve Bylaws that shall govern functions and working of the Association.

ARTICLE VI: AMENDMENTS

Amendments to the Constitution shall be made in accordance with the procedure specified in the Bylaws.

ALIGARH ALUMNI ASSOCIATION, WASHINGTON DC

BYLAWS

ARTICLE I: DEFINITIONS AND EXPLANATIONS

Section 1. Definitions:

Unless otherwise stated:

- a. Alumnus shall mean former student and staff of the Aligarh Muslim University.
- b. Assembly shall mean General Assembly of the Association, also known as General Body (GB)
- c. Association shall mean the **Aligarh Alumni Association, Washington DC** (hereinafter also referred to as the 'Aligarh Alumni Association of Washington DC', 'Aligarh Alumni Association, 'AMU Alumni Association, Washington, DC' 'AMU Alumni Association' or the 'Association').
- d. Bank shall mean all financial institutions.
- e. Board shall mean the Board of Trustees (BOT) of the Association.
- f. Council shall mean the Executive Council of the Association.
- g. Family shall mean husband and wife.
- h. University shall mean the Aligarh Muslim University (AMU).
- i. Year shall mean April 1 to March 31.
- j. Words in lower case have the same meaning as corresponding words in upper case in this document. Thus "Year" means the same as "year".

Section 2. Explanations:

- a. Appendices: referred to in this document must be read in conjunction with the various relevant provisions of the Bylaws. The BOT is empowered to change/amend/modify contents of any of these Appendices by a simple majority of votes without having to amend the Constitution and/or the Bylaws.
- b. Deadlines: Any reference to deadlines and cut-off dates shall mean 'to reach' by the deadline date and time laid down by the Council from time to time.
- c. Voting by Phone: Any reference to voting by phone shall mean that the person voting by phone does so at the time when other members, who are physically present at the meeting, are voting.

ARTICLE II: NAME AND LOCATION

Section 1: Name and Headquarters

The name of the association shall be the **Aligarh Alumni Association, Washington DC** (hereinafter also referred to as the 'Aligarh Alumni Association of Washington DC', 'Aligarh Alumni Association', 'AMU Alumni Association, Washington, DC' 'AMU Alumni Association' or the 'Association'). Its headquarters shall be located in the greater Washington, D.C., Metropolitan area.

ARTICLE III: PURPOSE

Section 1: IRS 501(c) (3)

Within the meaning of Section 501 (c) (3) of Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), the Association has been formed exclusively for charitable, educational, literary, cultural, and social activities.

Section 2: University

The Association shall actively strive to promote the interest of the University, its student body and its alumni.

Section 3: Relations

The Association shall promote closer social and cultural relations among members of the Association.

Section 4: Unlawful Activity

The Association shall not engage in any activity deemed unlawful by the State or the Federal governments of the United States of America.

Section 5: Activities Not Allowed

Notwithstanding any other provision of these Articles, the Association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose of the Association.

ARTICLE IV: MEMBERSHIP

Section 1: Eligibility

All memberships are subject to approval jointly by the EC and the BOT. All persons may apply for membership in a prescribed manner, provided that they: (a) subscribe to the aims and objectives of the Association; (b) agree to abide by the Association's Constitution and Bylaws, as amended from time to time; (c) agree to pay membership and any other fees; (d) are not debarred or stopped by any federal, State, or Local laws from obtaining membership of this or similar organizations or institutions; and (e) have never been rusticated or expelled from any educational institution. The EC and BOT jointly may refuse membership to anyone, or terminate any membership, and the decision is not appealable.

Section 2. Types of Membership:

There shall be three categories of membership: Regular, Life, and Honorary.

- a. Regular Membership. All alumni and non-alumni may apply for Regular Membership in a prescribed manner.
- b. Life Membership. Any person qualified to be a Regular Member may apply for Life Membership.
- c. Honorary Membership. The Association may recognize and bestow upon a living individual Honorary

Membership for outstanding services to the University or the Association.

Section 3: Application for New Membership

- a. Eligible persons, who never have been members of the Association or whose membership has expired, may apply for Regular or Life Membership by submitting to the EC and BOT jointly a prescribed application and the required membership fee (see the Appendix section for Membership application and fee).
- b. The EC and BOT jointly shall confer Honorary Memberships on behalf of the Association in accordance with the rules prescribed in these Bylaws.

Section 4: Regular and Life Membership Term and Dues

- a. The term of Regular membership shall be for one full year from April 1 to March 31. The term may be modified by the EC and BOT jointly in special circumstances.
- b. The term of Life membership shall be for the life of the member.
- c. A person granted Regular or Life membership shall be deemed as a member for the full year from April 1 to March 31, irrespective of when the membership is granted during the year, although such new member shall not be considered retrospectively for voting rights or part of the quorum in past events.
- d. The application deadline for membership in any given year shall be December 31. The EC and BOT shall normally act on such applications no later than February 15. Applications received after December 31 may be considered for membership for the subsequent year that shall start either on April 1 or on the day after the annual elections of the Association, whichever comes later.
- e. Regular memberships shall be subject to an annual payment of fees as prescribed in the Appendix.
- f. Life memberships shall be subject to a one-time payment of fees as prescribed in the Appendix.
- g. The EC and BOT jointly may change the fee for Regular and Life Memberships without having to amend the bylaws.
- h. Membership dues are not refundable for any reason.
- i. The EC and BOT may prescribe other charges or fees for special events and activities.

Section 5: Renewal of Membership

- a. Regular Members may apply for renewal by submitting to the Treasurer the prescribed membership fee. Existing members whose membership has not expired need not submit an application form. There shall be a grace period for renewal until December 31. The EC and BOT jointly shall act on such renewal applications no later than February 15. If membership fee is not deposited by December 31, the membership shall be considered as expired. A member whose membership has expired may apply for a new membership as per Section 3 of this Article.

Section 6: Decisions Concerning Membership

- a. The EC and BOT jointly shall make all decisions about granting new membership, renewing membership, extending the term of membership, and revising membership fee structure. These decisions shall be final and cannot be appealed.

- b. The EC and BOT jointly are authorized to terminate any membership, and the decision is not appealable.

Section 7: Privileges and Duties of Members

- a. All Honorary members shall have the privilege to attend Assembly meetings and to participate in activities of the Association, though they may not vote, or seek any office.
- b. All Regular and Life members who have fully paid their membership dues shall have the privilege to attend Assembly meetings and to participate in activities of the Association.
- c. All Regular and Life members, who have been members for at least sixty (60) days, shall have the right to vote in annual and special sessions of the Assembly, subject to the provision that non-alumnus members shall not vote to amend the Constitution or the Bylaws of the Association.
- d. All Regular and Life members shall be entitled to one vote each. Duly signed proxy votes, if any, that are submitted in writing will be permitted.
- e. All Regular and Life members who are members for at least two (2) consecutive years shall be eligible for the offices of Secretary, Treasurer, Secretary-Elect, and Treasurer-Elect.
- f. Only alumnus Regular and Life members who are members for at least two (2) consecutive years, and have served in the Council in any position shall be eligible to seek the offices of President and President-Elect.
- g. Only alumnus Regular and Life members, who have been members for at least sixty (60) days, shall be entitled to vote to amend the Constitution and Bylaws of the Association.
- h. Only alumnus Regular and Life members may serve on, or elect, the Trustees, subject to other provisions of the Bylaws. However, non-alumnus members may serve as Trustees if alumni are not available.

Section 8: Suspension, Revocation, and Termination of Membership

- a. Members shall be deemed to have terminated their membership by any one of the following actions:
 - i. Non-payment of the annual dues by the deadline of December 31
 - ii. Renunciation of the aims and objectives of the Association
 - iii. Deliberate violation of the Constitution and Bylaws of the Association
 - iv. Bringing bad name to the Association publicly
 - v. Bypassing regular channels
 - vi. Malicious behavior against an officer of the Association
 - vii. Making unsubstantiated charges or statements against the association or its office bearers
 - viii. Written resignation sent to the President of the Association
- b. Termination of membership shall automatically cause termination of all positions in EC, BOT, Committees, etc., and revocation of all privileges of membership.
- c. The EC and BOT jointly are authorized to terminate any membership, and the decision is not appealable.

ARTICLE V: THE GENERAL ASSEMBLY

Section 1: Definition of General Assembly

Collectively, the members of the Association shall constitute ‘The General Assembly’ (General Body) of the Association.

Section 2: Rights, Privileges and Duties of the General Assembly

- a. The Assembly shall elect the officers of the Council.
- b. The Assembly shall remove and/or recall any officer of the Council in accordance with the procedures contained in the Bylaws.
- c. The Assembly shall have power to amend provisions of the Constitution and the Bylaws with concurrence from the Trustees.

Section 3: Annual Meeting of the General Assembly

- a. The Annual meeting of the Assembly shall normally be held in March each year. The time, date, and place of the meeting shall be fixed by a resolution of the Council, and a minimum of twenty-five (25) days' notice in writing shall be given to each voting member. The items of business to be transacted in the annual general meeting shall include Council elections (see Appendix).
- b. Twenty percent (20%) of the membership, either present in person, by mail or by proxy, shall constitute a quorum. If a quorum is not present, the meeting shall be adjourned without conducting any business. The meeting shall resume at the same place half an hour after the scheduled time, and business shall be conducted in presence of the members available in person or by proxy.
- c. Unless otherwise stated, all decisions at the meeting shall be taken by simple majority of votes of members present and voting, including votes cast by phone or by written proxy.

Section 4: Special Meeting of the General Assembly

- a. Special meetings of the Assembly may be held at any time at the call of the Council. Notice of such a meeting shall be given to the members in the same manner as provided for the annual meeting, which notice shall specify the nature of business to be conducted. The same rules of quorum shall apply as for the annual meeting.

Section 5: Other Meetings

- a. Members of the Association may assemble at any time to exchange information, discuss matters of general interest, participate in religious, social or cultural activities, and for other similar purposes.

ARTICLE VI: THE EXECUTIVE COUNCIL

Section 1: Description of Executive Council

The Council shall be the governing body of the Association, and shall consist of seven members: President, Secretary, Treasurer, President-Elect, Secretary-Elect, Treasurer-Elect, and, as an ex-officio member, the outgoing President. The term for each position shall be one year ending March 31, irrespective of the election date.

Section 2: Rights, Privileges and Duties of the Executive Council

- a. The Council shall manage all affairs of the Association and shall be the governing organ of the Association.
- b. The Council shall prepare and circulate among members an annual schedule of events.
- c. The Council jointly with BOT shall act on membership applications, accept resignation of members, and determine when an automatic resignation has occurred according to the bylaws.

- d. The Council jointly with BOT shall confer Honorary Memberships.
- e. The Council jointly with BOT shall make decisions about termination of memberships.
- f. The Council shall prepare and present to the Assembly an annual report and a financial statement summarizing the activities of the previous year and its vision for the future.
- g. The Council may appoint as many individuals or committees as it deems essential for achieving the aims and objectives of the Association.
- h. The Council jointly with BOT shall seek and collect membership dues and donations.
- i. The Council is authorized to make any decisions that may be required for a smooth functioning of the Association, provided that such decisions shall not violate the Constitution and Bylaws of the Association.
- j. The Council jointly with BOT is authorized to prepare and modify operating procedures and Appendices that conform to the Constitution and Bylaws of the Association.
- k. The Council is authorized to spend monies for administrative purposes.
- l. Officers of the Council are expected to attend all Council meetings and maintain regular contact with the Association rank and file. Any officer of the Council not attending three consecutive meetings without valid reason shall be deemed to have resigned from the Council.
- m. The Council jointly with BOT shall arrange for annual elections and smooth transfer of power to newly elected Council Officers.

Section 3: Executive Council Meeting

- a. The Council shall normally meet once a month.
- b. The Council shall meet at the call of the President. The Secretary shall issue notification of date, time and place at least five (5) days before the meeting.
- c. Any two (2) members of the Council may request a Council meeting by writing to the President. The President will call a meeting within fifteen (15) days of receipt of such request.
- d. Four of the seven officers will constitute a quorum.
- e. The Council decisions shall be made by a simple majority of votes. The ex-officio member shall not vote except to break ties. Absent members may cast their votes by proxy, by telephone, or in writing.

Section 4: Rights, Privileges and Duties of the President

- a. The President shall convene and preside over all meetings of the Council and the Assembly.
- b. He/she or his/her designated representative shall act as the official spokesperson of the Association.
- c. He/she shall be responsible for coordinating activities of the Association.
- d. He/she or his/her designated representatives shall confirm minutes of the Council and Assembly meetings.

- e. He/she shall be responsible for expending funds after the budget is approved by the Council.
- f. He/she shall assist the Treasurer in preparing a yearly budget.
- g. He/she shall be responsible for the execution of all programs and policies of the Association.
- h. At the end of his/her term he/she shall serve as an ex-officio member of the Council during the subsequent year.

Section 5: Rights, Privileges and Duties of the President-Elect

- a. The President-Elect shall assist the President in carrying out his/her responsibilities and functions for the Association.
- b. In absence of the President, the President-Elect shall assume all responsibilities of the President.
- c. The President-Elect shall succeed the President either after a one-year term or earlier in case of removal or resignation of the President.

Section 6: Rights, Privileges and Duties of the Secretary

- a. The Secretary shall be responsible for maintaining records of all Council and Assembly meetings.
- b. He/she shall maintain Minutes of all Council and Assembly meetings.
- c. He/she shall maintain an updated mailing list and membership list for the Association.
- d. He/she, after consulting the President, shall correspond on behalf of the Association.
- e. He/she shall preside at Council and Assembly meetings in the absence of the President and the President-Elect.
- f. He/she shall prepare an agenda for all Council and Assembly meetings.
- g. He/she shall coordinate with the President in the conduct of the Council affairs.
- h. He/she shall be the custodian of all records of the Association for the current year.

Section 7: Rights, Privileges and Duties of the Secretary-Elect

- a. The Secretary-Elect shall assist the Secretary in his/her functions and duties and shall take over the Secretary's duties and functions during his/her absence.
- b. He/she shall succeed the Secretary either after a one-year term or earlier in case of removal or resignation of the Secretary.

Section 8: Rights, Privileges and Duties of the Treasurer

- a. The Treasurer shall maintain a joint bank account (called Council's Operating Account) with the Treasurer Elect and a Trustee of Funds. This account shall be a current checking account to be used for day-to-day functioning of the Association. This shall be the only account for which the Treasurer and the Council shall be responsible. The Trustees shall be responsible for all other accounts and funds.
- b. The Treasurer shall not deposit any scholarship funds in the Council's Operating Account; instead he/she

shall pass on scholarship funds, if any, to the Chairperson of the Scholarship Committee for recording and depositing in the scholarship account.

- c. The Treasurer shall maintain accurate financial records of the Association.
- d. The Treasurer shall pay bills and reimburse expenses incurred on behalf of the Association, as approved by the Council.
- e. The Treasurer shall prepare and present to the Council an annual operating budget.
- f. The Treasurer shall prepare and present to the Council monthly financial reports (see Appendix for the contents of the reports).
- g. The Treasurer shall present a yearly financial statement to the Assembly at its annual meeting (see Appendix for the contents of the reports).
- h. All financial transactions of above one hundred U.S. Dollars (U.S. \$100) shall be made by a bank check, unless specifically authorized by BOT.
- i. The Treasurer shall make sure that there are no cost over-runs of the budget approved by the Council. In case a cost over-run does occur, the Treasurer shall immediately prepare a revised budget, which will be submitted to the Council for approval.
- j. The Treasurer shall not allow expenditure of monies on items not contained in the approved budget.
- k. The Treasurer shall follow financial procedures provided in the Appendix.

Section 9: Rights, Privileges and Duties of the Treasurer-Elect

- a. The Treasurer-Elect shall assist the Treasurer in his/her functions and duties and shall take over the Treasurer's duties and functions during his/her absence.
- b. He/she shall succeed the Treasurer either after a one-year term or earlier in case of removal or resignation of the Treasurer.

Section 10: Rights, Privileges and Duties of the Ex-Officio Member of the Council

- a. The outgoing President shall serve as the ex-officio member of the Council for one year immediately following his/her term as the President. He/she shall provide guidance when solicited.
- b. He/she shall vote only when there is a need to break a tie of votes.

ARTICLE VII: ELECTIONS OF THE COUNCIL

Section 1: Positions

In the first year of adoption of the Bylaws, elections shall be held for all the six elected positions on the Council (President, Secretary, Treasurer, and three Elects). In the subsequent years, elections shall be held for only three positions (President-Elect, Secretary-Elect, and Treasurer-Elect).

Section 2: Dates

- a. The Council jointly with BOT shall set the dates in connection with the election according to the following guidelines:

- i. Date of Election: in March
 - ii. Nomination Closing Time and Date: Five (5) days before the election
 - iii. Mailing of Election Notice: At least twenty-five (25) days before the election
 - iv. Appointment of an Election Officer: At least thirty (30) days before the election
- b. The Council jointly with BOT shall have the authority to deviate from the guidelines in Section 2 (a) of this Article under extenuating circumstances.

Section 3: The Election Officer

- a. The Annual Election of the Council shall be conducted by an Election Officer appointed by the Council jointly with BOT at least thirty (30) calendar days before the election.
- b. The Election Officer shall be prohibited from seeking election. His/her term shall expire after the election.
- c. The Election Officer shall receive all nominations and, in consultation with the Council jointly with BOT, prepare a ballot containing all valid nominees for all the positions. He/she shall make the ballot available to the voting members at the election.
- d. The Council jointly with BOT shall provide to the Election Officer a list of eligible voters.
- e. The Election Officer shall compile the votes cast for each nominee and shall announce the results.
- f. The Election Officer shall be obliged to provide a list of nominees to any member of the Association who asks for the information both before and after the nomination closing date.
- g. The Election Officer shall work with the Council on all election matters.
- h. The Election Officer may be removed from the office by the Council.
- i. If the Election Officer becomes unavailable, the Council jointly with BOT shall appoint a new Election Officer. The 30-day restriction for the appointment (Section 3 (a) of this Article) shall not apply.

Section 4: Notice of Elections

- a. The notice of the annual meeting of the Association, wherein the election is an item of business, shall contain the following information: the name of the Election Officer, nomination paper, closing date and time for nominations, how to submit nominations, and election date and venue.

Section 5: Nominations

- a. Nominations shall be submitted by the closing time and date to the Election Officer as set forth in the election notice.
- b. Floor nominations shall not be allowed except as follows: For Council positions—floor nominations shall be allowed for a position for which no valid candidate is proposed by the nomination deadline. Thus, even one valid nomination for a specific position, received by the deadline, shall preclude floor nomination for that particular position. For Trustee Positions—floor nominations shall be allowed if the number of valid nominations is less than the number of available positions.
- c. In order for a nomination to be valid, the following information should reach the Election Officer by the closing time either separately or as one document, either as a hard copy, or fax or e-mail: name of the

nominee, position for which nominated, signed consent of the nominee, eligible member's name and signature who nominated, and eligible member's name and signature who seconded the nomination. For nominations by e-mail, a signature shall not be required provided the e-mail comes directly from the e-mail address of the person whose signature it replaces.

- d. A person may be candidate for more than one position.

Section 6: Eligibility of Candidates

- a. A person who holds an 'Elect' office (President-Elect, Secretary-Elect, and Treasurer-Elect) shall not seek election for any Council seat.
- b. A member of the Council shall not seek re-election to the corresponding position. Thus, a Treasurer shall not seek election for Treasurer-Elect, although he/she may seek election for the other two positions. A member shall not serve on the Council for more than four (4) one-year terms in a row. Service in a specific position for half or more than half the regular period shall be rounded up to one full term; less than half the regular period shall not be considered as a term.
- c. Honorary members shall not be eligible for any position on the Council.
- d. Only alumnus Regular and Life Members may seek the offices of President and President-Elect. To be eligible the candidate must have been a member for at least two (2) consecutive years, and must have served on the Council for one term in the past. For this purpose those who applied for membership by December 31 in a given year shall be considered members for the full year provided their membership was approved by the Council.
- e. All Regular and Life Members may seek the other four positions on the Council. To be eligible the candidate must have been a member for at least two (2) consecutive years. For this purpose those who applied for membership by December 31 in a given year shall be considered members for the full year provided their membership was approved by the Council.

Section 7: Eligibility of Voters

- a. All Regular and Life members who have fully paid their membership dues shall be eligible to vote in the elections. Honorary members shall not be eligible.
- b. New members who applied for memberships on or before December 31 of a given year, and whose memberships were approved by the Council for that year, shall be eligible to vote in the elections. Those who applied for memberships after December 31 shall not be eligible.
- c. Old members who renewed their memberships by December 31 shall be eligible to vote.
- d. Regular and Life members shall each be entitled to one vote. Duly signed proxy votes, if any, that are submitted in writing will be permitted.
- e. A list of eligible voters shall be prepared by the Council and provided to the Election Officer.

Section 8: Election Procedure

- a. Each candidate shall be introduced to the Assembly.
- b. Each candidate shall be allowed a maximum of five (5) minutes to state his/her position prior to the election.

- c. Elections for all positions on the Council shall be carried out using a single ballot that lists all candidates for all positions.
- d. Each voter shall be given a ballot on which the voter may cast his/her vote secretly and deposit it in a ballot box.
- e. The Election Officer shall compile the votes and announce the results.

Section 9: Assignment of Members to Vacant Positions

- a. Should a vacancy arise on the Council due to resignation, succession, or any other reason, it shall be filled, until the next election, by a person designated by the Council, provided such person meets the qualifications for the position as stated in the appropriate section of the Bylaws. If at any time there remains less than a majority of the Council Officers originally elected by the Assembly, a special meeting of the Assembly shall be called to elect the replacements. The term of the new members shall not exceed the remaining term of the originally elected members.

ARTICLE VIII: SUCCESSION OF COUNCIL

Section 1: Procedure

All transfer of power, files, records, and checkbook(s) shall take place on or about April 1 as set forth jointly by Council and BOT in accordance with the procedures provided in the Appendix.

ARTICLE IX: REMOVAL OF AN OFFICER OF THE COUNCIL

Section 1: Procedure

Provided that 4 members of the Council jointly with BOT agree to the removal of an officer, the Assembly may remove an officer, after due hearing, by a simple majority of votes of Regular and Life members in accordance with the procedure provided in the Appendix.

ARTICLE X: THE TRUSTEES

Section 1: Description of Trustees

The Trustees shall be the custodian of the Association. It shall consist of five (5) elected members including a Chairperson. The term of Trustees shall be five (5) years, and a Trustee may not serve for more than two (2) consecutive terms. Service in a specific position for half or more than half the regular period shall be rounded-up to one full term; less than half the regular period shall not be considered as a term. Generally, the terms of the Trustees shall be arranged such that no more than one Trustee shall retire in a given year. Each Trustee shall be required to perform one or more custodial duties related to finance, records, property, and scholarship. These duties shall be assigned such that each duty shall have a Principal and an Alternate assignee.

Section 2: Rights, Privileges and Duties of the Trustees

- a. The Trustees will interpret the Constitution and the Bylaws in case of a dispute; their interpretation cannot be challenged.
- b. A Trustee may be a member of the Council at the same time, subject to the provision that no more than two Trustees may serve on the Council at a given time.
- c. The Trustees' decisions shall be made by a simple majority vote. An absent Trustee may cast his/her vote by telephone, by proxy, or in writing.

- d. Trustees may attend Council meetings without any voting rights.
- e. The Trustees shall help in Association's day-to-day operations.
- f. The Trustees shall elect a Chairperson for one year from amongst themselves. The same Chair may not be elected for more than two consecutive terms.
- g. Any Trustee who does not perform one or more of the responsibilities (finance, records, property and scholarship), as defined under Sections 4 through 7 of this Article, shall be considered to have resigned from the Board. A Trustee who does not attend three consecutive meetings of the Trustees without legitimate reason shall be deemed to have resigned from the Board.
- h. The Trustees are authorized to make committees, rules and traditions to dispose of their custodial responsibilities.
- i. On the day of Council election, the Trustees shall perform the necessary functions described in the Article on Succession of Council (Article VIII) in order to affect succession of the Council.
- j. The Trustees shall evaluate any fund request from the Council before transferring any funds to the Council.
- k. The Trustees along with EC may terminate any membership, and the decision is not appealable.
- l. The Trustees shall review and concur with any proposal to amend the Constitution and /or Bylaws prior to its submission to the General Assembly.
- m. Under highly unusual circumstances, the Trustees may suspend the Council and the bylaws of the Association, and take over the governance of the Association.

Section 3: Rights, Privileges and Duties of the Chairperson of the Board

- a. The Chairperson of the Trustees shall call and chair all Trustees' meetings.
- b. The Chairperson shall be elected for one (1) year, and may not be elected for more than two consecutive terms.

Section 4: Custodial Responsibility for Finances (Trustees of Funds)

- a. A Principal and an Alternate shall be appointed from amongst the Trustees to manage the funds of the Association. The two shall work jointly such that the Association's business does not suffer as a result of the absence of one. If both are absent at the same time the Chair may appoint another Trustee to carry on the business.
- b. The Trustees of Funds shall be responsible for maintaining all funds of the Association following procedures provided in the Appendix. They shall prepare and maintain accurate financial statements.

Section 5: Custodial Responsibility for Association's Records (Trustees of Records)

- a. A Principal and an Alternate shall be appointed from amongst the Trustees to manage the records of the Association. The two shall work jointly such that the Association's business does not suffer as a result of the absence of one. If both are absent at the same time the Chair may appoint another Trustee to carry on the business.

- b. The Trustees of Records shall maintain all records of the Association following procedures provided in the Appendix.

Section 6: Custodial Responsibility for Property (Trustees of Property)

- a. A Principal and an Alternate shall be appointed from amongst the Trustees to manage the property of the Association. The two shall work jointly such that the Association's business does not suffer as a result of the absence of one. If both are absent at the same time the Chair may appoint another Trustee to carry on the business.
- b. The Trustees of Property shall maintain all property of the Association following procedures provided in the Appendix.

Section 7: Scholarship

- a. A Scholarship Committee, appointed by and reporting to the Trustees, shall operate the scholarship program of the Association following the procedure provided in the Appendix.

Section 8: Eligibility to Serve as Trustees and Chair

- a. Candidates for election as a Trustee must have been alumnus Regular or Life members of the Association for a minimum total of fifteen (15) years. Non-alumnus members may be elected only if alumnus candidates are not available.
- b. Trustees may be re-elected to the same position for no more than two (2) consecutive terms.
- c. All Trustees shall be eligible for Chairpersonship.
- d. The Trustees shall elect a Chairperson of the Board.
- e. The term of the Chairperson shall be one year, and he/she shall serve no more than two consecutive terms.

Section 9: Election of the Board of Trustees

- a. Election of the Trustees shall be held either on the day of Council election or within 15 days of the election of the Council.
- b. The election shall be conducted by an Election Officer appointed by the Trustees.
- c. The electorate shall consist of:
 - i. All Officers of the Council (the Ex-Officio member shall vote only in case of a tie)
 - ii. All Trustees
 - iii. All those who have been alumnus Regular or Life members of the Association for a minimum total of fifteen (15) years
- d. Each voter will have one vote.
- e. The Election Officer shall define the election procedure in consultation with the Trustees, conduct the election and announce the results, after which his/her term as Election Officer shall end.
- f. Immediately following the election of the Trustees, the latter shall elect from amongst themselves a Chairperson.

- g. Should a vacancy arise among Trustees due to resignation, succession, or any other reason, the vacancy shall be filled, until the next election, by a person designated by the Trustees, provided such person meets the qualifications for the position as stated in the appropriate section of the bylaws. If at any time there remains less than a majority of the Trustees originally elected by the electorate, a special election shall be held to elect the replacements. The term of the new Trustees shall not exceed the remaining term of the originally elected Trustees.

Section 10: Removal of a Trustee or the Chairperson

- a. Removal shall require an initial concurrence of at least two Trustees, followed by a simple majority of vote of the Electorate responsible for electing the Trustees (Section 9.c of this Article). Same Electorate rules shall apply as for the election of the Trustees.

ARTICLE XI: COORDINATION BETWEEN THE TRUSTEES AND THE COUNCIL

Section 1: Harmony

The Trustees and the Council shall make every effort to perform their respective duties and use their respective powers in complete harmony with each other.

Section 2: Scholarship Funds

The Council shall not deposit any scholarship funds in the Council's Operating account. Instead, all such monies shall be given to the Chairperson of the Scholarship Committee for recording and depositing to the scholarship account.

ARTICLE XII: FINANCIAL OPERATIONS

Section 1: Bank Accounts

Only Trustees shall have the authority to open, close, and freeze accounts; or modify names of the accounts, mailing addresses associated with the accounts, and signatories on the accounts. No other individual or entity may take such actions. This Section applies to all accounts, whether managed by the Council or the Trustees.

Section 2: Deposits

Deposits in Association's accounts shall be made only by the signatories of the particular accounts or by persons authorized by the specific signatories.

Section 3: Financial Transactions

All transactions above one hundred dollars (\$100) shall be carried out by a bank check, unless specifically authorized by BOT.

Section 4: Financial Procedures

All financial transactions shall be subject to procedures described in the Appendix.

ARTICLE XIII: SUMMARY OF QUORUM REQUIREMENTS

Section 1: Quorums for Meetings

Quorums for various meetings shall be defined as follows (In each case presence by phone, mail or written proxy shall be considered as part of the quorum):

- Assembly – One-fifth (1/5) of Assembly members
- Council –Four (4) Council Officers
- Board of Trustees – Three/ (3) Trustees

Section 2: Decisions

All decisions shall be made by a simple majority of vote of members present and voting, except for any amendments, which shall require two-third majority of members present and voting.

ARTICLE XIV: SUMMARY OF TERM LIMITS AND ELIGIBILITY REQUIREMENTS

Section 1: Disclaimer and Definitions

- a. This Article provides summary of what has already been said on the subjects in respective Articles of the Bylaws. The summary is presented for convenience, and shall not be taken to substitute the specific Articles and Sections on the respective subjects. In case of any discrepancy the specific Articles and Sections shall prevail over Article XIV.
- b. Service in a specific position for half or more than half the regular period (term) shall be rounded-up to one full term; less than half the regular period shall not be considered as a term.
- c. Persons who submitted their membership applications and dues on or before December 31, and their memberships were approved by the Council for that particular year, shall be considered members since April 1 of the same year, although without any retrospective privileges.
- d. Only Regular and Life Members are eligible to vote and run for offices; Honorary members are not eligible.

Section 2: Term Limits

The term limits for various positions shall be as follows:

- a. All positions on the Council—1-year term; eligible for reelection to a different position; no more than 4 consecutive years of Council service (excluding ex-officio service)
- b. Trustees—5-year term; no more than 2 consecutive terms
- c. Chairperson of the Trustees—1-year term; no more than 2 consecutive terms

Section 3: Eligibility to Serve

The eligibility requirements to serve in various offices shall be as follows:

- a. President, President-Elect—Current Regular or Life membership for 2 consecutive years, plus 1 year (1 term) service on the Council, plus alumnus
- b. Treasurer, Secretary, Treasurer-Elect, Secretary-Elect—Current Regular or Life membership for 2 consecutive years ('Elects' are not eligible to run for any Council seat)
- c. Trustee—Total of 15 years--including two consecutive years--Regular or Life membership, plus alumnus (non-alumnus allowed if alumnus not available)
- d. Chair of the Trustees—Any Trustee

Section 4: Eligibility to Vote

The eligibility requirements for voting shall be as follows:

- a. Vote on issues in Special General Assembly meetings—2-month Regular or Life membership
- b. Vote on issues in Annual General Assembly meetings—2-month Regular or Life membership
- c. Vote in Council elections—those whose Regular or Life membership applications/dues reach the Council on or before December 31, provided their membership is approved by the Council for that year
- d. Vote to amend the constitution and bylaws—2-month Regular or Life membership, plus alumnus
- e. Vote for Trustees—any of the following 3 positions carries one vote (total one vote per person): (i) current Council Officer; (ii) current Trustee; and (iii) alumnus with 15-year total Regular or Life membership.

ARTICLE XV: AMENDMENTS

Section 1: Requirements for Amendments

The Constitution and/or Bylaws may be amended by a two-thirds majority of the alumnus Regular and Life members present and voting, including duly signed proxy votes, if any, that are submitted in writing, provided that a written notice of a minimum of twenty-five (25) days shall have been given to all members eligible to vote; and provided that such members shall have been sent the text of the proposed amendments and the text of the clauses to be amended, at least twenty-five (25) days in advance of the meeting. Approval of BOT is required to start amendment procedure as well as to accept the final amendments.

Section 2: Initiation of Proposal

Proposals for amendments may be initiated by the Trustees or the Council or by a group of not less than 10% of alumnus Regular and Life members.

Section 3: Submission of Proposal

All proposals for amendments must be submitted in writing to the Trustees for approval before mailing to the general body.

Section 4: Quorum Requirement

For amendments, 20% of the alumnus Regular and Life members -- physically present plus those voting by signed proxy or by mail -- shall constitute a quorum of the Assembly.

Section 6: Concurrence of Trustees

If the Assembly makes changes in the original proposal of amendment(s), concurrence from the Trustees shall become necessary.

ARTICLE XVI: DISSOLUTION

Section 1: Tax Exempt Requirement

In the event of the dissolution of the Association, the officers of the Association shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association to a nonprofit tax-exempt organization. The qualified beneficiary shall be named by the Assembly of the Association.

Section 2: Ratification by Trustees

To be effective, any resolution to dissolve the Association must be ratified by the Board of Trustees.

ALIGARH ALUMNI ASSOCIATION, WASHINGTON DC

**APPENDIX TO THE
BYLAWS—OPERATIONAL
MANUAL**

(The Appendices that follow must be read in conjunction with the various relevant provisions of the Bylaws. The BOT is empowered to change/amend/modify the contents of any of these Appendices by a simple majority of votes without going through the exercise of amending the Constitution and/or the Bylaws)

LIST OF CONTENTS

1. Management of Meetings
2. Membership Application Fees and Form
3. Sample Agenda for Meetings:
 - A. Sample Agenda for Annual General Assembly Meeting
 - B. Sample Agenda for Any Council or Board Meeting
4. Succession of Council
5. Removal of an Officer from the Council
6. Financial Operations
7. Treasurer's Financial Reports
8. Trustees of Funds
9. Trustees of Records
10. Trustees of Property
11. Scholarship Operations
12. Implementation of, and Transition to, the new Constitution and Bylaws

APPENDIX 1— MANAGEMENT OF MEETINGS

- a. There shall be a working paper/note electronic document on each agenda item [even items that are for information only]. The document shall be circulated among members well in advance – along with the notice for meeting
- b. The President/chairperson, after calling the meeting to order, shall conduct the meeting as per the agenda
- c. Members shall speak in order in which they are recognized by the President/Chairperson
- d. The President/Chairperson shall summarize the discussion and announce the decision at the close of discussion on an agenda item
- e. The Secretary shall take the minutes of all Council/Assembly meetings. The person presiding over the Board meeting shall take down the minutes of all Board meetings.
- f. The secretary shall circulate the draft of the minutes among members

APPENDIX 2—MEMBERSHIP APPLICATION FEES AND FORM

Annual membership fee shall be as follows:

- g. Regular Member: \$20 per person; \$30 per family (husband and wife)
- h. Life Member: One-time payment of \$200 per person or \$300 per family (husband and wife)
- i. Non-member mailing: \$10

Insert Membership Application Form here

APPENDIX 3 A—SAMPLE AGENDA: GENERAL ASSEMBLY
SAMPLE AGENDA FOR ANNUAL GENERAL ASSEMBLY MEETING

Date
Time
Venue

SAMPLE AGENDA

- Call to order
- Tilawat
- Opening Remarks by the President
- Minutes of the last Assembly meeting
- Annual report by the President
- Annual Report by the Chairperson
- Treasurer's report
- Trustees' Financial Report
- Committee Reports, if any
- Membership Status and/or Collection of membership dues
- Elections
- Appointment of an Auditor
- New Business
- Old Business
- Transfer of Council's Operating Account checkbook from the outgoing Treasurer to the new Treasurer
- Transfer of all files and records from the outgoing Council to the Board of Trustees
- Presentation of guidelines concerning record keeping and finances from the Board of Trustees to the new Council
- Adjournment

APPENDIX 3 B—SAMPLE AGENDA: COUNCIL/BOARD MEETINGS
SAMPLE AGENDA FOR ANY COUNCIL/BOARD MEETING

Date
Time
Venue

- Call to order
- Tilawat
- Opening Remarks by the President
- Minutes of the last Assembly meeting
- Old business (agenda item)
- New business (agenda item)
- Any other item (with the permission of the President)

APPENDIX 4—SUCCESSION OF COUNCIL

All transfer of responsibilities, power, files, records, and checkbook(s) shall take place on or about April 1 as

decided jointly by Council and BOT. Irrespective of the election date, the Elects will be considered in power effective April 1, even if the transfers are done on a different date(s).

- a. The outgoing Council shall transfer bank checkbook(s) to the new Treasurer; and all files, documents, records, assets and liabilities to the Trustees. The Trustees and the Council Officers shall meet for the required amount of time and ensure that all items are in order.
- b. The Trustees shall bring to the election meeting the necessary documents (for example, a corporate resolution from the Trustees and a bank signature card) that may be required to change the mailing address and signatures for the **Council's Operating Account**. The corporate resolution will authorize that: i) the bank statements be sent to the Trustee of Funds and a duplicate to the new Treasurer; ii) the Trustee of Funds, new Treasurer and the new Treasurer-Elect will have signature authorities on the **Council's Operating Account**, with only one signature required on checks; and iii) only the Board of Trustees, and no single individual, has the authority to close or freeze the account or change its mailing address. The corporate resolution shall be signed by at least half of the Trustees as signatories of the resolution.
- c. The Trustee of Funds, the new Treasurer and the new Treasurer-Elect shall provide their sample signatures on the corporate resolution and/or signature card, as may be required by the specific bank of the **Council's Operating Account**. The duly signed corporate resolution/signature card/any other documents required for the three purposes stated in Section 1.b of this Article shall be transmitted to the bank promptly.
- d. The Trustees shall provide to the new Council Officers printed guidelines and samples showing how record keeping and finances are to be handled.

APPENDIX 5—REMOVAL OF AN OFFICER OF THE COUNCIL

An officer of the Council may be removed from his/her office, after due hearing, in accordance with the following procedure.

- a. A petition to remove an officer of the Council may be filed by any member of the Association. Such petition shall be filed with the Council or BOT.
- b. Provided that 4 of its officers of Council and BOT jointly agree to the possible removal, the Council shall appoint a Presiding Officer for a recall session of the Assembly meeting. This officer shall not belong to the Council. Written notice shall be sent to the last known address of each voting member stating the purpose of the recall session and including a brief summary of the petition.
- c. The recall session will hear the charges and the defense, if any, prior to voting on the recall petition.
- d. To be carried, the recall petition shall require the approval of at least two-thirds majority of the members present and voting, including duly signed written proxy votes, if any.
- e. All voting Regular and Life members shall be eligible to vote on the matter of removal.
- f. The process of an individual's removal from office is automatically terminated at any time if the individual in question resigns from such office.
- g. The term of the Presiding Officer shall be limited to the recall session.

APPENDIX 6—FINANCIAL OPERATIONS

- a. Only the Trustees have the authority to open, close, and freeze accounts; or modify names of the accounts, mailing addresses associated with the accounts, and authorized signatories on the accounts. No other individual or entity may take such actions. This applies to all accounts, whether managed by the Council or the Trustees.
- b. Deposits in Association's accounts shall be made only by the authorized signatories of the particular accounts or by persons authorized by the specific signatories.
- c. There shall be a checking account (Executive Council's Operating Account) with three signatories—Treasurer, Treasurer-Elect and one of the Trustees of Funds—although only one of the three signatures shall be required on checks. The main mailing address shall be that of the Principal Trustee of Funds, with duplicate statement going to the Treasurer's address. This account shall be the only account used and operated by the Council. At the beginning of the Association's year, the Board shall make available into this account a small amount of funds (approximately \$10,000) for operating expenses. The Council may request additional funds as needed, and after evaluating the need, the Trustees may transfer any appropriate amount.
- d. All other funds shall be managed solely by the two Trustees of Funds, who both shall have signatory authorities—with only one of the two signatures required on checks—and both shall receive bank statements.
- e. All scholarship donations received by the Council, Trustees or any member shall be promptly forwarded to the Chairperson of the Scholarship Committee, who, after recording, shall deposit it into the appropriate account and inform the appropriate Trustee of such deposits. The Chair of the Scholarship Committee has the authority to deposit scholarship funds into the scholarship account(s) and to receive monthly and annual bank statements.

APPENDIX 7—TREASURER'S FINANCIAL REPORTS

Treasurer's Monthly Financial Reports shall contain the following information: starting balance, itemized list of funds collected and spent, and ending balance. In addition, for each activity or program the Treasurer shall present a report containing the following information: Itemized list of funds collected and spent, and profit or loss in the current period since the last monthly report.

Treasurer's Yearly Statement shall contain the following information: starting balance, itemized list of funds collected and spent, and ending balance. In addition, for each activity or program the Treasurer shall present a report containing the following information: Itemized list of funds collected and spent, and profit or loss in the whole year.

**APPENDIX 8—TRUSTEES OF FUNDS
CUSTODIAL RESPONSIBILITY FOR FINANCES**

- a. A Principal and an Alternate shall be appointed from amongst the Trustees to manage the funds of the Association. The two shall work jointly such that the Association's business does not suffer as a result of the absence of one. If both are absent at the same time the Chair may appoint another Trustee to carry on the business.
- b. The Trustees of Funds shall be responsible for maintaining all funds of the Association.
- c. One of the Trustees of Funds shall have a signatory authority jointly with the Treasurer and the Treasurer Elect of the Council in the checking account (hereinafter also referred to as 'Council's Operating Account') that is managed by the Treasurer of the Council, and shall receive bank statements directly from the bank. However, the Trustees shall not operate this checking account under normal circumstances. The Trustees shall ensure that at the end of a year all funds, except ten thousand dollars (\$10,000), are transferred out of the Council's Operating Account to a suitable account managed by the Trustees. This limit of \$10,000 may be periodically adjusted by the Trustees.
- d. Only the Trustees have authority to open, close, or freeze any account (including the Council's Operating Account) of the Association. No other individual or entity shall open, close or freeze any financial accounts, or change their mailing addresses, on behalf of the Association.
- e. The two Trustees of Funds shall maintain all other funds of the Association, and shall have joint signature authority on them. They shall both receive duplicate bank statements directly from the financial institutions.
- f. The Trustees of Funds shall provide to the Chairperson of Scholarship Committee information about any scholarship funds they receive.
- g. The Trustees of Funds shall prepare printed guidelines and samples showing how the Council Treasurer will prepare monthly and annual reports concerning the Council's Operating Account. The Trustees shall provide such guidelines and samples to the newly elected Council Officers on the day of the Council election each year.

**APPENDIX 9—TRUSTEES OF RECORDS
CUSTODIAL RESPONSIBILITY FOR ASSOCIATION'S RECORDS**

- a. A Principal and an Alternate shall be appointed from amongst the Trustees to manage the records of the Association. The two shall work jointly such that the Association's business does not suffer as a result of the absence of one. If both are absent at the same time the Chair may appoint another Trustee to carry on the business.
- b. The Trustees of Records shall maintain all records of the Association collated by year. Only the current year's records shall be kept with the Council. The Alternate shall also know how and where the records are kept.
- c. The Trustees of Records shall develop guidelines and samples showing how the Council will do the record

keeping for the current year. The Trustees shall provide such guidelines and samples to the newly elected Council Officers on the day of the Council election each year.

- d. The Records include but are not limited to: financial records, official notices, fliers, election records, distinguished visitors' list, etc.

APPENDIX 10—TRUSTEES OF PROPERTY CUSTODIAL RESPONSIBILITY FOR ASSOCIATION'S PROPERTY

- a. A Principal and an Alternate shall be appointed from amongst the Trustees to manage the property of the Association. The two shall work jointly such that the Association's business does not suffer as a result of the absence of one. If both are absent at the same time the Chair may appoint another Trustee to carry on the business.
- b. The Trustees of Property shall maintain all property of the Association.
- c. The Property includes but is not limited to: flags, emblems, pots and pans, food warmers, stoves, gas cylinders, sheets, audio and video tapes, public address system, etc.
- d. The Trustees shall make these items available for Association's functions as needed.

APPENDIX 11—SCHOLARSHIP OPERATIONS

- a. A Scholarship Committee, appointed by and reporting to the Board of Trustees, shall operate the scholarship program of the Association.
- b. The Chairperson of the Scholarship Committee shall report to the Trustees. The scholarship committee shall have two to four additional members appointed by the Trustees at the recommendation of the Chair of the Committee.
- c. The Scholarship Committee shall be a long-term committee that shall keep functioning until it is notified by the Trustees of its replacement.
- d. The Chairperson of the Scholarship committee shall be the focal point for receiving all scholarship funds from benefactors. After duly recording the donation, he/she shall have the funds deposited in the appropriate account, and transmit information of such deposit to the appropriate Trustee of Funds.
- e. Charges to the Committee include but are not limited to:
 - i. Award scholarships to bright, needy students as per procedures and timeline that work well and conform to the conditions laid down by scholarship donors
 - ii. Review and improve the scholarship program, operating procedures, and timeline.
 - iii. Ensure that scholarship funds are used for no purpose other than awarding and administering scholarships. Administrative expenses directly attributable to the scholarship program including fund raising expenses may, however, be deducted from the funds collected for the scholarship program.

- iv. Ensure that 100% of funds donated for scholarships are deposited in the scholarship fund
- v. Raise scholarship funds
- vi. Keep a running list of donors and maintain contact with the donors, apprising them of the scholarship program in general and specific scholarships in particular
- vii. Keep a running list of the scholarship recipients and maintain contact with them through their permanent home addresses with a view to following their progress
- viii. Prepare and distribute an annual report generally in March