



Indian Association of Charlottesville

Indian Association of Charlottesville BYLAWS (established in 2010 on January 12th)

ARTICLE I: PURPOSE

The purpose of the Indian Association of Charlottesville (herein after referred to as "IAC") is to support and encourage the participation and appreciation of all positive aspects of the Indian culture -- especially its dual characteristics of unity amidst diversity. Furthermore, its goal is to contribute to the broader American culture of which it is a strong supporting part. We are all strengthened by the common American/Indian belief in the dignity of all cultures under the umbrella of a common respect for the free expression of the differences inherent in all individuals and groups.

ARTICLE II: IAC BOARD

1. The IAC Board shall consist of a minimum of two (2) Executive Officers, and a minimum of four (4) Board Members. Articles III and X define the executive committee and membership, respectively.
2. All IAC Board Members must be at least 18 years old.
3. No Executive Officer shall serve more than three (3) consecutive years unless approved by the IAC Board.
4. The number of IAC Board Members can be increased (or reduced) as needed by majority vote of the existing IAC Board.
5. Each present Board Member will have one (1) vote for each agenda item.
6. In case of a tie, the president has the right to make the final decision.

ARTICLE III: EXECUTIVE COMMITTEE

1. The Executive Committee consists of at least the first two (2) Executive Officer positions which shall be President and Vice-President. Additional Executive Committee positions may be added as needed, but are limited to the following: Secretary, Treasurer, past-President.
2. Executive Officers are to be elected in November to serve one-year terms beginning on January 1st. The Vice-President, Secretary, and Treasurer can be elected from the IAC Board or from other interested individuals.
3. If any Executive Officer is unable to serve their full term he/she must notify the President and full IAC Board in writing as soon as possible. A new election may be held, as per Article VI to fulfill the remaining term.



4. The Executive Officers will meet on an "as-needed" basis to facilitate the operation of the IAC Board. Its duties may include, but not be limited to, preparing IAC Event schedules, organizing new programs, investigating new business, administering IAC finances, and generally making recommendations to the whole IAC Board for final approval.

ARTICLE IV: EXECUTIVE COMMITTEE ROLES

1. The President:

The President provides general leadership and coordination, and presides at meetings of the IAC, ensures that the BOARD resolutions are carried out and signs official documents. The President is Ex-Officio member of all committees.

2. The Vice President:

The Vice President assists the President and fulfills all functions of the office during the President's absence. The Vice President will become the acting President, if the post of the President falls vacant due to any reason, until the IAC Board elects a new President to complete the remaining term of the President.

3. The Secretary:

The Secretary of the IAC conducts all general correspondence and maintains a list of current membership. The Secretary shall issue notice to all membership and BOARD, and shall record the votes and keeps the minutes of all meeting and proceedings of the BOARD. The Secretary shall carryout such other duties, from time to time, as assigned by the BOARD.

4. The Treasurer:

The Treasurer shall receive and deposit, in appropriate banking institution(s) as approved by the BOARD, all funds of the IAC and shall disburse such funds as directed by resolution of the BOARD; keep proper books of account; carry out an annual audit of IAC books as directed by the BOARD; shall prepare a statement of income and expenditures to be presented to the Membership at its annual meeting; deliver a copy of each to the members; and shall prepare any required Federal and State documents and file it with the appropriate governmental agency before the subject deadlines.

ARTICLE V: BANKING AND AUDITING

The BOARD shall approve the institution(s) in which the account(s) of the IAC shall be kept. All accounts shall be kept in the name of the IAC. Transactions shall normally be by means of checks. All checks must be signed by the Treasurer.

Audit of Accounts:

If the IAC average account balance exceeds \$25,000 for the calendar year, auditor(s) shall be hired by the BOARD (no auditor shall be a member of the BOARD). The auditor(s) shall audit and certify all accounts for the IAC, including the annual statement of income and



expenditure. The results and certification of all audits will be available to any IAC member in good standing during normal working hours.

ARTICLE VI: RULES AND PROCEDURE

All meetings shall be conducted in accordance with Robert's Rules of Order. All meetings may adopt such rules of procedure, not inconsistent with these articles, as required for the proper conduct of their business. Without prejudice to the general provisions set out above, the President may (unless the membership decides otherwise) restrict the discussion on a motion to two interventions by any one member, each intervention being limited to two minute duration. Any issue raised and supported by a simple majority of members attending an annual/special meeting shall form part of the agenda of the annual/special meeting.

Election Procedure:

Detailed procedures for the appointment of the Nomination Committee, date of election, publication of ballot papers, with respect to election of the BOARD are as follows:

1. Election will be held in November or December for the following year.
2. The Secretary of the ASSOCIATION shall issue notice to all the members, at least two weeks in advance, of the election. To be eligible to vote the voter should satisfy MEMBERSHIP requirement.
3. List of candidates contesting for the election and the post they are contesting for will be provided to all members via e-mail. The members will have the option of voting electronically (via e-mail), mail by sending a signed hard copy of their choice or by attending the Membership meeting.

Removal of a BOARD Member:

IAC board shall expel any board members who takes part in illegal acts or activities that could harm the image and/or reputation of the Indian Association of Charlottesville. Expulsion of a board member requires a 75% voting by the board members

ARTICLE VII: AMENDMENTS

The Bylaws may be amended only by means of a written request addressed to the Secretary signed by a simple majority of the membership or by a majority of the board. The Secretary shall then convene a meeting to discuss the amendment IAC within three months after the receipt of the written request or at the next scheduled IAC meeting whichever occurs first. The amendment requires approval by a 51% majority of the attending membership or by 100% approval of the Board in attendance.

ARTICLE VIII: DISSOLUTION

Proposal for the dissolution of the IAC shall originate only by means of a written request addressed to the Secretary signed by a simple majority of the membership or by a majority of the board. The Secretary shall then convene a meeting to discuss the dissolution of the IAC within three months after the receipt of the written request or at the next scheduled



meeting, whichever occurs first. The dissolution requires approval by a 51% majority of the attending membership or by 100% approval of the Board.

For the purpose of dissolution, the assets of IAC shall be distributed to non-profit organizations as determined by a 51% majority of the membership or 100 % of the Board as referred to above.

ARTICLE IX: TENURE IN OFFICE

To be eligible as a candidate for the President, the person shall have been a member of the IAC for a full year immediately preceding the election. No person shall be eligible to serve more than three consecutive years as President unless approved by the IAC Board as stated in Article II, Paragraph 3.

The term of each IAC Board Member shall start from January 1st and will last until December 31st of that year. This shall be treated as a one year term for President's and Executive Committee Members' tenure.

ARTICLE X: MEMBERSHIP

1. The IAC Board, at its discretion, may establish preferred membership requirements to the IAC Organization. Such membership to the IAC may provide membership benefits, such as voting rights which may determine the composition of the IAC Board
2. A "member" is defined as an individual or household who provides in writing to become a member, volunteers for at least two IAC programs and/or supports IAC with a monetary donation.

ARTICLE XI: ORGANIZATION

1. Board meetings will be held routinely as needed.
2. A simple majority of IAC voting board members will constitute a quorum and a simple majority of the quorum will carry such resolutions presented except any changes in the Bylaws will require a 75% approval of all voting representatives as described in article VII. Bylaw resolutions may not be voted upon after the first reading except in the case of emergency. A second reading at the next IAC Board meeting is required prior to a vote being taken.
3. The Executive Committee will be responsible for the tentative IAC event schedule for the coming year to be approved by the IAC Board no later than the March meeting.
4. The IAC Board may hire persons on a contract basis to perform duties as determined by the Board. Hiring and pay rate will require a majority vote of the Board. In addition, the Board may appoint unpaid consultants who will be considered as part of the IAC Board, but have no vote and may not serve as IAC representatives. These consultants may include experienced individuals who have such skills as general knowledge of the operation and needs of the IAC, computer software, web site design and maintenance, knowledge and



experience relating to Indian community expectations, and any other skills deemed to of benefit to IAC.

5. At each monthly meeting of the IAC Board, the President (or Treasurer if applicable) must present the following reports for approval by the Board:
 - a. the financial report which will contain an accounting of all receipts and disbursements since the last report and
 - b. other reports as requested by the IAC Board.
6. As soon as possible after the end of each calendar year, the outgoing President and Treasurer must jointly review all financial records (including each receipt and disbursement) of that year and confirm the accuracy of those records by their signatures on the end-of-year financial statement. This jointly-signed statement must be approved by the Board by a unanimous vote of at least a quorum present no later than the following March meeting.

ARTICLE XII: REQUIRED ACTIONS

1. IAC shall maintain liability insurance prior to any IAC sanctioned activity or event being held at any facility or location. A current Certificate of Insurance is to be delivered to the IAC President (or Treasurer if applicable) before the event can take place.
2. The IAC shall seek and maintain legal status as a non-profit organization.
3. IAC must secure and maintain general liability insurance for the BOARD.