Moitri Bengali Association of Greater Southern Washington – Bylaws

Moitri Bengali association of greater southern Washington - An organization for people interested in Bengali Culture and Heritage and primarily residing in Greater Southern Seattle

ARTICLE I

OFFICES

The principal office of the Corporation shall be located at its principal place of business which is Greater Southern Seattle. The association may have such other offices as the Executive Committee may designate or as the business of the association may require from time to time.

ARTICLE II

MEMBERSHIP

- Any person interested in Bengali Culture and Heritage and of 18 years of age and above irrespective of caste, color, creed, race, or any national origin, can join the Association.
- All members shall agree to comply with the Constitution and By-Laws of the association.
- The Association shall offer the following types of memberships
  - Individual(with or without minor dependents) – An Individual member is assumed to consist of an adult over 18 years of age and may or may not have dependents and hence is entitled to one (1) vote in the matter of the association.
  - Family - A family is assumed to consist of a husband, a wife and dependent children and hence is entitled to one (1) vote in the matter of the Association except the election process of Office bearers (President/Secretary/Treasurer) where the immediate family member is a running candidate following Article V.
  - Donation - Individuals who contribute toward Moitri's charitable initiatives will be eligible for membership benefits as outlined below if not already a member:

    1) Contribution of $299 or more: Membership for one individual
    2) Contribution of $499 or more: Membership for two individuals
    3) Contribution of $899 or more: Membership for up to four individuals,

including children (maximum limit applies)

Membership privileges are extended solely in recognition of your voluntary donation and are valid for one calendar year. Contributions are non-refundable and will be applied exclusively to Moitri's cultural and community development programs.

- The membership fees may be revised by the committee by the end of the current calendar year.
- All memberships are based on a calendar year.

ARTICLE III

EXECUTIVE COMMITTEE

- The General Body shall propose or elect the President, the Secretary, and the Treasurer and up to fifteen (15) general members of the Executive Committee of Moitri (henceforth referred as the Executive Committee or simply, the Committee) at the annual General Body meeting. All candidates for the election must be members in good standing.
- To be proposed or elected for the offices of the President, the Secretary, and the Treasurer, a member of good standing must have served as a member of the Executive Committee in some capacity for at least three years since the registration of Moitri as a non-profit organization in 2021.
- The Executive Committee shall meet no less than four (4) times a year. Any member of the committee who absents himself/herself from two consecutive meetings without informing the Secretary of the reasons of his/her absence shall not be considered as a committee member in good standing.
- The Executive Committee shall carry out the policies and programs formulated for the Association.
- The Executive Committee shall prepare an annual budget each year.
- The Executive Committee, within the approved budget, is authorized to give donations, grants, aids, etc. for educational, social, medical, and humanitarian purposes.
- All the decisions in the meetings of the Executive Committee shall require a majority agreement from the committee members present and if required majority voting.
- The Executive Committee shall appoint a new member for the remaining term in case a vacancy occurs.
- The Executive Committee shall have the power to appoint special committees for specific purposes and functions as well as appoint individuals for rendering services to the Association as may be required from time to time. Any such special sub- committee must have at least one member of The Executive Committee and

will be governed by the same rules regarding meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements as applied to the Executive Committee.

ARTICLE IV

DUTIES OF THE OFFICERS

- **President:** The president of the Executive Committee shall serve as the Chief Executive Officer of Moitri. He/ She shall convene, conduct, and preside over the meeting of the General Body and of the Executive Committee. It shall be his/her duty to see that all orders and resolutions of the Executive Committee are carried out effectively to the best of his/her ability. When the Executive Committee is not in session, the President shall have the general control over the management of the activities of Moitri. The President, before the end of his/her term, shall submit a report approved by the Executive Committee, to the General Body on the operation of Moitri for that year. The President shall report periodically to the Executive Committee all matters of interest. The President shall select an Election Officer to conduct the election of the new Executive Committee.
- **Secretary:** The Secretary shall keep records of the minutes of the Executive Committee and General Body meetings and prepare the agenda for the meetings, and the progress report in consultation with the President. He/ She shall keep the members informed about the activities of the Association. All correspondence to the members of the Association shall have the signature of the Secretary or the President. In addition, he/ she shall perform other duties as delegated to him/ her by the President.
- **Treasurer:** The Treasurer shall collect the dues, keep accounts of all the receipts and expenses and deposit funds received in the name of the Association. He/ She shall keep a full and accurate account of the receipts and expenditure and make disbursement in accordance with the approved budget as authorized by the Executive Committee. The bank account(s) shall be joint accounts in the name of the Treasurer, President and/or the Secretary. He/ She must deposit the money received in the bank account of the Association within two weeks of its receipt. The Treasurer shall sign all checks and make payments in the name of the Association.
- If the office of President, Secretary or the Treasurer becomes vacant, the Executive Committee shall appoint one of its members to the vacant position for the remaining term of the Executive Committee.
- All officers shall deliver to their successor all official materials within two weeks of election at a joint meeting of the incoming and outgoing Executive Committee.

ARTICLE V

PROPOSALS AND/OR ELECTIONS AND GENERAL BODY

- An annual meeting of the General Body shall be held on the date and place(in person or virtual) decided by the Executive Committee to conduct the following business before the end of the business year.
  - Progress Report by the President
  - Financial statement by the Treasurer
  - Proposal or Election of the new Committee members
- Election of the Committee Members
  - All nominations shall be filed and confirmed with the Secretary of the Association at least seven (7) days before the election date.
  - In case of an overwhelming nomination, all elections shall be by majority vote of the members present in the meeting and voting once quorum is reached (80% or rounded to the next higher number). Only members in good standing for at least thirty (30) days prior to the election date will be eligible to vote.
  - The President or his/her nominee shall act as an Election Officer to conduct the election. All disputes shall be resolved by the Election office.
  - In case of nominations not sufficient in numbers, the current Executive Committee will nominate new members from the general body for the selection at the general meeting.
  - The immediate family members of running candidates for Office Bearer posts will be refrained from casting his/her vote during election if applicable..
- The proposal(s) for inclusion of additional items on the Agenda of the General Body Meeting shall require endorsement of at least five (5) members.
- At least fifteen (15) days advance notice indicating the date, time, place, and the agenda of the meeting shall be given to the members.
- In special cases, the Secretary, in consultation with the President, may call a short notice meeting of the General Body to discuss important issues.
- If fifteen (15) or more members send a written/online request for convening a special meeting of the General Body, specifying the issues/questions to be discussed, the Secretary shall comply with the request within a period of thirty (30) days.
- All general body meetings shall be presided by the President or his/her nominee.

ARTICLE VI

CHECKS AND BALANCE

- A No-Confidence resolution can be moved against the member(s) of the Committee provided such a resolution is presented with the written/online endorsement of at least fifteen(15) members in good standing and are discussed in the General Body meeting to be called within thirty (30) days of such a notice. Such a resolution shall require for its passage, the support of a simple majority of the members present and voting once quorum is reached.

- The Association has the right to remove from its membership any individual whose activities are considered detrimental to the interest of the Association. Such expulsions shall be discussed in the General Body meeting to be called within thirty(30) days of such a notice. Such a resolution shall require for its passage, the support of a simple majority of the members present and voting once quorum is reached. The appropriate procedures, affording full opportunity to the individual(s) concerned to be heard, shall be followed.
- The Executive Committee may censure one of its own members that includes the office bearer positions too, with a simple majority of the Committee members present and voting once quorum is reached. This action requires sufficient evidence where an individual/group's activities has been detrimental towards Moitri's reputation or involves any legal complications and at least 3 Office bearers to agree. If the matter cannot be resolved in the Committee meeting, the Committee shall call a General Body meeting to resolve the matter.

ARTICLE VII

GENERAL

- Assets and liabilities of the Association shall be administered by the Committee. No Committee member shall be personally responsible for any liability (ies) of the Association, if incurred in the best interest of the Association.
- Voting: All the general matters unless otherwise specified, shall be adopted by a simple majority.
- The presiding officers in all organs of the Association shall have the right to exercise an additional vote to break a tie, if necessary.
- **Quorum:** The quorum for the Committee meetings shall be sixty percent (60%). For the General Body meetings, the quorum shall be ten percent (10%) of the total voting members. In any meeting if the quorum is not met, the presiding officer shall adjourn the meeting and schedule the meeting within two weeks thereafter. The next meeting shall not require any quorum.
- **Meetings:** The General Body meeting shall be held at least once a year to appraise the members of the progress and problems of the Association.
- Certain cases and situations may arise, regarding which specific provisions do not exist in this text. Such cases and situations shall be dealt with in accordance with generally accepted democratic principles.
- **Rules of Order:** The general procedure of the meetings of this Association shall be in harmony with the principles set forth in Mr. Chairman, Roberts Rule of Order. Newly revised, this shall be the final authority as to parliamentary procedure, in so far as they do not conflict with the provisions of this Constitution and By-Laws.
- Any amendments to the Constitution or the By-Laws become effective only after it is agreed by majority during a committee meeting and published in Moitri Website.