

# Bhutanese Community Association of Akron, Inc.

## Bylaws

5/4/2014

### Article 1 Name

The name of this organization is the Bhutanese Community Association of Akron, Inc.

### Article 2 Mission

The mission of the Bhutanese Community Association of Akron, Inc. is to educate members regarding common efforts and possible responses to critical needs of the Bhutanese community. By drawing on our collective strengths we will strive towards the consolidation of brotherhood, achieving social harmony and securing happiness. In doing so we hope to build a vibrant and successful community and in order to meet this lofty goal, the following aims and objectives have been identified:

- to provide an educational platform for meeting, discussing, and identifying possible solutions of any issues of common interest or concern which affect directly or indirectly the Bhutanese community,
- to promote mutual understanding and cooperation among the members of the community,
- to preserve and promote this Bhutanese community's culture and traditions,
- to help build a healthy and mutually respectful relationship with other communities,
- to facilitate and promote the smooth integration of the people of Bhutanese origin in the mainstream of the United States of America,
- to promote public awareness about the Bhutanese community,
- to assist Bhutanese students in attending college or trade schools,
- to promote public and private health education within the Bhutanese community,
- to raise funds through solicitation, donations, and work for projects identified as important by the Bhutanese Community Association of Akron, Inc.

### Article 3 Membership

1. Member: all people in the Bhutanese community in the greater Akron area are members.
2. Voting member: all people in the Bhutanese community in the greater Akron area who are 18 years and older are voting members.
3. Honorary member: The President shall confer an honorary membership to a person who contributes towards achieving the missions, aims and objectives of the Association.

#### Article 4 Dues

1. There shall be no membership fee in order to ease the members from financial burden and to encourage the maximum participation in Association activities. A nominal membership fee may be charged in the future if and when deemed necessary by the executive committee.

#### Article 5 Rights

1. Each member has the right to take an active part in the programs and activities of the Association.
2. Each member has the right to receive and provide feedback on all aspects and activities of the Association.
3. Each voting member has the right to cast a vote in the election process of the Association.
4. Each voting member has the right to be elected to any position on the executive committee of the Association.

#### Article 6 Responsibilities

1. Each member shall belong and take an active part in the activities of the Association.
2. Each member shall make a concerted effort to uphold and promote the aims and objectives, programs, and policies of the Association.
3. Each member shall make a sincere effort to contribute towards the overall development of the Bhutanese community.
4. Each member shall abide by the laws of the United States of America and become a responsible permanent resident or citizen of the United States of America.

#### Article 7 Voting

1. All members who are 18 years and older are entitled to participate in the decision-making processes of the Association by casting one vote on issues identified by the executive committee.
2. Voting shall be done in person, either orally, by counting hands, or by ballot. A secret ballot may be used if and when deemed necessary.
3. An appropriate arrangement shall be made for absentee voting.
4. A formalization of the majority of votes counted in the meetings shall be considered a binding decision of the Association.

## Article 8 Meetings

1. The President shall, after consultation with the executive committee, decide the date, time, venue, and agenda of all the meetings of the Association.
2. A general meeting shall take place at least once a year. The members shall receive written reports on the activities of the Association. Election of officers and trustees for a new term or for vacant position(s), if any, shall take place at the general meetings.
3. The executive committee shall meet to prepare an agenda for each general meeting.
4. The President or a simple majority of the executive committee members, may call a special general meeting of all members or of the executive committee.

## Article 9 Quorum

1. A quorum of executive committee meetings shall be a simple majority of the executive committee members.
2. A quorum of a general meeting shall conform to Robert's Rules of Order. Votes taken at the general meetings shall be decided by a simple majority of those present.

## Article 10 Elections

1. An election committee shall be formed to conduct a fair and transparent election in the general meetings of the Association.
2. Executive committee officers and trustees shall be elected or re-elected at the general meetings on the basis of the maximum votes secured.

## Article 11 Duties of Executive Committee Officers and Trustees

1. The executive committee shall consist of four officers (President, Vice President, Secretary, and Treasurer) and seventeen trustees. Of the seventeen trustees, twelve shall be elected in the general election whereas the remaining five shall be appointed by the President with a 2/3 majority of the executive committee of the Association.
2. The purpose of the appointment of five trustees is to assure that the composition of the executive committee is inclusive and representative of the people that constitute the Bhutanese community of the greater Akron area.

### President [1]

1. Any voting member of the Bhutanese community who is ideal, outstanding, farsighted, knowledgeable, social minded, and who possesses interpersonal skills in public relations, and who is at least 30 years of age, is eligible to serve as President of this Association.
2. The President shall schedule and preside over the executive committee meetings of the Association.
3. The President is responsible for planning and implementation of activities of the Association.
4. The President may authorize the executive committee members to take all reasonable steps to carry out the work of the Association in order to advance the cause and interests of the Association.
5. The President shall give a progress report of the Association, answer questions raised by the committee members and formulate goals and policies for the Association.
6. The President shall serve as public spokesperson for the Association.

### Vice President [1]

1. Any voting member of the Bhutanese community who is ideal, outstanding, farsighted, knowledgeable, social minded, and who possesses interpersonal skills in public relations, and who is at least 30 years of age, is eligible to serve as Vice President of this Association.
2. The Vice President shall discharge all the duties and responsibilities in the absence of the President, including but not limited to scheduling and presiding over the executive committee meetings of the Association.
3. The President may assign specific responsibilities to the Vice President for special areas such as culture or sports.

### Secretary [1]

1. Any voting member of the Bhutanese community who is social minded, committed to uphold the principles and policies of the Association, and who is at least 25 years of age, is eligible to serve as Secretary of this Association.
2. The Secretary shall be responsible for keeping records of the Executive Committee meetings and actions, and for carrying out all communications relating to day-to-day functions of the executive committee.
3. Resignation of any member shall be received by the Secretary and then submitted to the President.

### Treasurer [1]

1. Any voting member of the Bhutanese community with a good knowledge of accounting is eligible to serve as Treasurer of the Association.
2. The Treasurer shall submit a financial report at each meeting and keep the financial records of the Association.
3. The Treasurer shall prepare a budget for the activities and expenses of the Association, help develop fund-raising plans, and make financial information available to officers, trustees, advisers, members, and the public.

### Trustees [17]

1. Trustees are expected to be active proponents for the Association.
2. Trustees shall be present at all meetings in order to make fruitful decisions on behalf of the Association.
3. Trustees shall take an active role in the overall development of the Bhutanese community.
4. Twelve [12] of the Trustees are elected, and five [5] are appointed by the President in consultation with the Executive Committee.

## Article 12

### Terms of Office for Officers, Trustees, and Advisers

1. The period of two years constitutes one complete term.
2. Officers may serve a maximum of two successive terms.
3. Trustees may serve a maximum of four successive terms.
4. Advisors serve one term and may be reappointed.

## Article 13

### Resignation and Termination of Officers and Trustees

1. Resignation: Any member of the executive committee may tender his/her resignation by submitting a written request to the Secretary and addressed to the President of the Association. The President has the sole authority to accept or reject the resignation.
2. Termination: Any executive committee member, including the President, shall be terminated by the remaining members of the executive committee under the following circumstances: frequent unexcused absences from executive committee meetings, violation of rules and regulation of the Association, misuse of financial funds for personal benefit, politicizing the Association for personal interest, and/or misuse of power including but not limited to corruption, nepotism, or favoritism.

Article 14  
Appointment of Interim Officers and Trustees

1. In case of resignation or termination of the President before the completion of his/her term, the executive committee members shall appoint an interim President, either by general consensus or by a simple majority of the executive committee members.
2. In case of resignation or termination of any executive committee member other than the President before the completion of his/her term, the President shall, with the advice and consent of a simple majority of the executive committee members, appoint an interim substitute for the vacant position.

Article 15  
Appointment of Members to Committees or Task Forces

1. With the advice and consent of the executive committee, the President shall have the authority to appoint members to a committee. A committee is a small group given responsibility to conduct an ongoing process or function for the Association, such as conducting public relations or planning social activities. Unlike a task force, the life of a committee usually extends over a longer time period.
2. With the advice and consent of the executive committee, the President shall have the authority to appoint members to a task force. A task force is a small team given responsibility for a short-term assignment with specific goals and a charge to report back on its findings at a predetermined time. A task force might be appointed to explore challenges and solutions for a particular problem being faced by members of the Association or to conduct or arrange for an event.

Article 16  
Advisory Board

1. The executive committee shall form an advisory board, the size of which shall be determined by the executive committee.
2. The advisory board shall advise the executive committee to help it make appropriate decisions and take appropriate actions on issues of interest to the Association and the Bhutanese community.
3. The advisory board shall be an independent body and therefore it shall not vote on any issues under consideration by the executive committee.
4. The immediate past-president of the association shall be a member and serve as chair of the advisory board.
5. Someone appointed to the advisory board shall be called an "advisor."

Article 17  
Conflict of Interest Policy

1. The Bhutanese Community Association of Akron, Inc., endorses and follows the sample conflict of interest policy put forth in the Internal Revenue Service Instructions for Form 1023. The purpose of this policy is to protect the tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the Executive Committee, directly or indirectly, through business, investment, or family.

Article 18  
Dissolution or Liquidation of the Association

1. Members of the Association shall be notified of the dissolution or liquidation of the Association. The Membership, with a simple majority of the members voting, shall decide at a general meeting (by the show of hands) to ratify or reject the motion to dissolve or liquidate.
2. In the event of dissolution, any remaining funds of the Association shall be applied by the executive committee (before vacating office) in furtherance of the Association's aims, and no member shall have any claims on the Association in respect to fees and subscriptions paid, etc. Any of the remaining assets shall be distributed to a non-profit fund, foundation, or corporation that is organized and operated exclusively for educational or charitable purposes, and that has established its tax-exempt status with the Internal Revenue Service. No private individual, member, trustee, director or officer of the Association shall benefit, or be entitled to share, in the distribution of any of the Association's assets during the dissolution.

Article 19  
Amendments

1. These bylaws may be amended as per the needs and requirements of time and situation by a simple majority vote in a general meeting of the Association.
2. Proposals for amendments shall be notified to the voting members at least two weeks before the designated meeting.

Article 20  
Residual

1. The executive committee by a 2/3rd majority shall decide all other issues not covered in this document.

Article 21  
Certification

1. These Bylaws were approved at a general meeting on May 1, 2010.
2. These Bylaws were amended and approved at a general meeting on September 26, 2010.
3. These Bylaws were amended and approved at a general meeting on May 4, 2014.