

By-Laws of Chicagoland Tharu Society

Article I: Name and Purpose

Section 1: Name:

The name of the organization will be **Chicagoland Tharu Society (CTS)**. It will be a non-profit organization.

Section 2: Purpose

The purposes of Chicagoland Tharu Society (CTS):

1. Work towards the interest and welfare of the Tharu Community.
2. Help to protect and preserve the Tharu identity and valuable cultural heritages such as arts, culture, tradition, language, and history.
3. Establish and Foster friendship and relationship among Tharus living in the USA and abroad.
4. Provide help and support to Tharu newcomers for their settlement in Chicagoland area.
5. Establish relationship with various Nepalese non-profit organizations working in the USA.

Article II: Definitions

The following are the definition of the terms used in the by-laws.

“Chicagoland” means Chicago city of Illinois states and its neighboring suburbs.
“Tharu” means Tharu people living all over the world who are ethnic group; indigenous to the Terai and southern foothills of the Himalayas in Nepal.

“Society” means organized group of persons associated together for religious, cultural, language, common interest, or other purposes.

“Code” means Internal Revenue Code of 1986, as amended.

“General Body” means all the members of the Society

“Executive Committee” means the Executive Committee of the Society

“Executive Committee Member” means an official or a member of the Executive Committee.

“President” means the President of the Family/Society/Association.

“Vice President” means the Vice President of the Family/Society/Association.

“Secretary” means the Secretary of the Family/Society/Association.

“Treasurer” means the Treasurer of the Family/Society/Association.

“Executive Member” means executive members of the Society

“Executive officials/officers” means president, vice-president, Secretary, Treasurer and executive members of the Society.

“Member” means all the members of the Society.

“Community” will define executive committee.

“Officers” will be defined by executive committee.

Article III: Membership and Fees

Section 1: Any individual that takes interest or actively engage in the welfare of Tharu Community shall apply for membership of CTS by submitting application. The Executive Committee shall review the application and make decision of approval or disapproval on application.

Section 2: Three classes of memberships and their annual membership fees are as follows:

a) General member: Any individual at or above 18 years of age who belongs to Tharu Community by birth or by marriage. Membership fee is \$12.

b) Life member: Any member who will pay \$300 or more as a membership fee.

c) Honorary member: No fee. Honorary membership is provided to an individual and organization who work in favor of Tharu Community. This class of membership shall be proposed by the Executive Committee and decided by the General Body of the Society.

Section 3: Persons who contribute \$1000 or more shall be designated as Patron of the Association. Patrons shall automatically become the life members of the Society.

Section 4: General Membership is valid for one year starting January 1 and ending December 31. Life member is valid throughout the life of the member. The time period of honorary member will be decided by the general body meeting of the Society.

Section 5: Renewal of membership fee is due every year in January 1. Failure to pay dues by January 31 shall constitute suspension of the membership and the rights and privileges of the member. Only the executive committee of the society can grant the membership of the individual once the membership is suspended.

Section 6: Each Member shall be entitled to a single vote. Honorary member shall not be eligible to vote.

Section 7: For the year 2013, an individual can become a general member of the Society until the start of close session of the general body meeting by paying \$12 which is going to be organized on the labor day of the year 2013 (09/02/2013) and will be valid through 31st December 2013. (This section will be will be deleted after this convention)

Termination of Membership:

Article IV: General Body and Committees

(a) General Body and Executive Committee

Section 1: General Body

There shall be a General Body which would comprise of all the members of the Society.

Section 2: Executive Committee:

There shall be an “Executive Committee” elected by the majority of the votes cast by the member of the Society. The Executive Committee shall consist of the following officers/:

- 1) President
- 2) Vice-President: 2
- 3) Secretary

- 4) Assistant Secretary
- 4) Treasurer
- 5) Seven (7) Executive Members

Section 3: The executive Committee shall be responsible for making policy, direction as well as day to day operation of the Society. The Executive Committee Officers and any other committee members or representatives of the Association shall serve without any compensation.

Section 4: Duties and Responsibilities of the Executive Committee Members

- 1) President. The President shall:
 - (i) preside all regular and special meetings of the society when present.
 - (ii) serve as the official spokesperson of the Society.
 - (iii) supervise all activities of the Association.
 - (iv) perform or supervise the regulatory requirements (such as filing IRS Tax Forms etc) of the Association; and
 - (v) perform all other executive duties not otherwise delegated.

- 2) Vice-President. The Vice-President shall:
 - (i) assume the duties and responsibilities of the President in the absence of the President;
 - (ii) assist the President to perform the presidential duties; and
 - (iii) perform any other duties assigned by the President.

- 3) Secretary. The Secretary shall:
 - (i) record all the proceedings of the meetings of the Family/Society/Association;
 - (ii) distribute minutes of the meetings to members within two weeks after the date of the meeting;
 - (iii) keep/maintain all records and files of the Family/Society/Association;
 - (iv) be responsible for responding to the Association correspondence and for informing other officers;
 - (v) notify members in advance of the incoming meetings or events of the Association;
 - (vi) make agenda of the meetings;
 - (vii) arrange location for business meetings;
 - (viii) prepare and maintain all the reports required by law; and

- (ix) perform any other duties assigned by the President.
- (4) Assistant Secretary:
 - i) Will perform the job of secretary in the absence of assistant secretary.
- (4) Treasurer. The Treasurer shall:
 - (i) act as custodian of all funds of the Family/Society/Association;
 - (ii) establish a joint bank accounts with the President and Secretary of the Family/Society/Association and make deposits and withdrawals of funds from such account (s) as necessary;
 - (iii) receive all funds paid to the Family/Society/Association and keep appropriate accounts;
 - (iv) pay all valid bills of the Family/Society/Association;
 - (v) develop and lead the fundraising plans;
 - (vi) maintain appropriate, accurate and current financial records and report them to the executive Committee and General Body meetings; and
 - (vii) perform any other duties assigned by the President.
- (5) Executive Member. The Executive Members shall:
 - (i) facilitate to execute the plans of the Association;
 - (ii) perform any other duties assigned by the President or Executive Committee.

(b) Advisor Committee, Ad Hoc, Special Committee and Task Forces

The executive committee can form an advisor committee / Ad Hoc Committee / Special Committee / Task Force to run the organizations. The members and role and responsibilities of these committees will be decided by executive committee.

Article V: Meetings

Section 1: General Body Meeting (Annual Conference / General Convention)

General body meeting of the Society shall be held once a year. The date, time and venue shall be decided by the Executive Committee. Members shall be given at least 2 weeks advance notice of the meeting. The decision made by the general body meeting will be the final for the Society. There will be annual calendar of the meeting.

Section 2: Executive Committee Meeting

The General Body Meeting will form an Executive Committee of the organization to implement the plan and policy of the organization. The executive Committee will

be active for 2 consecutive years. The executive committee shall meet at least once in every 2 months. The frequency of the meeting shall be more if required. The Committee members shall be given at least 1 week advance notice of the meeting. The executive committee shall be the most powerful committee of the Family/Society/Association and can make the final decision for day-to-day operations.

Section 3: Special or Emergency Meetings

Special meetings of the General body should be called at any time by the Executive Committee upon the written request of at least 25% of the members of Society. The venue, date, and purpose (s) of such meetings shall be stated. The general body meeting can be called at any time if 75% of the executive members want to do so.

The president may call an emergency meeting of the Executive Committee at anytime if such meeting is necessary. The president, in consultation with Executive Committee, shall also have right to call a meeting of the General Body in emergency situation to make a major decisions.

Section 4: Agenda of Meeting

The secretary shall make or assemble the agenda of the meeting and distribute them to the members or officers no later than seven (7) days prior to the meeting date.

Section 5: Quorum and Decision

A simple majority (minimum of 7 out of 13) of the Executive Committee members is required as a quorum to conduct an Executive Committee Meeting. The decisions of the Committee shall be made by a majority of those present in the meeting. The same rule shall apply for the quorum and decision making in the General Body meeting. The executive committee may terminate the executive official if he/she remains absent in 3 consecutive meeting without any notice or information.

Article VI: Elections

Section 1: The election for the next term shall take place before or at the General Body meeting.

Section 2: The Executive Committee shall appoint a chief Election Commissioner. The chief Election Commissioner may appoint up to two individuals / commissioners to assist him/her in conducting election of the Executive Committee. These individuals shall not be serving in the present and future executive committee.

The Election Commission members may or may not be the members of the Executive committee of the Society.

Section 3: The Election Commission shall invite nomination for the positions of President, Vice-President 2, Secretary, Assistant Secretary, Treasurer, and seven Members from the Society at the floor of General Body meeting. Self-nomination shall also be permitted. There will be a certain fee, decided by existing executive committee, to file a nomination of the executive officials of the executive committee.

Section 4: One person shall contest election for only one position.

Section 5: Each Member shall be entitled to a single vote. There shall be no provision of proxy voting.

Section 6: All candidates shall contest the election through the secret ballot. The person receiving the majority votes for a designated position shall be declared elected. If there is only one contestant for a designated position, no voting shall be necessary. If there is a tie for a position, re-election shall take place for that position.

Section 7: Both the candidate and voter must be 18 years or older and must have paid his/her membership dues to exercise the right of election.

Article VII: Tenure, Resignation and Termination

(a) Tenure of the Executive Committee

Section 1: The tenure of the Executive Committee shall be for two-years, beginning labor day of each alternative calendar year. The officers shall be eligible for re-election.

Section 2: No person shall serve in the position of President of the Association for more than two consecutive terms.

(b) Resignation and Termination

Section 1: An official of the Executive Committee may resign at any time. Resignation must be in writing and received by the President. The executive committee will receive and decide the resignation of the president.

Section 2: Misconducts or neglect of duties may result in removal from the position for the remainder of that officer's term. Any activities of an officer against the Society shall be considered misconducts and be determined by the Executive

Committee. The executive committee may form disciplinary sub-committee to get the suggestions about the misconduct.

Section 3: In the event of vacancy (ies) in executive committee, the Executive Committee shall have right to nominate any suitable Member (s) to hold the office for the remainder of the term.

Article VIII: Funds and Accounts

Section 1: Income

The income of the Society shall consist of:

- i) Membership fees of the Society;
- ii) Donation and gifts received by the Society; and
- iii) Any interest accrued on the funds of the Society.

Section 2: Expenditure

The funds shall be used for the sole purpose of the business of the Society only. No part of the funds shall be used or distributed for the personal benefit of any members of the Society. The executive committee may create a reserve fund which will be used for the emergency situation. Whether the situation is emergency or not will be decided by the executive committee.

Section 3: Fiscal Year

The fiscal year of the Society shall end on the labor day of each year.

Article IX: Adoption and Amendments

Section 1: Adoption of the By-laws

These By-laws shall become effective upon adoption by two-thirds of the members of Chicagoland Tharu Society assembled in the first General Body meeting (Labor day of 2013 i.e. 09/02/2013).

Section 2: Amendment Procedure

Any proposed amendments to the By-laws may be submitted in writing to the Executive Committee. The Executive Committee shall circulate a copy of the proposed amendment two weeks prior to the next General Body meeting. The proposed amendment must be adopted by two-thirds of the votes of the Society.

Section 3: Null or Void Actions

Any motion or action by any member or committee that conflicts in accordance with these By-laws shall be considered null or void.

Article X: Non-Profit Status

The Chicagoland Tharu Society is formed exclusively for educational, charitable and/or scientific purposes under section 501 (c) (3) of the Internal Revenue Code. The Society shall neither carry out any political nor any other activities not permitted to be carried out by an organization exempt from federal income tax under section 501 (c) (3) of the Internal revenue Code, or corresponding section of any future federal tax code.

This By-Laws is adopted by Chicagoland Tharu Society on the General Body Meeting held on 2nd September 2013.