

ARTICLE I: Name and location

- Section 1. The name of the association shall be India Association of San Antonio (hereinafter referred to as IASA). IASA exists as a non-profit organization under authority granted by the Secretary of the State of Texas, July 9, 1984, Charter No. 498806.
- Section 2. The principal office shall be located in Bexar County, Texas.

ARTICLE II:

Section 1. Objectives & Mission

IASA is a secular organization. The activities of IASA shall include (but not limited to) social, cultural/religious, and educational programs. The IASA shall serve as an umbrella organization that represents the interests of all people of Indian origin.

IASA's mission is to preserve, protect and promote our Indian culture, heritage and tradition for past, present and future generations by fostering and building relationships across several diverse communities in San Antonio

Section 2. Compensation

No part of the assets of IASA shall inure to the private benefit of, or be distributable to its members, trustees, officers or other private persons. Except that the association shall be authorized and empowered to pay reasonable compensation for outside services rendered by person/persons and to make payments and distributions in furtherance of the objectives set forth above. All positions in IASA shall be honorary and carry no remuneration. No member shall use or authorize use of IASA or its name to promote personal interests

ARTICLE III: Membership

- Section 1. Membership shall be open to anyone interested in the objectives of IASA as outlined in Article II
- Section 2. The Executive Committee, by simple majority, shall reserve the right to reject any new or renewal membership application if, in their opinion, such membership will be detrimental to IASA in carrying out its objectives.
- Section 3. A single adult membership is defined as a single adult who is eighteen years or older and has paid individual membership dues. A single adult member shall have one vote.
- Section 4. A family membership is defined as a member family that consists of husband and/or wife, their children and other dependents living in the same household and has paid family membership dues. The person whose name is on the membership list and his or her spouse shall be voting members.
- Section 5. A Business and Professional (B&P) membership is defined as a membership for corporations, partnerships, business entities, and individuals engaged in business and/or professions. A B&P member will have a maximum of 1 vote. If a B&P member chooses to also be a regular member, they can opt to choose voting rights of a regular member or

a Business member but not both. Family membership dues will be waived for the B&P member for the year of the B&P membership. If the B&P membership begins on or after July 1st then the family membership will be waived for the current year, and the family membership for the following year will be discounted by 50%.

Section 6. Executive Committee, can confer honorary membership for a period of one year at a time, upon individuals or organizations that promote the objectives of IASA. Such honorary members will have no voting rights and will not serve on the Executive Committee or the Board.

ARTICLE IV: Communication

Section 1. Approved means of communication among the members of the Executive Committee, Board of Trustees, Community Center Committee and other sub committees (hereinafter referred to as the Leadership) of the IASA and bilaterally with its members may include, but not limited to, E-mail, facsimile, posting on its website, telephone and surface mail.

Section 2. It is the responsibility of the members to notify the Association of any changes in contact information. The Leadership of the IASA may decide on the preferred mode of communication for a given issue.

Section 3. The Leadership may choose to conduct their meetings via telephone, videoconference or any other electronic means.

ARTICLE V: Membership Dues

Section 1. The existing Executive Committee, by a simple majority can change membership dues for the following membership year. Such change shall not exceed fifty percent (50%) of the current membership dues. More than 50% increase will need approval by the Executive Committee and the Board of Trustees.

Section 2. The membership year shall be January 1 to December 31 of each year. First-time members joining IASA on or after July 1 shall pay only 50% of the membership dues for that year.

ARTICLE VI: General

Section 1. Amendments to the Bylaws can be proposed by any voting member, in writing, to the Executive Committee. Such an amendment will be presented at the next general body meeting after the Committee and Board have approved it. However, if the Executive Committee or the Board does not approve the proposed amendment, such a proposal can still be presented at the next general body meeting with a signed petition of 25% of total voting members.

Section 2. Amendments of these By-Laws require approval by two-thirds majority of the voting members. Notice of any proposed changes shall be sent via the approved means of communication to all the members at least thirty days prior to the date set for voting or return of ballots. Absentee voting is permitted prior to the date set for voting via any approved means of communication.

Section 3. The total number of voting members will be determined sixty days before the date that any issue is brought to vote.

Section 4. IASA shall regularly communicate with its members via a newsletter or any other electronic means.

Section 5. The general body consisting of its entire voting members shall be the supreme authority on matters involving IASA. Section 6a. Proceedings of the Executive Committee meetings are open to any member for observation, provided any of the office bearers are informed by the observer two days in advance of the meeting.

Section 6b. Such a member shall be informed of the agenda seven days prior to the meeting. The said member then shall participate in the discussion of the topic present but will not be able to vote on it. Any member who wishes to attend and present an issue to the IASA Executive Committee may do so by submitting a request per the guidelines in Art IV, to any of the Executive Committee members fourteen days in advance of the scheduled meeting. continue to be an observer for the rest of the meeting.

Section 6c. In case of an emergency or exceptional situation, the President may waive the time period mentioned in section 6b.

ARTICLE VII: Accounts

Section 1. The Executive Committee shall maintain two types of accounts: a) Operating Account and b) Capital Account

a) Operating Accounts: funds from these accounts will be used for the day-to-day activities of IASA for the fiscal year. The designated members of the Executive Committee or the Chair of the Community Center Committee may sign checks from these accounts.

b) Capital Accounts: funds in excess of the operation needs for the fiscal year will be treated as capital account. Withdrawal of funds from this account should require at least two signatures. One of the signatories must be a designated member of the Board of Trustees.

Section 2. The Executive Committee shall present to the Board of Trustees the budget on or before the last day of February of that year. For that interim period (January 1 through February) funds can be spent from the operating account of the previous fiscal year. (Fiscal year, Jan. 1-Dec. 31, corresponds with the calendar year.)

Section 3. Once the budget is presented by the Executive Committee and approved by the Board of Trustees, the balance of the approved budget may be transferred to the operating account as necessary without further approval of the Board.

Section 4. In the event of any unexpected additional expense, on the recommendation of the Executive Committee, the Board of Trustees may approve additional funds for the operating expenses for that fiscal year.

Section 5. Acquisition of any durable asset should be approved by two-thirds majority of the Executive Committee. The Executive Committee in any fiscal year may spend up to 5% of the liquid assets of the IASA as of December 31 of the previous year for such acquisition. Liquid assets comprise the combined balance of all accounts. If the amount is between 5% and 25% of the liquid assets, it will require approval by the Board of Trustees. If the amount exceeds 25% of the liquid assets, approval by two-thirds of the voting members will be required.

Section 6. For the purpose of day-to-day operations of IASA, the president or his/her designee will be authorized to sign checks up to an amount of \$1000 for any single event. For the amount in excess of \$1000.00, signatures of at least two office bearers will be required.

Section 7. The Board of Trustees shall arrange an internal audit every year.

ARTICLE VIII:**Executive Committee**

- Section 1. The Executive Committee shall have an odd number of members with a minimum of seven and maximum of thirteen members.
- Section 2. The Executive Committee shall include four office bearers, namely: President, President Elect/Vice-President, Secretary, and Treasurer. These office bearers shall be elected by the Executive Committee, by simple majority, during their first meeting to be held before December
31. The President and one more office bearer should have served on the Executive Committee for at least one year.
- Section 3. In the event the President is unable to complete the term, on or prior to June 30th the Vice-president/ President Elect will become the president for the remaining term. The Executive Committee will then elect a new Vice-President President Elect. If the un-expired term starts on or after July 1st the Vice-President/President Elect will be President for that year.
- Section 4. No one person will serve for more than two consecutive years as President.
- Section 5. The tenure of the Executive Committee shall be the same as the membership year as defined in Article V Section 2.
- Section 6. The Executive Committee shall be responsible for organizing activities in keeping with the objectives of the IASA.. [Refer to Article II]
- Section 7. The Executive Committee will prepare a projected budget and present it no later than the last day in February that fiscal year to the Board of Trustees for its approval. [Refer to Article VII, Section 2]
- Section 8. The Executive Committee shall publish quarterly financial reports in the newsletter.
- Section 9. The President and/or his/her designee from the Executive Committee shall attend the Board meetings.
- Section 10. The Executive Committee shall meet at least seven times during the fiscal year. Presence of two-thirds of the Executive Committee shall constitute a quorum for such meetings. A representative from the Board of Trustees will be invited to attend all the Executive Committee meetings.
- Section 11. All Executive Committee members are required to attend at least two-thirds of the meetings. Enforcement of this shall be left to the discretion of the Executive Committee. The Executive Committee, during its first or second meeting, by simple majority, shall decide on the course of action it would take for consecutive absenteeism. Each Executive Committee member and the Board of Trustees shall be notified of such decisions by sending the minutes of the meeting.
- Section 12. The outgoing Executive Committee is responsible for presenting an account of all the finances and other assets to the Board by January 15 of the following year.
- Section 13. The Executive Committee shall bring to the attention of the Board of Trustees any unusual problem that interferes with the normal activities of IASA.

Section 14. The duties and responsibilities for the office bearers shall be as follows:

A. President:

- a) To call and preside over all general body meetings
- b) To call and preside over the meetings of the Executive Committee
- c) To direct and supervise activities of all Executive Committee members
- d) To officially represent IASA for activities in which IASA participates
- e) To perform necessary financial transactions for routine IASA activities
- f) To bear the overall responsibility for the activities of the Executive Committee
- g) To communicate with the Board of Trustees on any matter of importance
- h) May sign checks
- i) To attend standing committee (s) and ad-hoc committee (s) if necessary and will be a non-voting (ex –officio) member.

B. Vice-President/ President Elect

- a) To carry out the functions of the President in his/her absence
- b) To carry out other duties as delegated by the President
- c) May sign checks
- d) Shall serve as President for the following year
- e) Shall appoint special committees as outlined in Article VIII, Section 16
- f) Shall serve on the membership committee

C. Secretary

- a) To maintain current mailing address of IASA
- b) To prepare and maintain an up-to-date membership list including names, addresses, Mail Addresses, Facsimile numbers, preferred mode of contact and telephone numbers of all members and others interested in the activities of the IASA
- c) To arrange to prepare and mail send a newsletter to all the members at least once every sixty days.
- d) To record minutes of all Executive Committee and general body meetings and send them to all Executive

Committee members and the Board of Trustees.e) To
carry out other duties as delegated by the President f)

May sign checks

g) Shall serve on the publications committee

D. Treasurer:

a) To maintain an up-to-date accounting of all capital and operating accounts of IASA

b) To prepare and present financial reports at each meeting of the Executive Committee

c) To prepare and present quarterly financial reports to the Board of Trustees

d) To prepare and present financial reports at all general body meetings

e) To file the necessary tax returns

f) To receive and pay the money as necessary to conduction the normal activities of IASA

g) To carry out other duties as delegated by the President

h) To cooperate with internal audit as authorized by the Board of Trustees

i) May sign checks

j) Shall serve on the finance committee

Section15. The Executive Committee may form sub-committees consisting of Executive Committee members to fulfill the objectives of IASA. However, general members may be included in such sub-committees at the discretion of the Executive Committee. All sub-committees will act as advisory bodies to the Executive Committee, and the Executive Committee can dissolve them at any time. The following committees can be considered under this category:

Section 15a. Standing Committees:

The President-Elect appoints the Chair in the last quarter of the current year in order for the committee to start its work as of January 1st of the following year. Members of the committee are chosen by the Chair and/or President-Elect and finally approved by the President-Elect. The committee will have a total of 3- 5 members. The following committees, but not limited to, shall be considered, for this category: Finance Committee, Membership Committee, Publications Committee, and Nomination Committee. Members serve for a minimum of 2 years and can be reappointed at the discretion of the Executive Committee. Notwithstanding the above, in accordance with Article XI, the Board of Trustees will appoint the Finance Committee Chair and members.

Section 15b. Ad-hoc Committees: Duration of such committees generally is for a year and can be continued in the following year. They can be abolished or created, as the President-Elect deems appropriate.

Section 15c. Task Forces:

Committees appointed for a limited duration to accomplish a specific task. The President will appoint the chair.

Section 16. General Body Meetings: (Addendum A overrides portions of this section)

A General Body meeting can be called by:

a) The President or

b) Two-thirds of the members of the Board of Trustees or

c) A signed petition from 20% of the voting members. The number of voting members is determined the last day of the month prior to the petition being signed. The President will send notice of the meeting and the agenda thirty days prior to the date of the meeting. Members will be able to vote on issues in absentia prior to the meeting. An emergency General Body meeting can be called in exceptional circumstances if both the Executive Committee and Board of Trustees are in agreement. Notice of thirty days will not be required.

d) The Half-Yearly Financial Report will be presented during a period commencing 60 days before and ending 60 days after the date on which the IASA Diwali celebration occurs each year.

e) The date, time and place for the meeting will be communicated via email/flyer/IASA website to each member entitled to vote at such meetings. Members will be responsible to provide the correct email address.

ARTICLE IX: Community Center Committee

Section 1. A Community Center Committee shall be established to implement and administer functions associated with the building, maintenance and overall operations of the Community Center.

Section 2. This Committee shall have a maximum of seven members including one representative each from the Executive Committee and the Board of Trustees. The remaining five members are to be nominated from the general membership. These five members cannot serve concurrently on the Executive Committee or the Board. The Chair will be nominated by the nomination committee and elected by the voting members. The President Elect can appoint the members.

Section 3. The Committee members, except for representatives of the Executive Committee and the Board, will serve continuously for a minimum of one two-year term, which may be renewed. A maximum of two new members shall be appointed a year.

Section 4. This committee shall meet at least twice a year.

Section 5. The Community Center Committee shall initiate the maintenance and operating budget for the Community Center. This budget will be consolidated with the overall budget of the IASA.

The President of the Executive Committee will coordinate the inclusion of the budget of the Community Center Committee in the overall budget to be presented to the Board for approval

at the beginning of the year. The Community Center Committee will make recommendations to the Board with regard to the capital expenditure.

Section 6. The committee will maintain the minutes of all its meetings. After each meeting, the committee will send a copy of the minutes of that meeting both to the Executive Committee and the Board

ARTICLE X: Election of Executive Committee

Section 1. The President, in consultation with the Chairman of the Board of Trustees, shall form a Nomination Committee consisting of 3 members, one each from the Board and the general membership and the President Elect. This committee shall call for nominations in the IASA newsletter at least ninety days prior to the expiration of the term of the existing Executive Committee.

Section 2. If the total number of nominees exceeds thirteen then the selection of the 13 executive committee members will be done by a joint team consisting of President Elect, BOT and Nomination Committee members. This joint team will consider the candidacy of all members carefully and select 13 EC members. Though unanimous decision is preferred, but if it is not possible, Joint team will vote and the simple majority will decide if a particular member stays in EC.

Section 3 An executive member can serve only 3 consecutive terms except in the following.

Section 3a. The executive member is elected/ nominated for one of four office bearer positions before or after completing 3 years term.

Section 3b. The President elect recommends the continuation of the executive member to nomination committee and nomination committee in consultation with Board of Trustees has approved it. At the sole discretion of Nomination Committee, an Executive Committee member may not be considered for the re-nomination, if the member did not fulfill its obligations in the ongoing year as mentioned in Article VIII Section 11 or foster the environment which was not conducive to the objectives of IASA.

Section 4. If the number of nominees does not exceed thirteen or is an odd number above seven, all nominees shall be considered elected, provided they are members of IASA.

Section 5. The President shall be responsible for formally presenting the members of the incoming Executive Committee to the members of IASA at a meeting to be held at least fourteen days prior to the expiration of his/her term as the President. Such meetings may be held in conjunction with any major IASA function.

Section 6. If an unexpected vacancy in the Executive Committee arises and the un-expired term of the vacancy is on or after July 1st, the Executive Committee, by simple majority, may appoint a member to fill that vacancy. If the remaining period is on or before June 30th Nomination Committee will invite, via the IASA newsletter, volunteers for nominations to fill the vacancy. Then the procedures outlined in Section 2, 3 and 4 of this Article X shall follow.

Section 7. The outgoing Executive Committee (President, Vice President, Secretary & Treasurer) Officers shall transition information as to their duties and responsibilities and shall assist the incoming Board and transfer all information as to the operations of IASA by or on its 1st meeting including Financials, Website, Banking, Membership, Usernames, Passwords, Facebook

account, SAConnect Account and any other relevant information that will be useful for the new committee.

ARTICLE XI: Board of Trustees.

Section 1. The Board of Trustees, hereinafter referred to as the Board, shall monitor the overall activities of the Executive Committee to ensure that the activities are carried out in accordance with the objectives of IASA. Section 2. Members:

- a) ~~The Board will consist of five members.~~ Each member shall serve a term of 3 years.
- b) A Board member should have resided in or around San Antonio for a minimum of two years with the likelihood of continued residence of in or around San Antonio.
- c) All Board members should have been members of IASA for at least two years and they should be well known in the Indian Community and in good standing with the community.
- d) At all times, the Board should have at least 3 members who have served the Executive Committee for a minimum period of one year.
- e) A Board member may not serve on the Executive Committee and the Board simultaneously. (Exception-see Article XI, Section 8)
- f) The President and/or his/her designee from the Executive Committee shall be invited to attend the Board meetings. (Refer to Article VIII, Section 9)
- g) Beginning calendar year 2021, number of Board of Trustees (BOTs) will be limited to three. The current BOTs will complete their remaining terms through 2020. So, during the transition period from 2019 to 2020, the number of BOTs may exceed 3. Beginning 2021, the BOTs will consist of only outgoing Presidents. The President that is assuming leadership of the Executive Committee will agree to serve in the BOT for the following 3 years after his Presidency

Section 3. Selection Procedures:

- a) When a vacancy occurs on the Board, the Board and the Nomination Committee will initiate the selection process.
- b) The Nomination Committee, based on their best judgment, will announce the nominees in the IASA newsletter. General members may also send in nominations.
- c) The President will contact the nominee to seek acceptance of the nomination. If more than the required number contest for the membership, an election will be held as per Article X, Section 3
- d) A retired Board member may not be re-appointed for a period of one year following

retirement. Section 4. Responsibilities of the Board:

- a) Actions taken by the Board will require approval by simple majority of its members. b)

To act as the supreme custodian of money and other assets of IASA.

- c) To ensure that the funds and other assets are properly utilized and invested to serve in the best interest of the community. The Board will appoint a finance committee, consisting of a member from the Board of Trustees, the treasurer and 3 individuals with some knowledge in finance.
- d) The Board, within twenty-eight days of the receipt of the budget proposed by the executive Committee, will vote on the budget.
- e) The Board will monitor the capital account. Disbursement of money from this account will require the signatures of at least one Board member. (Refer to Article VII--Section 1b)
- f) To ensure appropriate transfer of funds and other assets when the new Executive Committee takes charge.
- g) To arbitrate if conflicts arise in issues involving IASA activities.h) The Board may dissolve the Executive Committee and take over its function temporarily in case of serious dispute that may jeopardize the ideals, objectives or activities of IASA. The Board must unanimously approve such action. The Board is then responsible for the forming the new committee in accordance with the stipulations in Article X of the Constitution, within a reasonable period of dissolution of the committee. The Board is responsible for continuing the activities of the IASA for the interim period until the Executive Committee is elected.
- i) To oversee the activities of the Community Center Committee. The Board will also have the authority to dissolve, in consultation with the Executive Committee, for good reason, the Community Center Committee. Such action must be approved by a simple majority of the Board and Executive Committees. The Board and the Executive Committee is responsible for continuing the activities for the interim period until a new Community Center Committee is formed. Similar procedures may be followed for other sub committees.
- j) The Board may appoint an auditor and audit the financial transactions and positions of the IASA every year.
- k) Shall take the initiative to promote dialogue among organizations of Indian origin to help IASA serve as an umbrella organization.

Section 5. Duties of the Board:

- a) The Board shall meet at least three times a year.
- b) The Board will choose a chairperson.
- c) The Chairperson shall inform the members and the Executive Committee representatives of meetings and send the minutes of the meetings to the Executive Committee.
- d) The Board will shall be available for consultation and advice.
- e) One or more members of the Board will shall attend the Executive Committee meetings at the request of the President or by the majority members of the Executive Committee, or by majority decision taken by the Board. Any Board member, with the consent of the Chairperson of the Board may attend the Executive Committee meeting, after informing the President.
- f) The Board may suggest activities in the interest of IASA. Such proposals originating within the Board will be conveyed to the Executive Committee.

g) Board members shall serve on the Community Center Committee and Finance Committee.

Section 6. Responsibilities of Executive Committee to the Board:

- a) The Executive Committee shall send the minutes of the committee meetings to all Board members.
- b) The new Executive Committee shall present a budget to the Board for approval no later than the last day in February of every year.c) The Executive Committee shall bring to the attention of the Board any unusual problems that face IASA.
- d) The Executive Committee shall give an account of all of the funds and assets to the Board at the end of its term.

Section 7. Responsibilities of the Community Center Committee to the Board:

- a) The Community Center Committee shall keep the Board apprised regarding the operating plans, problems and required capital improvements for the Community Center.
- b) Authorization for the operating expenses of the Community Center will be via the budgetary process initiated by the Community Center Committee and included in the annual budget by the President of the Executive Committee. The Board on a case-by-case basis and in accordance with Article VII, Section 5 will consider authorization for capital improvements.

Section 8. Resignation from the Board:

When a vacancy arises before the completion of a member's term, the Board and Executive Committee shall select a new member within a reasonable period. The President of the Executive Committee shall automatically serve as a voting member of the Board during the interim period. If, however, the un-expired term is less than a year, the President shall serve as a voting member for that remaining term. If the remaining term is more than one year, the new member shall be selected in accordance with the provisions of Article XI, Section 3. Such a selected member will serve only the un-expired term.

Section 9. Dismissal of a Trustee:

A Trustee may be asked to resign or be dismissed for good reason. Such an action shall have unanimous approval by the remaining Board members and two-thirds of the Executive Committee.

Section 10. Dissolution of the Board of Trustees:

In case of serious dispute that may jeopardize the ideals, objectives or activities of IASA, the Board of Trustees may be dissolved by the approval of simple majority of the voting members of IASA at a general body meeting.

ARTICLE XII: Final Dissolution of IASA

Section 1. A notice in case of dissolution of IASA shall be circulated to the membership at least thirty days prior to calling a special general body meeting. The quorum for such a meeting shall be two-third (2/3) of the voting membership and dissolution can only be approved by a two-third (2/3) majority in attendance. In the event that the IASA is discontinued and/or dissolved, said organization shall be dissolved and its assets shall be transferred to the state or to educational, ~~religious~~, charitable or other similar organization that is qualified as a charitable, ~~religious~~ or educational organization under Section 501(c)(3), Internal Revenue code of 1986 as amended or tax exempt organization under Section 501(c)(12) and the 1981 State Tax Code, as amended.

These above By-Laws to be effective ~~January 1, 1991, September 19th 2004 August 20th, 2016~~ **Sept 20th, 2018** were on majority vote adopted by the, officers, Executive Committee and Board of Trustees on the ----- day ~~December 1990 . September 2004. August 20th, 2016,~~ **Sept 20th, 2018**

Article XIII

As a service to our community, IASA will maintain and support a youth wing of IASA which will be called IAYA (Indo American Youth Association). The activities of IAYA shall include cultural, educational, volunteering and extracurricular activities working under the supervision of IASA. IAYA members will be encouraged to participate in IASA activities.

Section 1- IAYA Membership

IAYA Membership will be open to the children and/or grandchildren of IASA members who are students of 8th grade and high school. The members of the IAYA will have the right to elect office bearers of the Executive Committee of IAYA except President. The membership year shall be Aug 1st to July 31st.

Section 2. **Membership Dues** The membership due is of \$5.00 for one year. IASA EC can revise the IAYA membership dues with simple majority on the request of IAYA leadership.

Section 3 . IAYA Leadership

The Executive committee of the IAYA shall include five office bearers namely:

- President: from 11th and 12th graders
- Vice-President: from 9th to 11th graders
- Treasurer: from 9th to 11th graders
- Secretary: from 9th to 11th graders
- Public Relations Coordinator: from 9th to 11th graders.

The office bearers of the Executive Committee shall be the member of IAYA for at least one year. President will serve only one term. The President should be office bearer of the Executive Committee in previous years/terms. The office bearers of the Executive Committee must maintain their GPA above 2.5

Secretary of IASA will serve as ex-officio mentor of IAYA. In case Secretary of IASA is unable to perform this duty due to some circumstances, IASA president can appoint other EC member to be IAYA mentor.

Section 4 .The duties and responsibilities of office bearers shall be as follows

President:

To call and preside over the meetings of the EC
To direct and supervise activities of all EC
To officially represent IAYA for activities in which IAYA decides to participate
To bear the overall responsibility for the activities of the EC
To communicate with the IAYA mentors on any matter of importance

Vice-President:

To carry out the functions of the President in his/her absence.
To carry out other duties as delegated by the President of IAYA.

Secretary:
To prepare and maintain an up-to-date membership list of IAYA (including names, E-mail addresses, and telephone numbers of all members and others interested in the activities of the IAYA.
To prepare and send activity updates of IAYA to all the members at least once every sixty days.
To record minutes of all EC meetings and send them to mentors of IAYA.
To carry out other duties as delegated by the President of IAYA.

Treasurer:

To maintain an up-to-date accounting of all capital and operating accounts of IAYA
To prepare and present financial reports at each meeting of the EC.
To receive and pay the money as necessary to conduct the normal activities of IAYA
To carry out other duties as delegated by the President of IAYA.
Will lead the fund raising and membership sub-committee.
Will work directly under the supervision of the IASA Secretary.

Public – Relations Coordinator:

To take pictures of the event
Communicate the event information before and after to general public. Must be admin of the facebook of IAYA
Must Submit an event report for IASA newsletter
To carry out other duties as delegated by the President.

Section 6 Selection Process.

IAYA President shall be selected by a five member committee consisting of President of IASA, mentors of IAYA and BOT Chair.

Selection of the President of Executive Committee of IAYA:

The selection of the President of Executive Committee of IAYA will be on last Sunday of June. The nominee as President should be in 11th or 12th grades
The nominee as President should have served on the Executive Committee in previous terms.
The nominee as President must submit a write-up of his/her vision on the objectives of IAYA to the President of IASA from May 1st till to the end of third week of June.
The President of IASA will discuss with the IAYA President Selection committee without revealing the nominee as President of that document.

The election committee will give points on the documents using a secret ballot.
The President of IASA will count the points to announce
the President of IAYA. Election of the office bearers of
Executive Committee of IAYA:

Election of the office bearers of Executive Committee of IAYA will be by second week of
August.

Nominees for the office bearers of Executive Committee of IAYA must be member of IAYA
at least for a year.

Nominees for the office bearers of Executive Committee of IAYA must be a
student of 9th, or 10th or 11th grade.

Nominees for the office bearers of Executive Committee of IAYA must have a preferred GPA
of 2.5.

The term of office bearers is 2 years.

President of the IAYA shall call for nominations through Facebook, IASA
communication media between 1st to 31st July.

The nominations can only be for one office bearer of Executive Committee of IAYA.

If the number of nominations exceeds more than one, then election will be held by
secret ballot only by the members of IAYA

Section 6. Sub Committees

IAYA may decide on form the sub committees for various functions. Each sub committee should
be led by one sub committee chair. Sub committee chair can be a any member of executive
committee. Sub Committee chair will be appointed by President IAYA in consultation with other
office bearers.

Board of Trustees:

Executive Committee

Chairperson

President

Vice President

Secretary

Treasurer