

Indian Association of Sacramento (IAS) Tax ID no: 46-2130663

Indian Association of Sacramento® (IAS), California

Constitution and By-Laws

Approved by the IAS BOARD on 12/27/2023 in Sacramento, State of California, USA
Supersedes all previous versions of IAS Constitution and By-laws

Enactment Responsibility: IAS President and Board of Trustees.
Enactment Authority: **IAS Board** – Two Third Majority

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Version Control History

Version	Date Approved	President	Secretary	By-Laws Committee Lead
Version 1.0	2/26/2013	Mr. Vijay Bhaskar Jonnalagadda	Ms. Anupriya Ramraj	Mr. Satheesh Nagaraj
Version 2.0	12/2/2018	Mr. Satheesh Nagaraj	Mr. Rao Duriseti	Mr. Venugopal Acharya
Version 3.0	12/27/2023	Mr. Gobi Ramasamy	Mrs. Ranju Verma	Mr. Satheesh Nagaraj

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PREAMBLE:

We, the Indo American community residing in the greater Sacramento, California intend to promote cultural, educational activities, and enhance the intercultural understanding among the Indian origin residents and the rest of the residents of greater Sacramento, do hereby join together to form a registered non-profit association called Indian *Association of Sacramento (IAS)*. We work to preserve and pass-on the cultural values and educate the younger generations about the traditions of India.

BACKGROUND:

In the year 2005, few motivated and visionary people who were all associated with multiple Indian cultural organizations got together, decided to start the celebration of the India Independence Day, and named the celebration as “India Day”. This team was bonded by the mission and purpose of proud Indo Americans coming together to share with others as well as their own kids the diversified Indian culture, language, clothing, food, etc. and take pride in our original roots.

FOUNDATIONAL PRINCIPLES

1. The flagship India Day event should be free of admission.
2. To bring all groups of Indian origin together.
3. To support charity activities in the US and in India.
4. Conduct events throughout the year to strengthen the bonds between Indian origin and rest of the residents of Greater Sacramento and help Indian origin residents to assimilate in American society.

MISSION:

The mission of "Indian Association of Sacramento" (IAS) is to facilitate communication, cooperation and integration between the Indo American community and the rest of the residents of greater Sacramento, to celebrate and showcase the Indian culture, traditions and pass on the values of India to the future generations.

ARTICLE 1: NAME AND LEGAL IDENTITY

The name of the association shall be **Indian Association of Sacramento (IAS)**, here onwards referred as IAS. The IAS is a non-profit PUBLIC BENEFIT CORPORATION and is not organized for the private gain of any person or group.

IAS is organized under the Nonprofit Public Benefit Corporation Law for public purposes. It is organized and operated exclusively for leisure, recreation and charitable purposes within the meaning of section 501 (c) (3), Internal Revenue Code. No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the association shall not participate or Intervene in any political campaign (Including the publishing or distribution of statements) on behalf of any candidate for public office.

ARTICLE 2: OBJECTIVES

The objectives shall consist of, but not limited to the following, which is not in any priority or order

1. Provide a Unified Platform for entire Indian Community

- Bring all cultural groups and Indian organizations in greater Sacramento together for one cause.
- Represent a Single unified voice of the Indian Community.
- Maintain Public Relations with local and government entities as well as Media. Provide a unified response wherever it is necessary.
- Provide general assistance to Indian origin communities in situations of need.
- Bring media attention at times when the Indian origin community needs.
- Evaluate and Provide forum to conduct Health and educational Seminars, free health clinics, Senior citizen assistance etc.

2. To motivate and involve younger generation of Indo Americans

- Recognition of achievements, Promotion of creative works, and encouragement to children to exhibit their talents in the Asian Indian Community.
- Leadership development of the younger generation.
- Bring educational awareness to the community

3. To promote Sports and other competitive educational activities:

- To conduct and promote sports competition, training, ‘Sports Day’ etc.
- Enable the younger generation to compete and improve in different fields

4. To support the activities related to charitable causes.

- Supporting the charitable activities that are directly or indirectly helping the underprivileged communities in Sacramento or other parts of the United States or India. Supporting the activities that will help the people who are affected by the natural calamities in the community or elsewhere in the world.

ARTICLE 3: ORGANIZATION STRUCTURE

Section I: IAS Board members of the year

Board shall consist of the following four types of members. The total headcount of IAS board members should not exceed 40 without Board of Advisors (BOA). The IAS board may decide to stop allowing additional committee members in case there are enough members in the committee to comfortably carry out the planned activities for that year.

The following are the types of members.

1. Committee Members
2. Executive Committee (EC)
3. Board of Trustees (BOT)
4. Board of Advisors (BOA), who committed to be as Board member

Section II: Membership Credo

Any type of member of Indian Association of Sacramento (IAS) is any individual person eighteen years, or older who abides by the objectives of the association. Every member is purely a volunteer and no benefits of any financial value or remuneration in any form will be paid. All members are expected to not indulge in activities of self-interest or self-promotion.

Section III: Membership Fee

There shall not be any membership fee

Section IV: Membership Revocation Criteria

Any undesirable conduct by a member can be grounds for starting the proceedings of membership revocation. Undesirable conduct is defined as involving in any one or more of these activities.

1. Activities violating the membership credo.
2. Activities that work against the Foundational Principles of the organization.
3. Activities that work against the objectives of the organization.
4. Activities that hinder the functioning of the board.
5. Making representation on behalf of the organization without proper authorization from the Executive committee and the corresponding functional leads.
6. Embezzling and mishandling of IAS funds
7. Not transferring IAS assets such as accounts credentials (e.g. social media, email), data to the executive committee at the end of the fiscal year.

Section V: Board Membership revocation Process

Board Membership may be revoked for a period as determined by the Board for the conduct considered undesirable. The executive committee implements the revocation process. The process includes the following steps in order

1. Motion is brought to the floor by any board member and seconded by another member in an official IAS face-to-face meeting attended by two thirds of the board members. If a board member cannot attend, he/she can inform his/her vote to the EC and that vote will be counted accordingly.
2. Any such motion should be accompanied by documented proof.
3. In the same meeting, conduct must be decided as undesirable by two thirds of the majority.
4. Notify all the board members of the meeting proceedings.

5. First two violations will result in warnings.
6. For third violation, serve one-month show cause notice to the member whose membership is under consideration of revocation, giving an opportunity to the member to justify his/her actions.
7. After one-month, final revocation decision will be made in a combined EC and BOT meeting with a simple majority.

ARTICLE 4: BOARD OF TRUSTEES AND BOARD OF ADVISORS

Section I: Guidelines for Board of Trustees

1. There are a maximum of five members in the board of Trustees.
2. Only the IAS Presidents from the last 5 years serve on BOT for the current year.
3. The senior most member of the BOT shall be the BOT Chairman for the current year.
4. There will be no election for BOT Chairman position
5. A member of BOT cannot be on the EC.
6. In case of vacancy, BOT selects a candidate from previous/retired BOT. BOA for that calendar year only. If there is a tie-on BOT selection then the president can vote to select the BOT. Selected BOT can't serve as BOT Chairperson.

Section II Roles and Responsibilities for Board of Trustees

1. Foremost duty of a member of BOT is to promote the image of IAS in the community.
2. Members of the BOT should inspire all other members to work united for the existence, goals, and growth of the organization.
3. Provide general guidance to the executive committee and the organization.
4. Ensure everyone in the IAS board follows the organization's By-Laws.
5. BOT should meet once a quarter to discuss the general state of the organization and provide the minutes to the board.
6. BOT shall provide suggestions to EC to finalize potential functional Committee leads during initial Board formation.

Section III: Guidelines for Board of Advisors

1. All previous IAS presidents who are not part of the Board of Trustees are eligible for Board of Advisors.
2. Newly formed EC and BOT to invite all previous presidents to join IAS BOA. IAS Chairman will facilitate this process.

3. Any undesirable conduct by a BOA can be grounds for starting the proceedings of membership revocation per Bylaw.
4. There is no limit on the number of members in the BOA.
5. A member of BOA cannot be on the BOT or EC.
6. BOA members will enjoy the same criteria as board members.

Section IV Roles and Responsibilities for Board of Advisors

1. BOA to provide advice and strategic plan on event improvement, Public Relations activities, event marketing, or any IAS board demanding activities.
2. BOA can be involved in IAS Multi cultural events and long-term IAS infrastructure projects.
3. IAS Chairman will facilitate quarterly meetings with BOA in association with IAS President on IAS related activities and update BOT and EC. In absence of IAS Chairman, senior most BOT can facilitate this meeting.
4. BOA shall be part of the IAS Board to participate in the IAS election and the same board member voting criteria applies if they want to be part of the voting process.

ARTICLE 5: EXECUTIVE COMMITTEE

Section I: General

1. The executive committee shall consist of five officers.
2. The term of all executive committee members shall be one year.
3. The IAS Executive Committee shall consist of President, Vice President, Secretary, Treasurer, and Joint Secretary.
4. The term of office for all the executive committee members shall be maximum of two calendar years in one position except one year for President
5. The President is elected for one term and may contest for one additional term for a maximum of two terms over lifetime.

Section II: Roles and Responsibilities

1. The executive committee shall be responsible for the day to day functioning of the association including the financial management and all the activities of the association.
2. Every major decision should represent the majority view of the executive committee and not a few individuals on the committee.

3. Any decisions having a long term bearing on the organization (for instance a decision extending beyond the current tenure of the executive committee) will require an approval by simple majority from the IAS Board.
4. The executive committee is empowered to appoint members to represent IAS at special events and meetings.
5. The newly elected executive committee to finish the functional committee formation process by February month end.

Section III: President

1. The president shall be the spokesperson and chief executive of the organization.
2. The president is responsible for smooth running of the organization
3. The President must hold the association in highest regard and work for its glory and betterment.
4. The President is responsible to keep the unity of the IAS board and organization.

Section IV: Vice President

1. The Vice President works with the President under his/her guidance.
2. The Vice President shall be ready to function as the president when the President is unavailable.
3. The vice president has special responsibility to oversee and improve the public relation activities of the organization.
4. In addition, The Vice President will audit all the finances every quarter and report to the board.

Section V: Secretary

1. The secretary shall keep & communicate a full and complete record of all meetings of the organization.
2. The secretary, with the help of other members responsible to execute all decisions taken by the executive committee.
3. The Secretary is responsible for maintaining the legal status of the organization.

Section VI: Joint Secretary

1. The joint secretary works with the Secretary under his/her guidance.
2. The joint secretary shall always be ready to function as secretary or Treasurer when the secretary or Treasurer is not available.
3. The joint secretary along with the other EC members shall be responsible to execute all decisions taken by the executive committee.

Section VII: Treasurer

1. Treasurer shall be responsible for the receipt, disbursement, recording, and safekeeping of all funds of the organization.
2. Work with Vendor Lead to raise funds from all available sources for the financial sustenance of the organization.
3. The treasurer shall pay all bills, which have been approved in the manner prescribed by the executive committee.
4. Treasurer shall be responsible for IAS annual tax filing.

Section VIII: Vacancies

The IAS board shall take appropriate action to fill any vacancies in the executive committee, no later than one month of such occurrence.

ARTICLE 6: BOARD MEMBERS

- Apart from BOT, BOA and EC, the IAS board will consist of members who can be Functional committees leads or just the committee members.
- Every effort should be made to bring dedicated, deliverable volunteer members from all participating org. We should keep some room to get new dedicated, deliverable volunteer members from non-participating orgs too, if they have proven their volunteership in the community.
- An IAS functional committee lead, also known as functional lead, is an IAS member that will lead a functional committee for that year. In any particular year IAS shall have functional committees like, Vendor, Cultural, Public Relations, 5k Run/Walk, Indoor

Sports, Outdoor Sports, Charity, Venue, Parade, Youth, Women Empowerment, Web and Social Media and ad-hoc committees like By-law or any other committees on need basis.

- All the participating organizations shall send up to two representatives each year to be added as committee members preferably from the participating organization's board.
- IAS is encouraged to have one member from the family as IAS board member to accommodate more family members in the community and should not exceed maximum two members in the board at any point of time.
- Only one family member can be in BOT or EC including president at any point of time.
- Any person satisfying membership credo can be a committee member.
- An active member of the board has the right to challenge interpretation or implementation of any tenant of the by-laws. If such a challenge is mounted, the board will vote to clarify the interpretation

Section I: Functional Lead Eligibility Criteria

For a member to be a Functional Lead, he/she must satisfy the following criteria.

- Actively volunteered in the IAS activities for at least one full calendar year within the last three years
- Functional leads are selected by the majority decision of the five member EC.
- It is encouraged to maintain equal representation from all participating Indian organizations, organizations promoting varied cultures of India, and genders.

Section II: Member Eligibility Criteria

Anyone that abides by the membership credo specified in **Article 3 Section II**

Section III: Functional Lead Roles and Responsibilities

1. Lead a functional committee with utmost commitment
2. Attend two thirds of the meetings officially called by the Executive Committee
3. Do the due diligence of the work assigned by the Executive Committee
4. At the completion of the term, handover all IAS assets such as accounts credentials (e.g. social media, email), data to the executive committee

Section IV: Functional Lead Vacancies

The executive committee shall take appropriate action to fill any vacancies of the IAS Functional leads, no later than one month of such occurrence

Section V: Committee Member Roles and Responsibilities

1. Attend at least four (4) meetings officially called by the Executive Committee
2. Be part of at least one functional committee.
3. Do the due diligence of the work assigned by the lead of the Functional committee(s) he/she is a member of.

Section VI: Youth Committee

1. IAS is encouraged to have an active youth committee as part of the board. Youth committee shall have minimum one member and maximum two members, guided by one EC member. They will have similar responsibilities as any other board member.
2. IAS encourages an age limit between 18 - 25 years, if not able to find within that age range, EC will decide on Youth committee formation.
3. EC shall be responsible to guide them, coordinate, and assign the tasks. Youth committee can recommend youth related activities to the board for approval such as (but not limited to) Flyer Design, Web maintenance/design, scholarships, arrange webinars; provide volunteer hours to youth volunteers etc.

ARTICLE 7: MEETINGS

Section I: Guidelines

1. There shall be one IAS board meeting every month.
2. The quorum for any meeting to make decisions is at least 10.
3. In case a member cannot meet the attendance criteria, he/she is expected to provide a justification to the EC.
4. Unless otherwise specified, all decisions at any meeting shall be approved by a simple majority.
5. Every decision will be proposed by a member, seconded by another member and then it is taken to the voting.
6. Every decision taken is binding by all members irrespective of their attendance.
7. In situations where a decision cannot wait until the next monthly meeting, EC can call for an additional extra meeting.

8. Meetings should be conducted using Robert's Rules of Order. At a minimum, after a brief discussion, a member states the decision to be taken to motion, another member seconds it, and then it is voted on.
9. The Secretary, Joint secretary, Vice President or Treasurer should take the minutes in that order.

Section II: Communications

1. Minutes of every official meeting must be published within a week
2. Minutes of every official meeting must be sent to all board members.
3. The internal communications of the board, including the minutes of the meetings should not be made public, without express consent of the board. Violation of this rule can be grounds for membership revocation.

ARTICLE 8: ELECTIONS

In the month of November/December every year, there will be elections held to elect a President and four EC members. Eligible voters shall vote for President and for up to four EC members.

Section I: – Voting Block

A Board member can vote in that year's elections in if he/she is

1. Attended min 4 monthly board meeting with min 50% of the board meeting time

Section II: –Eligibility for President

A person must satisfy the following conditions

1. Should have served as an EC member for one full term in the last three calendar years.
2. Outgoing president may contest for one more term.
3. Should not be in an active EC role in any IAS participating organization.

Section III: – Eligibility for Other EC Members

A person must satisfy the following conditions

1. Should have served as functional lead for at least one full year in the last 5 years OR
2. Should have served as IAS president in the past

Section IV: – Functional leads Eligibility

1. Should have served as a member in any committee for at least one year in the last 5 years.

There will be no elections for Functional leads. They are selected by EC using the criteria in *Article 6 Section III*

Sections V: – Election Officers

1. Election Officers should uphold the highest possible ethical behavior maintaining the secrecy and integrity of the position. They should not campaign for any candidate.
2. There will be 3 Election Officers
3. Two senior-most BOT and the outgoing President will function as Election Officers
4. Election Officers cannot run for any position in the five member Executive Committee.
5. Election Officers are eligible to vote.
6. If any questions arise from IAS board member regarding the verbiage, grey area, ambiguity, unclear wording or interpretation issue in the IAS Bylaws/Constitution document, the Election Officers will then reach out to the IAS Board, and the issue must be clarified by two third majority vote of the IAS Board.

Section VI: – Elections Procedures

1. Election process will start in November/December of every year.
2. Newly formed IAS Board will have an Oath Ceremony at the beginning of the year.
3. Election Officers should thoroughly check the eligibility of the candidates and inform the board.
4. Board Members should not do election campaigns for any EC candidates in any official IAS WhatsApp group's or IAS social media's.
5. Elections will take place only for the position of the President and four EC members.
6. Elections officers should make fair and secure arrangements for the eligible voters to vote electronically in the event, if they cannot attend in person.
7. Election Officers will declare whoever receives the highest number of votes for the president position as President.
8. The top four vote getters in EC members' part of the election will become EC members.
9. After the elections, five elected officers will meet and decide among themselves about the roles (Vice President, Secretary, Joint Secretary, and Treasurer) for the four elected EC members. They can pick the roles either with consensus or through an internal vote among the EC.

10. If there are not enough eligible candidates running for EC, the current BOT should have a meeting to find ways to fill the positions.
11. Only one person from a family can contest for any EC position including the president at any point of time.
12. We should follow the Calendar year for election to determine the candidate eligibility.

ARTICLE 9: LOCATION AND AGENT

Section I: Location

The official address of the headquarters of the association shall be in the Greater Sacramento area in the State of California where it is duly registered. Until such a time as a permanent location is established for IAS, the residential address of the Agent shall represent the address of IAS. As per IRS guidelines, PO Box is not recommended.

Section II: Agent

1. California code requires a responsible person in the organization to function as a legal agent. The job of the agent is to work with EC to maintain the organization's legal and non-profit status.
2. A member of BOT shall function as agent
3. When the 5-year term of the member of the BOT functioning as Agent is over and leaving the BOT, then the function of agent is handed over to the incoming member of the BOT so that he/she will work as agent for the upcoming five years.

ARTICLE 10 PARTICIPATING ORGANIZATIONS

Any non-profit organization/group operating in greater Sacramento area that share the common goal of promoting Indian culture can be participating organization of IAS

Section I: Eligibility

1. Must be a registered non-profit organization or community organization, promoting Indian culture, but not a registered commercial organization
2. Must be operating in greater area Sacramento promoting Indian culture and heritage
3. Must not be political organization
4. Must not be religious organization
5. The IAS Board can make decisions regarding eligibility criteria on a case-by-case basis.

6. Preference is given to the organizations that are representing geographical and linguistic diversity of India that were earlier not represented in IAS.
7. If a new participating organization needs to be added to the IAS list, two-thirds majority of the board's approval is required after discussion in monthly meetings.

Section II: Roles and Responsibilities

1. Provide help to IAS in terms of volunteers, financial, or any other area acceptable to the IAS board.
2. Any participating organization that has not provided help to IAS in the last 3 years should be delisted from the IAS website.
3. Participating organization can give one or two Cultural programs for IAS event if they conform to the rules set by the cultural committee
4. The participating organization and IAS will never interfere in each other's internal operations, administrative, financial, and legal matters.
5. Participating organizations are welcome to provide suggestions. Only the IAS board members are responsible to make final and definitive organizational decisions for IAS.
6. Participating organizations are required to convey all the messages about IAS activities to their members as requested by the IAS PR committee.
7. Due to the multiplicity of participating organizations, IAS will convey the messages/flyers from participating organizations only in the next upcoming semi-monthly newsletter.
8. In case of conflict of interest in the events organized by a participating organization and IAS, then that conflict must be resolved amicably with a give-and-take approach.

ARTICLE 11: AMENDMENTS TO THE IAS BY-LAWS

Section I: Procedure

1. This constitution may be amended with a two-thirds majority vote in a meeting attended by two-thirds of the board members.
2. Amendments will be done by the bylaws committee which will be formed with all five BOT, five members from EC, and five members selected from the rest of the board, a maximum 15 (fifteen) members.
3. After the formation of the bylaws committee, members of it will select a lead.

4. Bylaws committee will be formed by the board and work independently reporting only to the board.
5. After the board has decided to make amendments to the By-Laws, the By-Laws committee will collect inputs from all the members of the board, analyze them, aggregate them, and present them to the board as a final draft.
6. Suggestions from all the board members should be considered. Justification will be provided for the suggestions not accepted as a By-Law's amendment.
7. During the bylaw amendments process, the bylaws committee will provide weekly updates to the entire board.
8. Board either approves, rejects, or modifies the amendments by two-thirds majority of the eligible voting board members in the month of December.
9. The changes of amended bylaw are implemented in the immediate next year, unless part of the amendments need to be implemented immediately with majority of the eligible board member decision.

ARTICLE 12: FISCAL YEAR AND FINANCE

Section I: General Rules

1. The fiscal year of the association shall be the calendar year.
2. IAS shall maintain financial statement as per Compliance guide for 501©(3) Public Charities
3. The executive committee shall be responsible for the finances of the association and must provide estimated budgetary information to the IAS Board.
4. A financial account in the name of the association shall be maintained in a bank and operated by the Treasurer, Secretary, and President.
5. After every IAS event, the treasurer shall provide financial reports to the board, within 15 working days.
6. The treasurer shall provide the financial report on request from the president of the executive committee within 10 working days.
7. For bills of an amount larger than the limit set by the Board for that fiscal year, the Executive Committee should approve the payment.
8. Upon request by any IAS board member, the executive committee shall make it available for inspection for the financial statements of the previous year.

9. Only the members of the executive committee are empowered to make decisions on expenditures on behalf of the association.
10. All expenditures made by any individual or individuals on behalf of the association shall require the receipts for the reimbursement.

Section II: Transition

1. All efforts should be made by the outgoing executive committee to pay all outstanding bills for the current year before handing over the office to the new committee.
2. In the event any bills cannot be paid by the outgoing executive committee under conditions beyond their control, the new executive committee shall pay these bills provided these bills are individually identified with sufficient funds earmarked for them by the outgoing executive committee.
3. Decisions to pay any reasonable and legitimate bills that could not be accounted for or identified as bills to be paid by the outgoing executive committee, should be notified to the incoming board.

Section III: Auditing

1. There shall be two full financial audits in a calendar year.
2. The Audit committee will be headed by the Vice President and consists one BOT and a Committee member as selected by the board.
3. The financial audit reports will be provided to the board within two weeks.

ARTICLE 13: DISSOLUTION

Section I: Procedure

1. For dissolving the association, all IAS board members shall be fully informed.
2. A Board meeting should be held, with at least four weeks' notice to current year Board members.
3. Three fourths of the complete IAS Board should attend the meeting and agree to dissolve.

Section II: Liabilities

1. Upon dissolution of this association, the IAS board should make provision for the payment of all the liabilities of the association, distribute of all the assets of the association in such a manner, or to such organization(s) operated exclusively for the benefit of a local charity decided by the Board at the time of dissolution.
2. Such local charity has to be located inside the United States, (Operated as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law

Glossary of Terms:

IAS Board or The Board

Includes all the IAS office bearers including Board of Trustees, Executive Committee, Committee Members, and Board of Advisors who commits to be part of IAS monthly meeting.

Association or Organization

Indian Association of Sacramento (IAS)

Election Officers

Conduct annual election

Appendix A: SAMPLE IAS BALANCE SHEET IAS yearly Balance sheet

IAS yearly Balance sheet				
Receipts	EVENTS			
	Event 1	Event 2	Event 3	Event 4
Contribution received 1				
Contribution received 2				
Total Receipts				

Expenses	EVENTS			
	Event 1	Event 2	Event 3	Event 4
Expense 1				
Expense 2				
Total Expenses				
Balance forward from previous year				
Excess/Shortage of receipts over expense of current year				
Balance forward to next year				