

Asian Indian Women's Organization

Asian Indian Women's Organization is a 501(c)(3) non-profit organization

Mission

To give back to the community through volunteerism and cultural exchange

By-laws

Article I

Name

The name of this organization shall be the Asian Indian Women's Organization (AIWO).

Article II

Purpose

a. To promote member involvement in the larger Springfield community through volunteerism and Indian cultural activities.

b. To raise funds for charitable purposes in the community or wherever the organization deems necessary to do so.

Article III

Membership

The membership is open not only to Asian Indian women, 18 years and older, but also to all other women who espouse Indian culture and values.

Article IV

Membership Dues

The current membership dues are \$100/year. Each member shall pay the dues by the first meeting of the new year or upon joining the organization. The dues are subject to change by a majority vote.

Article V

Meetings

a. Regular meetings shall be held either in-person or virtually on the 3rd Sunday of the month.

b. The rules regarding conducting meetings for discussions, motions, etc., remain the same for in-person and virtual meetings.

c. Each member is encouraged to attend scheduled meetings. Members unable to attend are responsible for reviewing the minutes (e-mailed) of each meeting.

Article VI

Quorum

A quorum shall be one-half plus one of the organization's total members.

Article VII

Board of Directors

Purpose & Mission

a. The Board of Directors (Board) shall ensure compliance with the financial, ethical, legal, and regulatory aspects of AIWO's operations, safeguarding the organization's integrity.

b. The Board shall guide the membership in electing the Executive Committee (EC) every two years. It shall ensure that the outgoing EC provides a proper orientation to the incoming EC regarding the operational procedures and record-keeping necessary to maintain AIWO's 501(c)(3) tax-exempt status.

c. The Board shall focus on upholding AIWO's mission, purpose, and bylaws. In the case of a tie in EC decision-making, a designated Board member shall cast the tie-breaking vote. The EC remains responsible for managing AIWO's day-to-day operations.

Structure, Criteria for Selection, & Term Limits

a. The Board shall consist of three members:

(1) Two past presidents, each serving a three-year term; and

(2) One member-at-large must have been a member of AIWO for five or more years and serve a one-year term. There is no limit to the number of terms a member may serve on the board.

b. The past presidents and members-at-large shall be selected based on their willingness to serve on the board.

c. If a vacancy arises, the remaining board members shall nominate and vote for a suitable candidate to fill that role.

d. Should the Board need expansion, the process for filling new seats will follow the procedure for filling vacancies.

e. Removal of a Board requires the unanimous consent of the remaining board members.

Accountability

a. The Board shall meet at least twice per year.

b. The Board shall present an annual report to the general body during the December meeting each year.

Financial Oversight

a. The Board shall oversee AIWO's finances, specifically approving:

(1) The annual budget breakdown, including the previous year's checking & savings balances;

(2) The year-end budget breakdown of income and expenses; and

(3) Budget breakdowns for fundraising events, including incomes, expenses, and net proceeds.

b. The Board shall ensure AIWO operates within its financial means and complies with all applicable financial regulations.

Amendment to section VIIIe (previously listed as VIIe): Elimination of Section VIII e

Reasoning

The primary purpose of the Board is to monitor the executive managers. Serving concurrently on both the Board and the EC poses a conflict of

interest, limiting oversight. Since Aruna Mathur has served as AIWO president for several terms, her removal from the EC enables her to contribute effectively as a Board member.

Article VIII

Executive committee

a. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and ex officio Founding Member Mrs. Aruna Mathur shall not ordinarily cast a vote in Executive Committee meetings except as provided under Article VII (e. 2) below. Members shall elect officials of the Executive Committee for a two-year term at the last meeting of the year. There is no limit to the number of terms a member may serve on the Executive Committee.

b. The Executive Committee shall be responsible for maintaining its non-profit status with the Secretary of State of Illinois and for filing taxes for the organization.

c. Dissolution of either the entire Executive Committee or the departure (or resignation) of a particular member of the committee is permitted with a written request.

d. Ensure that the members of the executive committee do not have an actual, potential, or perceivable conflict of interest regarding fundraising for a beneficiary.

e. Founding member and past president of the organization, Mrs. Aruna Mathur, has been accorded life membership of the Executive Committee. Mrs. Mathur shall: 1) serve alongside other officials in an advisory and supportive role; 2) cast a tie-breaking vote if the Executive Committee is equally divided; and 3) ensure implementation of bylaws.

Article IX

Responsibilities of the Individual Members of the Executive Committee

a. President: Responsibilities include overall organization management, presiding at all meetings, and keeping the members informed of all matters about the organization. The president: (1) shall work cohesively with other members of the Executive Committee; (2) is empowered to act, speak for, or otherwise represent the organization; (3) makes sure that the bylaws of the organization are adhered to in all

respects; and (4) shall ensure that the information shared through the website and social media aligns with the AIWO's mission.

Selection of Beneficiary Organization- On the recommendation of the Executive Committee, the President shall provide the members with: 1) an opportunity to discuss and select the beneficiary; 2) an opportunity to meet with the selected organization personnel.

The president shall 3) schedule a site visit if applicable; and 4) present information about collaborating organization (s), if any are involved in fundraising for the organization selected by the AIWO.

The AIWO and the selected beneficiary organization will sign a **Memorandum of Understanding**. The purpose of such an agreement is to (a) oversee the distribution of funds, (b) hold the receiving party accountable, and (c) create a schedule for fund distribution and financial reporting.

b. Vice-president: Responsibilities include assisting the president in managing the organization and performing her duties in her absence.

c. Secretary: Responsibilities include keeping the minutes of each meeting and sharing minutes with members.

d. Treasurer: The treasurer shall be the Chief Financial Officer of the organization. Responsibilities include collecting annual dues from the members, general accounting, handling all monetary transactions, preparing an annual budget that coincides with monthly bank statements, and providing an annual financial report to all members.

Article X

Use of AIWO Funds

a. The executive committee has the authority to use up to 75% of the total membership dues collected for the current year for charitable donations as specified in the budget and/or organizational expenses.

b. Donations exceeding \$250 not specified in the budget need membership approval.

c. The Executive Committee has the authority to keep for

miscellaneous post-event expenses up to 5% of the funds raised through the charitable event(s) after deducting event-related expenses.

Article XI

Dissolution of AIWO

a. The properties and assets of this organization are irrevocably dedicated to public benefit and/or charitable purposes. No part of the net earnings, properties, or assets of this organization, on dissolution or otherwise, shall insure to the benefit of any private person or individual.

b. On liquidation or dissolution, all properties and assets remaining after payment or provision for payment of all debts and liabilities of this organization shall be distributed to a nonprofit organization that is organized and operated exclusively for charitable purposes.

Adopted date: April 20, 2025
(Approval by a 3/4th majority of votes)