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# THE CONSTITUTION

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United India Association of New England



FEBRUARY 15, 2026  
OFFICE OF THE ADVISORY BOARD

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## **UNINTED INDIA ASSOCIATION OF NEW ENGLAND**

### **WRITTEN CONSTITUTION AND THE BY-LAWS**

#### **1. Name**

1.1: The name of the association shall be United India Association of New England (UIA) herewith referred to as the "Association."

1.2: Until such time as permanent location is established for United India Association of New England, the residential address of the elected president shall represent the address of United India Association of New England. The President or any member shall not file for any tax deduction for the use of his/her personal property.

#### **2. Purpose**

2.1: The Association is formed exclusively for the purpose of organizing and executing religious, social and cultural aspect of the Indian traditions and cultures. The Association will maintain the "exempt" status under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). United India Association of New England shall exist as an association for its members to organize the social religious and cultural functions as and when required/needed.

2.1: No part of the earnings of the Association shall be incurred for the benefit of, or to be distributable to its members, trustees, officers; educational institutions; association is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance for the purposes set forth in Article I: Section III hereof.

2.3: No substantial part of the activities of the association shall be to carry on propaganda, or otherwise attempting to influence legislation including the Association shall not participate in or intervene in (including the publishing or distribution of statements) or any political campaign on behalf of any candidate contesting for public offices. Notwithstanding any other provision of these articles, the Association shall not carry on any other financial activities not permitted to be carried on (a) by an Association under "exempt" status from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

2.4: Upon the dissolution of the Association, the Executive Committee, including Trustees shall, after the payment of all the liabilities of the Association, shall dispose of all of the remainder of the funds in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes and at that time qualifies

as having an “exempt” status, under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Any assets not distributed shall be disposed of by the Court of common plea of the county in which the principal office of the Association is then located, exclusively for such purposes to such organization or organizations, as said, Court shall determine the organizations that are organized and operated exclusively for similar purposes.

### **3. Membership and Dues**

3.1: The membership to United India Association shall be open to all adults (18 years or above) interested in Indian National heritage, social and cultural development over the years.

3.2: All members shall have full and equal voting rights and privileges.

3.3: The Association shall be supported mainly by membership dues (fees), donations and distributions by other funds collected by non-profit organizations.

3.4: The term of membership of United India Association shall be from January 1st to December 31st of that year.

3.5: Membership fees (as determined by the executive committee) will be paid by all members payable by December 31<sup>st</sup> of every year.

3.6: Any member who fails to pay the dues will be reminded twice via email of their pending dues. If there is no response received by such members, their membership will be terminated automatically. The renewal fee of \$25 will be charged.

3.7: The members can also buy life-membership by paying an amount determined by the Executive committee.

## **The Executive Board – Powers and Functions**

**4.0:** The Executive Board shall consist of the following elected office holders:

- (1) President
- (2) Vice-President
- (3) Secretary
- (4) Treasurer

The officer shall be elected once a year at the annual general body meeting of the Association to be held in the month of October/November.

Aspiring candidates to any of the above positions, must be a paid member of United India Association for a minimum of **ONE year**. Any aspirant for any position mentioned above will not be allowed to contest for any position if not a member of the United India Association of New England.

### **4.1: Functions of the Executive Board**

The Executive Board shall manage the affairs of the Association and exercise all the powers of United India Association as delegated by its CONSTITUTION and its voting members. It shall have powers to appoint subcommittees and or dissolve such committees as and when deemed necessary. All decisions should be taken with the approval of the board and no individual decisions will be honored and or implemented.

### **4.2: Nominations**

The Board shall have the power to nominate candidates to different positions for a short period of time if the elected officials cannot perform their duties due to some emergent reasons/situations. These nominations shall be valid ONLY for 6 months or less. All such nominations must to approved by the Board of Directors.

### **4.3: Reports**

The President will present a yearly report to all the members of the Association informing the progress and activities conducted by the Association during the tenure of that President.

The Treasurer will present a financial report of all expenses and revenue received by the association. The report shall be distributed to the Board. The Board will have the right to question any and all entries on the financial report.

#### **4.4: Role and Responsibilities of the Office Bearers**

##### **4.4i: The President**

The President is the chief executive officer of United India Association. He/she shall convene, conduct and preside over the meetings of the General body and that of the executive committee. It shall be his/her duty to see that all orders and resolutions of the executive committee are carried out effectively to the best of his/her ability. When executive committee is not in session, the President shall have the general control over the management of the activities of United India Association of New England. The President shall submit an written yearly report, approved by the executive committee, to the General body on the operation of United India Association of New England for that year. The President shall report periodically to the executive committee on all matters of interest.

If the office of the President becomes vacant, the Vice-President shall automatically assume the presidency for the remainder of the term of the executive committee. In case of the vacancy of any other office, the position will be filled by the incumbent securing next highest vote. If there was no contest, then the executive board would have the power to fill that vacancy.

##### **4.4ii: The Vice-President**

The Vice-President shall act as an aide to the President and shall perform the duties of President in his absence. In the event, if the President either resigns or is removed from his/her position, the Vice- President automatically will assume the title of the President and continue to perform such duties of the President.

##### **4.4iii: The Secretary**

The Secretary shall record the minutes of all meetings; general and executive; shall be responsible for all correspondence and shall perform all other duties as delegate to him/her by the President or members of the executive board.

##### **4.4iv: The Treasurer**

The Treasure will be elected during the General elections. Any aspiring individual can submit their name to the contesting team or individually to the election committee. The tenure of the treasurer shall not exceed more than 2 consecutive terms – i.e. a total of 4 (Four) years.

The Treasurer shall have the custody of all funds. He/she shall keep a full and accurate account of the receipts and expenditure and make disbursement in accordance with the approved budget as authorized by the executive committee.

The treasurer will present a written financial report to the General Body meeting yearly and if required will explain the income/expenses incurred during that year. All Board members will have the right to question any entry on the financial statement.

The tenure of the treasurer shall not exceed more than 2 consecutive terms – i.e. a total of 4 (Four) years.

The Treasurer shall hand over all financial statements, bank accounts, Certificate of Deposits or any other assets belonging to the Association when vacating his/her position. The newly elected treasurer will have the authority to question any and all financial transactions if needed.

Fiscal responsibility shall be shown by the executive board in so far as not to reduce the surpluses handed to them when they took over the office. If the surplus amount is reduced by more than ten percent at the end of the year, the executive board in consultation with the Treasurer shall provide an explanation for the reduction amount. The Board may/may not allow such members to contest for reelections.

#### **4.6: The Board of Directors**

The Executive Board in consultation with the President will elect/appoint the Board of Directors.

The total number of Directors elected/appointed shall not exceed **seven**.

Such directors will be appointed/elected for a period of 2 years. The directors can hold their positions for 2 (TWO) consecutive terms i.e. a total of 4 years. A new Board of Directors must be appointed every 4 years. Any individual willing to continue to serve on the Board must inform the President of his/her intent to continue 30 days prior to the election date.

All Officers shall deliver to their successor all official materials within a week of election in a joint meeting of incoming and outgoing executive committees.

If the office of the President becomes vacant, the Vice-President shall automatically assume the presidency for the remainder of the term of the executive committee. In case of vacancy of any other officer, the position will be filled by the incumbent securing next highest vote. If there was no contest, the executive would have the power to fill vacancy.

**Trustees:** Trustees can be a part of the organization and can help support the Association for monetary requirements; such members will not have the voting rights or will be allowed to contest for any office due to conflict of interest.

#### **4.6i: Terms and conditions of the Tenure**

No member shall hold the same position within the executive board for more than four consecutive years i.e. 2 elected terms of 2 years each.

Any aspiring member may contest for any position with the approval of the Board. The contestant must include the name(s) when submitting the election Slate to the election committee. No names will be added after the expiration date or on the day of the elections.

#### **4.7: Election Committee**

An election committee will be formed for proper conduction of election of the office bearers every 2 years. The committee shall consist of at least three members nominated or selected by the executive board. The election committee shall prepare the voters list. The Slate of all contestants must be submitted to the election committee in the prescribed written forms thirty days (30) prior to the election. The election committee shall follow the guidelines set up by the executive board for conducting the elections.

The election committee will be dissolved after 2 terms automatically. There will be no renewal of any election committee members.

### **5. The General Body**

The General body membership comprises of all the paid members whether they hold any position or not. Any person who is wanting to serve the Indian community may become a member by paying the required membership dues. The individual as and when enrolled becomes a member of the General Body members but do not have the voting rights for 90 days.

A member who fails to pay the annual dues by December 31<sup>st</sup> of that year will automatically lose their membership. Renewal fees of \$25 will be charged with the full annual dues.

#### **5.0: Other Functions of General Body**

5.1: The general body meeting of the ASSOCIATION shall be held in the month of June as determined by the executive committee.

5.2: Special general body meeting of United India Association may be called either by a majority of executive body or by a written request of at least one third members of the ASSOCIATION to the executive committee. The President shall call a special meeting within four weeks from the date of receipt of such a request.

5.3: The general body of United India Association f New England shall have the power to dissolve the executive committee at an extraordinary meeting convened for that purpose as described in Section II. But the resolution (for dissolving executive committee) shall have the support of the majority of the ASSOCIATION members, i.e.one half of the voting members.

5.4: A notice of the place, date, time, and agenda of the Annual or any Special General Body meeting shall be sent at least two weeks in advance to each member at the last address submitted by the member in writing.

5.5: The Constitution may be modified or amended by the approval of one third member of ASSOCIATION.

## **6.0: Election Procedure**

The Association will hold elections every 2 (TWO) years. The elections will be conducted by the Election committee, which will be appointed by the Executive board in consultation with the Board of Directors.

### **Election Process:**

1. The election committee will conduct elections every two years.
2. The aspirant contestants will submit a Slate to the election committee 30 days prior to the elections.
3. The election committee will have the right to refuse to accept a Slate if submitted later than 30 days.
4. Once submitted, the Slate cannot be altered or additions made to the Slate.
5. No nominations will be allowed on the day of the elections or after the close date of submission of the Slate.
6. If more than one Slate is submitted to the election committee, elections will be conducted by secret ballot.
7. The votes will be counted at the General Body meeting. A representative from each group will be allowed to witness the counting of the votes to make sure that counting is fair and accurate.
8. All paid members shall have the right to vote and to contest for any position, subject to Article 3, section X.
  
9. The election shall be conducted by secret ballot and a simple majority shall govern. The quorum for the election meeting shall be at least one third of the voting and present members. If there is no quorum in the election meeting, then the election should be deferred to another date. If the meeting fails to achieve quorum, then election of office bearers should be made through consensus of people present in the election meeting.
10. Any member unable to vote in person during the election meeting shall be able to avail of the absentee ballot by notifying the election committee at least two weeks prior to election.

## **7.0: The Advisory Board**

7.1 The Association will form an Advisory Board with members that have served in any capacity on any of the Boards as an officer for a period of at least ONE term i.e. 2 years. There would be

at least three (3) and not exceeding seven (7) individuals from the community who shall be nominated by the Executive Board to be the Special Advisors and be on the Board of Advisory.

### **7.2 Eligibility**

The members aspiring to be on the Board must have served as officers either on the Executive Board or the Board of Directors. Nominations for the Advisory Board would be made in conjunction with the Executive Board and the Board of Directors.

No individual will be nominated for such positions without the approval of both the Boards.

The members of the Advisory Board will hold their position for not more than 2 terms i.e. 4 years at the maximum.

### **7.3: Trustees:**

Trustees can be a part of the organization and can help support the Association for monetary requirements; such members will not have the voting rights or will be allowed to contest for any office due to conflict of interest

## **8. Volunteers**

8.1: Volunteers may be recruited for any major events after all executive members are assigned duties appropriately. Volunteers will not be assigned any major duties such as Masters of Ceremony, Speakers and more. All main duties should be assigned and conducted by the Executive Committee, Directors and Advisors. Volunteers will be recruited for the sole purpose of providing assistance (helping hand) to the main committee members and not taking over the events.

## **THE ASSOCIATION BYLAWS**

### **Name**

The name of this Association shall be “The United India Association of New England, Incorporated”.

### **9. Purposes, Aims and Objectives**

The Association shall:

9.1 Serve the community by holding cultural religious programs which are of principal interest to members.

9.2 Be a non-profit cultural organization. Any funds, contributions, donations or monies received shall be used exclusively to conduct the affairs of the Association and to hold such programs, functions and events that would be of benefit, usefulness and be desirable in the best interests of the community.

9.3 Make charitable contributions whenever necessary and approved by the Executive Community members.

9.4 Provide (approved by the Executive Committee) funds for academic, cultural, and intellectual interchanges between people of Indian origin and USA.

9.5 Have all necessary powers to carry out its purposes, programs, and functions with support of its members and those of outside if necessary.

## **10. Members**

10.1: The power of the Association unless otherwise delegated by voting members, rests with the General body of voting members. All people interested in the aims and objectives of the Association may become voting members. Voting members shall be entitled to all privileges and subject to all obligations of membership.

10.2: (a). There will be two categories of voting members: (1) life membership, (2) general membership renewable annually. The membership fees for the categories will be determined by the Executive Committee.

10.3: (b). Any person with outstanding contribution to any field of human endeavor may be elected to the honorary membership by the unanimous vote of the Executive committee. Honorary members will be entitled to all the privileges of membership except holding any office or voting rights for the Association.

10.4: Other non-voting classes and categories of membership may be established from time to time by the Executive committee.

10.5: Husband and Wife can obtain joint membership whereby each shall have full voting rights and privileges.

10.6: The term of the general membership of the Association shall be from January 1 to December 31. People joining the Association during any time of the year as general members shall remain member only up to next December 31st, and if they join after June 30, may only pay half the annual fee.

10.7: Membership can be suspended by the Executive Committee if it is established that the said member has been acting against the interests of the Association, to be established by the Executive Committee. A written notice to the members shall be given by the Executive

Committee, with 30 days waiting period prior to formal removal of the said person as a member of the Association. The termination of the membership has to be voted on by the General Body.

## **11. Officers and Directors**

11.1 The officers of the Association shall consist of a President; Vice-President; a Secretary and a Treasurer. Each of these should have been a voting member of the Association for at least one year prior to the election time and shall have to be a paid member of the Association during the tenure in office.

11.2 Each officer shall be elected by ballot at the annual meeting. He/she shall hold office until the adjournment of the next following meeting or until his/her successor has been elected and qualified.

11.3 There shall be up to seven (7) Directors of the Association. Each Director should have been a member of the Association for at least 1 year to be eligible for election. The nominations of Directors for election shall be submitted to the Election Committee at least 30 Days prior to the election.

11.4 The term of the Directors shall be for two (2) years, after which they can stand for re-election for any office of the Association. A Director can resign by giving one month's notice to the President. Any member or office holder will serve in that capacity for not more than 2 terms i.e. 4 years. The aspirant member will complete a "cooling period" of 2 years before getting reelected to the same position.

11.5 The President, Vice-President, Secretary, Treasurer and the Directors shall constitute the Executive Committee of the Association. Each officer is eligible for re-election by giving one month's notice prior to the date of next election of the intentions to either the member of the election Committee or to the team who would be presenting a slate of all the positions. All aspiring members will be elected or reelected for a maximum period of 2 terms or 4 years.

11.6 Any vacancy created because of resignation, suspension or death of any office holder, may be filled by nominations by the President in consultation with the rest of the Executive Committee for the remainder of the term.

## **12. The Advisory Board**

12.1 The Association will form an Advisory Board with members that have served in any capacity on any of the Boards as an officer for a period of at least ONE term i.e. 2 years. There would be at least three (3) and not exceeding seven (7) individuals from the community who shall be nominated by the Executive Board to be the Special Advisors and be on the Board of Advisory.

## **Eligibility**

The members aspiring to be on the Board must have served as officers either on the Executive Board or the Board of Directors. Nominations for the Advisory Board would be made in conjunction with the Executive Board and the Board of Directors.

No individual will be nominated for such positions without the approval of both the Boards.

The members of the Advisory Board will hold their position for not more than 2 terms i.e. 4 years at the maximum.

## **12A. Volunteers**

12.A: Volunteers may be recruited for any major events after all executive members are assigned duties appropriately. Volunteers will not be assigned any major duties such as Masters of Ceremony, Speakers and more. All main duties should be assigned and conducted by the Executive Committee, Directors and Advisors. Volunteers will be recruited for the sole purpose of providing helping hand to the main committee members and not to take over the events.