

**CONSTITUTION
OF
SANSKRITI
BUFFALO, NEW YORK**

CONSTITUTION AND BY-LAWS OF SANSKRITI

PREAMBLE

SANSKRITI is an organization dedicated to the promotion of rich religious and cultural heritage of Bengal, a part of the Indian subcontinent. Our aim is to propagate and preserve the rich religious and cultural tradition of Bengal for the future generation of Bengalees in Western New York.

ARTICLE I - NAME

The name of the organization will be **SANSKRITI**.

ARTICLE II - PURPOSE

The main objectives of Sanskriti are:

- 1.0 To promote religious, cultural, educational and social activities that are consistent with Indian culture, especially related to the people of Bengali origin.
- 2.0 To foster interaction and unity and enhance identity among members.
- 3.0 To promote good citizenship among members by instilling traditional Indian values in them and making the members aware of the relevance of these values in present society.
- 4.0 To generate understanding of Indian culture, philosophy and religion among the people in the area.
- 5.0 To generate understanding and respect among members of all religious, ethnic and cultural groups.
- 6.0 To participate in various humanitarian activities for the benefit of the community.

ARTICLE III - MEMBERSHIP & PRIVILEGES

Membership of Sanskriti will be open to persons who believe in its purposes without any restriction of color, creed or racial origin. The members shall uphold the constitution and by-laws of Sanskriti.

1.0 Memberships

- 1.1 Family membership: A family membership shall include husband, wife, unmarried children and live-in parents. **Unmarried children will have to be below 25 years old and a full time student living with the family(or away in school)(c) to be eligible in the Family membership. Live-in parents are those who live with their children for more than 6 (six) months a year. (b).**

- 1.2 Single membership: Any person who is 18 years or older.
 - 1.3 Student membership: This category will not make any difference between single or family as long as the highest earning member of the family is a full-time student.
 - 1.4 Life member: A life member shall have the same privileges as a single or family member.
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- 2.0 Privileges: A member in good standing shall be entitled to receive all publications and membership mailings, vote and participate in all general organizational activities. For family members, husband and wife shall have individual voting rights. Unmarried children members over 18 shall have the same privileges as their parents.

ARTICLE IV - DUES

- 1.0 All four categories of members above shall pay dues as fixed by general body of Sanskriti upon recommendation of the Executive Committee.
- 2.0 The period of annual membership shall be from January 1 to December 31 of the year.
- 3.0 Any member who does not pay dues within the year, his/her membership shall lapse for the year. Upon payment of dues, the year's membership will be restored after 30 (thirty) days from the date of such payment.

ARTICLE V - EXECUTIVE COMMITTEE

- 1.0 Officers
 - 1.1 President
 - 1.2 General Secretary
 - 1.3 Treasurer
 - 1.4 Outgoing President as an ex-officio member

The Executive Committee is empowered to **make 3 (three) additional ad-hoc members (b)** of the Executive Committee if and when necessary.

- 2.0 Qualifications
 - 2.1 A candidate must have been a member for at least one year and a voting member at the time of the election.
 - 2.2 A candidate must be a resident of greater Buffalo area.
 - 2.3 No member can be nominated for more than one office.

- 3.0 Term of Office

- 3.1 Members of the Executive Committee shall be elected for a term of one year or until their successors are elected and assume the office.
- 3.2 No officer shall serve more than 3 consecutive terms in the same office.
- 3.3 The term of office shall begin on 1st of January and end on 31st December of each year.
- 4.0 Vacancy in office
- 4.1. In case of mid-term vacancy in the office of the President, the General Secretary shall fill the office of the President.
- 4.2. All other vacancies shall be filled by the Executive Committee members until the next election or by appointing members in good standing.
- 5.0 Election of Officers
- 5.1 **Election will be held at the annual general body meeting every year. (b).**
- 5.2 **The Executive Committee shall notify the chairman of the Trust Committee about the election at least one month before the annual general body meeting.(b).**
- 5.3 **Upon notification from the Executive Committee, the Trust Committee will serve as the Election Committee. (b).**
- 5.4 **Nominations of eligible candidates shall be sent to the Chairman of the Trust Committee at least 2 weeks before the annual meeting to be held by Nov 30 of each year.(b).**
- 5.5 Elections shall be by the majority of the votes cast by eligible members of Sanskriti.
- 5.6 Charges shall be handed over by the outgoing committee during the last week of December.
- 5.7 If there are no nominations, the Trust Committee is authorized to nominate eligible members to fill the vacancy.
- 6.0 Duties of officers
- 6.1 President
- 6.1.1 Shall preside at all meetings of the General Body and of the Executive Committee.
- 6.1.2 Shall coordinate activities of all officers.
- 6.1.3 Shall sign all contracts and other legal instruments that are approved by General Body.
- 6.1.4 In case of a tie, shall have the tie-breaking vote.
- 6.1.5 Shall have the privilege to sign checks as approved by the Executive Committee in absence of the treasurer.
- 6.1.6 Shall have the power to decide how the funds of Sanskriti are to be held in a financial institution.

6.2 General Secretary

- 6.2.1 Record the minutes of all meetings of the general body and the Executive Committee. He/she shall maintain permanent records of these minutes in good order for reference at any time.
- 6.2.2 Call roll when requested by the President.
- 6.2.3 Shall chair the Publication Committee.
- 6.2.4 Shall notify all the members of meetings in time.
- 6.2.5 Shall have the privilege to sign checks as approved by the Executive Committee in the absence of the President.
- 6.2.6 Keep and arrange physical custody of all materials, utensils and other valuables of Sanskriti.

6.3 Treasurer

- 6.3.1 Shall have custody of all funds of Sanskriti as well as bank accounts and financial records.
- 6.3.2 Be responsible for billing and collection of dues and donations.
- 6.3.3 Receive all moneys for Sanskriti events and deposit them in the bank account(s) approved by the Executive Committee.
- 6.3.4 Keep a full and accurate financial record.
- 6.3.5 Make full financial report at the annual general body meeting.
- 6.3.6 Arrange audit of the accounts by auditors as approved by **the Trust Committee.**
- 6.3.7 ***The Treasurer shall fulfill the requirement with the Internal Revenue Service of USA as far as payment of taxes etc. by Sanskriti.(b).***
- 6.3.8 **Sign checks of up to \$300 upon approval of the President. (b).**
- 6.3.9 **Any check over \$300 will have to be co-signed by the President.(b).**

7.0 Spending Limits

- 7.1 The Executive Committee is authorized to make discretionary commitment for purpose that is consistent with the objectives of Sanskriti but may be of ad-hoc nature. **(c).**

8.0 Removal from Office

An officer shall be removed from the office for due cause and with due process if any of the following occurs:

- 8.1 Fails to uphold the Constitution and by-laws.
- 8.2 Fails to perform his/her designated duties for any reason.
- 8.3 Fails to attend three consecutive meetings without prior approval of the Executive Committee.
- 8.4 Moves out of the area.

- 8.5 Any member of the Executive Committee may be removed from the office for the reasons described above by two-thirds vote of the General Body membership.

ARTICLE VI - TRUST COMMITTEE (b)

1.0 Members

1.1 A Trust Committee consisting of 3(Three) members will be selected by the general body of Sanskriti members. This committee will be composed of at least one past President of Sanskriti and 2 (Two) others who have been in the community as Sanskriti members for at least 5 (Five) years.

1.2 Every year one member who has completed 3 years in Trust Committee shall be replaced by a new member upon nomination by the general body. The initial Trust Committee selected by the general body shall serve for 3 years. When one member retires voluntarily after 3 years, the member will be replaced by a new member to be nominated by the General Body.

2.0 Duties of Trust Committee

2.1 The Trust Committee will be responsible for advising the Executive Committee and oversee the compliance with the Constitution of Sanskriti.

2.2 The Executive Committee may bring to the Trust Committee any problem they may have. The Trust Committee will resolve the problem. In that case, the decision by the Trust Committee will be binding to the Executive Committee.

2.3 The Trust Committee shall be responsible for bringing ideas to generate funds for Sanskriti.

2.4 The Trust Committee shall conduct the election for the office bearers of the Executive Committee. The chairman of the Trust Committee, upon notification from the Executive Committee, will initiate the election procedure.

2.5 The Trust Committee shall arrange for an audit of the accounts of Sanskriti every year as required by the Constitution of Sanskriti.

ARTICLE VII - MEETINGS

1.0 General Body Meeting

- 1.1 There shall be an annual meeting of the General Body to be held by November 30th. of every year.
- 1.2 The business of this meeting shall be to receive reports from each officer on Sanskriti activities and to discuss any other business as may properly come before the meeting. A week's notice in writing shall be required for any voting member to request an item to be included in the agenda of the meeting.
- 1.3 Special meetings of the General Body may be called to discuss specific issues. These meetings may be called (i) by the Executive Committee, or (ii) by a petition signed by greater of 50% of total membership of Sanskriti.
- 1.4 Notice of a General Body meeting shall be given by the General Secretary at least two weeks prior to such meeting. Such notice shall state the time, place and agenda of the meeting.
- 1.5 Only members in good standing shall have the privilege of voting at the General Body meeting.
- 1.6 At least 50% of the voting membership shall constitute a quorum necessary at any General Body meeting. If a quorum is not achieved within one hour of the time of the meeting then another meeting shall be scheduled. No quorum shall be required for the second meeting.

2.0 Executive Committee Meeting

- 2.1 The Executive Committee shall hold regular meetings at least every three months at a convenient time for the members of the committee. If there is no business to conduct, the President may cancel any meeting. A majority of the elected membership of the Executive Committee shall constitute a quorum and business may be conducted by a majority vote of the members present.

3.0 Trust Committee Meeting

- 3.1 The Trust Committee shall meet at least two times a year or more often when and if necessary.

ARTICLE VIII - RESERVE

- 1.0 At least 5% of the annual revenue must be added every year to the reserve funds of Sanskriti by the Executive Committee.

ARTICLE IX - AMENDMENTS

- 1.0 The by-laws may be amended by two-thirds vote of the voting members at a meeting of the General Body specifically called for this purpose. The Executive Committee may call such meeting. ***A 45 days notice for such meeting will have***

- to be given. All members should have a copy of the proposed amendments at least 7 days before the meeting. (b).
- 2.0 All amendments must be recorded using the attached Record of Amendment Form. (b).

ARTICLE X - CHARITABLE ORGANIZATION – TAX EXEMPT STATUS(a)

- 1.0 This organization is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- 2.0 Notwithstanding any other provision of these Articles, the Organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax as an organization described in Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code).
- 3.0 Upon dissolution and winding up of this Organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code and which has established its tax exempt status under that section.

Record of Amendment

- (a) Amended on 1/31/98 at General Body Meeting.
- (b) Amended on 7/30/05 at General Body Meeting attended by 34 members.
- (c) Amended as follows on 11/15/08 at General Body Meeting attended by 60 members:
 - Amended Article III, Section 1.1 by inserting (or away in school)
 - Amended Article V, Section 7.1 by removing “of up to \$500 per year” and “For any special activity, except normal on-going activities, that requires a higher outlay must be approved by the Trust Committee(b)”