

# **ALIGARH ALUMNI ASSOCIATION OF NEW ENGLAND (AAANE)**

## **CONSTITUTION**

### **ARTICLE I: Name and Location**

The name of the association shall be the Aligarh Muslim University Alumni Association of New England (hereinafter the “AMU Alumni Association” or the “Association”), with its headquarters in the Greater Boston Metropolitan Area.

### **ARTICLE II: Aims and Objectives**

The Association shall be a non-political, non-profit, secular organization devoted to charitable, educational, literary, cultural, and social activities, formed to promote the interest of the Aligarh Muslim University (hereinafter referred to as the University), its student body and its alumni.

### **ARTICLE III: Membership**

Membership of the Association shall be open to every alumnus, staff member and well-wisher (including their spouses) of the University. Certain restrictions, as defined in Bylaws, may apply.

### **ARTICLE IV: Organization**

The Association shall have a three-tier organizational structure consisting of: the General Assembly (hereinafter referred to as the ‘Assembly’), the Board of Trustees (hereinafter referred to as the ‘Board’), and the Executive Council (hereinafter called the ‘Council’).

### **ARTICLE V: Bylaws**

The Assembly shall approve Bylaws that shall govern functions and working of the Association.

### **ARTICLE VI: Amendments**

Amendments to the Constitution shall be made in accordance with the procedure specified in the Bylaws.

**THE ALIGARH MUSLIM UNIVERSITY ALUMNI ASSOCIATION OF  
NEW ENGLAND**

**BYLAWS**

**ARTICLE I: DEFINITIONS AND EXPLANATIONS**

***Section 1: Definitions***

Unless otherwise stated:

- Alumnus shall mean former student and staff of the Aligarh Muslim University.
- Assembly shall mean General Assembly of the Association.
- Association shall mean the Aligarh Alumni Association of New England (herein also referred to as the 'AMU Alumni Association' or the 'Association').
- Bank shall mean all financial institutions.
- Board shall mean Board of Trustees of the Association.
- Council shall mean Executive Council of the Association.
- Family shall mean husband, wife and minor (under 18 years) children.
- University shall mean Aligarh Muslim University.
- Year shall mean April 1 to March 31.

***Section 2: Explanations***

- Appendices: referred to in this document shall not be part of the Constitution and Bylaws.
- Deadlines: Any reference to deadlines and cut-off dates shall mean "to reach" by the deadline. Further, unless otherwise stated, all deadlines shall mean 5:00 PM local time on the specified date.
- Voting by Phone: Any reference to voting by phone shall mean that the person voting by phone does so at the time when other members, who are physically present at the meeting, are voting.

**ARTICLE II: NAME AND LOCATION**

**Section 1:** The name of the Association shall be the Aligarh Muslim University Alumni Association of New England (other names shall also apply as provided under Article I: Definitions and Explanations). Its headquarters shall be located Massachusetts.

### **ARTICLE III: PURPOSE**

**Section 1:** Within the meaning of Section 501 (c) (3) of Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), the Association has been formed exclusively for charitable, educational, literary, cultural, and social activities.

**Section 2:** The Association shall actively strive to promote the interest of the University, its student body and its alumni.

**Section 3:** The Association shall promote closer social and cultural relations among members of the Association.

**Section 4:** The Association shall not engage in any activity deemed unlawful by the State or Federal Governments of the United States of America.

**Section 5:** Notwithstanding any other provision of these Articles, the Association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose of the Association.

### **ARTICLE IV: MEMBERSHIP**

#### ***Section 1: Eligibility***

All persons may apply for membership in a prescribed manner, provided that they: (a) subscribe to the aims and objectives of the Association; (b) agree to abide by the Association's Constitution and Bylaws, as amended from time to time; (c) agree to pay membership and any other fees; (d) are not debarred or stopped by any federal, State, or Local laws from obtaining membership of this or similar organizations or institutions; and (e) have never been rusticated or expelled from any institution. The Association's Council may refuse membership to anyone, or terminate any membership.

#### ***Section 2. Types of Membership***

There shall be three categories of membership in the Association: Regular, Life, and Honorary.

- a. ***Regular Membership.*** All alumni and non-alumni and their spouses may apply for Regular Membership in a prescribed manner.
- b. ***Life Membership.*** Life Membership shall be open to any person qualified to be a Regular Member of this Association.

- c. ***Honorary Membership.*** The Association may recognize and bestow upon a living individual an Honorary Membership for outstanding services to the University or the Association.

### ***Section 3: Application for New Membership***

- a. Eligible persons, who never have been members of the Association or whose membership has expired, may apply for Regular or Life Membership by submitting to the Council a prescribed application and the required membership fee (see Appendix for Membership application and fee).
- b. The Council shall confer Honorary Memberships on behalf of the Association in accordance with the rules prescribed in these Bylaws.

### ***Section 4: Regular and Life Membership Term and Dues***

- a. The term of Regular membership shall be for one full year from April 1 to March 31. The term may be modified by the Council in special circumstances.
- b. The term of Life membership shall be for the life of the member.
- c. A person granted Regular or Life membership shall be deemed as a member for the full year from April 1 to March 31, irrespective of when the membership is granted during the year.
- d. The application deadline for membership in any given year shall be December 31. The Council shall act on such applications no later than February 15. Applications received after December 31 may be considered for membership for the subsequent year that shall start either on April 1 or on the day after the annual elections of the Association, whichever comes later.
- e. Regular memberships shall be subject to an annual payment of fees as prescribed in the Appendix.
- f. Life memberships shall be subject to a one-time payment of fees as prescribed in the Appendix.
- g. The Council may change the fee for Regular and Life Memberships without having to amend the bylaws.
- h. Membership dues are not refundable for any reason.
- i. The Council may prescribe other charges or fees for special events and activities.

### ***Section 5: Renewal of Membership***

- a. Regular Members may apply for renewal by submitting to the Council the prescribed membership fee. Existing members whose membership has not expired need not submit an application form. There shall be a grace period for renewal until December 31. The Council shall act on such renewal applications no later than February 15. If membership fee is not

deposited by December 31, the membership shall be considered as expired. A member whose membership has expired may apply for a new membership as per Section 3 of this Article.

***Section 6: Decisions Concerning Membership***

- a. The Council shall make all decisions about granting new membership, renewing membership, extending the term of membership, and revising membership fee structure. These decisions shall be final and cannot be appealed.
- b. The Council is authorized to terminate any membership. A member who has been so terminated may appeal following the procedure provided in these Bylaws.

***Section 7: Privileges and Duties of Members***

- a. All ***Honorary members*** shall have the privilege to attend Assembly meetings and to participate in activities of the Association, though they may not vote, or seek any office.
- b. All ***Regular and Life members*** who have fully paid their membership dues shall have the privilege to attend Assembly meetings and to participate in activities of the Association.
- c. All ***Regular and Life members*** shall have the right to vote in annual and special sessions of the Assembly.
- d. All ***Regular and Life members*** shall be entitled to one vote each. Duly signed proxy votes, if any, that are submitted in writing will be permitted.
- e. All ***alumnus Regular and Life members*** shall be eligible for the offices of Secretary-Treasurer, Vice president, President, President Elect and Membership of Executive council.
- f. Only alumnus Regular and Life members, who have been members for at least sixty (60) days, shall be entitled to vote to amend the Constitution and Bylaws of the Association.

***Section 8: Suspension, Revocation, and Termination of Membership***

- a. Members shall be deemed to have terminated their membership by any one of the following actions:
  - i. Non-payment of the annual dues
  - ii. Renunciation of the aims and objectives of the Association
  - iii. Deliberate violation of the Constitution and Bylaws of the Association
  - iv. Bringing bad name to the Association publicly
  - v. Written resignation sent to the President of the Association

- b. Termination of membership shall automatically cause termination of membership in each and every committee of the Association and revocation of all privileges of membership.
- c. The Council may terminate any member. A member so terminated may file an appeal to the Trustees. Within thirty (30) days of receiving the appeal, the Trustees shall convene a meeting, and as soon as possible thereafter shall issue a ruling. The Trustees' ruling shall be binding.

## **ARTICLE V: THE GENERAL ASSEMBLY**

**Section 1:** Collectively, the members of the Association shall constitute "The General Assembly" of the Association.

### ***Section 2: Rights, Privileges and Duties of the General Assembly***

- a. The Assembly shall elect the officers of the Council.
- b. The Assembly shall remove and recall any officer of the Council in accordance with the procedures contained in the Bylaws.
- c. The Assembly shall have power to amend provisions of the Constitution and the Bylaws.

### ***Section 3: Annual Meeting of the General Assembly***

- a. The Annual meeting of the Assembly shall be held generally during the month of March each year. The time, date, and place of the meeting shall be fixed by a resolution of the Council, and a minimum of twenty-one (21) days' notice in writing shall be given to each voting member. The items of business to be transacted in the annual general meeting shall include Council elections (see Appendix).
- b. Twenty percent of the membership, either present in person, by mail or by proxy, shall constitute a quorum. If a quorum is not present, the meeting shall be adjourned without conducting any business. The meeting shall resume at the same place half an hour after the scheduled time, and business shall be conducted in presence of the members available in person or by proxy.
- c. Unless otherwise stated, all decisions at the meeting shall be taken by simple majority of votes of members present and voting, including votes cast by phone or by written proxy.

### ***Section 4: Special Meeting of the General Assembly***

- a. Special meetings of the Assembly may be held at any time at the call of the Council. Notice of such a meeting shall be given to the members in the same manner as provided for the annual meeting, which notice shall specify the nature of business to be conducted. The same rules of quorum shall apply as for the annual meeting.

***Section 5: Other Meetings***

- a. Members of the Association may assemble at any time to exchange information, discuss matters of general interest, participate in, social or cultural activities, and for other similar purposes.

**ARTICLE VI: THE BOARD OF TRUSTEES**

***Section 1:*** The BOT shall not be involved in day-to-day operations of the Federation. The main responsibilities of the BOT shall be to:

- a. Manage/oversee the funds of the Association.
- b. Manage/oversee the Association's assets.
- c. Manage/oversee the Association's records.
- d. Develop long term strategy and planning.
- e. Interpret the Constitution and Bylaws of the Association;
- f. Resolve conflicts among member organizations and/or Council;
- g. Collaborate with the Council on all matters.

***Section 2:***

- a. The Board shall comprise three members, one of whom shall be the Chairman.

***Section 3:***

- a. In order to be a member of the Board, a person must be one of the latest three former presidents of the Association.
- b. A person serving as President of the Association shall automatically become a member of the Board once he completes his term.
- c. Upon inclusion of the latest former president of the Association in the Board, the oldest former president shall immediately cease to be a member of the Board.
- d. The oldest former president of the Association, while being a member of the board, shall also serve as the Chairman of the Board.

**ARTICLE VII: THE EXECUTIVE COUNCIL**

**Section 1:** The Council shall be the sole governing body of the Association, and shall consist of eight members: Past President, President, Vice President, Secretary-Treasurer, Secretary-Treasurer Elect, and Three Members.

**Section 2: *Rights, Privileges and Duties of the Executive Council***

- a. The Council shall manage all affairs of the Association and shall be the sole governing organ of the Association.
- b. The Council shall prepare and circulate among members an annual schedule of events.
- c. The Council shall act on membership applications, accept resignation of members, and determine when an automatic resignation has occurred according to the bylaws.
- d. The Council shall confer Honorary Memberships.
- e. The Council shall make decisions about termination of memberships.
- f. The Council shall prepare and present to the Assembly an annual report and a financial statement summarizing the activities of the previous year and its vision for the future.
- g. The Council may appoint as many individuals or committees as it deems essential for achieving the aims and objectives of the Association.
- h. The Council shall seek and collect membership dues and donations.
- i. The Council is authorized to make any decisions that may be required for a smooth functioning of the Association, provided that such decisions shall not violate the Constitution and Bylaws of the Association.
- j. The Council is authorized to prepare and modify operating procedures and Appendices that conform to the Constitution and Bylaws of the Association.
- k. The Council is authorized to spend monies for administrative purposes.
- l. Officers of the Council are expected to attend all Council meetings and maintain regular contact with the Association rank and file. Any officer of the Council not attending three consecutive meetings without valid reason shall be deemed to have resigned from the Council.
- m. The Council shall arrange for annual elections and smooth transfer of power to newly elected Council Officers.

**Section 3: *Executive Council Meeting***

- a. The Council shall meet approximately once a month.



- b. The Council shall meet at the call of the President. The Secretary shall issue notification of date, time and place at least five (5) days before the meeting.
- c. Any two (2) members of the Council may request a Council meeting by writing to the President. The President will call a meeting within fifteen (15) days of receipt of such request.
- d. Five of the eight officers will constitute a quorum.
- e. The Council decisions shall be made by a simple majority of votes. Absent members may cast their votes by proxy, by telephone, or in writing.

***Section 4: Rights, Privileges and Duties of the President***

- a. The President shall convene and preside over all meetings of the Council and the Assembly.
- b. He/she or his/her designated representative shall act as the official spokesman of the Association.
- c. He/she shall be responsible for coordinating activities of the Association.
- d. He/she or his/her designated representatives shall confirm minutes of the Council and Assembly meetings.
- e. He/she shall be responsible for expending funds after the budget is approved by the Council.
- f. He/she shall assist the Secretary-Treasurer in formulating a yearly budget.
- g. He/she shall be responsible for the execution of the programs and policies of the Association.
- h. At the end of his/her term he/she shall serve as a member of the Council during the subsequent year.

***Section 5: Rights, Privileges and Duties of the Vice President***

- a. The Vice President shall assist the President in carrying out his/her responsibilities and functions for the Association.
- b. In absence of the President, the Vice President shall assume all responsibilities of the President.
- c. The Vice President shall succeed the President either after a one-year term or earlier in case of removal or resignation of the President.

## **Section 6: Rights, Privileges and Duties of the Secretary-Treasurer**

- a. The Secretary-Treasurer shall be responsible for maintaining records of all Council and Assembly meetings.
- b. The Secretary-Treasurer shall maintain a joint bank account (called Council's Operating Account) with the President and a Trustee of Funds. This account shall be a current checking account to be used for day-to-day functioning of the Association.
- c. He/she shall maintain Minutes of all Council and Assembly meetings.
- d. He/she shall maintain an updated mailing list and membership list for the Association.
- e. He/she shall correspond on behalf of the Association.
- f. He/she shall preside at Council and Assembly meetings in the absence of the President and the Vice President.
- g. He/she shall prepare an agenda for all Council and Assembly meetings.
- h. He/she shall coordinate with the President in the conduct of the Council affairs.
- i. He/she shall be the custodian of all records of the Association for the current year.
- j. The Secretary-Treasurer shall maintain accurate financial records of the Association.
- k. The Secretary-Treasurer shall pay bills and reimburse expenses incurred on behalf of the Association, as approved by the Council.
- l. The Secretary-Treasurer shall prepare and present to the Council an annual operating budget.
- m. The Secretary-Treasurer shall prepare and present to the Council monthly financial reports (see Appendix for the contents of the reports).
- n. The Treasurer shall present a yearly financial statement to the Assembly at its annual meeting (see Appendix for the contents of the reports).
- o. He/she shall succeed the Vice President either after a one-year term or earlier in case of removal or resignation of the Vice President

## ***Section 7: Rights, Privileges and Duties of the Secretary-Treasurer Elect***

- a. The Secretary-Treasurer Elect shall assist the Secretary-Treasurer in his/her functions and duties and shall take over the Secretary's duties and functions during his/her absence.

- b. He/she shall succeed the Secretary either after a one-year term or earlier in case of removal or resignation of the Secretary.

## **ARTICLE VII: ELECTIONS OF THE COUNCIL**

### ***Section 1: Positions***

Every year there will be election for Secretary-Treasurer and 3-members of the Executive Council.

### ***Section 2: Dates***

- a. The Council shall set the dates in connection with the election according to the following guidelines:
  - i. Date of Election: in March
  - ii. Nomination Closing Time and Date: Five (5) days before the election
  - iii. Mailing of Election Notice: At least twenty-five (25) days before the election
  - iv. Appointment of an Election Officer: At least thirty (30) days before the election
- b. The Council shall have the authority to deviate from the guidelines in Section 2 (a) of this Article under extenuating circumstances.

### ***Section 3: The Election Officer***

- a. The Annual Election of the Council shall be conducted by an Election Officer appointed by the Council at least thirty (30) calendar days before the election.
- b. The Election Officer shall be prohibited from seeking election. His/her term shall expire after the election.
- c. The Election Officer shall receive all nominations and, in consultation with the Council, prepare a ballot containing all valid nominees for all the positions. He/she shall make the ballot available to the voting members at the election.
- d. The Council shall provide to the Election Officer a list of eligible voters.
- e. The Election Officer shall compile the votes cast for each nominee and shall announce the results.
- f. The Election Officer shall be obliged to provide a list of nominees to any member of the Association who asks for the information both before and after the nomination closing date.
- g. The Election Officer shall work with the Council on all election matters.
- h. The Election Officer may be removed from the office by the Council.

- i. If the Election Officer becomes unavailable, the Council shall appoint a new Election Officer. The 30-day restriction for the appointment (Section 3 (a) of this Article) shall not apply.

#### ***Section 4: Notice of Elections***

- a. The notice of the annual meeting of the Association, wherein the election is an item of business, shall contain the following information: the name of the Election Officer, nomination paper, closing date and time for nominations, how to submit nominations, and election date and venue.

#### ***Section 5: Nominations***

- a. Nominations shall be submitted by the closing time and date to the Election Officer as set forth in the election notice.
- b. Floor nominations shall not be allowed except as follows: For Council positions—floor nominations shall be allowed for a position for which no valid candidate is proposed by the nomination deadline. Thus, even one valid nomination for a specific position, received by the deadline, shall preclude floor nomination for that particular position
- c. In order for a nomination to be valid, the following information should reach the Election Officer by the closing time either separately or as one document, either as a hard copy, or fax or e-mail: name of the nominee, position for which nominated, signed consent of the nominee, eligible member's name and signature who nominated, and eligible member's name and signature who seconded the nomination. For nominations by e-mail, a signature shall not be required provided the e-mail comes directly from the e-mail address of the person whose signature it replaces.

#### ***Section 6: Eligibility of Voters***

- a. All Regular and Life members who have fully paid their membership dues shall be eligible to vote in the elections. Honorary members shall not be eligible.
- b. A list of eligible voters shall be prepared by the Council and provided to the Election Officer.

#### ***Section 8: Election Procedure***

- a. Each candidate shall be introduced to the Assembly.
- b. Each candidate shall be allowed a maximum of five (5) minutes to state his/her position prior to the election.
- c. Elections for all positions on the Council shall be carried out using a single ballot that lists all candidates for all positions.

- d. Each voter shall be given a ballot on which the voter may cast his/her vote secretly and deposit it in a ballot box.
- e. The Election Officer shall compile the votes and announce the results.

***Section 9: Assignment of Members to Vacant Positions***

- a. Should a vacancy arise on the Council due to resignation, succession, or any other reason, it shall be filled, until the next election, by a person designated by the Council, provided such person meets the qualifications for the position as stated in the appropriate section of the bylaws. If at any time there remains less than a majority of the Council Officers originally elected by the Assembly, a special meeting of the Assembly shall be called to elect the replacements. The term of the new members shall not exceed the remaining term of the originally elected members.

**ARTICLE VIII: SUCCESSION OF COUNCIL**

Section 1: All transfer of power, files, records, and checkbook(s) shall take place on the day of the Council election immediately following the election in accordance with the procedures provided in the Appendix.

**ARTICLE IX: REMOVAL OF AN OFFICER OF THE COUNCIL**

**Section 1:** Provided that 5/8 members of the Council agree to the removal of an officer, the Assembly may remove an officer, after due hearing, by a simple majority of votes of Regular and Life members in accordance with the procedure provided in the Appendix.

**ARTICLE X: FINANCIAL OPERATIONS**

**Section 1:** Only the Council shall have the authority to open, close, and freeze accounts; or modify names of the accounts, mailing addresses associated with the accounts, and signatories on the accounts. No other individual or entity may take such actions. This Section applies to all accounts.

**Section 2:** Deposits in Association's accounts shall be made only by the signatories of the particular accounts or by persons authorized by the specific signatories.

**Section 3:** All transactions above one hundred dollars (\$100) shall be carried out by a bank check, unless specifically authorized by the President, as the case may be (authorization of the President required for the Council's Operating account).

**Section 4:** All financial transactions shall be subject to procedures described in the Appendix.

**ARTICLE XI: SUMMARY OF QUORUM REQUIREMENTS**

**Section 1:** Quorums for various meetings shall be defined as follows (In each case presence by phone, mail or written proxy shall be considered as part of the quorum):

- Assembly (1/5 of Assembly members)
- Council (5/8 Council Officers)

**Section 2:** All decisions shall be made by a simple majority of vote of the quorum, except for any amendments, which shall require two-third majority of its quorum.

## **ARTICLE XII: SUMMARY OF TERM LIMITS AND ELIGIBILITY REQUIREMENTS**

### ***Section 1: Disclaimer and Definitions***

- a. This Article provides summary of what has already been said on the subjects in respective Articles of the Bylaws. The summary is presented for convenience, and shall not be taken to substitute the specific Articles and Sections on the respective subjects. In case of any discrepancy the specific Articles and Sections shall prevail over Article XII.
- b. Service in a specific position for half or more than half the regular period (term) shall be rounded-up to one full term; less than half the regular period shall not be considered as a term.
- c. Persons who submitted their membership applications and dues on or before December 31, and their memberships were approved by the Council for that particular year, shall be considered members since April 1 of the same year, although without any retrospective privileges.
- d. Only Regular and Life Members are eligible to vote and run for offices; Honorary members are not eligible.

### ***Section 2: The term limits for various positions shall be as follows:***

- a. All positions on the Council—1-year term

### ***Section 3: The eligibility requirements to serve in various offices shall be as follows:***

- a. President, Vice President, Secretary-Treasurer, Secretary-Treasurer Elect, Council Members: Current alumnus Regular or Life membership

### ***Section 4: The eligibility requirements for voting shall be as follows:***

- a. Vote on issues in Special General Assembly meetings: Regular or Life membership
- b. Vote on issues in Annual General Assembly meetings: Regular or Life membership
- c. Vote in Council elections: Regular or Life membership
- d. Vote to amend the constitution and bylaws: Regular or Life membership

### **ARTICLE XIII: AMENDMENTS**

**Section 1:** The Constitution and/or Bylaws may be amended by a two-thirds majority of the alumnus Regular and Life members present and voting, including duly signed proxy votes, if any, that are submitted in writing, provided that a written notice of a minimum of twenty-five (25) days shall have been given to all members eligible to vote; and provided that such members shall have been sent the text of the proposed amendments and the text of the clauses to be amended, at least twenty-five (25) days in advance of the meeting.

**Section 2:** Proposals for amendments may be initiated by the Council or by a group of not less than 10% of alumnus Regular and Life members.

**Section 3:** All proposals for amendments must be submitted in writing to the Council before mailing to the general body.

**Section 4:** For amendments, 20% of the alumnus Regular and Life members -- physically present plus those voting by signed proxy or by mail shall constitute a quorum of the Assembly.

**Section 6:** If the Assembly makes changes in the original proposal of amendment(s), concurrence from the Trustees shall become necessary.

### **ARTICLE XIV: DISSOLUTION**

**Section 1:** In the event of the dissolution of the Association, the officers of the Association shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association to a nonprofit tax-exempt organization. The qualified beneficiary shall be named by the Assembly of the Association.

### **ARTICLE XV: ADOPTION, IMPLEMENTATION AND TRANSITION**

Section 1: This document including the Constitution and Bylaws of the Association, was adopted effective immediately by a ----- vote of the Assembly on -----, at -----

Section 2: Implementation of, and transition to, the new Constitution and Bylaws shall be carried out as provided in the Appendix.

THE ALIGARH ALUMNI ASSOCIATION OF NEW ENGLAND (AAANE)

APPENDIX TO THE BYLAWS

(The Appendix is not a part of the Constitution or Bylaws)

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1. Membership Application Fees and Form
2. Sample Agenda for an Annual General Assembly Meeting
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8. Trustees of Funds
9. Trustees of Records
10. Trustees of Property
11. Scholarship Operations
12. Implementation of, and Transition to, the new Constitution and Bylaws

#### **APPENDIX 1: MEMBERSHIP APPLICATION FEES AND FORM**

Annual membership fee shall be as follows:

- a. Regular Member: \$25 per person; \$40 per family (husband and wife)
- b. Life Member: One-time payment of \$250 per person or \$400 per family (husband and wife)

Insert Membership Application Form here

#### **APPENDIX 2: SAMPLE AGENDA FOR ANNUAL GENERAL ASSEMBLY MEETING**

Date  
Time  
Venue



## SAMPLE AGENDA

- Call to order
- Tilawat
- Opening Remarks by the President
- Minutes of the last Assembly meeting
- Annual report by the President
- Secretary-Treasurer's report: Membership Status and/or Collection of membership dues
- Committee Reports, if any
- New Business
- Old Business
- Adjournment

## APPENDIX 3: SUCCESSION OF COUNCIL

All transfer of power, files, records, and checkbook(s) shall take place on the day of the Council election immediately following the election in accordance with the procedures provided in this Appendix.

- a. The outgoing Secretary-Treasurer shall transfer bank checkbook(s) to the new Secretary-Treasurer; and all files, documents, records, assets and liabilities etc. will be transferred by the President to the new President.
- b. The Trustee of Funds, the new Secretary-Treasurer and the new President shall provide their sample signatures on the corporate resolution and/or signature card, as may be required by the specific bank of the Council's Operating Account. The duly signed corporate resolution/signature card/any other documents required for the three purposes stated in Section 1.b of this Article shall be transmitted to the bank promptly.
- c. The Trustees shall provide to the new Council Officers printed guidelines and samples showing how record keeping and finances are to be handled.

## APPENDIX4: REMOVAL OF AN OFFICER OF THE COUNCIL

An officer of the Council may be removed from his/her office, after due hearing, in accordance with the following procedure.

- a. A petition to remove an officer of the Council may be filed by any member of the Association. Such petition shall be filed with the Council.
- b. Provided that 5/8 majority of the Council agrees to the possible removal, the Council shall appoint a Presiding Officer for a recall session of the Assembly meeting. This officer shall not belong to the Council. Written notice shall be sent to the last known address of each voting

- member stating the purpose of the recall session and including a brief summary of the petition.
- c. The recall session will hear the charges and the defense, if any, prior to voting on the recall petition.
  - d. To be carried, the recall petition shall require the approval of at least two-thirds majority of the members present and voting, including duly signed proxy votes, if any, that are submitted in writing.
  - e. All voting Regular and Life members shall be eligible to vote on the matter of removal.
  - f. The process of an individual's removal from office is automatically terminated at any time if the individual in question resigns from such office.
  - g. The term of the Presiding Officer shall be limited to the recall session.

#### **APPENDIX 5: FINANCIAL OPERATIONS**

- a. Only the Council have the authority to open, close, and freeze accounts; or modify names of the accounts, mailing addresses associated with the accounts, and signatories on the accounts. No other individual or entity may take such actions. This applies to all accounts.
- b. Deposits in Association's accounts shall be made only by the signatories of the particular accounts or by persons authorized by the specific signatories.
- c. There shall be a checking account (Executive Council's Operating Account) with two signatories: Secretary-Treasurer, President—although only one of the two signatures shall be required on checks. The main mailing address shall be that of the Secretary-Treasurer's address. This account shall be the only account used and operated by the Council.

#### **APPENDIX 6: SECRETARY-TREASURER'S FINANCIAL REPORTS**

Secretary-Treasurer's Monthly Financial Reports shall contain the following information: starting balance, itemized list of funds collected and spent, and ending balance. In addition, for each activity or program the Treasurer shall present a report containing the following information: Itemized list of funds collected and spent, and profit or loss in the current period since the last monthly report.

Secretary-Treasurer's Yearly Statement shall contain the following information: starting balance, itemized list of funds collected and spent, and ending balance. In addition, for each activity or program the Secretary-Treasurer shall present a report containing the following information: Itemized list of funds collected and spent, and profit or loss in the whole year.

#### **APPENDIX 12—IMPLEMENTATION OF AND TRANSITION TO THE NEW CONSTITUTION AND BYLAWS**

DATE OF ADOPTION OF THE NEW CONSTITUTION AND BYLAWS: The General Assembly ----- to adopt the New Constitution and Bylaws, effective immediately, on ----- at--  
-----

DATE OF IMPLEMENTATION: -----

COUNCIL: The term of the current Council shall end on the day of the election or March 31, 2004 or whichever is later. In the subsequent years only four officers shall be elected: Secretary-Treasurer-Elect, and 3 members of the Executive Council, while the previous Secretary-Treasure Elect shall become the Secretary-Treasurer, shall become the Vice president and the Vice President shall become the President.

## APPENDICES

Amendment to the Constitution of the Aligarh Alumni Association of New England (AAANE)

AAANE's Constitution is amended as required to include the following:

Article II: Is amended to add the following;

- a. AAANE is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. No part of the net earnings of AAANE shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that AAANE shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause thereof. No substantial part of the activities of AAANE shall be the carrying on of propaganda or otherwise attempting to influence legislation, and AAANE shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or (b) by an organization, contribution to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- c. Upon the dissolution of the AAANE, assets shall be distributed for one or more exempt purposes within the meaning of the section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by Court of Common Pleas of the county in which the principal office of AAANE is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
- d. Promote education among the under-privileged communities in India.

### Record of Amendments Approved

**Date of Approval: 3.25.09**

Mr. Syed A. Rizvi  
President

*Tanvir Salim*  
Mr. Tanvir Salim  
Vice President

*Shaida Andrabi*  
Shaida Andrabi  
Secretary

**Proposed Amendment to Aligarh Alumni Association of New England (AAANE)  
Constitution**

Date: January 31, 2019

Acronym Used in this document:

EC - Executive Council

BoT - Board of Trustees

Left column contains existing bylaws, right column is replacement of existing bylaws or new addition (where left column is empty)

Current	Proposed
<p><b>ARTICLE VI: THE BOARD OF TRUSTEES</b>  <b>Section 2:</b>                      a. The Board shall comprise three members, one of whom shall be the Chairman.</p>	<p><b>ARTICLE VI: THE BOARD OF TRUSTEES</b>  <b>Section 2:</b>                      a. The Board shall comprise five (5) members, one of whom shall be the Chairman.</p>
<p><b>ARTICLE VI: THE BOARD OF TRUSTEES</b>  <b>Section 3:</b>                      a. In order to be a member of the Board, a person must be one of the latest three former presidents of the Association.</p> <p>b. A person serving as President of the Association shall automatically become a member of the Board once he completes his term.</p>	<p><b>ARTICLE VI: THE BOARD OF TRUSTEES</b>  <b>Section 3:</b>                      a. In order to be a member of the Board, a person must be one of the most recent four (4) former presidents or current president of the Association.</p> <p>b. A person serving as President of the Association shall automatically become a member of the Board.</p>
	<p><b>ARTICLE VI: THE BOARD OF TRUSTEES</b>  <b>Section 4:</b>                      a. If any BoT member resigns AAANE President will nominate a replacement for the tenure of current EC</p> <p>b. Nominated candidate must have served in AAANE EC at least one full term as President, Vice President or Treasurer-Secretary</p> <p>c. Nomination needs to be approved by 50% of BoT and 50% EC.</p>

*HR*      *David SM*

	<p>d. The nominated candidate can serve only one full term as BoT member, more than a year (365 days) will be considered as full term.</p> <p>e. The term of the nominated candidate will end at the end of the tenure current EC (Calendar year)</p>
<p><b>ARTICLE VII: THE EXECUTIVE COUNCIL</b></p> <p><i>Section 1:</i> The Council shall be the sole governing body of the Association, and shall consist of eight members: Past President, President, Vice President, Secretary-Treasurer, Secretary-Treasurer Elect, and Three Members.</p>	<p><b>ARTICLE VII: THE EXECUTIVE COUNCIL</b></p> <p><i>Section 1:</i> The Council shall be the sole governing body of the Association and shall consist of six (6) members: President, Vice President, Secretary-Treasurer, and Three Members.</p>
<p><b>ARTICLE VII: THE EXECUTIVE COUNCIL</b></p> <p><i>Section 1:</i> d. Five of the eight officers will constitute a quorum.</p>	<p><b>ARTICLE VII: THE EXECUTIVE COUNCIL</b></p> <p><i>Section 1:</i> d. Four (4) of the six (6) officers will constitute a quorum.</p>
<p><b>ARTICLE VII: THE EXECUTIVE COUNCIL</b></p> <p><i>Section 7: Rights, Privileges and Duties of the Secretary-Treasurer Elect</i></p> <p>a. The Secretary-Treasurer Elect shall assist the Secretary-Treasurer in his/her functions and duties and shall take over the Secretary's duties and functions during his/her absence.</p> <p>b. He/she shall succeed the Secretary either after a one-year term or earlier in case of removal or resignation of the Secretary.</p>	<p><b>ARTICLE VII: THE EXECUTIVE COUNCIL</b></p> <p><b>Section 7: NOT APPLICABLE</b></p>
<p><b>ARTICLE VII: ELECTIONS OF THE COUNCIL</b></p> <p><i>Section 1: Positions</i> Every year there will be election for Secretary-Treasurer and 3-members of the Executive Council.</p> <p><i>Section 2: Dates</i> a. The Council shall set the dates in connection with the election according to the following guidelines: i. Date of Election: in March</p>	<p><b>ARTICLE VII: ELECTIONS OF THE COUNCIL</b></p> <p><i>Section 1: Positions</i> Every two years (odd years) there will be election for all the positions in Executive Council</p> <p><i>Section 2: Dates</i> a. The Council shall set the dates in connection with the election according to the following guidelines: i. Date of Election: in September/October (Election process must be completed latest by Sir Syed Day i.e. October 17)</p>

<p>ii. Nomination Closing Time and Date: Five (5) days before the election</p> <p>iii. Mailing of Election Notice: At least twenty-five (25) days before the election</p> <p>iv. Appointment of an Election Officer: At least thirty (30) days before the election</p>	<p>ii. Nomination Closing Date: 10 September</p> <p>iii. Mailing of Election Notice (Electronic): At least ten (10) days before the election</p> <p>iv. Appointment of an Election Officer: AAANE President must appoint an election officer latest by August 31</p> <p>v. Nomination Publishing Date: By September 15 all valid nomination should be disclosed to Executive Council, Board of Trustees and Nominated Candidates</p> <p>vi. Nomination Withdrawal Date: By September 20</p> <p>vii. Declaration of Election Result: By Sir Syed Day (October 17)</p> <p>viii. Election officer should one of the current/past BoT member</p>
<p><b>ARTICLE VII: ELECTIONS OF THE COUNCIL</b></p> <p><i>Section 3: The Election Officer</i></p> <p>a. The Annual Election of the Council shall be conducted by an Election Officer appointed by the Council at least thirty (30) calendar days before the election.</p> <p>i. If the Election Officer becomes unavailable, the Council shall appoint a new Election Officer. The 30-day restriction for the appointment (Section 3 (a) of this Article) shall not apply.</p>	<p><b>ARTICLE VII: ELECTIONS OF THE COUNCIL</b></p> <p><i>Section 3: The Election Officer</i></p> <p>a. The Election of the Council shall be conducted by an Election Officer appointed by 31 August every two years.</p> <p>i. If the Election Officer becomes unavailable, the Council shall appoint a new Election Officer within ten (10) days. The restriction for the appointment (Section 3 (a) of this Article) shall not apply.</p>
<p><b>ARTICLE XI: SUMMARY OF QUORUM REQUIREMENTS</b></p> <p><i>Section 1:</i> Quorums for various meetings shall be defined as follows (In each case presence by phone, mail or written proxy shall be considered as part of the quorum): Page 14 of 20</p> <ul style="list-style-type: none"> <li>▪ Assembly (1/5 of Assembly members)</li> <li>▪ Council (5/8 Council Officers)</li> </ul>	<p><b>ARTICLE XI: SUMMARY OF QUORUM REQUIREMENTS</b></p> <p><i>Section 1:</i> Quorums for various meetings shall be defined as follows (In each case presence by phone, mail or written proxy shall be considered as part of the quorum): Page 14 of 20</p> <ul style="list-style-type: none"> <li>▪ Assembly (1/5 of Assembly members)</li> <li>▪ Council (4/6 Council Officers)</li> </ul>
	<p><b>ARTICLE XVI: TENURE OF EXECUTIVE COUNCIL POSITIONS</b></p>

	<p><b>Section 1:</b> All Executive Council position (i.e. President, Vice President, Treasurer, Executive Council team member) will be one term i.e. a person cannot hold same position for more than one full term in lifetime. Serving a year (365 days) or more will be considered as full term.</p> <p><b>Section 2:</b> Tenure of all position in AAANE will be by calendar year i.e. irrespective of starting date end date will be 31<sup>st</sup> December of the final year of tenure.</p>
	<p><b>ARTICLE XVII: FEDERATION OF ALIGARH ALUMNI ASSOCIATION (FAAA) MEMBERSHIP</b></p> <p><b>Section 1:</b> AAANE president should take all necessary steps to continue membership of FAAA, if FAAA membership is terminated by deliberate action by president, not approved by 75% of BoT and 75% of EC, will disqualify the president and will be removed from position.</p> <p><b>Section 2:</b> AAANE president will nominate the councilors to FAAA. Nominations should be communicated to EC, BoT and General Assembly</p> <p><b>Section 3: FAAA Councilors</b></p> <ol style="list-style-type: none"> <li>i. Eligibility: An alumnus who has served at least a term in AAANE EC or served in BoT at least for 2 years</li> <li>ii. Cannot serve more than two consecutive terms of one year</li> <li>iii. Councilors will represent AAANE under the guidance of AAANE president and will keep the EC and BoT well informed about all FAAA affairs.</li> </ol>
	<p><b>ARTICLE XVIII: SIR SYED EXCELLENCE IN SCIENCE AWARD (SSESA)</b></p> <p><b>Section 1: Governing of SSESA</b></p> <ol style="list-style-type: none"> <li>a) AAANE will govern Sir Syed Excellence in Science Award (SSESA) a scholarship program started under AAANE umbrella in 2006</li> <li>b) There will be a position of SSESA director nominated by AAANE president and</li> </ol>

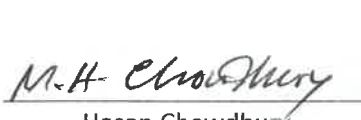




	<p>approved by 50% BoT and 50% of EC to run the day to day activity of the scholarship program</p> <ul style="list-style-type: none"> <li>i. Eligibility: An alumnus who has served at least a term in AAANE EC as President, Vice President or Treasurer, or served in BoT at least for 2 years</li> <li>ii. Limit one full term of two years aligned with current EC tenure (Calendar Year), serving for a year (365 days) or more will be considered as full term.</li> <li>iii. Term of the director will end at the end of the tenure of current EC (December 31) irrespective of starting date.</li> </ul> <ul style="list-style-type: none"> <li>c) AAANE President in consultation with EC and BoT will decide and declare how many scholarship AAANE will sponsor in that calendar year by end of January</li> <li>d) Student will be selected by written test and interview. All participating students will be ranked, and list of qualifying students will be published in AAANE website, duly signed by AAANE president, and General Assembly will be informed electronically.</li> <li>e) AAANE will sponsor top ranking students and rest should be open to public for individual sponsorship</li> <li>f) Number of examination fees sponsored is two (2) (e.g. GRE/TOEFL), Number of application fees sponsored is three (3) per qualifying student. More than two examination fees and more than three application fees needs to be approved by BoT (50%) and EC (50%) but will be capped to maximum of three examination fees and five application fees (does not apply to individually sponsored students)</li> <li>g) Student from science stream only will be awarded, student from other stream</li> </ul>
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	<p>needs to be approved by BoT and EC case by case individually</p> <p><b>Section 2: Rights, Privileges and Duties of the SSES Director</b></p> <ul style="list-style-type: none"> <li>a) Will lead the effort to organize the written test and interview and ranking the participating students.</li> <li>b) Will collaborate with AMU staffs and officials to conduct written test in AMU campus and to publicize the scholarship program.</li> <li>c) Will collaborate with AMU alumnus, staffs and officials in different academic institution to mentor applicants</li> <li>d) EC and BoT should be informed about written test and interview and EC/BoT members may choose to volunteer in any activities</li> <li>e) Director will involve AAANE president in all communication with external resources</li> <li>f) The SSES director and AAANE treasurer must keep the AAANE president informed about all financial transactions regarding SSES</li> </ul>
<p><b>APPENDIX 3: SUCCESSION OF COUNCIL</b></p> <p>All transfer of power, files, records, and checkbook(s) shall take place on the day of the Council election immediately following the election in accordance with the procedures provided in this Appendix.</p>	<p><b>APPENDIX 3: SUCCESSION OF COUNCIL</b></p> <p>All transfer of power, files, records, and checkbook(s) shall take place on 1<sup>st</sup> January (even years) after the Council election in accordance with the procedures provided in this Appendix. During the transition period current Executive Council and Executive Council Elect will work cordially for a smooth transition.</p>

These proposed amendments are approved by AAANE general body by: 10 votes in favor and 0 votes against, election held on April 28, 2019 at Knights of Columbus, 17 Willow St, Westborough, MA 01581, USA. AAANE Executive Council approves these amendments and here by become part of AAANE constitution effective today, April 28, 2019.

  
Hasan Chowdhury  
 (President)

  
Obaid Qadri  
 (Vice President)

  
Shailendra Kumar  
 Treasurer/Secretary