

“Marathi Mandal”
“Articles of Constitution”

Article 1. Name

1.1 The name of the organization shall be “Marathi Mandal of North East Ohio” hereafter referred to as “Mandal”.

Article 2. Objectives

2.1 The Mandal shall be a non-profit, non-political, cultural and religious activities organization incorporated within the State of Ohio.

2.2 The Mandal shall initiate and coordinate literary, cultural, educational, charitable, religious activities, which without limiting the generality thereof, include the promotion of various activities such as music, dance, theater, religious services, related to the culture, traditions and the language of the State of Maharashtra, India.

2.3 The Mandal shall publish at periodic intervals a newsletter (Jyoti) containing news and information of interest to membership. The governing body shall decide the channel (digital or print) to distribute the newsletter.

2.4. The Mandal shall provide guidance and aid to students, artists, theologians and other visitors from and around Maharashtra.

2.5 The Mandal shall obtain, receive and hold donations, bequests, grants, or other funds for the purpose of its various activities.

2.6 The Mandal is organized exclusively for charitable, religious, educational, and scientific purposes. The Mandal shall not be involved in any activities which do not comply with IRS regulations for a 501(C)(3) non-profit charitable organization.

Article 3. General Body

3.1 The general body of the Mandal shall be composed of annual dues-paying members and life members.

3.2 The members shall be at least 18 years of age, be conversant in or interested in the culture, language and religious practices of Maharashtra.

3.3 In addition to the individual and family, student, or senior citizen categories, life membership shall also be available.

3.4 Only members who have paid their dues at least 24 hours prior to the date of the annual general body meeting will be eligible to vote as a member of the General Body.

Article 4. Governing Body

4.1 The general body of Mandal shall elect a governing body, which shall be responsible for the day-to-day operation of the Mandal in a fiscally responsible manner.

4.2 The governing body shall be elected annually at the annual general body meeting by a simple majority of votes.

4.3 The governing body shall consist of the following elected officers: i) President ii) Vice President iii) Secretary iv) Treasurer and v) Communications Lead vi) Cultural Team Lead vii) Food Team Lead.

4.4 The term of the officers shall be one year, commencing on the 1st January of the year following the election.

Article 5. Finances

5.1 The finances of the Mandal shall be managed as set forth in the by-laws to this constitution.

5.2 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the and to make payments and distribution in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization 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 provisions of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article 6. Amendments

6.1 Any article of this constitution shall be amended, or any new article shall be added only by a Two-third affirmative vote of the voting members of the general body present at the annual or special general body meeting.

Article 7. Dissolution

7.1 The Mandal can be dissolved only by a vote of at least two-thirds of all the voting members.

7.2 Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes, including for such purposes, making distribution to organizations that qualify as exempt organization under 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 the Court of Common Pleas of the county in which the principal offices of the organization 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.

Article 8. Advisory Board

8.1 The Advisory Board shall consist of three members elected by the dues paying members of the General body at the annual general body meeting.

8.2 Every three years one of the Advisory Board members will be up for reelection. After two terms of three years, advisory board member can run for reelection after a gap of 6 years.

8.3 Advisory Board member shall be a Life member or an annual due paying member of the Mandal for at least 12 consecutive years to qualify.

8.4 The Advisory Board shall be responsible for providing general guidance to the governing body of the Mandal and fiscally responsible for safekeeping and investment of Life membership dues and Long-term reserve funds.

8.5 The Advisory Board member shall assist in fund raising efforts during their term as requested by the governing body.

Article 9. Brihan Maharashtra Mandal (BMM) Representative

9.1 The general body of Mandal shall elect a BMM Representative, who shall represent NEOMM's interest to the BMM General Body.

9.2 The BMM rep should have at least two years of experience of working on NEOMM's governing body.

9.3 The term of the BMM rep shall be six years, commencing on the 1st January of the year following the election. After the term of four years, BMM Rep can run for reelection after a gap of 4 years.

By-Laws to the Constitution of Marathi Mandal

Article 1. Membership

1.1 Every three years the advisory board shall assess the annual and life membership dues and provide recommendations for increase or decrease of the membership dues to the general body.

1.2 Each dues paying member will have one vote. In a family membership, husband and wife will each have an independent vote (dependent children or dependent parents will not be eligible to vote unless they have paid separate membership dues.)

Article 2. Administration

2.1 The governing body shall manage all the affairs of the Mandal and take decisions on all financial matters within the financial resources of the Mandal.

2.2 Duties of the Officers

A. President

i) The President shall be responsible for the activities and the operation of the Mandal in a fiscally responsible manner for the term of his/her office, including presiding over the meetings of the general and governing bodies and the supervisory, executive and governing functions

ii) The President shall report on the general progress of the Mandal and its involvement with other local organizations at the general body meeting,

iii) The President or designate thereof shall represent the Mandal and participate on behalf of the Mandal at meetings of other organizations to further the cause of the Mandal.

iv) The President shall appoint members at large including additional volunteers or leads for NEOMM initiatives or a student member to the governing body.

v) The newly elected President shall be responsible for taking custody of all the documents such as Ohio Charter registration papers, Federal Tax ID document, IRS 990 filing records etc. from the previous governing body of the Mandal, safekeeping and handing them over to the next governing president after the end of the term.

vi) The President is responsible for making sure that the Non Profit Organization IRS form 990 required per IRS regulations is prepared and filed as required.

vii) The President shall appoint a dues paying general body member to audit and authenticate the financial records of the Mandal for the calendar year, before handing over to the new governing body of the next year, and publishing in Jyoti.

B. Vice-President

- i) The Vice President shall be responsible for the assets (equipment and inventory) of the Mandal
- ii) The Vice President shall maintain a complete inventory of the assets of the Mandal and present it as a part of the year-end statement to the general body.
- iii) The Vice President shall assume the responsibilities of the President when requested by the President or in case the President is incapacitated for a long time.

C. Secretary

- i) The Secretary shall maintain the permanent historical records of the Mandal, maintain minutes of the general body meetings and help the President in conducting the business of the Mandal.
- ii) The Secretary shall notify the members, the time and the place of the meetings and other gatherings of the Mandal and provide them with agenda and programs. The Secretary shall publish the minutes of the general body and the actions taken for publishing in the upcoming issue of "Jyoti".

D. Treasurer

- i) The Treasurer shall maintain a permanent register showing detailed records of the financial transactions, income, expenditure and balance sheet statements and the assets for each calendar year.
- ii) The Treasurer shall prepare a budget for the year so that year's operations can be managed in a fiscally responsible manner.
- iii) The Treasurer shall be authorized to conduct financial transactions for the operation of the Mandal up to \$1,000 without prior approval from the governing body. For expenditures above \$1,000, consent of the Governing Body is required.
- iv) The Treasurer shall be responsible for preparing the year-end financial statement and publishing it in "Jyoti" for the benefit of the general body.
- v) The Treasurer shall prepare and file IRS form 990 as required for non-profit charitable organizations and provide signed copies to the new incoming President and the Advisory Board. For their record.
- vi) The Treasurer shall maintain copies of IRS Form 990 filings for the current year and past six years in the permanent records of the Mandal to support IRS audit.

vii) The Treasurer shall get the financial records maintained by the Treasurer audited by an auditor - appointed by the President before the end of the year.

viii) The Treasurer shall maintain receipts/invoices for which disbursements are made, and make them available to the auditor.

E. Communications Lead

i) The Communications Lead shall be responsible for publishing Jyoti, a newsletter of the Mandal, including the minutes of the meetings as provided by the President or the Secretary, articles written by writers, information about local events, and the annual financial report to keep the general body informed across all social media channels.

ii) The Communications Lead will be responsible for outreach to the community via various Mandal social media channels and the maintenance of those channels.

F. Cultural Team Lead

i) The Cultural Team Lead shall be responsible for soliciting, overseeing and planning all cultural activities conducted by the Mandal.

ii) The Cultural Activities Lead shall act as the point of contact for any external cultural activities conducted using Mandal assets.

G. Food Team Lead

i) The Food Team Lead shall be responsible for overseeing and planning all the activities associated with food provided or catered during Mandal events.

H. Advisory Board

i) The Advisory Board shall be responsible for providing guidance to the Mandal's newly elected governing body within the constitution and the byelaws of the Mandal.

ii) The Advisory Board shall advise the President during general body meetings in the matter of compliance with the constitution and the by-laws of the Mandal.

iii) The Advisory Board shall get the financial records maintained for Life membership dues and Long-term reserve funds audited by the auditor appointed by the President before the end of the year.

Article 3. Privacy

3.1 The Mandal shall protect the privacy and confidential information of the members of Mandal. The Mandal or its governing body shall not sell, transmit or provide access to demographic data about its membership to others for commercial purposes.

Article 4. Finance

4.1

i) The governing body shall open the required bank account(s) and/or maintain existing account(s).

ii) The bank account(s) shall be operated by the elected President and the Treasurer. The Treasurer shall be the primary account owner for the operating account.

iii) The principal amount collected from the Life membership dues and Long-term reserve fund shall not be used for the operation of the Mandal without the approval of two- third majority of the voting members of the general body membership. A percentage of operating account surplus amount carried from the previous year should be transferred to the trustee account with majority governing body approval, in consultation with advisory board members.

iv) The Advisory Board shall provide a percentage of the annual interest generated from the investment of Life Membership dues and endowment fund to the governing body to support the needs of the Mandal in consultation with the Governing Body.

v) The operating budget for the newly elected Governing Body shall comprise of annual membership dues, interest from trustee account, and any additional amount obtained through fundraising activities or grants.

Article 5. Meetings

5.1 The annual general body meeting of Mandal shall be held during Deepawali function of the Mandal to elect the new Governing Body, vacant positions for the advisory board, and BMM representative for the upcoming calendar year.

5.2 A special General body meeting may be called by the Secretary, thirty days after publishing the meeting date, place, and time and providing an agenda.

5.3 The Quorum for the general body meeting shall be a minimum of fifty per cent of all eligible voting members. Members that have deceased shall be excluded from the calculation of eligible voting members for the purpose of this Article 5.3. If a sufficient quorum is not there, any amendments involving changes in constitution or by-laws should be shelved for another meeting wherein a sufficient quorum is present. Notwithstanding the sufficiency of the quorum, any such

amendment to the constitution or the by-laws may be adopted if the President has received in advance the written consent to such amendment as detailed in Article 6.1.

Article 6. Amendments

6.1 Any article or section of the by-laws or the constitution shall be amended, removed, or a new one shall be added only by a majority of two-third affirmative vote of the voting members of the general body present at the meeting or conveyed in advance in writing to the President as hereinafter detailed. If any eligible voting member is unable to attend the general body meeting in person due to any reason, he or she may convey their vote in writing (including through electronic forms of communication) to the President and advisory board member, provided such absentee member has been provided with a copy of the proposed amendment in advance before the general body meeting. Votes by absentee members in the manner as detailed in the foregoing sentence shall be deemed as sufficient for the purpose of determining the two-third affirmative vote for amending, removing, or adding a new article or section to the by-laws or the constitution.

6.2 Amendments to the Constitution shall be submitted in writing or via electronic communication to the Secretary with endorsement of at least two members of the governing body or not less than twenty voting members of the Mandal.

6.3 The governing body of the Mandal shall consider the proposed amendments and make their recommendations to the general body for acceptance or rejection of proposed amendments.

6.4 Amendments shall be submitted to a vote at the next general body meeting. Modifications in the form of amendments to the amendment may be made from the floor.

Article 7. Elections

7.1 Nominations for all elected positions - Governing Body, Advisory Board, and BMM Representative shall be solicited to dues paying members by the current Governing Body prior to the Annual General Body meeting. All nominations received shall be shared with the advisory board prior to the annual general body meeting.

7.2 In the absence of nominations for positions other than the President, the President is authorized to appoint other governing body members.