

**BYLAWS
OF
SEATTLE MAHARASHTRA MANDAL**

Article I. Introduction

All members of the Seattle Maharashtra Mandal (hereafter called SMM or the Mandal) shall abide by its constitution and these Bylaws. **Article II Fiscal Year**

The fiscal year of the Mandal shall be January 1st to December 31st of the calendar year.

Article III. Membership

1. Any person 18 years of age or older, irrespective of caste, color, creed, race or any national origin who believes in and fosters the culture of Maharashtra and agrees to abide by this Constitution and the Bylaws can become a member by paying the appropriate membership dues and filling a membership form.
2. Membership dues shall be established and published annually by the EC by the first day of the fiscal year.
3. Membership is non-transferable.
4. There shall be three (3) classes of membership:

Family Annual Member: A family with at least one child 3 years or above shall become Family Annual member. Family Annual member shall have membership privileges for the calendar year in which the appropriate dues are paid. This membership shall carry two (2) votes; all other privileges shall apply jointly. To vote in a meeting of the General Body, such dues shall have been paid two (2) months prior to the date of the meeting.

Couple Annual Member: A family without children or all children below 3 years of age shall become Couple Annual member. Couple Annual member shall have membership privileges for the calendar year in which the appropriate dues are paid. This membership shall carry two (2) votes; all other privileges shall apply jointly. To vote in a meeting of the General Body, such dues shall have been paid two (2) months prior to the date of the meeting.

Individual Annual Member: A single adult 18 years or above shall become Individual Annual member. Individual Annual member shall have membership privileges for the calendar year in which the appropriate dues are paid. This membership shall carry one (1) vote. To vote in a meeting of the General Body, such dues shall have been paid two (2) months prior to the date of the meeting.

Article IV. Board of Trustees

Definitions/Notes:

- SMM = Seattle Maharashtra Mandal
- Executive Committee (EC) = Board of Directors
- (A)GBM = (Annual) General Body Meeting

- SMM’s Annual meeting agenda should include “Election of Trustees”
- SHALL is intended to be implied as MUST

SMM’s Operating budget refers to the annual budget EC uses to fund its regular events – this budget generally is made up from the recurring revenues such as membership fees, event entry fees, matching gifts, etc. SMM General fund refers to the overall funds SMM has accumulated over the years.

1. Number

- a. There shall be three trustees for SMM.
- b. President of the Executive Committee shall be the ex-officio member of the Board of Trustees without any voting right.
- c. A trustee cannot concurrently serve on another elected position of SMM (e.g., EC)

2. Duties & Responsibilities

- a. The Board of Trustees shall report to the General Body of membership of the SMM.
- b. Trustees have fiduciary responsibilities – as such they shall act in the best interests of SMM and its members and in a manner, that are aligned with the SMM’s mission.
- c. Trustees shall provide guidance to the Executive Committee in discharging their duties with the aim to ensure their actions and plans are aligned with the SMM’s mission and follow SMM Constitution and by-laws.
- d. The Board of Trustees shall manage SMM’s general funds in a responsible manner and disburse seed funds to the Executive Committee if needed for special projects and events.
- e. The Board of Trustees shall be consulted by the Executive Committee for any single event or any plan that involves an expenditure of more than Ten thousand USD. The Board of Trustees could update this level based on SMM’s annual operating budget.
- f. The trustees shall have the authority to attend any and all meetings of the Executive Committee as observers. If their presence is requested by the President of the SMM Executive Committee, they can participate in the discussions but cannot vote.
- g. Board of trustees shall meet at least 3 times a year.
- h. Board of trustees may lay down rules around regular cadence of BOT meetings, attendance expectations of trustees in those meetings, activities, and other rules of conduct for trustees from time to time. Not following these rules can be grounds of dismissal of a trustee.
- i. Board of Trustees shall submit a report of its activities and opinion on the state of the SMM at the annual General Body meeting of the members. Board of Trustees shall have the authority to ask for relevant information from the Executive Committee (e.g., financial reports or other information) for preparing their statement.
- j. The Board of Trustees, with a unanimous vote of its members, is authorized to require the Executive Committee to call a special meeting of the SMM General Body to discuss specific matter of concern to them.

3. Nomination

- a. Nomination & election process for trustee will be conducted by Election Officer(s) designated by the SMM Executive Committee. These Election Officer(s) can be the same as ones conducting Executive Committee elections. They themselves cannot be nominees in the election they are conducting.
- b. Election officer shall call for nominations at least 50 days before the election date, not counting the day of election itself. Call for nomination will include number of positions and their terms.
- c. Nomination must be received by the election officer at least 30 days before the election date, not counting the day of election itself.
- d. A BoT nominee must be nominated by a current SMM member. Self-nomination is not allowed. An SMM member can nominate at most 3 persons. Nominating person is expected to get acceptance from nominees before submitting their nominations.
- e. Election officer(s) will review all nominations against qualification criteria described elsewhere in this document.
- f. List of qualified nominees shall be communicated to the general body at least 20 days before the election date, not counting the day of election itself.

4. Qualification

A qualified nominated person must meet all of these qualifications:

- a. Nominated person must currently be a member of SMM and should have been a previous member for 4 years or more (not necessarily consecutive)
- b. Nominated person must be a current resident and should have been a resident of the greater Seattle area for the past 5 years or more (not necessarily consecutive).
- c. If the nominated person was ever elected or appointed to any position of SMM (e.g., EC, BoT, etc.), he/she must have completed that term in good standing (i.e., was not removed by vote of other board/Committee members, or forfeited his/her position by failing to meet requirements laid down by the board/committee, etc.)
- d. Nominated person must have served on the EC for at least two one-year terms (not necessarily consecutive). EC can waive this requirement with concurrence of two-thirds of EC members present and voting.
- e. Did not fail to get required number of votes in the last 2 years for the position of a trustee or an Executive Committee member
- f. If another member of the nominated person's household is serving in the current BoT or EC, their term must be scheduled to finish before the nominated person's term, if elected, is scheduled to begin.

5. Term

- a.

The standard term for a trustee is three (3) years. In situations where all trustee positions are up for election at the same time, the terms shall be staggered as follows: the 1st trustee will serve a 2-year term, the 2nd trustee a 3-year term, and the 3rd trustee a 4-year term. Upon successful completion of a first three-year term in good standing, a trustee is eligible

for a second three-year term through election. Elections for open seats shall be conducted by voting on all eligible nominations received by the Executive Committee prior to a pre-stipulated date and time.

- b. Trustee cannot serve more than 2 consecutive terms. If approved by the Executive Committee with a two-third majority vote from those present and voting, a trustee may be nominated for an additional 3rd term if the person meets all other required qualifications
- c. Trustee must continue to be an SMM member for the duration his/her entire term – they must renew their membership no later than 1 month after starting of a new membership year – failure to do so shall lead to automatic dismissal from the BoT.
- d. Each trustee shall hold office until the expiration of position's specified term. It is expected that outgoing trustees shall be available and cooperate with incoming trustee for handover of their responsibilities.
- e. Board of Trustee nominations, including those for incumbents, must be submitted by another current SMM member—self-nominations are not permitted. The incumbent shall not be elected by default unless no other nominations are received and the incumbent is the sole nominee.
- f. Individuals from the same family shall not serve back-to-back terms, a minimum of three-year gap is required between the terms in such cases. The intent is to promote equal participation from all qualified SMM members interested in serving the community.
- g. Board of Trustees and EC, both should participate equally and share their updates during the periodic meeting scheduled either every 3 or 6 months.

6. Election

- a. Election for trustees is held even if sufficient number of candidates are not available to fill all available positions
- b. Elections of trustees will take place in a General Body meeting. Unless it is a special election caused by unexpected vacancy, elections for trustee shall take place at the same time as the Executive Committee (usually at the Annual General Body meeting).
- c. Trustees shall be elected by simple majority of eligible members present and voting at a General Body Meeting.
- d. If all available positions are not filled, a fresh election shall be scheduled after at least 60 days but no later than 180 days.
- e. When elections are held for positions with varying term lengths, elected candidates are assigned to positions in the following manner: person receiving highest number of votes is

assigned to the position with the longest term, person receiving next highest number of votes is assigned to the position with the next longest term, and so forth.

7. **Resignation and Removal**

- a. A trustee may resign at any time by a notice in writing to the President of the Executive Committee. Resignation shall not discharge any accrued obligation of the trustee.
- b. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Executive Committee. Acceptance of the resignation shall not be necessary to make it effective.
- c. A trustee can be removed with cause by 2/3rd majority vote of the Executive Committee present and voting.
- d. A trustee can be removed for any cause (e.g., no confidence, decisions or conduct that are contrary to SMM's vision & goals, etc.) by a simple majority vote at a General Body Meeting. Such a motion must be on the formal agenda of the General Body (i.e., vote to remove a trustee cannot be held as a 'walk-in' agenda item)

8. **Vacancy**

- a. A single vacancy on the Board of Trustee may be filled by a simple majority vote of the Executive Committee present and voting. Such an appointee shall hold office until the next General Body Meeting where election for this position must be held. The appointee must meet all criteria specified in the "Qualifications" clause.

9. **Compensation & Liability**

- a. No compensation shall be paid to any of the trustees for their services. This does not limit reimbursements for the out of pocket expenses incurred in the conduct of the business for the Board or SMM related activities
- b. Trustees shall not be held financially liable jointly and/or individually for the transactions conducted on behalf of the SMM. This does not include fraudulent or negligent conduct that leads to financial losses for the SMM

Article V. Executive Committee

1. The Executive Committee (hereafter called EC) shall manage all the business and affairs of SMM as per the Constitution and these Bylaws.
2. The EC shall be elected by General Body as provided in the Constitution, at an Annual General Body Meeting of SMM.
3. The Members of EC shall be elected only for the term of one calendar year. The term shall begin on the first day of the month of January and end on the last day of December.

4. The Annual General Body Meeting shall be held and the EC for the following term shall be elected before the first day of December.
5. The Annual General Body Meeting shall be always held at a public venue, for example – public library or public school.
6. The elected members of the EC shall elect the EC officers as provided in the Constitution, no later than the end of first week of their term.

7.

An EC member can serve up to three consecutive terms. Every year, after a new EC is formed and roles are identified, if there are openings and all seats are not filled up in EC then EC team can request an existing member who is completing 3-year term but willing to continue for only an additional one year.

Conditions –

- This can be implemented if more than 66% of the new EC votes for it.
- For the 4th year term extension, the same role as prior years is not guaranteed to the candidate

If there are more than 17 applicants for the EC, the longest-tenured EC member(s) will not qualify for the next or following term. In the case of two or more equally tenured EC members, the incoming EC must vote to determine which of them will continue to serve. In the event of a tie, the incoming EC President shall cast the deciding vote.

8. Extend the EC member status for existing EC member beyond the allowable limit of 3 years provided the EC Member is elected for a BMM EC position. Further such extension may only be allowed as long as the EC member is active in the BMM EC position
9. The SMM President can serve up to only one (1) consecutive term.
10. If any vacancy arises on the EC through any cause, the EC shall send a call to General Body to get the list of members interested in being EC member. EC shall then choose to appoint any member from the list to fill that vacancy by majority vote. This selection should be communicated within 30 days to all SMM members.
11. Any EC member may be dismissed from the EC by bringing a vote of dismissal for the member in presence of all EC members and three fourth majority of EC members voting for the member to be dismissed. Twenty-one days' notice shall be required to be given to the EC member being considered for dismissal.

Article VI Election of Executive Committee

1. The current EC shall elect two Election Officers to supervise the election of the new EC for the following term. The term of these Election Officers shall end on the last day of the calendar year.
2. The Election Officers shall not be eligible to contest the election of EC for the following term.

3. The Election Officers shall be responsible for conducting the elections, if necessary, to elect the EC for the following term, including counting the votes and certifying the election results.
4. The list of members eligible to vote shall be frozen two (2) months before the election. Any person becoming an SMM member after this date shall not be eligible to vote in elections held during that year.
5. Every household that has separate membership shall have votes as described by article III - Membership.
6. The election of the EC shall be by plurality vote of members of the Mandal in good standing present and voting in person, in the annual meeting of the General Body. No proxy voting will be allowed.
7. Requests to become an EC member for the following term shall be received by the Election Officers no later than October 31st.
8. Any household that has membership may contest for only one EC position only during a term.
9. The EC shall mail the names of the contesting candidates to the SMM members at before the date of the annual general body meeting at which the election is held.
10. Contesting candidates may designate one representative each, to be present during balloting and counting of ballots.
11. The results of the election shall be declared prior to adjournment of the annual general body meeting.

Article VII Budget and Finance

1. The EC shall publish financial summary to its members at least once year. If any current SMM member desires to know the financial summary of SMM should send a written request to the treasurer during the term.
2. The EC shall ensure that all financial transactions for its elected term are fully documented.
3. The EC shall approve all financial transaction for its elected term in EC meetings.
4. All payments for \$250.00 or more shall require signature of the President and the Treasurer. The Vice President shall sign these payments in absence of the President.
5. The Treasurer shall present all financial transaction for EC approval as a part of the meeting agenda on regular basis.
6. All financial transactions for an event shall be closed no later than thirty (30) days after the event's completion.
7. The Treasurer shall present summary of expenses for each event, in the committee meeting after all the event transactions have been closed.
8. The EC shall ensure that audit of the Mandal's financial statements is performed by a Certified Public Accountant (CPA) every year.
9. The EC shall close all expenses and handover its finances to the following term's EC no later than the last day of January of the following term.
10. The Treasurer shall work with the Treasurer of the following term EC to provide needed information and assistance to prepare Tax Return(s) for the following year.
11. The outgoing EC shall prepare a financial statement for its term no later than the last day of January of the following term. A copy of the financial statements shall be published to the members within 30 days of its completion.

Article VIII Legal Proceedings

If the EC or any of its member contemplates any litigation or legal proceedings of any kind that will bind SMM or its resources, the EC (or the EC member) shall obtain the approval of threefourth majority of the members of SMM before initiation of litigation or legal proceedings.

Article IX Sub-Committees

The EC may appoint additional sub-committees of members of General Body with specific objectives or to perform specific tasks that are consistent with the aims and objectives as provided in the Constitution. These committees shall cease to operate after completion of assigned tasks, or at the discretion of the EC or at the end of the EC's term, whichever occurs first.

Article X Yuva Mandal

1. The Mandal shall form a Yuva Mandal (hereafter called YM) as provided in the Constitution.
2. All children of current SMM members enrolled in grades 5th through 12th and below shall be members of the Yuva Mandal.
3. A member of SMM Executive Committee shall act as an advisor to the Yuva Mandal and oversee all its activities for the year.
4. The YM Board shall be elected for the term of a year from July to June.
5. **Shortlisting Candidates:** The Executive Committee (EC) will shortlist candidates based on the number of SMM events each YUVA member has volunteered for. Preference will be given to YUVA members with the highest volunteer hours.
6. **Election Process:** If multiple candidates meet the first criterion, an election will be conducted. In this election, votes will be cast by eligible YUVA members, SMM Office Bearers (OBs), and the YUVA advisor.
7. **Voting Integrity:** To prevent conflicts of interest, family members (e.g., siblings or parents of EC members) are not allowed to vote in the election process.
8. **Eligibility for Office Bearer Position:** To be eligible for a YUVA Office Bearer position, a YUVA member must have volunteered for SMM events during the previous year (based on the YUVA calendar year).
9. The YM Board shall consist of:
 - a. One President,
 - b. One Vice President,
 - c. One Treasurer,
 - d. One Secretary, and
 - e. Up to seven other committee members
10. The YM Board shall be responsible for all Yuva Mandal activities and shall sign-off on all event plans.
11. YM members enrolled in grades 9th through 12th shall elect an eleven member YM Board, under the supervision of the Yuva Mandal Advisor, by 30th June every year.
12. Only YM members that are enrolled in grades 9th to 12th during the academic year shall be eligible to be elected as YM Board members.

13. YM Board members shall elect at least a President, a Vice President, a Treasurer and a Secretary among themselves.
14. YM General Body shall also elect Yuva Mandal Committee from YM members that are enrolled in grades 8th to 12th during the academic year and are not part of YM Board.
15. YM Board may form other event committees from YM General Body, as needed for planning and organizing activities of Yuva Mandal.
16. Only YM members that are enrolled in grades 9th to 12th during the academic year shall be eligible to be elected or nominated as Event Committee members.
17. The YM Advisor shall work with the following term's YM Advisor to ensure that the transition of the responsibilities is complete by the last day of February.

Article XI Seattle Marathi Shala

1. The Seattle Marathi Shala shall form a Marathi Shala Executive Committee as provided in the Constitution.
2. All children of age group 4 and half to 13 years of current SMM members can register to enroll in Shala.
3. A member of SMM Executive Committee shall act as a liaison between Shala committee and SMM committee.
4. Seattle Marathi Shala Executive committee will not be elected by election process. Cocoordinators and directors will decide Shala structure and tenure of members.

Article XII. BMM Representative

1. BMM Representative' position related Reform.
2. BMM Representative will be an Office bearer position. Where BMM Rep will not participate in weekly meeting and annual operation of SMM EC. BMM Rep must be introduced to EC in any meeting in beginning of the year. BMM Rep must be included in BMM related events, emails, discussions. BMM Rep can be added in SMM group email and SMM WhatsApp group with OBs to communicate BMM related communication.
3. As per SMM constitution SMM President can be BMM Rep. (limitation : when one of the SMM members is on BMM EC, this will change). This is mentioned below.
4. Voting by this person in the BMM Election will be transparent.
5. Maximum term limit is imposed on this position. The 2-year term of the BMM representative shall align with the upcoming BMM executive committee's term & timeline

Structure of Marathi Shala

Initial structure per the Concept note: Marathi Shala Executive Committee. (MSEC)
This will be replaced by the operational structure not later than 5 years when needed or can extend to another 2 terms with the initial Team.

1. Marathi Shala Principal/ Advisor **Office Bearers:**
 1. Marathi Shala Director/s.
 2. Marathi Shala Coordinator.

3. Marathi Shala Administrator.
4. Marathi Shala Treasurer.
5. Marathi Shala Marketing director. **Marathi Shala EC**
6. Marathi Shala Event coordinator.
7. Marathi Shala Teachers
8. Marathi Shala Assistant Teachers, Substitutes.

Governing Responsibilities:

a) Seattle Maharashtra Mandal (SMM):

- Marathi Shala is an initiative under the auspices of SMM and is separately operated by the committee (Marathi Shala Executive committee led by the Chief Shala Coordinator).
- Marathi Shala has a Separate operating Structure.
- Marathi Shala EC will nominate the new coordinator and general body will approve and ratify in their annual General Meeting (AGM).
- Provide NO initial annual contribution money/ seed money. Shala EC can take seed money when needed from SMM Marathi Shala bank account.
- Provide a visibility and platform to Marathi Shala to show case its progress through its website, social media, email communications and public events.
- Provide support in financial audit, taxation, insurance, and other administrative matters as required from time to time.
- Provide help when need to Marathi Shala IT director from SMM webmaster and Marathi Shala Treasurer from SMM Treasurer. SMM treasurer, President and Board of Trustees will add Shala treasurer to Marathi Shala account as child account under SMM main bank account. Shala Treasurer will provide semester and annual financial report to SMM Treasurer.

b) BMM:

- Provide initial assistance in setting up a Marathi Shala in North America.
- Provide documentation with code of conduct, assistance with teaching methods, curriculum and supporting documents to SMM Marathi Shala.
- Provide Marathi Shala with a curriculum from Bharati Vidyapeeth, Pune resulting in accreditation for five levels of Marathi learning.
- Provide standardized question papers for the five years level and additional exams which will help accreditation with Illinois school Education Board.

SMM Marathi Shala:

- Conduct the day-to-day operations with a Shala coordinator and a team of volunteers. Appoint the Shala Coordinator of Marathi Shala for a first period of 5 years. Shala Coordinator can extend to next 2 terms.
- Create an initial team of directors consisting of 3 members. Duration 5 years and can extend to next 2 terms.
- Have 1 liaison/point of contact between SMM and Marathi Shala.
- SMM Treasurer and SMM Webmaster must be in contact with Shala IT director and Shala Treasurer. Shala treasurer will give financial report to SMM treasurer annually or twice in a year.
- Appoint initial executive committee for the Shala: Marathi Shala Executive Committee. (MSEC)
- Establish a separate governance structure for the Marathi Shala.

- Carry out day to day operations according to this SOP and as specified in the responsibility section for each office bearer.
- Implement curriculum, conduct exams, organize cultural performances and social activities. For example, performance of students at SMM events, Independence Day celebration and any such activities fall in this category.
- Implement other cultural nuances as learning opportunities (ex. Dhol-Taasha , Lezim Pathak)
- Create supportive education material such as textbooks, visual aids, audio learning material etc.

General Operating Procedures:

- Academic year of Marathi Shala will begin in 3rd week of September and will end in month of May of the following year.
- Marathi Shala will have a summer and winter break as published in Seattle Marathi Shala calendar on Shala website.
- Marathi Shala will receive funding from Fees and SMM.
- All funds will be utilized to carry out activities for Shala only and may support cultural activities for education purpose as per the constitution.
- Donations/contributions received/ distributed will be reported to the Shala treasurer for issuing the donation/ donating receipts.
- Marathi Shala SOP, for internal record keeping, follows Fund accounting principles whereby for internal record keeping assets, liabilities, and fund balances for certain programs/events are segregated and treated as separate accounting entities associated with specific activities. So that the fiduciary responsible to use assets is tracked separately. Accordingly separate record keeping for Shaala will be maintained. This will be made available to the internal audit committee for auditing and taxation and advisory board in accordance with main SOP and Shala SOP.
- Marathi Shala shall follow the main SOP for pre-approvals, committee formation and undertaking in the event any investment in fixed assets (example Land buildings, equipment etc), Programmatic investment (example grants), investment funds (example mutual funds bonds etc) is initiated.

Article XII

Notwithstanding any other provision of these articles, the Mandal shall not carry on any other activities not permitted to be carried on by an organization:

- (a) Exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law); or
- (b) Contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).