

# **Indian Association Wettingen (IAW)**



## **Constitution**

Version: 2.0

Dated: 19/05/2018

## **Article 1**

### **1.1. Name**

The “Indian Association Wettingen”, also referred to as the “IAW”, is a non-profit organization operated by the Indian community exclusively for cultural, leisure, and charitable purposes. The seat of the Association is in the city of Wettingen.

### **1.2. Objectives**

The “Indian Association Wettingen (IAW)” is founded with is founded with the following objectives:

1. Promote and organize Indian cultural, food, and festival activities.
2. Encourage and support sports, educational, and recreational activities for kids and adults.
3. Supporting the integration of Indians with Swiss culture
4. Sponsor and/or support community service and charitable activities in India and elsewhere.

### **1.3. Language**

The official language of the “Indian Association Wettingen (IAW)” is English.

## **Article 2**

### **2.1. Organization Structure**

The organization of “Indian Association Wettingen (IAW)” comprises of members who can either be General members or Executive Committee members. All members shall not pay any fee for being a member of the “Indian Association Wettingen (IAW)”.

### **2.1.1. General Members**

General Members of the “Indian Association Wettingen (IAW)” are individuals residing in Switzerland, who are eighteen years or older, and who subscribe to the objectives of the association by undersigning and submitting a membership registration to the Executive Committee. The Executive Committee shall be vested with the sole authority to accept or reject an application for membership.

All General Members shall be entitled to the same rights and privileges stated in this constitution. All General members shall be entitled for voting privileges. Any member of the “Indian Association Wettingen (IAW)” is eligible to contest and be elected to the Executive Committee. All rights and privileges of a member are vested solely with the member and may not be delegated or transferred.

The membership in the “Indian Association Wettingen (IAW)” shall be terminated by the member's voluntary submission of a written request to the Executive Committee. The membership in the “Indian Association Wettingen (IAW)” is terminated by default when the member no longer resides in Switzerland for a continuous period of one year or more.

The Executive Committee may expel a member from the “Indian Association Wettingen (IAW)” only after having given a full and fair opportunity to the member, and when there is supporting evidence that shows the member has clearly violated the constitution or has harmed the interests of the “Indian Association Wettingen (IAW)”.

### **2.1.2. Executive Committee**

The executive committee shall consist of the following office bearers:

1. President
2. Secretary
3. Treasurer
4. Five Associates

The period of office of the Executive Committee members is one year. The executive committee members shall be elected by the members once a year at the annual General Body Meeting. Subsequent to the annual election, the newly elected members of the Executive Committee shall elect the office bearers of the Executive Committee for the new term.

The same Executive Committee or any member or members of the Executive Committee can be re-elected for any number of consecutive term(s), with the exception of the President. The President tenure is at the maximum two years in a row. The Executive Committee shall not take remuneration of any kind for their services to the "Indian Association Wettingen (IAW)".

An Executive Committee member can resign from the Executive Committee by giving one month prior notice. This member can be replaced by another member but this shall be done in an out of the ordinary General Body Meeting. Until then the Executive Committee shall unanimously nominate one of the remaining members of the Executive Committee as an ad interim to the position occupied by the resigned member.

The *President* shall be the chief executive committee member of the "Indian Association Wettingen (IAW)" and shall provide general direction of affairs of the "Indian Association Wettingen (IAW)". The president shall preside all meetings of the executive committee and the annual General Body meeting, and shall sign as well as execute in the name of the "Indian Association Wettingen (IAW)" all contracts, or other instruments, authorized by the Executive Committee. Only in exceptional circumstances the signing and execution thereof shall be delegated or permitted by the President or the other executive committee members to an executive committee member.

The *Secretary* shall be responsible for the administration affairs of the "Indian Association Wettingen (IAW)". The Secretary shall give notices of meetings to the executive committee members for the Executive Committee meetings and to all members for the General Body Meeting. The Secretary shall keep and publish the minutes of meetings of the "Indian Association Wettingen (IAW)". The Secretary shall maintain a roll call of attendance, and such books or records of meeting minutes in any form that shall be open for inspection by any member of the "Indian Association Wettingen (IAW)". All correspondence and communication records maintained by the Secretary shall be passed on to the next Executive Committee from year to year.

The *Treasurer* shall receive all funds, including dues, fees, charges, and other assessments and shall deposit such funds in the name of the "Indian Association Wettingen (IAW)" in the respective bank account of the "Indian Association Wettingen (IAW)". The Treasurer shall disburse funds on behalf of the "Indian Association Wettingen (IAW)". The Treasurer shall keep appropriate records of receipts and expenses, and exhibit such records at reasonable times to any member of the "Indian Association Wettingen (IAW)". The Treasurer shall make a full financial report at the annual General Body Meeting of

the “Indian Association Wettingen (IAW)”. All financial records maintained by the Treasurer shall be passed on to the next Executive committee from year to year.

The five Associates exercise their powers in good faith and in the best interests of the “Indian Association Wettingen (IAW)”, and shall maintain the membership roster of “Indian Association Wettingen (IAW)”.

The Executive Committee shall act in good faith, make informed decisions, and exhibit the exercise of discretion in an impartial manner and in the best interests of the “Indian Association Wettingen (IAW)”. The Executive Committee shall be responsible for promoting and organizing activities and events of the “Indian Association Wettingen (IAW)”.

The Executive Committee shall decide on a fee that covers the cost for promoting and organizing activities and events of the “Indian Association Wettingen (IAW)”. The Executive Committee shall permit members of the “Indian Association Wettingen (IAW)” to represent the “Indian Association Wettingen (IAW)” in activities and events organized by other associations or clubs in Switzerland. The Executive Committee shall decide on the percentage of profit made from such activities and events that shall be collected from the members who represent the “Indian Association Wettingen (IAW)” on such occasions. The Executive Committee shall ensure such representations are conducted in a fair and transparent manner to all members.

The profit generated by the “Indian Association Wettingen (IAW)” shall be used to support the charity activities during any time of the year. The decision on the charity activities to support—is vested solely with the Executive Committee.

## **Article 3**

### **3.1. Executive Committee Meeting**

The Executive Committee shall meet at least quarterly at an agreed upon time and place. The time and place of regular meetings of the Executive Committee shall be at the discretion of the Executive Committee.

Minimum five days advance notice of all meetings shall be given by the Secretary to all other office bearers of the Executive Committee setting forth the place, date and time of meeting, the purpose thereof, and voting on any decision to be made or motion to be passed, by letter or e-mail.

Attendance at each Executive Committee meeting by each executive committee member is mandatory except that absence may be excused due to out-of-town situations, illness, and emergency situations. An executive committee member shall inform the Secretary in advance of each meeting if the member cannot attend the meeting and reason thereof by letter or e-Mail. The Secretary shall forward the roster of meeting attendance and excused absence details to the office bearers who were not present in the meeting.

The meeting must be physically attended by at least fifty percent of the Executive Committee members for any decisions made or motions passed. Any decisions or motions passed require a simple majority of votes from the Executive Committee members. Any executive committee member who cannot physically attend the meeting can still inform the Secretary at least two days in advance about the member's vote for any decision or motion passed in the scheduled meeting. Such votes shall be considered during the meeting to make any decision or pass any motion.

### **3.2. General Board Meeting**

The Executive Committee is responsible for conducting one General Body Meeting per year. The purpose of this meeting is to listen to the suggestions of its members, apprising members of the "Indian Association Wettingen (IAW)" activities, providing financial statement of income and expense, conducting vote on proposals, and electing new office bearers of the Executive Committee for the next term. The General Body Meeting shall be conducted in the month of December in each calendar year.

The members may send their proposals to the Secretary at least two weeks prior to the General Body Meeting. The Secretary must communicate all proposals from the members to all the members at least one week prior to the General Body Meeting. Any decision made shall require a simple majority of votes from the members. Any member who cannot physically attend the meeting can inform the Secretary at least two days in advance about the member's vote for any decision or motion that is considered in the scheduled meeting.

## Article 4

### 4.1. Finance

The fiscal year of IAW shall be the calendar year ending on December 31.

The Executive Committee may raise funds from all members or from other sources that may be deemed appropriate to meet the objectives of the “Indian Association Wettingen (IAW)”.

The Executive Committee shall not at any time authorize an expenditure that exceeds the available net assets of the “Indian Association Wettingen (IAW)”.

No funds shall be disbursed nor liability incurred on behalf of the “Indian Association Wettingen (IAW)” unless and until such disbursement or liability has been authorized by the Executive Committee.

A financial account in the name of the association shall be maintained in a bank and operated by the Treasurer.

Any disbursement over than 1000 CHF shall be made by the Treasurer on approval from the Executive Committee. All expenditures made by any member on behalf of the association shall require the approval of the Treasurer.

The Treasurer shall present the financial statements and accounts in the annual General Body Meeting.

Only the members of the executive committee are empowered to make decision on expenditures on behalf of the association. Upon request by any “Indian Association Wettingen (IAW)” member, the executive committee shall make it available for inspection the financial statements of the preceding fiscal year.

## **Article 5**

### **5.1. Amendment**

The Executive Committee shall appoint an ad-hoc committee to review the merits of any proposed amendment to this constitution and receive their recommendations. The ad-hoc committee shall consist of fair representation of the members proposing the amendment, current executive committee, and other members. Any amendment made by the Executive Committee based on the recommendations from the ad-hoc committee shall be communicated to all members of the "Indian Association Wettingen (IAW)". A new amendment to this constitution can be made at any time of the year, if and only if at least six months have lapsed since the date of the previous amendment.

### **5.2. Dissolution**

For dissolving the association, the "Indian Association Wettingen (IAW)" executive members and general members shall be completely informed. At least 3/4th of the members should agree to dissolve. Upon dissolution of this association, the "Indian Association Wettingen (IAW)" executive members should make provision for the payment of all the liabilities of the association, distribute all assets of the association to such organization or organizations, which operate exclusively for the benefit of a charity. The organization or organizations is/are decided by the Execution committee at the time of dissolution. Such organization or organizations shall be located in India or elsewhere.



## Revision History

Version	Description	Date
1.0	Prime Constitution Document	26/09/2017
2.0	<ul style="list-style-type: none"><li>IAW logo introduced in the title page</li><li>The following amendments are made:<ol style="list-style-type: none"><li>Article 1.3. introduced</li><li>Article 2.1.1. revised to permit individuals of non-Indian origin as IAW members</li><li>Article 5.1. revised to stipulate amendment frequency</li></ol></li><li>Minor typo and grammar corrections in Article 2.1.2.</li></ul>	19/05/2018