



OLD MARTINIANS ASSOCIATION OF NEW ENGLAND (OMANE) CONSTITUTION

ARTICLE I: Name and Location

The name of the association shall be the Old Martinians Association of New England (hereinafter the “OMANE” or the “Association”), with its headquarters in the Greater Boston 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, and formed to support the interests of the student body, staff, and alumni/ae of the La Martiniere boys and girls schools located at Lucknow and Calcutta (India) and Lyon (France), (hereinafter referred to as the” LMC”). The Association is intended to operate as a 501(c)(3) organization within the meaning of the United States tax code, as amended.

ARTICLE III: Membership

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

ARTICLE IV: Organization

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

ARTICLE V: Bylaws

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

ARTICLE VI: Amendments

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

ARTICLE VII: Non-stock Association:

The Association shall have no stock, and no dividends or pecuniary profits shall be declared or paid to the members, directors, or officers thereof or any other individual thereof (except that



reasonable compensation may be paid for services rendered to or for the Association effecting one or more of its purposes).



THE OLD MARTINIANS ASSOCIATION OF NEW ENGLAND (OMANE)

BYLAWS

ARTICLE I: DEFINITIONS AND EXPLANATIONS

Section 1: Definitions

Unless otherwise stated:

- Alumnus or alumna shall mean former student of one of the the La Martiniere boys and girls schools at Lucknow, Calcutta and Lyon.
- Body shall mean General Body of the Association.
- Association shall mean the Old Martinians Association of New England (herein also referred to as the 'LMC Association' or the 'Association').
- Bank shall mean all financial institutions.
- Board shall mean Board of Trustees of the Association.
- EC shall mean Executive Committee of the Association.
- Family shall mean husband, wife and minor (under 18 years) children.
- LMC shall mean La Martiniere and girls schools at Lucknow, Calcutta and Lyon.
- Year shall mean the calendar year January 1 to December 31.

Section 2: Explanations

- Appendices: 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 and meet the quorum requirement at the meeting, are voting.

ARTICLE II: NAME AND LOCATION

Section 1: The name of the Association shall be the Old Martinians Association of New England (other names shall also apply as provided under Article I: Definitions and Explanations). Its headquarters shall be located in the Greater Boston area of the Commonwealth of 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 interests of the student body, staff, alumni and alumnae of the LMC.

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.

Section 6: When appropriate, to maintain contact with, support, organize, control and/or coordinate with, other groups (including non-alumni/ae groups) having connections with the Institute or alumni/ae or services necessary or convenient to carry out such purposes.

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 of the La Martiniere institutions. The Association's EC may refuse membership to anyone, or terminate any membership upon good cause.

Section 2. Types of Membership

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

- a. ***Regular Membership.*** All LMC alumni/ae and past staff and their spouses may apply for Regular Membership in the prescribed manner.
- b. ***Associate Membership.*** All LMC non-alumni/ae well wishers and children of LMC alumni/ae may apply for Associate Membership in the prescribed manner.
- c. ***Life Membership.*** Life Membership shall be open to any person qualified to be a Regular Member of this Association.
- d. ***Honorary Membership.*** The Association may recognize and bestow upon a living individual an Honorary Membership for outstanding services to the LMC 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, Associate, or Life Membership by submitting to the EC the completed prescribed application and the required membership fee (see Appendix for Membership application and fee).
- b. The EC shall confer Honorary Memberships on behalf of the Association in accordance with the rules prescribed in these Bylaws.

Section 4: Regular, Associate, and Life Membership Term and Dues

- a. The term of Regular and Associate membership shall be for one full year from January 1 to December 31. The term may be modified by the EC in special circumstances.
- b. The term of Life membership shall be for the life of the member.
- c. A person granted Regular, Associate, or Life membership shall be deemed as a member for the full year from January 1 to December 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 EC shall act on such applications no later than February 15. Applications received after December 31 may be considered at the option of the EC for current membership or membership for the subsequent year that shall start either on January 1 or on the day after the annual elections of the Association, whichever ever comes later.
- e. Regular and Associate 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 EC may change the fee for Regular, Associate, and Life Memberships without having to amend the bylaws.
- h. Membership dues, once paid, shall not be refundable for any reason.
- i. The EC may prescribe other charges or fees for special events and activities.

Section 5: Renewal of Membership

- a. Regular and Associate Members may apply for renewal by submitting to the EC 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 EC 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 EC 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 EC is authorized to terminate any membership upon good cause. 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 and Associate members*** shall have the privilege to attend Body meetings and to participate in activities of the Association, without the right to vote or seek any office.
- b. All ***Regular and Life members*** who have fully paid their membership dues shall have the privilege to attend Body 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 Body.
- 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 alumni/ae ***Regular and Life members*** shall be eligible for the offices of President, Secretary, Treasurer, and Membership of Executive EC.
- f. Only alumni/ae Regular and Life members, who have been members for at least sixty (60) days, shall be entitled to vote to elect EC members, and amend the Constitution and/or 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 EC may terminate any member upon good cause. 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 BODY

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

Section 2: Rights, Privileges and Duties of the General Body

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

Section 3: Annual Meeting of the General Body

- a. The Annual meeting of the Body shall be held generally during the third quarter of each year. The time, date, and place of the meeting shall be fixed by a resolution of the EC, 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 EC elections (see Appendix).
- b. Twenty percent of the membership, either present in person, by mail or by written 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 written proxy.
- c. Unless otherwise stated, all decisions at the meeting shall be taken by simple majority of votes of voting members present, including votes cast by phone or by written proxy.

Section 4: Special Meeting of the General Body

- a. Special meetings of the Body may be held at any time at the call of the EC. 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 Association. 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 any conflicts among member of EC;
- g. Collaborate with the EC 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 COMMITTEE (EC)

Section 1: The Executive Committee (EC) shall be the sole governing body of the Association, and shall consist of eight members: Past President, President, Vice President, Secretary and Treasurer and Three Members. Though in the first year of formation, there will be only 7 members.

Section 2: Rights, Privileges and Duties of the Executive Committee (EC)

- a. The EC shall manage all affairs of the Association and shall be the sole governing organ of the Association.
- b. The EC shall prepare and circulate among members an annual schedule of events.
- c. The EC shall act on membership applications, accept resignation of members, and determine when an automatic resignation has occurred according to the Bylaws.
- d. The EC shall confer Honorary Memberships.
- e. The EC shall make decisions about termination of memberships.
- f. The EC shall prepare and present to the Body an annual report and a financial statement summarizing the activities of the previous year and its vision for the future.
- g. The EC may appoint as many individuals or committees as it deems essential for achieving the aims and objectives of the Association.
- h. The EC shall seek and collect membership dues and donations.
- i. The EC 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 EC is authorized to prepare and modify operating procedures and Appendices that conform to the Constitution and Bylaws of the Association.
- k. The EC is authorized to spend monies for administrative purposes.
- l. Officers of the EC are expected to attend all EC meetings and maintain regular contact with the Association rank and file. Any officer of the EC not attending three consecutive meetings without valid reasons that are not timely communicated before each meeting shall be deemed



to have resigned from the EC.

- m. The EC shall arrange for annual elections and smooth transfer of power to newly elected EC Officers.

Section 3: Executive EC Meeting

- a. The EC shall meet approximately once a month.
- b. The EC 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 EC may request a EC 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 EC decisions shall be made by a simple majority of votes. Absent members may cast their votes by written 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 EC and the Body.
- b. He/she or his/her designated representative shall act as the official spokesperson of the Association.
- c. He/she shall be responsible for coordinating and directing the activities of the Association.
- d. He/she or his/her designated representatives shall confirm minutes of the EC and Body meetings.
- e. He/she shall be responsible for authorizing the expenditure of funds after the budget has been approved by the EC.
- 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 non-voting member of the EC 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 EC and Body meetings.
- b. The Secretary-Treasurer shall maintain a joint bank account (called EC'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 EC and Body 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 EC and Body meetings in the absence of the President and the Vice President.
- g. In consultation with the President, he/she shall prepare an agenda for all EC and Body meetings.
- h. He/she shall coordinate with the President in the conduct of the EC 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 EC and the President.
- l. The Secretary-Treasurer shall prepare and present to the EC an annual operating budget.
- m. The Secretary-Treasurer shall prepare and present to the EC quarterly financial reports (see Appendix for the contents of the reports).
- n. The Treasurer shall present a yearly financial statement to the Body 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 EC

Section 1: Positions

Every two years there will be elections for President, Vice-President, Secretary-Treasurer, Secretary-Treasurer Elect, and 3-members of the Executive EC.

Section 2: Dates

- a. The EC 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 EC 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 EC shall be conducted by an Election Officer appointed by the EC 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 EC, 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 EC 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 EC on all election matters.
- h. Once appointed, the Election Officer may be removed from the office by the EC only upon good cause.
- i. If the Election Officer becomes unavailable, the EC shall appoint a new Election Officer. IN such an event, 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 EC 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 at a minimum 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. The EC in its sole discretion may require additional information for a valid nomination, which it shall timely communicate to all the members.

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 and Associate members shall not be eligible.
- b. A list of eligible voters shall be prepared by the EC and provided to the Election Officer.

Section 8: Election Procedure

- a. Each candidate shall be introduced to the Body.
- b. Each candidate shall be allowed a maximum of three (3) minutes to state his/her position prior to the election.
- c. Elections for all positions on the EC 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 in a transparent manner and announce the results.

Section 9: Assignment of Members to Vacant Positions

- a. Should a vacancy arise on the EC due to resignation, succession, or any other reason, it shall be filled, until the next election, by a person designated by the EC, 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 EC Officers originally elected by the Body, a special meeting of the Body 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 EC

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

ARTICLE IX: REMOVAL OF AN OFFICER OF THE EC

Section 1: Provided that 5/8 members of the EC agree to the removal of an officer, a special meeting of the Body will be called at which the Body 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 EC 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 EC'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):

- Body (1/5 of Body members)
- EC (5/8 EC 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 EC for that particular year, shall be considered members since January 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 and Associate members are not eligible.

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

- a. All positions on the EC—2-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, EC Members: Current alumni/ae Regular or Life membership.

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

- a. Vote on issues in Special General Body meetings: Regular or Life membership
- b. Vote on issues in Annual General Body meetings: Regular or Life membership
- c. Vote in EC 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 EC or by a group of not less than 10% of alumni/ae Regular and Life members.

Section 3: All proposals for amendments must be submitted in writing to the EC for mailing to the General Body.

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

Section 6: If the Body 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 Body 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 Body on -----, at -----

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

THE OLD MARTINIANS ASSOCIATION OF NEW ENGLAND (OMANE)

APPENDIX TO THE BYLAWS

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



List of Contents

1. Membership Application Fees and Form
2. Sample Agenda for an Annual General Body Meeting
3. Succession of EC
4. Removal of an Officer from the EC
5. Financial Operations
6. Treasurer's Financial Reports
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: \$75 per person; \$100 per family (husband and wife),
- b. Life Member: One-time payment of \$300 per person or \$400 per family (husband and wife),
- c. Student Membership: (For valid full time students): \$30 per person and \$50 per family.

Insert Membership Application Form here

APPENDIX 2: SAMPLE AGENDA FOR ANNUAL GENERAL BODY MEETING

Date
Time



Venue

SAMPLE AGENDA

- Call to order
- Welcome
- Opening Remarks by the President
- Minutes of the last Body 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 EC

All transfer of power, files, records, and checkbook(s) shall take place on the day of the EC 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 EC'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 EC Officers printed guidelines and samples showing how record keeping and finances are to be handled.

APPENDIX4: REMOVAL OF AN OFFICER OF THE EC

An officer of the EC 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 EC may be filed by any member of the Association. Such petition shall be filed with the EC.



- b. Provided that 5/8 majority of the EC agrees to the possible removal, the EC shall appoint a Presiding Officer for a recall session of the Body meeting. This officer shall not belong to the EC. 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. Only 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 EC 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 (EC'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 EC.

APPENDIX 6: SECRETARY-TREASURER'S FINANCIAL REPORTS

Secretary-Treasurer's Quarterly 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 quarterly 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.