

**The Constitution and By-Laws of
Indian Schools Alumni and Friends, U.S.A. (INSAF)**

I. NAME AND PURPOSE

- A. This association will be known as the Indian Schools Alumni and Friends (INSAF).
- B. The purpose of INSAF shall be to serve as a medium to give shape to envisioned projects for the improvement of the Indian Society, to serve as a forum for the intellectual exchange of its members, and to contribute towards the improvement of Indo-US relations on a people's level.

II. MEMBERSHIP

- A. Anyone, regardless of race, color, sex, or national origin, who has been associated with an Indian school or supports the purpose of the Association, can become a member upon payment of annual or lifetime membership dues.
- B. Termination:
 - i. A lifetime or annual membership shall be terminated in case of notification to the Association by a member of intention of termination of membership.
 - ii. Annual membership shall be terminated on December 31 unless the annual membership is renewed by paying the annual membership dues or converted to lifetime membership by paying the lifetime membership dues.
 - iii. A member shall be considered inactive if reasonable efforts to contact the member fail. Membership shall be considered reactivated if the Association can contact the member or the member contacts the Association.

III. ORGANIZATIONAL STRUCTURE

The Association shall be composed of a Board of Directors and a General Body:

- A. Board of Directors: The Board of Directors shall consist of seven (7) members. The Board of Directors shall be elected every two (2) years for a two (2) year term. The Board of Directors shall be elected for their specific position based on simple majority of the General Body that has voted in the election (if an election is required) for that specific position. A special election shall be held when a Director resigns or is removed from office (e.g., by the impeachment process), and more than one person has volunteered to serve in one open position on the Board.

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- i. Four (4) of the Directors shall be responsible for introducing INSAF to others.
 - ii. The other three (3) Directors shall constitute the Executive Management Team (EMT). The Leader of the EMT shall be the President and Chief Executive Officer (CEO) of INSAF. Reporting to the President and CEO shall be the Vice President for Finance (also known as Treasurer or Chief Financial Officer) and the Vice President for Communications. The EMT shall be responsible for day-to-day operation of INSAF.
 - iii. Any INSAF member may volunteer to serve specifically either for one of the 3 EMT positions or as Director provided:
 - 1. The member has been a member for at least 2 years, and
 - 2. The member has initiated or participated in at least one project through INSAF within the preceding three (3) years.
 - iv. The President of INSAF shall also be the Chairman of the Board. A person may serve as President more than once, but no more than two terms consecutively, each term being two years. There shall not be a limit on the total number of terms served by the President.
 - v. There shall be a term limit of three consecutive terms on the other positions, i.e., Board of Directors and Vice Presidents. However, a person may serve longer in the event a new volunteer is not available.
- B. General Body: All members of the Association comprise the General Body, including the Board of Directors.
- C. The President shall appoint a Transition Facilitator for each election to be held every two (2) years. The position shall last up to four months to facilitate Board of Directors transition. A former Board of Director or a former Executive Committee member may be appointed as Transition Facilitator.

IV. DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall:

- A. Introduce INSAF to others.

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- B. Coordinate and support the effort of the members and act on behalf of the Association for the implementation of projects at hand.
- C. Determine the direction the Association should take, in consultation with the General Body, with regard to new ideas and projects.
- D. Keep the members informed of the progress of projects from time to time.
- E. Carry out the responsibilities, once elected, for a period of two years.
- F. In the event a Director leaves office while in office, a special election shall be held using the rules and procedures described in Article III for election.

V. DUTIES OF THE GENERAL BODY

- A. Shall provide financial and moral support, advice and ideas to the Board of Directors with regards to means of making efforts towards achieving the purpose of the Association by initiating or participating in one or more projects.
- B. Shall vote on the election of the Board of Directors, and when necessary, under Article V, Section C; Articles VI, VII and XII.
- C. Any member of the General Body, with the support of at least 15% of all members of the General Body, can initiate a call to discontinue a project. The discontinuation of a project shall require two-thirds vote of the General Body who participate in the vote to vote in favor of discontinuation of the project. In addition, at least one-third of the General Body must vote in favor of discontinuation in order for the project to be discontinued.

VI. IMPEACHMENT

Any member of the General Body, with the support of at least 15% of all members of the General Body can initiate impeachment of any Director. The removal from office shall require two-thirds vote of the General Body who participate in the vote to vote in favor of impeachment. In addition, at least one-third of the General Body must vote in favor of impeachment in order for the removal from office to take effect.

Terminated and inactive members shall not count as members of the General Body for the purpose of voting, including impeachment voting.

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VII. VOTING

Each member shall have only one vote which may be cast by postal mail, e-mail, web access, text message, phone, other commercially-acceptable means, or in person.

VIII. MEETINGS

All members shall be entitled to attend any Board of Directors' meetings, which on average should take place at least twice a year.

IX. DISSOLUTION

Upon the dissolution of the Association, the Board of Directors shall after payment of all liabilities, dispose off all assets of the Association exclusively for the purposes and in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify for exemption under Section 501(c)(3) of the Internal Revenue Code of 1954.

X. REMUNERATION

The services rendered for the Association shall be voluntary and no member shall draw a remuneration for the services performed.

XI. ACTIVITIES

The Association shall not participate in a political campaign or devote its activities to influence legislation.

XII. AMENDMENT

This document containing the Constitution and By-Laws of the Association, or any part thereof, may be amended or additions or deletions made to, by a two-thirds vote of the General Body who participate in the vote to vote in favor of the amendment. In addition, at least one-third of the General Body must vote in favor of the amendment in order for the amendment to take effect.