

## **Part 1**

### **The Brihan Maharashtra Mandal of North America**

Over the past several decades, and particularly in the 1970's, Marathi speaking persons have settled in the U.S.A. and Canada in increasing numbers. As the number of Marathi settlers increased, Marathi Mandals were formed, primarily in larger cities, to cater for their social, cultural, religious and other needs. These Mandals were constituted either formally or informally. As years went by, a need was felt for coordinating the efforts of these Mandals through an umbrella organization. With this objective in mind, the Brihan Maharashtra Mandal (BMM) was formed in 1981 in Chicago, with Mr. Sharad Godbole as President, Mrs. Jaya Huprikar as Secretary and Mr. Vishnu Vaidya as Treasurer. In order to reach out to the various Marathi communities, the BMM commenced publishing from its inception a monthly newsletter entitled "Brihan Maharashtra Vritta" (Vritta). Mrs. Jaya Huprikar was the first editor of the Vritta.

In July 1984, the BMM organised its first convention in Chicago for the Marathi speaking persons in North America. This was followed by the second convention in Toronto in July 1985. The general consensus at the Toronto convention was that the BMM should be made a broad-based organisation with its Executive Committee having representatives from the various Marathi Mandals. A committee of five members was appointed to recommend the nature of restructuring needed to achieve this objective. The committee submitted its report to the founder members in 1986 and was accepted by them.

The founder members retired on December 31, 1986 and entrusted the affairs of the BMM with Mr. Shriram Mulgund (Toronto) as the new President. Following the recommendations contained in the committee's report, Mr. Mulgund formed an ad-hoc Executive Committee of nine members, with Mr. Kishor Marathe (New York) as Secretary and Mr. Vishnu Vaidya (Chicago) as Treasurer. Mr. Mohan Ranade (Philadelphia) and Ms. Vidya Hardikar (New Jersey) became the joint editors of the Vritta.

The Executive Committee of the BMM obtained a broad-based agreement from the various Mandals at the third convention held in New Jersey in July 1987. Mr. Umakant Rajguru (Washington D.C.) was entrusted with the task of drafting the revised constitution for the BMM. The draft constitution was reviewed by the Executive Committee to reflect the views expressed by the Mandals.

The draft constitution was presented to the General Body of the BMM at the fourth convention held in Detroit in July 1989. The first Executive Committee elected under the provisions of the new constitution, assumed responsibilities from July 1, 1989.

In June 2002, Mrs. Vandana Tilak, the BMM President, appointed a Constitution Review Committee to identify the issues faced by the BMM and to recommend changes to the structure of the BMM and to reflect them in the constitution. The members of this committee were Dr. Nandkumar Karve, Mr. Sharad Kawale, Mr. Shriram Mulgund (Chair), Mr. Mohan Ranade, Mrs. Shaila Vidwans and Dr. Jagannath Wani. The recommendations made by the committee were reviewed by the Executive Committees of the BMM for the years 2001-2003 and 2003-2005 and certain changes were made to reflect the discussions. This constitution, revised as of December 31, 2006, shall form the basis of BMM's operations in the future.

**Part 2**  
**Constitution of**  
**The Brihan Maharashtra Mandal of North America**

**Article 1: Name**

The name of the organization shall be “The Brihan Maharashtra Mandal of North America”, hereinafter referred to as BMM.

**Article 2: Objectives**

2.1 The BMM shall operate as a non-profit organization chartered with the State of Illinois, U.S.A. and shall have the following objectives:

- a) Initiate and coordinate literary, educational and charitable activities, which, without limiting the generality thereof, will include the promotion of various activities such as music, dance and theatre related to the culture, tradition and the language of the State of Maharashtra, India.
- b) Aid and acquaint students, artists, businesspersons and other visitors from and around Maharashtra with the way of life in North America.

In achieving the above objectives, the BMM may seek cooperation from other organizations, either from North America or outside of North America, having objectives compatible with those of the BMM.

**Article 3: Membership**

The BMM shall function as a federation of

- (1) organizations serving the Marathi communities in North America, hereinafter referred to as Marathi Mandal(s) or Mandal(s).and
- (2) one group of individuals of Maharashtrian heritage.

Any Marathi Mandal or Marathi Cultural Organization, operating as a non-profit organization in the U.S.A. or Canada, catering to the needs of the individuals that speak or are interested in the Marathi language and/or Marathi culture, will be eligible for membership of the BMM, provided it satisfies the membership criteria set forth in the by-laws. Such Mandal should have a structure in place, formal or informal, for its management through elected representatives. All such member Mandals should pay the membership fees as set forth in the by-laws and should agree to abide by the constitution and the by-laws of the BMM. Each such member Mandal shall be entitled to nominate a representative to the BMM.

Any individual, including students, who wishes to promote the mission of the BMM and make continuing contributions towards the goals of BMM may join as an individual member of BMM. All individual members together will form a group to be treated as one entity similar to a Mandal

#### **Article 4: General Body**

4.1 The General Body of the BMM shall consist of all representatives of the member Mandals in good standing as defined in the by-laws. The General Body shall elect the Board of Advisors and the Executive Committee of the BMM and shall be the ultimate authority in all matters pertaining to the operations of the BMM.

4.2 The representative of each member Mandal in good standing shall be entitled to the number of votes as set out in the by-laws. Such votes may be cast by its representative in person or by proxy.

#### **Article 5: Government**

5.1 The Board of Advisors and the Executive Committee shall share the responsibilities of the operation of BMM as outlined in section 5.2.

5.2 The Board of Advisors shall be responsible for planning of the BMM's long-term operations and for monitoring its activities so as to ensure their conformity with the BMM's long-term objectives and established practices and their consistency from one year to the next. The day-to-day operations and the public relations with the external bodies shall be the responsibility of the Executive Committee.

5.3 The allocation of responsibilities between the Board of Advisors and the Executive Committee shall be as set out in the by-laws.

#### **Article 6: Board of Advisors**

6.1 The Board of Advisors shall consist of four members. Three of these members shall be elected by the General Body in the manner set out in the by-laws. The fourth member shall be the current BMM President. All four members shall have equal voting rights.

6.2 The term of office of the three elected Advisors shall be six years. Every two years, one Advisor shall retire and a new Advisor shall be elected. The first group of three Advisors (appointed by the Executive Committee 2007-2009, after the adoption of this Constitution) shall have their terms of office until the next annual general meeting, at which time one Advisor will be elected for two year term, one will be elected for four year term and one will be elected for six year term. Thereafter, every two years, one Advisor will be elected to replace the Advisor retiring at that time.

6.3 The eligibility criteria for election as an Advisor shall be as set out in the by-laws.

#### **Article 7: Executive Committee**

7.1 The Executive Committee shall consist of 11 members. Eight of these members shall be elected by the General Body in the manner set out in the by-laws. The remaining three members, who shall be non-voting members, shall be the President for the youth wing of the BMM (MAIYTRA), as set out in Article 10 below, the designated editor of the Vritta and the immediate past President of the BMM.

7.2 The Executive Committee shall include at least one representative of the Mandals from each of the following regions:

- Eastern United States (East of the river Mississippi),
- Western United States (West of the river Mississippi), and
- Canada.

7.3 The term of office of the members of the Executive Committee shall be two years following their election and shall start no later than the 1<sup>st</sup> January of the year following their election.

7.4 The eligibility criteria for election as a member of the Executive Committee shall be as set out in the by-laws.

#### **Article 8: Officers**

8.1 The members of the Board of Advisors shall elect the Chairperson of the Board, who shall be from amongst the three elected Advisors. The responsibilities of the Chairperson shall be as set out in the by-laws.

8.2 The Executive Committee shall elect three officers, namely, the President, the Secretary and the Treasurer. The responsibilities of these officers shall be as set out in the by-laws.

#### **Article 9: Committees**

9.1 The Executive Committee, in consultation with the Board of Advisors, shall set up various committees to perform different tasks for the BMM. The members of such committees need not be members of the Board of Advisors or the Executive Committee. The structure of such committees, the nature of their activities, the terms of office of their members and the manner of their recruitment shall be as set out in the by-laws.

9.2 The President shall designate different members of the Executive Committee to supervise the various committees and report on their activities to the Executive Committee and the Board of Advisors consistent with the terms of reference of the respective committees.

9.3 The Board of Advisors shall maintain an overall monitoring of the operations of the various committees consistent with article 5.2 above.

#### **Article 10: Youth Wing of the BMM**

Considering the special needs of the Marathi youth, a special section under the name “Maharashtrian Association of Indian Youth Together Representing America” (MAIYTRA) shall be

set up. The activities of this section shall take place as set out in the by-laws. The President of MAIYTRA shall be a non-voting member of the Executive Committee.

#### **Article 11: BMM Newsletter**

The BMM shall publish a monthly newsletter titled “Brihan Maharashtra Vritta”, referred to as Vritta. The manner of its operation shall be as set out in the by-laws. The editor of the Vritta shall be appointed by the Executive Committee in consultation with the Board of Advisors after soliciting names of potential candidates from the member Mandals and through an announcement in the Vritta. The editor shall be a non-voting member of the Executive Committee.

#### **Article 12: Records**

12.1 All records of the BMM, including the minutes of all official meetings, shall be kept in English. All the past records of the BMM shall be stored in a manner set forth in the by-laws.

#### **Article 13: Finances**

13.1 The finances of the BMM shall be managed as set forth in the by-laws.

#### **Article 14: Dissolution**

14.1 The BMM can be dissolved only by a vote of at least two-thirds majority of all member Mandals in good standing.

14.2 Upon dissolution of the BMM, the Board of Advisors shall, after making the provision for the payment of all the liabilities of the BMM, dispose off all the assets of the BMM and donate the proceeds to member Marathi Mandals who are registered non-profit charitable organization(s) in equal proportion.

14.3 Any of such assets not so disposed off, shall be disposed off by the proper court of law of Cook County, Illinois, U.S.A. exclusively for such purposes or to such organizations, as the court shall decide, which are organized or operated for charitable purposes.

#### **Article 15: Amendments**

15.1 Any changes in this constitution shall be made only by a majority of two-thirds votes of all member Mandals in good standing.

# **By-Laws to the Constitution of**

## **The Brihan Maharashtra Mandal of North America**

### **Chapter 1: Membership**

1.1 Eligibility criteria will apply to different kinds of Membership as follows.

(a) Membership as a Marathi Mandal

Any Marathi Mandal, as defined in Article 3, that has a bonafide membership (viz. the number of households who have paid the annual membership fee of the Mandal) of at least 25 households, will be eligible to become a member of the BMM.

(b) Membership as an Associate Member

Any organization incorporated in the region of a Voting Mandal will be eligible to be an Associate Member if the particular organization is actively involved in promoting Marathi cultural events such as dramas, music, dance and literature.

(c) Individual Membership

Any individual of Maharashtrian heritage will be eligible to be an individual member of BMM and shall have voting right to elect representatives to represent the group at the AGM.

### 1.2 Procedure for Membership

a) Any Mandal, an Organization or an individual desiring to become a member of the BMM shall make an application to the Executive Committee along with a payment of the annual membership fees set forth in by-law 1.4 and agreeing to abide by the constitution and the by-laws of the BMM. The application shall be approved by a majority of the EC Members. In the event that a membership application is rejected by the EC then the applicant Mandal may appeal to the Board of Advisors to review the application. The EC and the applicant will abide by the decision of the Board of Advisors. In the event of the application being rejected by the Board of Advisors the membership fees paid by the applicant shall be refunded along with an explanation for such action.

b) After being admitted as a member, each member Mandal shall pay the annual membership fees set forth in by-law 1.4.

### 1.3 Nomination of the Mandal and Group Representatives

a) On becoming a member of the BMM, each Mandal will be eligible to nominate one of its members to act as the Mandal's representative on the BMM's General Body. The nominated

member must have at least one year's experience of working on the Executive Committee of the Mandal. The term of office of such representatives will be two years.

- b) At the beginning of the calendar year in which elections are due to take place, each member Mandal shall advise the BMM the particulars of its representative, satisfying the qualifications as stated in (a) above, for the following two years.
- c) Each Mandal shall exercise its vote through its representative. The number of votes available to the Mandal shall be determined as set out in by-law 1.4.
- d) Individual members will be duly represented on the BMM's General Body by one representative per region, consistent with by-law 1.4 (e) below, provided that the number of individual members in that region exceeds 100. The election of the group representative will be conducted by the Board of **Advisors** using mail ballots.

#### 1.4 Annual Membership Fees and Number of Votes

- a) The annual membership fee that a member Mandal will be required to pay and the number of votes its representative will be entitled to will depend on the number of membership households of the Mandal as shown in the following table. The scale of the membership fees, to be paid in U.S. dollars, may be reviewed by the Board of Advisors from time to time.

<b>No. of Membership Households</b>	<b>Annual Membership Fee</b>	<b>No. of Votes</b>
Up to 100	\$50	1
101 to 250	\$100	2
251 or Over	\$150	3

- b) The annual membership fee that an associate member Organization is required to pay will be \$50. Associate members will have neither voting rights nor any representation on the Executive Committee. The membership fees, to be paid in U.S. dollars, may be reviewed by the Board of Advisors from time to time.
- c) An individual member may prefer to pay annually a membership fee of \$50 or he/she may prefer to become a patron member by paying \$1000 as a lump sum payment for life membership.
- d) The annual membership fees shall fall due on January 1<sup>st</sup> of each calendar year and shall be remitted to the Treasurer no later than the end of February of that year.
- e) Additional members from the group of individuals may be elected to the General Body if the number of individual members will exceed 200 using a formula of one elected member for every 100 members. The regional representation may be considered on the following lines if at least 100 members each will be coming from the following regions:

North Region (North)  
South Region (South)  
East Region (East)  
West Region (West)  
Canada.

### 1.5 Membership in Good Standing

A member shall be considered to be in “Good Standing” on any given date if the annual membership fees for the current calendar year have been paid at least six weeks prior to that date.

### 1.6 Termination of Membership

- a) Failure to pay the annual membership fees for a period two consecutive years shall automatically result in the lapse of membership. On such a lapse, a member wanting to resume its membership shall need to re-apply for membership.
- b) A member, which is considered to be engaging in activities that may be viewed to be against the interests of the BMM, may be expelled from the BMM by a two-thirds majority vote by the General Body.

## **Chapter 2: Governing Bodies and Allocation of Responsibilities**

### 2.1 The Governing Bodies

The Board of Advisors and the Executive Committee shall share the responsibilities of the operation of BMM as outlined in section 2.2 below.

### 2.2 Allocation of Responsibilities between the two Governing Bodies

- a) The Board of Advisors shall be responsible for the following functions:
  - Ensure that the operations of the BMM are in keeping with its long-term objectives.
  - Review the long-term needs of the BMM’s membership and communicate them to EC for necessary actions.
  - Review the standards in place for various BMM activities and, after discussion with the EC, create new standards or modify existing standards and monitor their compliance. These activities will relate (but not necessarily limited) to membership administration, communication, elections, database maintenance, accounting, publication of Vritta, conventions, fund raising, etc.
  - Monitor, consistent with Article 5.2 of the Constitution, the activities of the various committees set up by the Executive Committee to undertake various tasks related to the operation of BMM.
  - Provide support to the Executive Committee in their operations.
- b) The Executive Committee shall be responsible for the following functions:

- Manage the day-to-day operations of the BMM in all areas of its activity.
  - Recruit suitable volunteers, as and when found necessary, to work on the committees set up to undertake different tasks, after consultation with the Board of Advisors.
  - Supervise the work of the various committees set up to undertake different tasks for smooth operations of the BMM.
  - Consistent with the procedure outlined in Article 11, designate the individual to function as the Vritta Editor in consultation with the Board of Advisors.
  - Provide support and monitor the activity relating to the BMM conventions.
  - Provide support to the Board of Advisors in their operations.
- c) In case of any dispute between the Board of Advisors and the Executive Committee that cannot be resolved through discussions, either of them shall have the power to approach the General Body for resolution of the contentious issue(s) involved.

### **Chapter 3: Elections for the Governing Bodies**

#### 3.1 Elections at the General Body Meetings

- a) The elections for the Board of Advisors and the Executive Committee shall take place at the General Body meeting held during the biennial conventions of the BMM. If, for some reason, such elections cannot take place at such General Body meeting, the sitting Board of Advisors will conduct the elections for the Board of Advisors and/or the Executive Committee within 6 months from the date of such General Body meeting.
- b) The General Body, consisting of the representatives of member Mandals in good standing, shall be eligible to vote at these elections. A list of the members of the general body, duly verified by the Secretary, shall be made available at the General Body meeting.

#### 3.2 Elections for the Board of Advisors

- a) A nominee for the position of an Advisor should be a member of a local Marathi Mandal in North America. Also, he/she should have had a prior association with the BMM as a member of the EC. Any incumbent member of the Board of Advisors shall be eligible for re-election for only one more consecutive term, provided he/she satisfies the eligibility criteria for being elected as a member of the Board of Advisors. However, the member may contest the election to be a member of the Board of Advisors after a break of two years.
- b) The election for Board of Advisors will take place for one or more Advisors in case of resignation and/or demise of an Advisor.
- c) After the process of the election for the Board of Advisors has been completed, the Board of Advisors shall elect the Chairman of the Board from amongst the three elected members.

#### 3.3 Elections for the Executive Committee

- a) A nominee for any of the positions of the Executive Committee should be a representative of a member Mandal in good standing. Any incumbent member of the Executive Committee shall be eligible for re-election for only one more consecutive term, provided he/she satisfies the eligibility criteria for being elected as a member of the Executive Committee. However, the member may contest the election to be a member of the Executive Committee after a break of two years.
- b) In electing the members for the Executive Committee, the requirements for representation from different parts of North America, as set out in Article 7.2, shall be taken into account.
- c) After the process of the election for the Executive Committee has been completed, its members shall elect amongst themselves the Officers, namely the President, the Secretary and the Treasurer. The immediate past President shall preside over these elections.

### 3.4 Resignations

- a) If an elected member of the Board of Advisors resigns before his/her term of office expires, the other remaining Advisors may designate an appropriate person (satisfying the eligibility criteria for becoming an Advisor) to be an Advisor for the balance of the term of the resigning member in consultation with the Executive Committee.
- b) If an elected member of the Executive Committee resigns before his/her term of office expires, the Executive Committee may designate an appropriate person (satisfying the eligibility criteria for becoming a member of the Executive Committee) to be a member of the Executive Committee for the balance of the term of the resigning member in consultations with the Board of Advisors.

## **Chapter 4: Meetings of the Governing Bodies**

- 4.1 The Board of Advisors shall hold meetings once in at least three months. If, holding such meetings in person is not practical, these should be held through tele-conferencing or by mail (including e-mail).
- 4.2 The Executive Committee shall hold meetings once in at least three months. If, holding such meetings in person is not practical, these should be held through tele-conferencing or by mail (including e-mail). The elected members of the Board of Advisors should be able to participate in these meetings if they so desire. The Executive Committee shall submit a quarterly report of its activities to the Board of Advisors.
- 4.3 Whenever a meeting is held by mail (including e-mail), the Chairperson or the Secretary (as the case may be) shall circulate to the members a background note outlining the issues that need to be discussed. Follow-up notes may have to be circulated after the membership input has been received. Any decisions arrived at should be circulated to all members of the respective governing bodies.

## **Chapter 5: Duties of the Officers of the Governing Bodies**

## 5.1 Duties of the Officers of the Board of Advisors

a) The Chairperson, in consultation with other members of the Board, shall have the following duties:

- Monitor and ensure that the EC undertakes activities that help to achieve the BMM's objectives.
- Monitor the standards of practice and performance established by the Board of Advisors in consultation with the EC for all committees.
- At the request of the President, assist the Executive Committee on matters related to relationship with other organizations within North America and outside North America having objectives similar to those of BMM.
- Make appropriate arrangements for storing all the past records of the BMM.
- Ensure that the EC takes appropriate actions to get the annual financial statements prepared, audited and published as set out in the by-laws.
- Ensure that the assets of the BMM have been invested in a prudent manner.

## 5.2 Duties of the Officers of the Executive Committee

a) The President shall have the following duties:

- Provide general guidance to the operations of the BMM.
- Make arrangements, in consultation with the Board of Advisors and the Executive Committee, for recruitment of volunteers to work on the different committees, as and when found necessary.
- Allocate the responsibilities among the members of the Executive Committee for supervising the various committees designed to carry out the routine activities of the BMM in a streamlined manner.
- Designate, in consultation with the Board of Advisors, the individual to work as the Vritta Editor.
- Provide guidance and direction to the biennial conventions and any other BMM conventions (including Maiytra Convention) that will be taking place.
- Preside over the General Body meetings and the Executive Committee meetings.
- Report on the general progress of the BMM to the General Body of the BMM and to the Mandal Executives of the member Mandals.
- Represent the BMM and participate on behalf of the BMM at meetings of Convention Steering Committees.

- Represent the BMM and participate on behalf of the BMM at meetings of other organisations that may have objectives similar to those of the BMM.

b) The Secretary shall have the following duties:

- Maintain all the correspondence of the BMM in good order and conduct the business of the BMM.
- Supervise the working of the committees dealing with administration and communication.
- Notify all members of the Executive Committee the particulars of all meetings and gatherings of the BMM and provide them with the agenda and programs.
- In absence of the President, assume all responsibilities of the President.

c) The Treasurer shall have the following duties:

- Keep an account of the finances of the BMM, prepare the financial statements consistent with accepted accounting practices, arrange to have them audited for each calendar year and submit the audited financial statements to the government regulatory authorities no later than the 30<sup>th</sup> June of the following year.
- Supervise the committee dealing with accounting for BMM finances.
- Ensure that the financial guidelines prepared in consultation with professional accountants are properly followed in all the financial matters relating to the BMM's activities.
- Invest the BMM's assets in accordance with the professionally prepared financial guidelines.

d) Other members shall have the following duties:

- Support the Officers of the Executive Committee in their activities.
- Supervise the committees allocated to them by the President and report to the Executive Committee on their operations.

## **Chapter 6: Mandal Executives and Mandal Representatives**

### **6.1 Roles Played by the Mandal Executives and Mandal Representatives**

The General Body of the BMM consists of the representatives of the Mandals in good standing. At any time the BMM needs to ascertain the views of the Mandals, it will be seeking the views from the Mandal representatives. In expressing these views, the representatives will be expected to consult with the Mandal Executives of their respective Mandals. For any activities that need cooperation from the Mandals, the BMM President/Secretary or the representative appointed by them will be communicating with the Mandal Executives. The roles played by these two groups will be as follows:

a) Mandal Executives

- Assist the BMM in its operations through the Mandal Representatives.
- Provide support to the BMM relating to all communications with regard to payment of membership fees, information regarding the Mandal, arrangement of programs, distribution of information to the membership, providing membership data for the BMM directory, etc.
- Provide the name of an appropriate individual to function as the Mandal's Representative for the two-year period beginning with the election year.

b) Mandal Representatives

- Act as liaisons between the BMM and the Mandals.
- Keep the executive committees of their Mandals informed of the working of the BMM and ensure that the support needed by the BMM from their Mandals is provided.
- Receive copies of all communications sent to the Mandal Executive.
- Ensure that the communications sent to the Mandal Executive are responded to.
- Provide updates to the BMM (or the Vritta) on happenings in the local community.
- Provide support to the BMM initiatives and conventions to the extent local talents are needed (such as local artists, panelists for the discussion sessions, etc.)
- Actively seek new subscribers for the Vritta and retain the existing ones.

c) Group Representatives

- Act as liaisons between the BMM and the Individual members.  
Provide support to the BMM initiatives and conventions if and when needed.

## 6.2 Manner of Selecting the Mandal Representatives

Every two years, the BMM will request the Mandal Presidents to provide the names of their representatives to constitute the General Body. In selecting one of their members to act as their representative, the Mandal President should ensure that the individual would be the right person to represent the interests of the Mandal. In making this selection, the Mandal President would be expected to find out from their membership the names of any volunteers who have worked on the Mandal's Executive Committee for at least one year and who are willing to represent the Mandal on the BMM. The executive committee of the Mandal would be expected to be involved in making the final selection of the representative.

## 6.3 Manner of Selecting the Group Representatives

Every two years, the Board of Advisors will conduct elections to elect group representatives to the General Body.

## **Chapter 7: Committees**

### 7.1 Specified Task Committees

- a) The Executive Committee, in consultation with the Board of Advisors, shall set up satellite committees to perform specified tasks for the BMM. The group of these committees will result in creating a pseudo secretariat for the BMM.
- b) The composition of such committees will depend upon the nature of the task; but generally, may vary from three to five members.
- c) The terms of office of the members of the committees will vary depending on the nature of the task; but may generally be from three to five years. Any vacancies arising from resignations will be filled in by the Executive Committee in consultation with the Board of Advisors.
- d) Each committee will be headed by a Coordinator, who will ensure that the tasks allocated to the committee are carried out in accordance with the standards set up by the Executive Committee.
- e) Each committee will be supervised by a member of the Executive Committee. Within this framework, each committee will be permitted to function in an independent manner. The Coordinator of each committee will provide an update on a periodic basis to the member of the Executive Committee entrusted with supervising that committee.

## 7.2 Description of Committees

The nature of the committees will depend on the nature of the activities undertaken by the BMM. The following list will be indicative of (but not limited to) the committees that will be set up:

### a) Administration.

This committee will provide support to the President and the Secretary. It will maintain up-to-date lists of the member Mandals and their representatives, seek new information each year, follow up for membership fees, send periodic communication to the Mandal Executives and representatives, and so on. This committee will report to the Secretary.

### b) Accounting

This committee will provide support to the Treasurer. It will set up the accounting system, collect accounting information from appropriate individuals, ensure that appropriate procedures are followed in making disbursements, prepare financial statements (including those required for IRS filing) as and when needed, get the financial statements audited, publish the financial statements, and so on. This committee shall report to the Treasurer.

### c) Data Base Maintenance

This committee will collect up-to-date data from the Mandals in respect of their membership for the purpose of compiling the BMM directory. It will also look after publishing and distribution of the directory on a regular basis.

d) Website Administration

This committee will look after the maintenance of the BMM's website so as to keep it up-to-date.

e) Convention Advisory

This committee will provide advice to the President on matters relating to the biennial conventions, such as choosing the convention host, drafting of the Memorandum of Understanding, format of convention, registration procedure, program content, financial control, and so on. For this purpose, this committee will build a Convention Manual, where the experience derived from the past BMM conventions will be put together. The membership of this committee will be derived from the individuals that have experience of past conventions. This committee shall report to the President.

f) Fund Raising

This committee will strive to undertake activities that will improve the financial health of the BMM. For this purpose, this committee may join hands with other organizations having objectives similar to those of the BMM. This committee shall report to the President.

g) Programs by Artists

This committee will aim to arrange programs by artists outside of North America on a self-supporting basis. This committee will also strive to increase the interaction between the Mandals for the local artists.

h) Vritta Publication

This committee will look after all the activities relating to Vritta, such as collection of material, editing, publication, mailing, advertisements, subscribers' data, accounting pertaining to Vritta, and so on. It will provide the accounting information to the Accounting committee for inclusion in the financial statements. The editor of the Vritta will be a non-voting member of the Executive Committee. In preparing the financial statements for the Vritta, the receipts for the membership subscriptions in respect of the life memberships shall be taken to be equal to amount of interest earned on the investment of funds representing the liability in respect of the life membership fees received to date, plus a portion of such total life membership fees, as determined by the formula provided in the professionally prepared guidelines referred to in 5.2 (c) above.

i) Marathi Language and Culture

This committee will develop tools and material for providing education to the second generation with regard to Marathi language, culture of Maharashtra, etc.

k) Youth Activities

A separate forum for the youth will be set up under the name MAIYTRA. This section of the BMM will cater for the needs of the Marathi youth between the ages of 18 and 35 years. This section will have its own elected representatives. The Co-coordinator of this section will be a non-voting member of the Executive Committee. One of the activities undertaken will consist of biennial youth conventions. This section will strive to identify issues of interest to youth and build them into the program structure set up by the BMM. All such activities should be in keeping with the BMM's aims and objectives. The MAIYTRA Co-coordinator shall furnish the Treasurer a statement of receipts and expenses pertaining to the MAIYTRA activities (including any youth conventions) during the year for inclusion in the BMM's financial statements.

1) Other Committees

Any other committees as may be necessary shall be set up to achieve specific objectives of the BMM.

## **Chapter 8: General Body Meeting**

### **8.1 General Body Meetings at the Convention**

A meeting of the General Body shall be held at the time of the biennial conventions. It will be presided over by the President. The agenda for the General Body meeting shall be circulated at least 30 days in advance of the meeting and besides any other items will also include the following items:

- Consideration of the minutes of the previous general body meeting.
- Any business arising from the previous general body meeting.
- Reports from the President, the Secretary and the Treasurer.
- Consideration of resolutions, amendments, etc. included on the agenda and circulated by the Secretary in advance of the meeting.
- Appointment of the Auditors.
- Any other business proposed and duly seconded by the members.

### **8.2 Special General Body Meetings**

If at any time the Board of Advisors or the Executive Committee wishes to discuss any issues that cannot wait until the next General Body meeting, the Secretary can arrange a Special General Body meeting by giving at least two weeks' advance notice. Such meeting can be held by mail or e-mail. For such a meeting, the Secretary shall circulate the necessary background documents to the General Body and seek their input. After having sought the input, some

further discussion documents may have to be circulated to arrive at the final decision. The final decision that is arrived at shall be circulated to the members of the General Body.

## **Chapter 9: Fiscal Matters**

### 9.1 Fiscal Year

The fiscal year for the BMM shall be a calendar year, namely, January 1<sup>st</sup> to December 31<sup>st</sup>.

### 9.2 Auditing and Publishing of Accounts

Within six months of the close of each calendar year, the accounts relating to the BMM's activity during the calendar year shall be audited by a Certified Public Accountant appointed by the General Body. The audited statements shall then be circulated to the General Body and published in the Vritta.

### 9.3 Banking Procedure

The Executive Committee shall open and maintain all accounts. All bank accounts shall be operated by any two of the three officers of the Executive Committee. The Executive Committee may authorize by a majority decision any other person(s) to operate any bank accounts for special purposes or for the functioning of any of the committees, either alone or along with one of the officers of the Executive Committee.

### 9.4 Investment of Funds

Any funds that are not needed for the current operations of the BMM shall remain invested in safe investments as provided in the professionally prepared guidelines referred to in 5.2 (c) above.

### 9.5 Limits of Authority

Activities such as biennial BMM and MAIYTRA conventions will have their independent budgets and shall manage their financial affairs as specified in the respective Memoranda of Understanding. In undertaking any other activities on behalf on the BMM (either for a single activity or in combination with other activities occurring in a calendar year), the EC will produce and approve a budget and manage the financial aspects of these activities within the specified budget. For the activities not having prior approval of the Executive the following limits of authority shall be observed to protect the assets of BMM. These limits are based on the extent of the possible net expense from the assets of the BMM, namely, the likely excess of any outgo over income.

- a) The President can spend an amount up to \$1,000 without consulting the Executive Committee.
- b) The President can spend an amount over \$1,000 but not exceeding \$5,000, after seeking concurrence from the Executive Committee.

c) The President can spend an amount over \$5,000 but not exceeding \$10,000, after seeking approval from the Board of Advisors.

d) For amounts in excess of \$10,000, concurrence of the General Body shall be needed.

**10. Future Changes**

10.1 Amendments

Any changes to the by-laws can be made only by a majority of two-thirds votes by the member Mandals in good standing.

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**Signatures of the 2007-2009, Executive committee Members Approving the New Constitution and the Bylaws:**

_____	_____	_____
_____	_____	_____
_____	_____	_____