

MEMBERSHIP APPLICATION FOR INDIAN
COMMITTEE
THE PUBLIC EMPLOYEES FEDERATION
AFL-CIO

LAST NAME _____ FIRST NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE(HOME) _____ OFFICE _____

CELL _____ E-MAIL _____

PLACE OF JOB _____

ADDRESS _____

JOB TITLE _____

DIVISION _____ REGION _____

AGENCY _____

POSITION WITH UNION _____

SIGNATURE _____ DATE _____

INDO-AMERICAN COMMITTEE
THE PUBLIC EMPLOYEES FEDERATION AFL-CIO

CONSTITUTION AND BY- LAWS

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ARTICLE - I

NAME

This Association shall be known as IND0-AMERICAN COMMITTEE, PROFESSIONAL SCIENTIFIC & TECHNICAL WORKERS - PUBLIC EMPLOYEES FEDERATION, hereinafter to be known and referred to as the Indo-American Committee of N.Y.S., P.S. & T Workers P.E.F., and a non-profit Organization. The association will be called "The Committee" in this document.

ARTICLE II

PURPOSE:

- A. To monitor the employment practices of the State of New York for purposes of detecting and exposing discriminatory patterns and/or practices with respect to hiring, dismissing, promoting or transferring employees within the P.S. & T bargaining unit
- B. To monitor the employment practices of the Public Employees Federation _ AFL-CIO, for purposes of detecting and exposing patterns and/or practices that tend to avoid the inclusion of Indians with respect to hiring staff and special appointment and all other positions required to accomplish their state objectives.
- C. To promote the unique welfare of Indian P.S. & T employees of the State of New York and to improve their conditions by:-
 1. Gathering and uniting in this unit all Indian employees for membership herein;
 2. Engaging in those civic, social, political, economic, cultural, educational, charitable, and other activities which will advance the Indian workers' standing in the labor movement and further the interest of the committee;
 3. Cooperating with and assisting the Public Employees Federation AFL-CIO and any other group or organization objectives which are of a nature
Beneficial to Indian people;
 4. Promoting our aims and objectives in common with the Public Employees Federations AFL-CIO.

NON-INUREMENT:

No part of the net earning or receipts of The Committee shall insure to the benefit of, or be distributed to, its members, officers or other private persons

Except that The Committee shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of its purpose

ARTICLE IV

DISSOLUTION:

Upon dissolution of The Committee, the governing body of the organization shall, after making provision for the payment of all the liabilities of The Committee, dispose of all assets of the Associations exclusively to The Public Employees Federation AFL-CIO.

ARTICLE V

CHAPTER STRUCTURE:

- A. A Chapter may be formed by an Indo-American Committee member or members in other State Departments, Facilities, Agencies or Geographical areas, subject to the approval of the Executive Council.
- B. Each Chapter shall develop bylaws that are in accordance with the Executive Council by laws with significance to their institution. A copy of the Chapter's bylaws must be submitted to Executive Council of The Indo-American Committee for review and approval by the Executive Council.
- C. The Indo-American Committee Executive Council must be advised of all fundraising activities
- D. Each Chapter shall submit to the Indo-American Committee Executive Council copies of all correspondence, minutes of Chapter meetings, and treasury/financial reports on a quarterly basis.
- E. Correspondence initiated by Chapters relating to issues, policies or positions must have prior approval of the Executive Council. Denials of the Executive Council can be appealed to Executive Council of the Public Employees Federation AFL-CIO.
- F. All Chapters must elect officials in accordance with the same electoral process as in Article VII-G 1-4

ARTICLE VI

MEMBERSHIP

There shall be the following membership categories: 1) Active 2) Associates 3) Honorary

- A. Active: Active membership in the Indo-American Committee shall be open to any person employed in the State of New York in the Professional, Scientific, and Technical Unit. All persons eligible for active membership shall apply for such in a manner prescribed by the Executive Council. Such application shall be subject to review and approval of the Executive Council.
- B. Associate: Associate membership in The Committee is open to former employees of the State of New York in the P.S. & T Unit, and to any person outside the State of New York system who can demonstrate a commonality of interest in the objectives and/or purposes of The Committee. Applications for the Associate membership shall be subject to the review of the Executive Council and shall require a majority vote of the active members at the next general membership meeting. Associate members are not eligible to vote.
- C. Honorary Honorary membership shall be reserved for persons who have made outstanding contributions to The Indo-American Committees' goals and purposes and/or to the Indian Community directly or indirectly. Nominations for Honorary membership shall be submitted by any active Indo-American Committee member to the Executive Council for approval.
- D. Dues: Active and Associates members shall be maintained by the regular payment of dues if so decided by the Indo-American Committee general membership meeting with simple majority. Honorary members shall be exempt from the payment of dues.

ARTICLE VII

OFFICERS

- A. The officers of The Indo-American Committee shall be: 1) President 2) Vice Presidents as required and agreed by the Executive council 3) Secretary, 4) Treasurer 5) Committee Members from different regions as decided by the

Executive Council. All of these Officers shall be members of the Executive Council.

B. Eligibility: Any active member in good standing (with at least Shop Stewards status with Public Employees Federation AFL-CIO) for a period of one year (a year being April thru March 31), prior to the date of election shall be eligible to hold office.

1. Good standing as mentioned above is attendance at the regularly schedule General Membership meetings, and awareness of Indo-American Committee objectives

C. Duties of the President: The President shall:

1. Be the primary spokesperson for The Committee. Be responsible for the administration of and the execution of the policies and affairs of the Indo-American Committee as determined by the membership and/or Executive Council.

2. Preside at the Annual Conference, the Executive Council and special meetings.

3. Recommend appointments of Institutional/Regional Vice Presidents (until such time a formal elections take place) and Committee Chairs pending approval of the Executive Council

4. Call regular and special meetings of the Executive Council

5. Has one vote in the Executive Council and General Membership meeting.

6. Be an ex-officio member of all Standing and Special committees or designate his/her representative to the same.

7. Make a full report of his/her activities at each Executive Council meeting and at the Annual General Conference.

8. The President shall present a written copy of the report to the Secretary at each meeting.

9. Sign, together with either the Treasurer, or the Secretary all Checks, and vouchers for withdrawal, and disbursement of funds of The Committee.

10. Return all books, documents, records in his/her possession, or control, to the presiding officer of the Executive Council, at the first Executive Council meeting immediately after relinquishing office.

D. Duties of the Vice President:

- 1 Maintain monthly contact with individual Regional/Institutional Vice Presidents and/or Chapters in their respective constituency and report to the Executive Council at its regularly scheduled meetings.
 - 2 The Vice President shall submit a written copy of his/her report to the Executive Council of the monthly activities and submit the same to the Secretary for the records.
 - 3 Perform other during specifically designated by the President and/or Executive Council
 - 4 In the event that the President vacates the office, the vice president will assume the responsibilities of the President on an interim basis until such time as a special election can be held.
 - 5 Present all nominations for Honorary Membership to the Executive Council.
 - 6 Return all books, documents, records in his/her possession, or control, to the presiding officer of the Executive Council, at the first Executive Council meeting immediately after relinquishing office.
- E. **Duties of the Secretary:** The Secretary shall:
- 1 Record, maintain minutes of the Executive Council meetings, the Annual Conference and General Membership meetings and distribute the minutes at the next meeting.
 - 2 Perform any other duties specifically designated by the President or Executive Council and report on such at the regularly scheduled Executive Council meetings.
 - 3 All general mail received by The Committee should be announced at the Executive Council or General Membership meetings as appropriate.
 - 4 Return all books, documents, records in his/her possession, or control, to the presiding officer of the Executive Council, at the first Executive Council meeting immediately after relinquishing office.
 - 5 Establish a permanent file to maintain (minutes, financial statements, documents, etc.) to be reviewed by the Executive Council and /or membership upon request.
 - 4 Conduct, process and maintain official correspondence.

5 Send notices or regularly schedule Membership and Executive Council meetings with the proposed agenda.

6 Sign together with the President and/or Treasurer all checks, , for withdrawals and disbursements of funds of The Committee

F. **Duties of the Treasurer:** The Treasurer shall:

1 Receive, collect and deposit all monies due The Committee, establish necessary bank accounts, maintain the books and financial records and be responsible for a monthly report.

2 Be responsible for an annual report. This annual report to coincide with the fiscal year as noted in Article XI. This report will be in writing and submitted to the Executive Council and made available to the General Membership within ninety (90) days of the close of the fiscal year.

a) Copies of fiscal report should be given to the Secretary for distribution to the membership within reasonable time

3 Together with the President and/or Secretary, shall sign all checks and vouchers for the withdrawal and disbursement of the funds of The Committee.

4 Return all books, documents, records in his/her possession, or control, to the presiding officer of the Executive Council, at the first Executive Council meeting immediately after relinquishing office.

G **Elections:**

1 The President, Vice President, Secretary and Treasurer shall be duly elected by a majority of the ballots cast by active members in accordance with the established procedure.

2 Vacancies in any one of the office above, excluding the President, shall be filled by appointment by the President with the approval of the Executive Council for the duration of the term. In the event that the office of President becomes vacant, there shall be a Special Election to elect a President for the duration of the term.

3 The Election Committee shall be appointed by the President subject to the approval of the Executive Council

4 Regional and/or Institutional Vice President shall be duly elected by a majority vote of the Region or Institution which they represent. The Election Committee shall conduct and administer the said election.

H **Terms of Office:**

- 1 Officers duly elected in the month of June, shall serve a three-year term commencing July 1st, following the June elections. Continued active membership is a required pre-requisite for all elected positions.
2. Regional and/or Institutional Vice Presidents shall serve a three-year term commencing July 1st following the June elections.
- 3 Any Officer appointed or elected by Special General Election shall serve the remainder of the unexpired term of the Officer replaced.

ARTICLE VIII

EXECUTIVE COUNCIL:

- A. The executive Council is the policy making body in accordance with the goals and purposes of The Indo-American Committee.
- B The Executive Council shall consist of all duly elected Officers and Standing Committee Chairpersons
- C The Executive Council shall meet 4 times a year to conduct the official business. The Secretary will arrange the meeting with permission from the President. Any deviation from this schedule must be pre-arranged by the Executive Council and noted in the Secretary's report.
 1. Members of the Executive Council must attend at least (2) two of the 4(four) scheduled meetings in order to continue in their respective positions for the full term of 3 years.
- D. The proposed agenda for regular meetings should be sent within two (2) weeks before the meeting to all Executive Council members. "Notice of Special sessions shall include the proposed agenda and be sent out 2 weeks before the meeting
- E One-third (1/3) of the voting Executive Council members shall constitute a quorum to conduct official business.
- F At the end of the fiscal year, treasurer must present to the Executive committee all books and financial records duly audited by a qualified auditor appointed by the Executive Committee at the beginning of the fiscal year and the accounts must be passed by the Executive committee with simple majority (51%).
- G. **Removal of Executive Council Members:**

1. Missing two (2) consecutive regular Council meetings without valid cause or excuses is considered the cause for removal
2. Any Executive Council Member may be removed with cause at anytime by a vote of two thirds of the members at any Executive Council meeting called for this purpose. Said member shall be notified in writing (30) thirty days prior to such consideration by the Executive Council. Charges and/or allegations must be itemized in said notification.

3. Said member shall be notified by certified mail of the Executive Council's decision regarding charges.

4. An Executive Council Member may be removed for falsifying any records or documents of the Executive Council of the Indo-American Committee or misappropriating Indo-American Committee funds or violating this Constitution or by laws.

ARTICLE IX

MEETINGS:

- A. The Executive Board shall be the decision making body and shall make recommendations in those instances when meetings of the General Membership of Executive Council cannot be convened.
- B. The Executive Board shall meet at least twice annually to set guideline for achieving current goals and objective.
- C. The Indo-American Committee shall meet annually at a time and place to be determined by the Executive Council.

ARTICLE X

- A.
 - 1. Standing Committees:
 - 2. Special Committees (convened on an as needed basis)

The Standing Committees shall be created by the Executive Council on an as needed basis for example: 1) Membership, 2) Bylaws 3) Public relations 4) Fund raising 5) Legal 6) Political Action etc. Duties and rights of the Standing Committee will be decided by the Executive Committee at the time of creating such Standing Committee.

- B. All members shall be notified by mail of any vacancies for Committee Chairpersons within 30 days of the occurrence of that vacancy.

- C. All candidates applying for the position of Chairperson shall submit their application with a resume to the Executive Council within 30 days from the date of the notice.
- D. The Executive Council shall review all valid applications and determine the most appropriate candidate for the Chair.
- E. The President will recommend appointments for Committee Chairpersons only in cases where no one has formally applied and has been approved by the Executive Council.
- F. All Standing Committee Chairperson shall call at least 2(two) meetings in a fiscal year of their particular committee
- G. All Standing Committee Chairpersons shall prepare a written annual report for presentation to the Executive Council.

ARTICLE XI

FISCAL YEAR

The Fiscal year of The Indo-American Committee shall begin April 1st and end March 31st of the following year.

ARTICLE XII

AMENDMENTS

These bylaws may be amended by a two-thirds vote of the Active Members present at the Annual General Members meeting or at a General Membership meeting formally announced and designated for this purpose.

ARTICLE XIII

PARLIAMENTARY PROCEDURE

All official business meetings of The Indo-American Committee and Executive Council shall be conducted in accordance with Roberts Rules of Order newly revised unless otherwise specified in these bylaws.

ARTICLE XIV

RATIFICATION OF THE CONSTITUTION AND BYLAWS

The Articles contained herein represent the Constitution and Bylaws of The Indo-American Committee of New York State professional, Scientific and Technical Workers- Public Employees Federation.

RESOLUTIONS

All resolutions and change to the Bylaws passed through the proper method mentioned above will be added to this Constitution as they occur.

Prepared by Cyriac Thottam (President) on 07/01/2004 and submitted to committee members for approval and submission to PEF council for their approval.

Revised constitution, recommended by committee members' at Lake Placid convention on 10/19/2004.

The Final Constitution, approved by Executive Members of PEF on 12/08/2005

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