

Constitution and By-Laws

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# CONSTITUTION

## PREAMBLE

This Association is established as a non-profit, public charity within the meaning of section 501(c) (3) of the United States Internal Revenue Code.

## ARTICLE I: NAME

The name of this organization shall be SAIKAT, and it shall consist of a general body (GB), a governing body, namely its executive committee (EC), and a board of advisors (BOA). GB consists of members who are at least 18 years old, believe in Saikat’s objectives described in the Article II and have paid annual membership dues.

## ARTICLE II: OBJECTIVE

SAIKAT’s objective is to foster Bengali culture in our adopted homeland. The purpose of this organization, located at San Diego, CA, shall be to promote artistic expression within the Bengali community; work for the preservation and promotion of the traditions, values and lifestyles of Bengali cultures; organize activities and events which promote cultural exchange locally or nationally; and encourage understanding and respect for our Bengali cultural heritages among the youthful members of the group as well as the mainstream population.

1. No substantial part of the activities of this Association shall consist of carrying on propaganda, or otherwise to influence legislation and the Association shall not participate or intervene (including the publishing or distributing of statements) in any political campaign on behalf of any candidate for public office.
2. No part of the net earnings of this Association shall ever inure to or for the benefit of or be distributable to its members, trustees, officers or other private persons, except that the Association shall be empowered to pay reasonable out of pocket expenses (unless hired by EC for a particular task), for services rendered for its various activities and to make payments and distribution in furtherance of the exempt purposes for which it was formed.
3. Notwithstanding any other provisions of these articles, the Association will not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under section 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the United States Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

## ARTICLE III: MEMBERSHIP

Membership in SAIKAT shall be open to any person who believes in the Association’s objective as defined in Article II above, is willing to foster such objective, and will pay the required membership dues. Membership shall be for one year commencing on the day of the first event of the calendar year and ending on the day before the first event of the following calendar year.

## ARTICLE IV: EFFECTIVITY DATE

This Constitution shall take effect immediately once ratified by SAIKAT’s members.

## ARTICLE V: ORGANIZATION AND ADMINISTRATION

SAIKAT is an Association which is governed by its members. Members, by way of a General Body (GB) meeting, are responsible for amending the Constitution and By-Laws, receiving the financial reports of the Association, electing and removing the Executive Committee (EC) members and approving dissolution or merger of the Association.

1. The Association’s administration shall be managed by an EC consisting of:
   1. President,
   2. President-Elect,
   3. General Secretary,
   4. Treasurer,
   5. Activity Coordinator,
   6. Food Coordinator, and
   7. Members-at-Large (at the discretion of the EC)
2. To be eligible for office, candidates must be members of SAIKAT in good standing at the time of the election. No two members from the same family will serve on the Executive Committee at the same time. As used herein, “good standing” means the member must have paid his/her annual membership dues for the year in which he/she seeks the office, should be of at least eighteen (18) years of age, and should not be convicted of felony.
3. The members of the EC shall be elected by the SAIKAT members and will assume office at the end of the current term.
   1. All positions named in ARTICLE V (1) must be elected by the SAIKAT members except for the office of the President and Members-at-Large.
   2. The position of the President shall be filled by the President-elect of the previous term. However, the President shall be elected by the SAIKAT members in the event the entire EC is dissolved or in accordance with ARTICLE V (8)(b), (8)(c), or (9).
4. All EC members shall serve a two-year term. After the expiration of said term an EC member may seek reelection for a new term by standing for election. However, due to the succession to the offices of President as established by ARTICLE V (3) (b), once an EC member has served as President or President- Elect he or she will not be eligible for election the following election year.
5. After a member has served on the EC a total of four consecutive years, such member is no longer eligible for election. Such member may run for election for a position on the EC after two years have elapsed since his or her last service.
6. All vacancies on the EC shall be filled at the discretion of the EC with subsequent notification to the GB members within 30 days. Such appointed members shall hold office until the next general election.
7. In case of dissolution of the EC
   1. If a majority of the elected EC resigns, the remaining members will convene a GB meeting within sixty (60) days to elect a new EC. Until such new EC takes office, the outgoing EC in consultation with, and agreement from the BOA will safeguard the assets and day–to-day operations of SAIKAT.
   2. In the event the entire elected EC resigns or is dissolved, the BOA will form an election committee and inform GB to elect a new EC including a new President within sixty (60) days. In such an event, the BOA will safeguard the interest of SAIKAT from the day of dissolution till the new EC is formed within sixty (60) days.
8. Should a vacancy occur in the office of President for any reason, the President- Elect shall serve as the Acting President for the remainder of the term. The Acting President will appoint Acting President-Elect from the elected EC members for the remainder of the term.
   1. If the remaining period is less than one year, the Acting President will continue as President for further two years through the next term.
   2. If the remaining period is greater than one year and less than eighteen months, the Acting President may choose to continue as President for further two years through the next term. If the Acting President chooses not to continue through the next term as the President, the position of the President and the rest of the EC will be elected through fresh elections at the end of the current term.
   3. If the remaining period is greater than eighteen months, the Acting President cannot continue as President through the next term. The position of the President and the rest of the EC will be elected through fresh elections at the end of the current term
9. If a vacancy occurs in the office of President-Elect, the President shall appoint a member from the current EC, to serve as Acting President-Elect until the next general election, at which time the GB shall elect a new President-Elect. The Acting President-Elect will not automatically fill the position of the President in the next term and the President for next term will be elected during the normal election (with the rest of the EC).

## ARTICLE VI: BOARD OF ADVISORS

The BOA shall consist of at least three GB members.

1. To be eligible for office, candidates must be members of SAIKAT in good standing at the time of the election. No two members from the same family will serve on the BOA at the same time. As used herein, “good standing” means the member must have paid his/her annual membership dues for the year in which he/she seeks the office, should be of at least eighteen (18) years of age, and should not be convicted of felony.
2. None of the BOA members can be from the immediately previous EC.
3. Each EC shall appoint at least three members of the BOA for a two-year term within sixty (60) days after election. No member shall serve longer than four years consecutively.
4. The BOA members shall consist of (i) one past EC member, who was not a member of the immediately previous EC, and (ii) at least 2 other SAIKAT members at the discretion of the EC. If any of the BOA members steps down or becomes incapacitated before their term is over, the EC shall appoint a replacement at the earliest.
5. The BOA shall advise the EC as and when needed.
6. After appointing a BOA the EC shall notify the GB of this appointment within 30 days.
7. The BOA should also assist EC in resolving concerns of the GB as discussed in Article VII: Meetings
8. Each member of BOA will have a fiduciary duty to SAIKAT. Accordingly, each member of BOA must act like a prudent person in the best interest of SAIKAT with good faith and avoid self-dealing.
9. As mentioned in the Article V (7), BOA will have the responsibility to take care of SAIKAT assets, help carry out financial audit and help GB to elect a new EC in the case of resignation or dissolution of the existing EC of the term.
10. In case the EC is deadlocked on any issue, the BOA is empowered to cast the tie-breaking vote.

## ARTICLE VII: MEETINGS

Meetings are defined as any gathering with physical presence, conference calls or by electronic medium with simultaneous presence of the SAIKAT members, EC members, and/or BOA members. The EC by majority vote shall designate the acceptable form of meetings. Decisions in any meeting may be taken by vote, mail vote, email, or other electronic means.

All Meetings shall be conducted in accordance of the Robert’s Rules of Order as revised from time to time. In case of conflicting rules in the Robert’s Rules of Order the EC can designate the applicable rule by two-thirds majority of its members. All meetings shall have a Chair, who conducts the meeting and ensures that the rules are observed and a Secretary to record what is done.

### Procedures for conducting electronic voting by the GB

For any decision, electronic voting is allowed. However, electronic voting cannot be used for electing Executive Committee members outlined in BY LAWS ARTICLE V: ELECTIONS section of this document. A 3-member panel, outside of EC and BOA, will be formed to oversee the electronic voting process to maintain neutrality and transparency of the process. Such electronic voting should be unambiguous and secure.

Before any e-voting by the GB takes place, the EC will notify the GB of its intent to conduct an electronic vote and shall facilitate a face-to-face discussion forum. This discussion forum will have no minimum quorum requirements. The summary of the arguments in favor and against shall be circulated forthwith to the GB after the conclusion of this discussion forum together with the final text of the resolution that is being voted on. The voting period shall start after this notification and shall be no less than the notice period for a corresponding physical GB meeting. The total number of votes cast by the GB must exceed the meeting quorum requirements for a corresponding physical GB meeting.

If the quorum is not met, the EC has the option of asking for a second round of electronic vote on the same resolution with an additional voting period of 10 days. The votes of the first round of voting are included in the second round of voting. The total number of votes cast by the GB must exceed half the meeting quorum requirements for a corresponding physical GB meeting. To calculate the quorum, the total votes cast in two rounds of voting are used.

If the quorum of second round is still not met, the EC has the option of asking for a third and final round of e-voting with an additional 10 days of e-voting where the voting quorum is the total votes cast in all three rounds of voting.

No person can vote more than once in the entire process. The resolution being voted on cannot be changed between the different rounds of voting.

The results of the e-voting shall be tabulated by the 3-member electronic voting panel and the summary results shall be notified to the GB within 10 days of the completion of all rounds of the voting. However, any Saikat member can demand to see the full results upon approval from BOA (within 60 days of the announcement of the poll results) and the 3-member voting panel shall disclose this confidentially to the requester.

### GB meetings called by the EC:

1. A GB meeting of SAIKAT shall be held at least once a year. Twenty (20) calendar days’ notice is required to convene a GB meeting. An emergency GB meeting may be convened with ten (10) calendar days’ notice.
2. Notice shall delineate the date, time, place and agenda. Such notice shall be delivered by such means, as the EC deems appropriate.
3. Quorum for the GB meeting shall be one-fourth of the total Membership except as designated for the change of the Constitution or Dissolution of the SAIKAT.

### Addressing concerns by any member:

1. To raise a concern by any SAIKAT member, such member must be in good standing. The meaning of “good standing” means that the member must have paid his/her annual membership dues for the year and must be at least eighteen

(18) years of age.

1. The member should send his/her concerns to the EC. The EC must respond within 20 days of the receipt of the concern. If the member does not receive a response to his/her satisfaction from the EC, the member shall then send the concern to BOA. The BOA must respond to the member within 20 days of the receipt of the concern. If the member does not receive a response to his/her satisfaction from the BOA, the member can ask the EC to circulate the concern within the GB. If 25% of the GB members write to the EC in support of the concern within 20 days of the receipt of the concern from EC, the EC must call for a GB meeting within 20 calendar days.

### Executive Committee Meetings:

1. An extraordinary meeting of the EC may be called by the written petition of four

(4) EC members.

1. A special and/or emergency meeting of the EC may be called by the President of SAIKAT as and when required.
2. The quorum in an Extraordinary EC Meeting will be eighty percent (80%) of the EC members. The quorum in all other EC Meetings will be a simple majority of the members of the EC.
3. The President shall call for at least 1 joint meeting with the BOA and the EC per year. The quorum in such meetings will be a simple majority of each of EC and BOA
4. The President shall call meetings of the EC as and when needed, by giving at least two weeks’ notice.
5. Deliberations of the EC shall be kept confidential by the EC members.

## ARTICLE VIII: AMENDMENT

The Constitution or the By-Laws may be amended by a vote of at least two-thirds of the Members present in a general body meeting or two-thirds of the mail ballots received or two-thirds of voters who participated in electronic voting, provided that a quorum is present. Quorum for amendment purposes shall consist of at least fifty percent (50%) of the total General Body Membership. Votes can be taken by GB meeting, mail ballots, or electronically. The amendment shall be effective immediately after being ratified by the SAIKAT members. For any decision, electronic voting is allowed will follow the protocol described in the Article VII (Meeting).

## ARTICLE IX: DISSOLUTION OR MERGER

The Association may be dissolved or merged by an affirmative vote of at least two-thirds of the entire General Body (GB) . A quorum to dissolve or merge the Association shall consist of at least seventy-five percent (75%) of the total GB membership. Upon winding up and dissolution of this Association after paying or adequately providing for the debts and obligations of the Association, the remaining assets shall be distributed to one or more nonprofit fund(s), foundation(s), association(s) or corporation, which is organized and operated exclusively as a public charity under the definition of Section 501 (c) (3) of the Internal Revenue Code. The nonprofit fund(s), foundation(s), association(s) or corporation(s) to which the remaining assets will be distributed shall be determined by the majority (at least fifty one percent) of the SAIKAT members.

# BY-LAWS

## ARTICLE I: MEMBERSHIP

1. Annual membership dues shall be determined by the EC and clearly notified to the GB.
   1. “Annual membership dues” shall include the fees for a specified number of SAIKAT events.
   2. The names of these events included shall be notified in advance by the EC
   3. The EC has the right to alter the fees with at least 2 weeks advance notice to the GB
2. A SAIKAT “member” is defined as an individual/group who has paid the annual membership dues by August 15th of the membership year.
3. A single person who resides with a member family shall be considered a member of the family if he/she is under the age of eighteen (18) or financially dependent on the family.
4. Membership shall not be restricted to anyone meeting the requirements of Article III of the Constitution.

## ARTICLE II: EXECUTIVE COMMITTEE

1. The EC shall have the overall responsibility for the functioning of SAIKAT.
2. The EC shall direct the funds of SAIKAT.
3. Any elected EC member may be removed from office by a vote of at least 75% of the combined EC and BOA. Such a removal must be notified to the GB within 20 days of the removal. Before such a removal takes place, the affected member must be given at least 20 days’ notice of the proposed action, and must be given the opportunity to defend him/herself at a combined EC and BOA meeting.
4. Any non-elected EC member may be removed from EC by 75% of the elected EC members.
5. The EC shall act only by a simple majority vote of a quorum on a motion properly made and seconded. In case the EC is deadlocked on any issue, the BOA is empowered to cast the tie-breaking vote after evaluating the issue at hand in detail.
6. The minutes and decisions of the EC shall be recorded. Members attending the meeting either physically or by electronic means or over the telephone, should verify the record and indicate their agreement or disagreement. Such approval can be provided by a physical signature or by electronic means. Each member should be provided with a copy of the record. In case of meetings where all members are not physically present, the EC can designate other means of keeping records that will provide a reasonable record of the proceedings.
7. The President, in consultation with and in agreement from his EC, shall set the minimum attendance requirement of EC members to EC activities and meetings. If an EC member does not meet this requirement without providing a valid reason, the EC in consultation with the BOA, can act against the member including requesting the member's resignation. If such request is not acted upon by the member within 30 days of receiving the written request, the EC may remove the office bearer with a simple majority vote.

## ARTICLE III: DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

1. The EC is charged with furthering the objectives of SAIKAT in the best possible way as circumstances change. The succeeding paragraphs delineate the duties of each EC member and are illustrative, but not exhaustive.
   1. The duties of the President shall include:
      1. Setting the strategy and long-term direction of SAIKAT.
      2. Ensuring the financial stability of SAIKAT in a fiscally responsible manner.
      3. Ensuring a smooth transition of records and assets to the next President
      4. Compliance with appropriate laws.
      5. Presiding over GB and EC meetings.
      6. Coordinating all activities of SAIKAT in consultation with EC members.
      7. Appointing Sub-Committees and designating its Convener with the consent of the EC whenever deemed necessary.
      8. Representing SAIKAT whenever deemed necessary.
      9. Consult regularly with the BOA as and when needed.
      10. Keep the BOA informed regarding the affairs of SAIKAT. Establish a transparent and meaningful relationship with BOA. Attend BOA meetings when needed
      11. Promote & support a coherent committee having trust and respect for each other.
   2. The duties of the President-elect shall include:
      1. Discharging the responsibilities of the President as and when necessary.
      2. Assisting the EC in coordinating activities of SAIKAT.
   3. The duties of the General Secretary shall include:
      1. Discharging the responsibilities of the President or President-elect during the latter’s temporary absence.
      2. Coordinating the activities of SAIKAT in consultation with the President.
      3. Taking the initiative for the adequate publicity of the activities of SAIKAT.
      4. Keeping the minutes of all meetings arranged under the aegis of SAIKAT.
      5. Taking the initiative to conduct the election of SAIKAT at the designated time.
   4. The duties of the Treasurer shall include:
      1. Keeping the accounts of SAIKAT
      2. Operating an account in the name of SAIKAT in a bank decided by the EC and issuing checks bearing signatures of persons as defined in Article IV (1)(B) (Income and Expenditures).
      3. Presenting an annual financial report to SAIKAT GB and interim accounts of SAIKAT every six months to the EC.
      4. Safeguarding the monetary and nonmonetary assets of SAIKAT.
      5. Filing Tax Return by the due date every year in specific forms designated by the IRS to ensure our Non-profit status.
   5. The duties of the Activity Coordinator shall include:
      1. Coordinating the cultural shows organized by SAIKAT
      2. Coordinating the cultural shows where SAIKAT is invited to participate.
      3. Determining the list of programs for these shows in consultation with the President and the Treasurer, subject to approval by a majority of the EC
      4. Maintaining a vibrant relationship with the GB by striving to be inclusive, fair and transparent in all decision-making processes.
      5. The primary responsibility of the Activity coordinator during a SAIKAT event is the overall coordination between the various groups involved in the event.
   6. The duties of the Food Coordinator shall include:
      1. Coordinating the menu at all SAIKAT events where food is served, in consultation with the Treasurer and subject to approval by a majority of the EC.
      2. Coordinating with the vendors/providers of food.
      3. Coordinating and supervising smooth execution of all operations related to food service, including but not necessarily limited to arranging for volunteers, arranging for food pickup, serving and distribution of food, venue cleanup, securing any applicable post- event food-related release clearance from a competent venue authority, etc.
   7. All the members of the EC shall:
      1. Assist the President in achieving the overall goals of SAIKAT
      2. Assist the Treasurer in raising funds.
      3. Keep the good of SAIKAT in mind in discharging their duties.
      4. Work together as a team and assist each other to efficiently carry out the work of SAIKAT.
2. It is incumbent upon all EC members to familiarize themselves with Robert’s Rules of Order so the business of the Committee can be conducted efficiently and democratically.

## ARTICLE IV: ACCOUNTING

### Income and Expenditure

1. All the monetary income of SAIKAT shall be deposited in a bank approved by the EC.
2. Monetary withdrawals from the bank may only be made with one of the following the signatures of any one of the following officers, the President, the President- elect, or the Treasurer.
3. The EC shall appoint a sub-committee of at least two Members, who do not serve on the EC to audit and certify SAIKAT’s year-end Statement at the end of the Membership year.
4. Any EC member can spend less than $100 (<$100) out of pocket on SAIKAT matters without prior permission from EC. If majority of EC endorse the expenditure as justifiable, then treasurer will reimburse the money.
5. The SAIKAT fiscal year will be from January 1st to December 31st.

### Emergency Fund

1. The EC shall maintain a minimum of eight thousand dollars ($8000) as a separate emergency fund. Whether a situation is an emergency should be determined by the majority (>50%) of each of EC and BOA members.
2. Such emergency fund can only be used upon the consent and approval of the majority (>50%) of each of EC and BOA members. Any amount withdrawn from the fund for emergency purpose must be notified to the GB within 30 days. For the meaning of the EC members as used herein, EC members will include elected EC members and non-elected members-at-large serving the EC. Non- limiting exemplary emergency situations include death and life-threatening accident, emergency situations related to the operation of SAIKAT.
3. The EC shall make good faith effort to replenish and maintain this emergency fund. If there is some excess money left after a fundraising drive, that money may be deposited to the emergency fund.

### Surplus Fund

1. At the end of the fiscal year after an election, the outgoing treasurer shall calculate the amount to be added to the existing surplus fund as follows:
   1. The outgoing EC will keep the operating funds of the next event (for example, Basanta Panchami) for the incoming EC (determined from the historical cost) in the operating account.
   2. After leaving enough funds for the said event, as discussed above, seventy five percent (75%) of the unspent money from the remaining amount shall be added to the existing Surplus Fund.
   3. The remaining twenty five percent (25%) of the unspent money shall be added to the operating account for the incoming newly elected EC.
2. Withdrawals from the “Surplus Fund” may be made in the following manner:
   1. Withdrawals from this “surplus funds” account shall only be made with the consent from at least two-thirds of the SAIKAT members in attendance at a

General Body meeting or participation in mail-in or electronic voting following the procedure elaborated in ARTICLE VII (Meeting). This fund can only be used for Saikat’s long term benefits such as asset building.

* 1. The present EC and future EC must make good faith effort to replenish the Surplus Fund.
  2. In case an EC is dissolved or disbanded in the middle of a fiscal year, it is incumbent on the President and Treasurer of the outgoing EC to calculate the surplus funds at the end of the previous fiscal year and carry out the instructions in paragraph A. above. In case, the President and Treasurer are both unavailable and unwilling to carry out this exercise, the BOA is authorized to carry out this audit.

## ARTICLE V: ELECTION

1. Elections for the members of the EC shall be held during the fourth calendar quarter (or during the annual Sharod Utsob ) of each election year. If the Election is held under Article V, Section 7 of the Constitution, then the rules in that section shall apply.
2. The EC shall select three (3) members of the Election Commission, one of which shall be the Convener at least 30 calendar days before the date of the election and all responsibilities for conducting the election in accordance with the Constitution shall vest in the Election Commission.
3. A member of the Election Commission shall not be:
   1. A sitting member of the EC in office.
   2. A candidate for the next election.
   3. A family member of a candidate for the next election.
   4. Any person with a conflict of interest with any of the candidates running for election.
4. A member of the Election Commission must be a member of SAIKAT
5. Election shall be held by secret ballot except when an office is uncontested.
6. Nominations in writing, proposed by one member, seconded by another, and accepted by the candidate must be received by the Election Commission on or before such date as fixed by the Election Commission. Once the Election Commission verifies a nominee as eligible for the position sought, the name of the candidate shall be forwarded to the EC for inclusion in the election materials sent to the members.
7. The Election Commission shall have the power to set working rules, which are in accordance with the principles of Article II (Objectives) and Article IV (Organization and Administration) of the SAIKAT CONSTITUTION and Article VI (Election) of these By-Laws.
8. The Convener of the Election Commission shall conduct the election and announce the election results and names of the new EC members as soon as possible following the vote
9. Whichever candidate receives the most votes for the position shall be declared the winner.
10. In case of a tie the winner will be decided by a coin toss.
11. A GB Meeting may remove any and all members of the EC and appoint new members or a new EC by way of the same election procedures.

### Eligible Voters

1. Those who have paid the Annual membership dues in the current membership year between January 1st and August 15th are eligible to vote.
2. Eligible voters must be at least 18 years of age on the day of the election.
3. The number of votes per membership depends on the membership category assuming the other requirements of this section are met
   1. Single members have 1 vote
   2. Couple members have 2 votes
   3. Family members have as many votes as there are adults above the age of 18 years in that family.

## ARTICLE VI: SPECIAL TASK COMMITTEE

1. The EC has the power to set up any independent autonomous SPECIAL TASK COMMITTEE to fulfill a TIMELY objective or goal of SAIKAT.
2. The Autonomous Special Task Committee will be given full authority to conduct its business and fulfill its mission as defined by an EC resolution. Said committee shall stay in force until this SPECIAL TASK is accomplished, regardless of changes in the EC membership, or any amendments.
3. A Special Task Committee can be removed by a seventy-five percent (75%) vote of the EC.

## ARTICLE VII: STANDARDS & CODES OF CONDUCT

1. Members of the EC and BOA have a fiduciary duty to SAIKAT.
2. The EC and BOA members must act like a prudent person in the best interest of SAIKAT with good faith and avoid self-dealing.
3. The EC and BOA members must not promote their own interest, interest of their relatives or friends in receiving any business opportunities, contracts, or other favors in cash or kind from SAIKAT.
4. The EC and BOA members may not collude with other EC or BOA members to promote their own interest, interest of their relatives or friends in receiving any business opportunities, contracts, or other favors from SAIKAT.
5. In case of a conflict of interest, the EC or BOA member must disclose to the remaining EC and the BOA members of such conflict and recuse himself or herself from the decision making process.
6. Members of EC and BOA are expected to behave as true professionals with a sense of dignity, respect and tolerance for each other during meetings, events, get-together, etc. The code of conduct shall be in accordance with provision outlined in Robert’s rule of order.
7. A special need to make SAIKAT an attractive and successful organization, each member needs to make an extra effort to do a good PR (Public Relation) job – especially during events and social gatherings.
8. Any information sent electronically should be in accordance with the provisions provided by the Robert’s rule. All deliberations of the EC shall remain confidential. For any decision, electronic voting is allowed but such electronic voting must be unambiguous and secured to avoid fraudulent communication. EC will decide on secure mode of communication.