

# Constitution of the Association

## **Name**

The Association is known as The Indian Association (IA)

## **Objectives**

The objectives of the Association are to:

1. Provide a forum for individuals of Indian origin in Shanghai in which business topics of common interest are discussed.
2. Create social events / picnics and celebrate occasions & festivals like Diwali & Holi so that the community is able to interact together and for members to know each other better.
3. Engage in and support activities that are oriented toward charity.
4. Promote trade and commerce between Indian and China.  
(Currently this activity involves meeting, guiding and helping Indian organizations, businesses, journalists, professionals and others to understand china better and to set up establishments in China)

## **Membership**

The following types of memberships are envisaged:

1. Individual Membership is membership of any Indian citizen / individual of Indian origin with good standing resident in China and who are above 21 years of age.
2. Family Membership is for two adult members of the family.
3. Corporate Membership is membership of any corporation or legal entity that exists under the laws of India or any other legal entity where an Indian citizen / individuals of Indian origin have invested with controlling interests and which has established a legal entity in china and has representatives in Shanghai.
4. Honorary Membership is membership with all privileges of normal membership but who shall be exempt from paying membership dues.

### **Membership Application and Fee**

1. Individuals of Indian origin in Shanghai who are interested to become members of the association will need to fill the required Application Form and provide required details.
2. The duration of Individual and Family Memberships is for two years.
3. At present, Corporate Membership is not available.
4. Currently Honorary Membership is extended only to all Consuls at the Consulate General of India, Shanghai,

### **The Board**

1. The Board is the Apex body of the association and consists of the following members & Patron:
  - a. Patron
  - b. Advisors (past presidents of SHIBA & Indian Association)
  - c. Immediate past president
  - d. President
  - e. General Secretaries
  - f. Treasurer

### **Term and Office**

1. The year for the association is determined as January to December.
2. The President and General Secretary (s) of the association are elected by the members of the association in a meeting specifically convened for this purpose
3. The following form the pre-requisites for contesting in elections:  
  
Must have been a resident of Shanghai for at least one year  
  
Should have a valid resident permit of Shanghai

The President must be an Indian national (Indian passport holder) and the other elected members can be persons of Indian origin

Should have been a member of INDIAN ASSOCIATION for at least one year or must have actively participated & contributed in earlier community events

Should be nominated by at least two people

Nomination should be accepted by the Board.

4. The term for all elected Office Bearers is two years and the maximum number of terms for any individual is two.

5. The election of office bearers takes place in the AGM

6. The post of one of the Secretary Generals must be filled by a lady member.

7. The following Committee members are nominated by the elected members based on interest shown by members of the association.

Event: Sports

Event: Cultural

Event: Charity

Event: Sponsorship

Event: Membership & Database Management

Event: K12

### **Others**

8. The Board normally will meet at least twice a year Q1 & Q3

9. All policies of the association will need to be cleared by the board. In the event of a divided board on any matter, the Patron may be requested to resolve the same.

10. A General Body Meeting of the Association will normally be held at least once every year in Q1.

12. There are no full time office bearers and all office bearers are otherwise employed. All office bearers provide honorary services to the association.

13. If for any reason the President is unable to play his role due to an unforeseen transfer out of Shanghai etc, the board will decide from amongst the general secretaries to act as president till fresh elections are held.

14. The nomination of the Treasurer will be preferably rotated thru representatives of Indian Banks in Shanghai.

15. In a General Body Meeting, the quorum will be constituted simple majority of the Board & the patron and minimum of 30 Indian Association Members.

16. Any amendments or change to the constitution needs to be approved by Board

### **Financial Guidelines**

Financial & Accounting Procedures adopted by IA

1. The primary source of funds is the membership fee and sponsorships.

2. Other than membership payments, non-members and members make specific contributions for participating in social / cultural events. The members are given an incentive by way of some discount for their contributions.

3. The expenditure incurred in organizing a meet is funded from the funds carried forward from the events and the membership fees collected during the year.

4. At the end of every event the surplus / loss is carried forward to the receipt and expenditure account which forms the basis of trial balance at the end of the year. A part of surplus funds, as and when necessary, could be kept in an independent 'Safe' of the Indian Association on the CGI premises. CGI will not be responsible for any of the contents in the safe, access to which will be limited to President/Treasurer. However, the Safe will be operated only in the presence of Consul(Com) or an authorized representative of the Consulate. Safe will be used ONLY to keep surplus cash of the Assoc.

5. The accounting year for IA is from Jan – Dec.
6. Board needs to approve all Charity donations.
7. Only a Receipts & Expenses Account statement is generated since the association has no assets.
8. Any purchases of items equal to or less than CNY 6000 will be treated as an expense.
9. The president jointly with one of the general secretaries will exercise the financial power of allocating funds for an expenditure related to the activities of the association.
10. The president will table the financials of the association at least once every six months to the board and to the members.

#### **Role of the President**

1. The president is the head of the association.
2. Keep the Patron informed about all proceedings of the association.
3. Will provide sound leadership to the Office bearers
4. Will maintain confidentiality of Association database.
5. Will keep the interest of INDIAN ASSOCIATION above his/her personal interests
6. Ensure continuous flow and execution of community activities
7. Will strive to keep all Indians in Shanghai under the banner of one entity, the INDIAN ASSOCIATION
8. The president jointly with one of the general secretaries will exercise the financial power of allocating funds for an expenditure related to the activities of the association.
9. Table the financials of the association at least once every six months to the board and once every year to the members.
10. Convene a General Body Meeting of the Association that will normally be held at least once every year.

11. Ensure that proper minutes are maintained for each meeting of the board.

12. Ensure that the Board meets at least twice a year.

13. Ensure that all policies of the association are tabled and cleared by the board.

14. Present the accounts of the association to the board.