



# Association for India's Development, Duke ( AID-Duke )

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## CHARTER

### **1. Name, Objectives and Functions**

**1.1. Name:** The name of this organization shall be “Association for India's Development - Duke Chapter”. In this document Association for India's Development - Duke Chapter is henceforth referred to by its acronym ‘AID-Duke’.

**1.2. Objectives:** AID-Duke, is a charitable organization. In addition it is a non-political, non-profit, secular organization. It is organized exclusively for charitable and educational purposes. Its main objectives are to raise awareness about poverty and related issues, raise funds, and to make charitable contributions for the development and welfare of the underprivileged people and communities of India. This development and welfare is achieved through assisting, implementing, and supporting charitable projects focusing mainly on literacy, education, rural development, family planning, health care, social welfare, empowerment of people, and environmental responsibility. These projects are focused in villages, rural areas and in other economically underprivileged regions.

**1.3. Functions:** The functions of AID-Duke are chosen to realize the objectives specified in the previous section. The role of AID-Duke is subdivided into the following tasks:

- Collecting information on different developmental projects in India.
- Collecting monetary contributions from the members and the general public in the U.S.A.
- Seeking grants from organizations and foundations.
- Increasing awareness in the public of AID-Duke activities through publicity, participation in social events, and newsletters.
- Encouraging volunteerism in people.
- Selecting projects consistent with the objectives of AID-Duke for funding.
- Sending financial contributions to the chosen projects at regular intervals.
- Proposing and implementing projects consistent with the objectives of AID-Duke.
- Periodically evaluating projects being supported by AID-Duke.
- Visiting project sites and maintaining communication with them.
- Keeping members informed about the status of the projects being funded

### **2. Association with National Organization**

2.1. AID-Duke is a chapter of the national organization by the name Association for India's Development, henceforth referred to by the acronym AID. AID is registered with the US

Federal Government as a non-profit charitable association (one classification of non-profit organizations) under the category 501(C)(3). Its federal Tax-ID is 52-1863480. AID accounts are audited by an independent Certified Public Accountant, as per IRS regulations. Documents and information pertaining to AID can be obtained from the Secretary of State for the cost of copies and postage.

### **3. Membership policy**

**3.1. Membership:** Membership to AID-Duke is open to all individuals, irrespective of their race, sex, religion, or nationality. Charitable contributions will be sought from the community at large. People making an initial contribution will be added to the list of members if they express interest in making further contributions to AID-Duke in the future. AID-Duke reserves the right to deny/revoke membership at any time. The list of members shall be updated periodically. A member who does not make any financial or other contribution in a one-year period may lose membership. Membership shall be reinstated when the person re-involves himself/herself with activities of AID-Duke. There are no membership dues and the list of members is kept for the purposes of informing the members of projects, activities and needs of AID-Duke.

### **4. Organizational Structure**

**4.1. Executive Committee:** Officers serving on the executive committee of an AID-Duke shall be elected by its active-members. Each officer of the executive committee shall serve for a one-year term and shall not receive any emoluments from AID-Duke. The executive committee shall consist of at least four officers including the president, vice-president, secretary, and treasurer. The elections will take place at AID-Duke's General Body Meeting (GBM) held at least once every six months. The Executive Committee should prepare an Annual Report for AID-Duke summarizing the activities of AID-Duke in the previous year and present it in GBM.

- **President** - The President should have a keen interest and commitment to the objectives of AID-Duke. His/Her main task would be to ensure that the AID-Duke meets all its objectives and functions efficiently. He/She should strive to expand the scope and reach of AID-Duke in terms of awareness of AID-Duke activities, especially in Durham and North Carolina. He/She should have a vision for the future and should come up with interesting ideas so that people can get motivated to contribute time, money and effort to the cause of AID. He/She should delegate responsibilities to other volunteers and should coordinate the various tasks of AID-Duke. He/She should also be active in collecting information about prospective developmental projects for AID-Duke. He/She should interact with the executive committee of the other AID-Chapters and the parent organization AID. He/She should preside the GBMs of his/her chapter in the normal course of events.
- **Vice-president** - The Vice-President should actively help and support the President in organizing various activities of AID-Duke. She/He should coordinate publicity of AID-Duke at social and cultural events and should strive to expand its membership, especially in Durham and North Carolina. In the absence of the President, or when

the President is indisposed, the Vice-President should assume the powers and execute the tasks of the President. She/He should strive to expand the public relations of AID-Duke with other organizations of similar interest and seek their support and participation in AID-Duke efforts. She/He will coordinate the Community Service Hour (CSH, see section 5.1) meetings of AID-Duke and also set up its agenda. She/He along with the Secretary of AID-Duke should maintain the minutes of all meetings organized by AID-Duke.

- **Secretary** - The Secretary is responsible for holding a GBM of the AID-Duke at least once in six months, including setting the agenda, informing members in advance and keeping minutes of the GBM. He/She should also maintain and update the list of members of AID-Duke. He/She is also in charge of internal publicity within AID-Duke and maintaining correspondence with on-going projects in India. He/She along with the help of the Vice president will maintain the minutes of all meetings of AID-Duke.
- **Treasurer** - The treasurer is responsible for collecting contributions from members and other sources, and maintaining accounts of AID-Duke locally and also with the Head Quarters of AID. The Treasurer shall also present the financial status of AID-Duke at each GBM and in the Annual Report

## **5. Meetings, Decision Making and Elections**

5.1. **AID-Duke meetings**: AID-Duke shall have two types of meetings, the Community Service Hour (CSH) and the General Body Meeting (GBM).

- **Community Service Hour (CSH)**: AID-Duke shall have at least one CSH every month. The CSH is the place where AID-Duke volunteers meet and set the agenda for the weekly/monthly activities of the chapter. Every volunteer should be given a chance to speak and the CSH should also have certain work items on the agenda, like making posters, writing to projects or donors, exchanging/viewing informative videos. Important decisions like project review and support, fund-raising activities of the chapter etc. will be discussed and made/initiated at the CSH. Projects can be passed at the CSH by a simple majority vote (see section 5.2) after the volunteers get a chance to ask questions and seek modifications and clarifications. The CSH can also empower smaller project committees and coordinators to make decisions on projects. It can also serve as a forum to introduce and train new volunteers and to keep the vision of making a difference in the world alive. The quorum for making decisions in the CSH can be set or modified at a CSH by an absolute majority. Until such a time that the chapter sets its first quorum requirements, the quorum for a chapter shall be defined as attendance of at least six AID-Duke volunteers and at least two members of the executive committee of AID-Duke. Any quorum requirements set by the CSH of AID-Duke shall not fall below the attendance of a minimum of six AID-Duke volunteers and at least two of the chapter's executive committee. All *active* AID volunteers (see section 5.2) can vote on a decision in the CSH.
- **General Body Meeting (GBM)** : This meeting is open to all members of AID-Duke. The secretary is responsible to set agenda and inform all members in advance

and keep the minutes of the meeting. Any issues not directly related to the set agenda can be raised for discussion by any member with approval from the secretary of AID-Duke. The GBM would be presided over by the president of AID-Duke. The quorum for GBM shall be the same as the quorum of the previous CSH meeting. Further at least one-third of the executive committee members should be present in the GBM, for quorum requirements to be met. The meeting shall fail to be a GBM if the quorum requirements are not met. A GBM shall be held at least once every six months. Some of the important functions of the GBM are as follows: (i) to make a special effort to reach out to more people of diverse qualities and aptitudes by inviting those who have shown interest but never attended, or who have attended occasionally in the past and offered interesting ideas, (ii) to give update to the members on the on-going projects, (iii) to discuss the budget, progress and targets for the next period, (iv) to discuss new ideas for awareness of AID-Duke, (v) to hear and respond to a periodic report by every executive committee member, (vi) to hold elections every year and select members of the executive committee by majority vote, and (vii) to resolve special issues such as, amending the constitution, or approving no-confidence motion against any member of the executive committee of AID-Duke. These special motions shall require absolute majority vote (see section 5.2) to be approved.

## **5.2. Active Members and Voting**

**5.2.1. Active member (Voting Member)** : Any AID-Duke volunteer who has attended at least three of the last six or two of the last three CSHs in AID-Duke is an active-member (or voting member) of AID and has a right to vote. AID-Duke volunteers who have attended 20% of the CSHs and GBMs held in the last one, two or three years are also active-members (or voting members) and enjoy this same right.

**5.2.2. Voting**: Resolutions can be passed by following types of votes

- **Simple Majority vote**: A simple majority vote for any motion shall consist of approval by more than 50% of the active-volunteers present and voting
- **Absolute Majority Vote**: An absolute majority vote consists of approval by at least two-thirds of all active-volunteers of AID present and voting

**5.2.3. Elections**: General elections for the president, vice-president, secretary, treasurers and any other officers of AID-Duke, shall be held on a suitable date in the last 6-month period before the expiration of the 1-year term of the current executive committee of AID-Duke. The elections shall be conducted by the current president of AID-Duke. Any volunteer of AID-Duke can be nominated for any seat on the executive committee of AID-Duke. All volunteers of AID-Duke must be informed of the date and time of elections at least two CSHs in advance. The person securing the highest number of votes in his or her favor for any post would be declared elected to that post. If an office-bearer resigns from his/her post or is removed from the post by a vote of no confidence against the person, then the vacant position shall be filled by an election in the next GBM/CSH. This election shall be held by a majority vote for that position

only and the selected candidate shall complete the remaining term of the previous office-bearer.

## **6. Amendment**

6.1. Amendment to this Charter can be proposed by any AID-Duke volunteer. Amendment to the charter will require an absolute majority of active members present at the GBM/CSH of AID-Duke.

## **7. Impeachment**

7.1. Any officer of the executive committee of AID-Duke can be impeached if the motion of impeachment is passed by an absolute majority of active members present at the GBM/CSH of AID-Duke