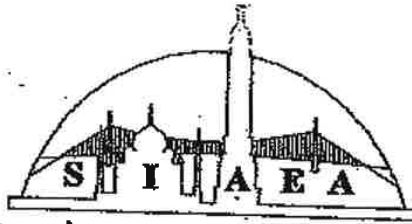


ORIGINAL



SOCIETY OF INDO AMERICAN ENGINEERS AND ARCHITECTS

March 14, 2007

Mr. Bansi Shah, President
Society of Indo American Engineers of Architects Inc.
27-08 42nd Road
Long Island City, N.Y. 11101

REF: SIAEA Constitution

Dear Mr. Shah:

Congratulations and best wishes to you on your installation as President of our Society. We trust that you have a very productive term and accomplish all your objectives. We pledge our support to you and your Executives.

Herewith enclosed, we would like to present to you a copy of our Constitution as approved February 16th, 1995. We sincerely trust that you use it to help conduct our Society's business. It is the foundation on which our Society was built and it will serve you well. The past Presidents plan to formally present a copy of our Constitution to all incoming Presidents.

Best Wishes to you and your executives.

Sincerely Yours,

Mohan Jethwani

Harshad Laktani

Amba Sharma

Madhu Goradia

Deo Gosine

Deo Gosine

Satish Babbar

Dharam Aggarwal

Lal Motwani

Kirit Desai

Noel Vaz

Jagmohan Kapur

G. S. S. S.



SOCIETY OF INDO-AMERICAN ENGINEERS AND ARCHITECTS INC.

CONSTITUTION

**SOCIETY OF INDO-AMERICAN ENGINEERS AND ARCHITECTS INC.
CONSTITUTION**

(Approved on 16th February 1995)

MEMBERSHIP QUALIFICATIONS

There will be three categories of members in this society -members, associate members and honorary members.

I. MEMBER

1a. Any engineer/architect/interior designer having an appropriate degree in his/her respective profession with an experience of two (2) years or with no professional degree but ten (10) years of active experience in his/her respective professional area is eligible to become a member in this society.

1b. His/her application for membership should be recommended by a member of the society to the membership committee. The membership committee will make its recommendation to the executive committee.

2. ASSOCIATE MEMBER

a. Any engineer/architect/interior designer having an appropriate degree in his/her respective profession with less than two (2) years of experience or with no professional degree and no less than five (5) years of active experience in his/her professional area is eligible to become an associate member in this society.

b. Same as for the member.

3. HONORARY MEMBER

If the society, through its executive committee, considers that there is an eminent individual whose membership in the society will enhance the prestige of the society, the entire executive committee by a majority may decide to invite him/her to become an honorary member of the society.

II. OFFICE BEARERS

1. The following office bearers will be elected to a two (2) year term through secret ballots:

President	1
President-elect	1
Executive Vice President	1
Vice President	1
Secretary	1

Joint Secretary	1
Treasurer	1
Assistant Treasurer	1

2. The president-elect shall automatically serve as the president for the following term.

3. Any member seeking an office must have been a paid member in good standing at least for the past one year.

4. Any office bearer convicted of a crime other than traffic violations shall be summarily dismissed as an office bearer. The vacancy so created for the unexpired term shall be filled by the executive committee.

III. BOARD OF DIRECTORS

1. There shall be nine (9) elected directors of the board. Directors must be full members of the society.

2. The term of the office of the Board of Directors will be two (2) years.

3. The directors will be elected through secret ballots.

4. All past presidents shall be members of the board of directors.

5. Any elected director who would fail to attend more than two consecutive meetings without an acceptable explanation shall be removed from the board.

6. Any director convicted of a crime other than traffic violations is automatically dismissed as a director. The vacancy so created for the unexpired term shall be filled by the executive committee.

IV. MEETINGS

1. The location of the society will be in the city of New York.

2. The society's executive committee meetings will be held approximately once a month, but no less than eight (8) meetings in a year.

3. The annual meeting will be held in the month of March every year. When due, the elections will precede the annual meeting.

V. DUES

1. Annual Dues:

Members	\$30.00
Associate Members	\$20.00
Life Members	\$200.00
Honorary Members	None

2. The annual dues for a calendar year are payable in the month of January.

3. All dues are non-refundable.

4. Dues may be changed by a majority vote of the entire executive committee.

VI. FISCAL YEAR

The society's fiscal year will be from April 1 to following March 31.

VII. AMENDMENT TO THE CONSTITUTION

1. An amendment to the constitution recommended by a two-thirds majority of the entire executive committee, will be made in the general body meeting or by mail. Two-thirds of the members must affirmatively vote for the amendment's passage.

2. The amendment to the constitution can also be initiated by any member or associate member of the society. However, a request for amendment should be filed with the executive committee and should be signed by a minimum of 10% paid-up members for consideration. If the amendment is approved by a majority of the entire executive committee, it must be submitted to the general membership for a vote at the next general body meeting or by mail. An affirmative vote by a two-thirds of the membership is required for its passage.

VIII. VOTING RIGHTS

1. All members shall have equal voting rights, one vote each.

2. Only those members who have paid there current annual dues shall be eligible to vote.



RULES & REGULATIONS

DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

1-1. EXECUTIVE COMMITTEE

1-1-1. The executive committee will consist of the president, president-elect, executive vice president, vice president, secretary, joint secretary, treasurer, assistant treasurer, immediate past president and elected directors.

1-1-2. The executive committee shall be responsible for running the society.

1-1-3. The executive committee shall meet approximately once a month but no less than eight meetings shall be held in a year. (duplication)

1-1-4. At least one-thirds of the executive committee members will be required to be present for conducting a meeting of the society.

1-1-5. Any executive committee member absent from two (2) consecutive meetings without an acceptable explanation shall be removed from his/her membership and the executive committee shall appoint his/her replacement for the remainder of the term.

1-1-6. If the executive committee finds any of its member not satisfactorily performing his/her official duties, it shall warn such member in writing of his/her unsatisfactory performance. If the member continues to neglect his/her official duties, the executive committee may remove him/her with an affirmative vote by a two-thirds of the entire executive committee membership.

1-1-7. The line of succession in the executive committee will be as follows: president, president-elect, executive vice president, vice president, secretary and treasurer.

1-2. DUTIES OF THE PRESIDENT

1-2-1. The president is the chief executive officer and also presides at the executive committee meetings.

1-2-2. It is the responsibility of the president to conduct the affairs of the society in accordance with the wishes, desires and needs of the members as expressed by the executive committee members as well as through communication with the general membership.



1-2-3. In the event of resignation, removal or death of an executive committee member, the president shall designate a successor from the society's membership with approval of the majority of the executive committee. The term of such a designated member shall expire at the next election.

1-3. **DUTIES OF THE PRESIDENT-ELECT**

1-3-1. The president-elect shall chair the committee(s) as designated by the president. The president-elect will become president in the event of resignation, removal from the office or death of the president.

1-4. **DUTIES OF THE EXECUTIVE VICE PRESIDENT**

1-4-1. The executive vice president carries out the duties of the president in his/her absence, assists the president and the president-elect in the day today functions of the society, is third in succession hierarchy and chairs the committee(s) as designated by the president.

1-5. **DUTIES OF THE VICE PRESIDENT**

1-5-1. The vice president assists the president and the president-elect in the day today functions of the society, is fourth in succession hierarchy and chairs a committee as designated by the president.

1-6. **DUTIES OF THE SECRETARY**

1-6-1. The secretary shall assist the president in the day to day conduct of the society affairs.

1-6-2. It is the responsibility of the secretary to notify the executive committee of the monthly meetings and the agenda, and to notify the general membership of the general meetings. He/she shall keep minutes of the society's meetings and make them available to the members.

1-6-3. The secretary shall be responsible to maintain all records and to pass these records on to the successive executive committee.

1-7. **DUTIES OF THE JOINT SECRETARY**

1-7-1. The joint secretary assists the secretary and performs secretary's duties in his/her absence.

1-8. **DUTIES OF THE TREASURER**



1-8-1. The treasurer is the chief financial officer of the society and reports all financial transactions and matters pertaining to the society's finance to the president and the executive committee in the monthly meetings.

1-8-2. The treasurer shall at all times maintain an up to date account of the revenues and expenditures. He/she shall also keep an inventory of the items belonging to the society along with their costs.

1-8-3. The treasurer shall have prepared all the tax returns as required by law by a tax consultant as designated by the executive committee.

1-9. **DUTIES OF THE ASSISTANT TREASURER**

1-9-1. The assistant treasurer assists the treasurer and performs treasurer's duties in his/her absence.

1-10. **DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS**

1-10-1. It is the duty of all the executive committee members to assist the office bearers at all times, attend all meetings of the committee and further the cause of the society.

1-10-2. Any executive committee member can request a meeting of the executive committee with the support of at least one-fourths of the executive committee members.

1-10-3. The executive committee can extend the absence of a committee member as noted in paragraph 1.1.5 from the scheduled meetings (if the situation warrants) by a majority vote of the entire executive committee.

1-11. **RIGHTS AND PRIVILEGES OF A MEMBER OF THE SOCIETY**

1-11-1. Any member of the society has a right to attend the executive committee meeting on a non-voting basis for a limited time to present his/her specific point of view before the members of the committee. He/she should petition the president at least seven (7) days in advance of the meeting and the president shall give due consideration to such a request.

