

TURKISH AMERICAN ASSOCIATION OF MILWAUKEE, INC.

MAR 19 2003

CONSTITUTION

Preamble: Recognizing the necessity and significance of a closer relationship among ourselves and realizing the importance of a better understanding between us and this community, we people of Turkish origin, living in the state of Wisconsin, organize this nonsectarian, nonpolitical and nonprofit society for promotion of the objectives stated herein.

Article I: NAME

The name of this organization shall be the Turkish American Association of Milwaukee, Inc.

Article II: GENERAL PURPOSE

The purpose of this organization shall be:

Section 1: To encourage social and cultural exchange and to promote mutual understanding and friendship between Turks, Americans and peoples of other origins residing in this country.

Section 2: To maintain and promote interest in everything concerning the Turkish culture and character.

Section 3: To develop, foster and maintain a close relationship with the Turkish people and the community.

Section 4: To sponsor and support such cultural, charitable and social service projects as are related to its general purpose.

Section 5: To provide assistance and guidance to Turks concerning their essential needs, such as assisting in the finding of housing and introducing them to the community.

Article III: MEMBERSHIP

Section 1: To become a member, one must be at least 16 years of age and be interested in promoting the purposes and ideals stated in Article II.

Section 2: All memberships shall take effect upon payment of membership dues of \$15.00 per individual and \$20.00 per family.

Section 3: Types of Membership.

- a. Active
- b. Honorary

Section 4: Inactive Status of Members

Active members may be declared inactive when they fail to pay their annual membership dues by the end of March of that particular year, and they are no longer eligible for voting. Voting privileges may be reinstated to the inactive member upon payment of all past dues.

Article IV: GENERAL ASSEMBLY

The General Assembly is formed by active members who have the right to vote.

Article V: EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of four officers: President, Vice President, Treasurer and Secretary.

Section 2: The term of office for each officer shall be one (1) year. No officer shall succeed himself/herself.

Section 3: The election of the Executive Committee shall take place during January of each year and officers shall serve until the following election.

Section 4: The executive Committee shall establish the following standing committees:

- a. Folk Fair
- b. National Holidays
- c. Nominating
- d. Post Folk Fair party and picnics
- e. Auditing,
- f. Membership

Each committee shall consist of a minimum of three (3) members.

Section 5: The duties related to each office of the organization are as follows:

1. **President:** Preside over all meetings; be responsible for the governing of the association in accordance with the Constitution; call all special meetings when it is deemed necessary; serve as an ex-officio member of all committees; and serve as treasurer in the absence of the treasurer and to be the second signature when distributing monies.
2. **Vice President:** To take over the responsibilities of the President when he/she is absent; be present at all Executive Committee meetings; perform

the duties of Secretary for any meeting when necessary. The Vice President automatically becomes President for the remainder of that particular term if and when the Presidency is vacant for any reason.

3. **Treasurer:** Responsible for all financial matters pertaining to the organization, and for administrating the budget; responsible for the maintenance of accounts reflecting all financial transactions of the organization during the term of his/her office. He/she must present to each member a written report of income, disbursements and financial status, current through the monty at each General Assembly meeting and the books should be available at these meetings; the treasurer must prepare a written, detailed end-of-year financial report prior to submitting the books for audit. This report will be submitted to each member present at the January General Assembly meeting.
4. **Secretary:** Responsible for the distribution of a roster of club members by name and address. Responsible for receipt and distribution of all official correspondence to and from the organization and keeping files of same, and giving informational copies of outgoing correspondence to the president. This officer should notify all members of meetings with the agenda of the business and social events. Record proceedings of all meetings and provide a copy of previous minutes to all association members. This officer shall issue to persons involved, memoranda regarding any actions decided at meetings. All minutes of meetings will contain record of attendance or absence (excused or otherwise) of officers. Applicable information may be found on the internet at taamilwaukee.org.

Section 6: The Executive Committee shall meet at least once and as deemed necessary before each General Assembly meeting.

Article VI: FINANCES

Section 1: Dues

Active membership dues shall be determined annually by recommendation of the General Assembly.

Section 2: Other Income

Income from fund raising activities such as exhibit sales shall be used for the purpose of our organization as specified in Article II above.

Section 3: Fiscal Year

- A. The fiscal year shall be from January 1 through December 31. (calendar year).
- B. An auditing committee of three non-executive committee members shall be established prior to the January General Assembly meeting.

The auditing committee shall examine the Treasurer's books for the calendar year ending prior to the January General Assembly meeting, and submit a report at that time. A similar audit, as described above, shall be made any other time there is a change in the office of Treasurer.

Section 4: Budget:

Each committee chairperson shall prepare a budget of proposed expenditures for said committee for the fiscal year. This budget is to be presented to the General Assembly at its February meeting.

Section 5: Allocations of Funds:

No funds other than for normal operating expenses, can be allocated for any reason without the approval of the General Assembly. The allocations may be recommended by the Executive Committee, or by standing committees. Said expenditures will be disbursed after it is discussed on the floor and approved by the General Assembly.

Article VII: NOMINATIONS AND ELECTIONS

Section 1: The nominating committee will be prepared to present a slate of officers (two per office) for election at the January meeting.

Section 2: All members shall have the right to nominate themselves or any other member to Executive Committee offices. This nomination will be voted upon only after being seconded by another member of the association, and after nominations for that office shall be closed.

Section 3: Nominations and elections shall be held in succession for each office in the following order: President, Vice President, Treasurer and Secretary.

Section 4: Election shall be by secret ballot. It is necessary to obtain a majority of the votes to be elected.

Section 5: Only currently paid members may vote.

Section 6: A paid member who cannot attend the election meeting may authorize in writing, over his/her signature, another member to carry his/her proxy. One may also vote by absentee ballot, this being sent to the secretary. No member may present more than one proxy.

Section 7: Elections will be held during the first regular meeting of the new fiscal year.

Article VIII: MEETINGS

Section 1: There shall be at least four (4) general meetings every year, the time to be determined by the Executive Committee.

Section 2: A quorum shall consist of 1/3 of the paid members.

Section 3: The presence of three (3) members shall constitute a quorum for Executive Committee meetings.

Section 4: Robert's Rules of Order (Revised) shall be followed in conducting meetings.

Article IX: DISSOLUTION

Upon liquidation, dissolution or termination of this organization, none of the assets which may remain after the satisfaction of all outstanding claims shall be made available to any individual.

All assets owned by the organization will be donated to charitable organizations such as the Turkish Red Crescent (KIZILAY), The International Red Cross, and the International Institute of Wisconsin, Milwaukee County, or other such organizations. The smallest percentage being ten percent (10%).

BY LAWS - I

The programs should include these general purposes:

1. At least two social functions each year, including the presentation of Turkish food and Turkish music when possible.
2. Lectures and conferences about Turkey's culture.
3. Organize Turkish presentations when and where possible.
4. Locate new Turkish arrivals and give them appropriate assistance.
5. Efforts should be made to obtain a suitable building for the purpose of this organization.

BY LAWS - II

Section 1: Each standing and special committee chairman shall appoint members of his/her committee from the organizational membership.

Section 2: A. Committees shall submit a written or an oral report to the General Assembly when they have any information to communicate to the membership. Each committee shall submit a final written report at the December meeting to each member.

B. The auditing committee shall be an exception in that they must submit a written report to each member at the January General Assembly meeting.

Section 3: The standing committees and their responsibilities are designated in the annual program.