

BYLAWS
OF THE
ASSAMESE COMMUNITY OF GEORGIA
aka **ACOG**

A NONPROFIT CORPORATION Incorporated under the laws of the State of Georgia

Section 1

Name, Location and Offices

1.1 Name:

The name of this corporation shall be "Assamese Community of GA, Inc."; henceforth called ACOG (the "Corporation").

EIN # 88-3426188

Email – acog.ga.usa@gmail.com

1.2 Principal Office:

The principal office of the Corporation for the transaction of its business shall be:

To be determined. There is no physical office. Temporarily, home address of a community member is used for official purpose.

A new PO Box will be purchased and be used in future.

Section 2

Purpose and Objectives

2.1 This Corporation shall be organized and thereafter operated exclusively for charitable uses and purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its officers, directors, members or other private persons; but the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as set forth in this Article II. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence local, state, or federal legislation, except to the extent permitted by law, and the Corporation shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Articles of incorporation, the Corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, or by a corporation, contributions to which are deductible for federal income tax purposes under Section 170(c) (2) of the Internal Revenue Code.

2.2 It is intended that The Corporation shall have, and continue to have the status of an organization which is exempt from federal income taxation under Section 501(c) (3) of the Internal Revenue Code. All terms and provisions of these Articles of Incorporation and the bylaws of the office corporation, and all authority and operations of the Corporation, shall be construed, applied, and carried out in accordance with such intent.

2.3 The Corporation shall be a charitable, social, non-profit and non-political organization with the following objectives:

- (a) To promote and sustain educational, cultural and charitable activities.
- (b) To provide opportunities to learn, participate and to enjoy the richness of cultural heritage of Assam.
- (c) Create an environment of mutual goodwill between all Assamese Origin and other local and regional ethnic groups from Assam and neighboring states from the Northeast region on India.
- (d) Organize events that promote Assamese culture and festivals among our members.

- (e) Collaboration among various other non-profit organizations to promote Assamese people and support and assist charitable and humanitarian efforts.
- (f) Represent Assamese Community in the local community in and around Georgia.
- (g) To provide opportunities to ACOG kids to learn, use and contribute to native languages from Assam.

2.4 The organization will organize a yearly Picnic around July/August timeframe to celebrate the end of summer and begin of school season.

2.5 The organization will organize Bhogali/Magh Bihu in the month of January to celebrate the end of Harvesting season in Assam.

2.6 The organization will organize the Rongali/Bohag Bihu in the month of April to celebrate the Assamese new year.

2.7 Participation in the organization's function will be open to all individuals who subscribes to the objectives and guidelines set forth above, regardless of individual's age, sex, race, gender, religion, sexual orientation, or national origin.

2.8 No activity of this Corporation shall be conducted for the purpose of attempting to influence legislation, promoting any candidate for a public office, espousing propaganda, or promoting influence of any individuals from the community for their personal gain.

2.9. No Individual members of this Community shall represent Assamese community of GA (ACOG) in any events organized by other organizations without an agreement from the board. This is not aimed to restrict anyone to showcase their passion or talent. It is just to avoid confusion or multiple representations in the same event. At an individual level, anyone is free to participate in any events or organizations.

2.10. In case ACOG receives an invitation to participate in an event and there is restriction set by that organization, committee will be transparent and share that information with everyone. If there are restrictions on the number of participants, the committee will set a meeting with interested parties to discuss and choose one team by mutual agreement or have lucky draw.

2.11 There will be no financial assistance i.e., entry fee, parking etc. to participate in another event.

2.12 The Committee will coordinate initiatives aimed at charitable endeavors, encompassing activities such as soliciting food donations, distributing relief supplies during emergencies, assisting the elderly and other communities during times of crisis, and aiding fellow community members in times of need.

2.13 Any member can reach out to ACOG for help to promote their work in Assamese culture, literature, media etc. ACOG will publish and promote the message via digital media.

2.14. If any member(s) wants to showcase an event e.g., holiday party, or Diwali party or showcasing an Assamese movie etc. ACOG will not be able to help with any financial assistance. ACOG will help to circulate the message, but it is not obliged to organize the event.

Section 3

Committee Officers and Election Procedures

3.1 The Committee will comprise of

- (a) A President
- (b) Vice President, Information and Support
- (c) Vice President, Cultural Operations
- (d) Vice President, Finance
- (e) Vice President, Technology

3.2 A three-member election Committee will be formed via an online survey. The current board member will send the survey and an email and WhatsApp message to all members. The survey will be active for a week for people to sign up. At the end of the week, an online zoom meeting will be hosted by the existing board members and choose 3 persons via a lottery. If there no volunteers, current board members will choose any 3 members from the community. Existing board members or any of their family members will not be considered to run the election process. This election committee board will be formed in the month of September.

3.3 The election board will conduct the election in the month of October to elect new ACOG committee members. Board members will send email communication and give timeline for members to submit nomination for a position. Once all nominations are received and if there is more than one person running for a position, the board will communicate the election date and the process of soliciting votes from members.

3.4 Every Adult will have one vote. No proxy will be permitted. The vote will be conducted by a secret ballot, Secret email or with a secret digital survey. No voice vote will be conducted.

3.5 The election board may choose to get nominations and do a lucky draw to elect members instead of a voting process. The lucky draw must be transparent and to be done live in front of participated members.

3.6 Any ACOG member with good standing for last 2 years as paid members to be eligible for nomination to the Vice President positions. However, to be eligible for nomination for the position of President, the nominee should be a good standing member for at least last 3 years as paid member of ACOG. The eligibility criteria of 2 and 3 years will be considered

from the year of effect of by laws. For the first 3 years, we will consider anyone staying in the Atlanta area more than 2 and 3 years. This rule will apply going forward.

3.7 The Election Committee will initiate the election process via email, WhatsApp messages and accept nominations for a period of 3 weeks and send reminder and updates on accepted nominations on a weekly basis so that members know which the positions are still need nominations.

3.8 If any executive officer position(s) is/are uncontested or no nomination is received by the closing date of nomination submission, there will be no election for the position(s) and the nominee(s) will be elected unopposed or appointed by the election committee.

3.9 To apply for a position on the ACOG Committee, any member who completed a previous term in any position, as well as their significant other, must wait for two years before being eligible for committee position. No two members of any family can serve on ACOG board in the same year or in two consecutive years.

3.10 The 12 (twelve) months term of the Executive Committee is from November 1 to October 31 next year. The term of the new Committee will begin after the official turnover meeting by the outgoing Committee and all documents are turned over to the new Committee.

3.11. The newly selected committee will get passwords for all media accounts, bank account, balance sheet and they will need to change address of all mail communications, official LLC address to their home address.

3.12. Due to Georgia Dept of Labor law, the President of the ACOG corporation may need to be a US Permanent Resident. Also, the bank account is associated with SSN number of current president. The outgoing and incoming committee needs to pay special attention to these legal matters. By accepting to be on the committee means you are answerable to Georgia Department of Labor for any issues or violations of labor laws or timely quarterly filling of taxes. We typically file "no employee \$0 income" every quarter.

3.13 The Committee may form various sub-committees to help organize the yearly events.

3.14 If a committee member resigns before completing the yearly term, the other members will choose a new person for the remainder of the term or choose not to add any new members and share the responsibility among them.

3.15 The President, in consultations with the Committee members, can reassign portfolios of members, as needed during their term.

3.16 Members need to be at least 24 years of age or above to serve on the committee.

3.17 There will need to be a vote by paid members with a 2/3 majority of the total paid members (not cast votes) to change the number of positions of executives on the committee.

3.18 A committee executive can be terminated in the event of gross wrongdoings by having a vote and 2/3 of (paid members) majority decision.

3.19 Members with a history of violent behaviors, any kind of racist, sexist, agist or any form of discrimination or history of passing derogatory comments will be barred from running for a committee position. The committee retains the prerogative to initiate a voting process if it becomes aware of such conduct. There will need to have a formal complain with proof by any member to document this. Our motto is not to cancel anyone. Instead, we will have a fair election process to choose the right person in these situations.

3.20 There will be no financial compensation provided for any positions. All activities and time spent are voluntary.

3.21 ACOG will designate an official photographer and videographer for each of its organized events. ACOG maintains the authority to utilize and distribute event-related content at its discretion, with the intention of highlighting the diverse cultural heritage of Assam and the ACOG event participants.

3.22 A vote with a 2/3rd majority of paid members (not vote casting members) is needed to introduce, amend, or eliminate any bylaws of ACOG.

Section 4

Committee Officer's Duties & Responsibilities

4.1 President.

- The President shall be the principal executive officer of the Corporation and will manage, supervise, and control the affairs of the Corporation.
- President will serve as mentor for our community and lead the community into a successful organization.
- President will be the voice of reason of the community and bring everyone together and cultivate a friendly culture.
- Bring transparency on all decision making and encourage everyone to step forward for the betterment of our community.
- Resolve conflicts within community members.
- Be a guide for all other board members for their responsibilities and planning of events.
- Look at targeted ideas for future sponsorship, donation drive etc.

4.2 Vice President, Information & Support

- Serve as advisory member to the President.
- Responsible for quarterly meetings, communications of any updates of our community, upcoming events, introduce new members etc.
- Create an open platform/forum where members can give suggestions and feedback regularly.
- Primarily work with other organizations to represent ACOG and be the liaison between ACOG and other organizations.

4.3 Vice President, Cultural Operations

- Serve as advisory member to the President.
- Responsible for leading the planning of our events.
- Create an open platform/forum where all members are encouraged to showcase their talents and perform.
- Responsible for improving the standard of our events.
- Responsible for looking for multiple options for a Venue for our Rongali Bihu.
- Improve Volunteer Management and Plan of a proper budget for our events.

4.4 Vice President, Finance

- Serve as advisory member to the President.
- Responsible for all funds and securities of the Corporation
- Receive and give receipts for monies due and payable to the Corporation from any source whatsoever.
- Deposit all such monies in the name of the Corporation in such banks, trust companies or other depositories.
- After every event, provide a detailed report of expenses and balances.
- Responsible to Manage the Bank account and sign checks.
- Internal Audit – Responsible for sharing quarterly bank statements to everyone via email. Also conduct a yearly audit where the VP is required to go over the financial numbers in a Zoom call/in Person with everyone.

4.5 Vice President, Technology

- Serve as advisory member to the President.
- Manage community Facebook page with event updates.
- Manage ACOG Google account or an organization email account.
- Manage ACOG Google group.
- Plan of Creation of a web site for the community
- A YouTube channel and manage and upload our videos.
- Manage ACOG WhatsApp group as Admins.
- Manage ACOG Evite Account
- Plan for future assets for community e.g. sound system and a projector
- Transition of account passwords and account management activities to next VP
- May ask for volunteers to be admin or manage webpage, Facebook, YouTube etc.

Section 5

Yearly budget and Membership Fee

5.1 Expected Budget.

Events	Expected Cost
Magh Bihu	\$2,000
Rongali Bihu	\$5,000
Summer Picnic	\$500
Miscellaneous ACOG	\$1,500
Total	\$9,000

Summer Picnic will be a potluck.

The Miscellaneous fee will cover Insurance, Registration, Tax, Website, PO Box Rental etc.

5.2 Membership Fee.

Type	How many	Total Adult	Expected Expense	Fees/Adult
Per Family (typically 2 adults and kids under 18 years of age)	20	40		
Individual Adults		30		
Total		70	\$9,000	(\$9000/70) Approx 130

5.3 Payment of Fees. Membership payment must be paid during October every year to sign up for the yearly membership which will cover all the four events. The VP of Finance will initiate a membership drive window for everyone to pay via cash, check or via Zelle.

- Situations may arise wherein an individual express interest in settling their dues through installment payments. In such scenarios, the payment can be divided into three installments, with the entire membership fee required to be settled before the commencement of the subsequent year's Rongali Bihu. Those intending to opt for

this approach must commit to it during the membership registration period, and modifications cannot be made until the subsequent year.

5.4 Fee Revision. Committee members will reevaluate total operating cost every year and considering the inflation or some urgent need, the committee will either increase or decrease the fees accordingly. It is impossible to have a lower fee with a smaller group like ours.

5.5 Non-Member's Fee. Committee members will decide a Fee per event for non-members. This fee will typically be 25% higher than the price a paid member. There will be a price category for Adults and Kids.

5.6 Guest Fee. Visiting Parents or Guests (up to 2) per family will have a discounted rate per event. Any large number of group of guests will pay the normal non-member fee. There will be no "non-eating" guests.

5.7 Students Fee. Committee will decide a discounted fee for all adult students who are pursuing their studies in and around Georgia.

5.8 Kids Fee. Committee will decide a lump sum fee for kids depending on om age after we finalize 1st year paid membership drive. It is easier to count just the adults to begin with and as we mature, we will add fees for kids just to cover the food expenses.

5.9 Distinguish Invited Guests. Any special guests invited by the committee or donors who donate \$500 or more to an event will receive a free entrée in the event.

5.10 There will be no free commercial Stalls permitted in any ACOG events. Since we have a very small number of members, it is almost impossible to get any stalls or donations. Board members will come up with a fee for a stall during that event which is no lower than \$50 or it may be a percentage of the total sales. We cannot expect a Stall to pay 50 dollars where they will probably sell maximum of 200 dollars. ACOG has done a free pilot program in the first year to test enthusiasm and sales value in the community. This process will take multiple years to finalize a correct fee structure. Currently, we cannot compare with the fees imposed by larger organizations like IACA or BAGA.

5.11 Deficit/Surplus. Any surplus amount will be added to our ACOG reserve fund for investments in our strategic asset purchases or for any future use. Any deficit will be covered by our reserve fund, and it will trigger reevaluating adjustment in fees for next year.

Section 6

ACOG Corporate Seal & Logo

Logo



Seal



Section 7

ACOG Administrative Provisions

7.1 **Board of Directors.** We are a very small community which can be managed by the ACOG committee. Once we reach an average of 250+ paid members in our group, we will create a board of directors to lead this community. At that point, we will need amendment to our bylaws.

7.2 **Conduct.** All committee members must act in the best interests of the committee. Every member must be treated equally and fairly by the committee members.

7.3 **Background Checks.** There will be **NO** background checks or criminal history verification done for any committee members or participants of ACOG. This is a social organization created mainly to get together and event management.

7.4 **Law suites and Settlement.** By joining ACOG and attending any event, every committee member and individual paid or non-paid members and guests agree that they will **NOT** have right to go after ACOG or the committee members with lawsuits for any disputes. Any dispute between members at individual level should be sorted out by themselves; ACOG will not be involved in these disputes. ACOG does not have the capability to support and assist financially in any lawsuits brought upon a committee member. ACOG will only support whatever is covered by the liability insurance. This is very highly unlikely, but all committee members must agree to this risk before accepting a committee position.

7.5 **Insurance.** To the extent permitted by Georgia law, the Corporation, ACOG will purchase and maintain a liability insurance coverage of USD 1 million on behalf of any person who is an Officer or agent of the Corporation against any liability asserted against him or her and on ACOG.

Section 8

ACOG Current Inventory of Assets





Accounts & Cards [View all accounts and cards >](#)

CASH & SAVINGS



ACOG 2254

\$1,581.03

Section 9

BYLAW - Approval and Acceptance

This is the approval of ACOG By Laws of the corporation and guidelines for governance. This has been distributed to all ACOG community members via email and two weeks of review window was given to all members. There were numerous comments and suggestions were received. After reconciliation and incorporation of all comments and suggestions, most of these were incorporated into the By Laws. There were also direct communications with members to reconcile on suggestions which were put on a lower priority item to revisit next year.

The only item to revisit for next year is to review the membership fee after we run the organization for a year with the proposed fee.

With the above declaration and explanation of our governance rules, the first ACOG committee members here by sign and approve this By Law of Assamese Community of GA. This will be in effect from Nov 1st, 2023, until further amendment as per rules outlined on this By Law.

Acceptance Date

09/30/2023

Note – All current board members will have to accept this By Law and a signature of acceptance will be stored in ACOG shared google drive.