

**RAJPUT ASSOCIATION OF NORTH AMERICA**  
**CONSTITUTION**

(As Amended February 24, 2007)

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**ARTICLE 1: NAME**

**Section 1:** The name of this organization shall be the Rajput Association of North America (RANA).

**Section 2:** RANA will be a private fraternal organization.

**ARTICLE 2: PURPOSE**

**Section 1: General Purpose**

To create and promote better understanding among its members and to provide a forum for social, cultural, educational, and business inter-changes among them.

**Section 2: Specific Objectives**

- A. To foster and nurture the Rajput heritage and traditions among members.
- B. To develop social, cultural, educational, and business programs and to encourage active participation of all members in these programs.
- C. To establish and develop links with other Rajput organizations throughout the world.
- D. To do all that is needed to preserve and protect the best interests of its members in accomplishing the above objectives.

**ARTICLE 3: MEMBERSHIP**

**Section 1: Ordinary Member**

- A. Any bona fide Rajput resident of North America who is at least eighteen years old and who subscribes to the aims and objectives of RANA, upon payment of dues as herein provided, may apply for membership of RANA.
- B. Spouses of Ordinary Members will automatically be Ordinary Members as well.
- C. All applicants for membership must be sponsored by two Ordinary Members.

D. All applicants will be reviewed and approved by the National Executive Committee.

E. The National Executive Committee reserves the right to verify the information supplied by an applicant and

to refuse membership without specifying reasons for the same.

F. Upon refusal, an applicant's dues will be refunded.

### Section 2: Associate Members

A. Dependent children and dependent parents of Ordinary Members will be Associate Members.

B. Associate Members will not have voting rights and cannot be members of the National Executive Committee, but will otherwise enjoy all privileges of RANA.

### Section 3: Membership Fees and Dues

The membership fee and annual dues for members shall be determined by the General Body.

### Section 4: Expiration of Membership

All memberships expire on December 31 and must be renewed by paying annual dues for the next year.

### Section 5: Suspension and Termination of Membership

A member may be suspended or terminated if his/her presence is deemed disruptive to the organization. A

two-thirds majority of the National Executive Committee will be required to suspend or terminate a member.

## ARTICLE 4: GENERAL BODY

Section 1: The General Body is the supreme forum of RANA, and shall consist of all Ordinary Members

who have paid their dues.

Section 2: The General Body shall transact the following business:

A. Review the activities of RANA for the previous year.

B. Elect and National Executive Committee and an Auditor for the following year.

- C. Determine membership fees and annual dues.
- D. Receive and adopt amendments to the constitution.
- E. Transact policy matters.

Section 3: The General Body may be polled by mail and provided quorum requirements as hereunder specified are met, all decisions reached shall be deemed to have been transacted in a General Body meeting.

Section 4: When more than fifty percent of Ordinary Members are present or have voted in a mail referendum, a quorum will be deemed to have been constituted.

Section 5: When there is a quorum, a majority vote of members shall constitute a decision, except where otherwise specified in this constitution.

Section 6: Each member shall be entitled to one vote in a General Body meeting or mail referendum.

#### ARTICLE 5: AMENDMENTS

Amendments to this constitution shall be made only by the General Body with an absolute two-thirds majority, provided notice of the proposed amendment shall have been submitted at least fourteen days prior thereto.

#### ARTICLE 6: OFFICIAL YEAR

The Official Year of the association shall begin on May 1.

#### ARTICLE 7: NATIONAL EXECUTIVE COMMITTEE

Section 1: The National Executive Committee shall be responsible for directing, supervising, and transacting the

general business as it deems appropriate in order to carry out the objectives of RANA. The National Executive Committee shall conduct the business of RANA by utilizing funds available to them through membership dues, subscriptions, and donations. President, Vice President, General Secretary, and Treasurer of the National Executive Committee can not simultaneously hold a position with another Rajput and/or Kshatriya organization registered in North America;

Section 2: The National Executive Committee shall consist of a President, Vice President, General Secretary, Treasurer, Chairperson of Cultural Committee, Chairperson of Education Committee, Membership Secretary, Magazine Secretary, and Community Relations Secretary.

Section 3: The President shall preside at all regular meetings of RANA and of the National Executive Committee and shall perform all other duties normally required to carry out the

objectives of RANA. The same individual can not hold the portfolio of the President for more than 2 terms.

Section 4: The Vice President shall, in the absence or incapacity of the President, perform all the duties of the President.

Section 5: The General Secretary shall keep the minutes of all regular meetings of RANA and of the National Executive Committee. The said person shall conduct all correspondence of the Association, and perform all other duties assigned to the National Executive Committee.

Section 6: The Treasurer shall collect all dues and be responsible for all funds of the Association. The said person shall keep a roll of the members and maintain an itemized account of all receipts and expenditures.

Section 7: The National Executive Committee shall fill vacancies that may arise in the Committee.

Section 8: The National Executive Committee shall meet at least once in three months. The General Secretary, in

consultation with the President, shall convene the meetings of the National Executive Committee.

Section 9: The term of office of the National Executive Committee shall be two years.

Section 10: In a National Executive Committee meeting, when more than fifty percent of Committee members are present,

a quorum will be deemed to have been consulted. When there is a quorum, a majority vote of members present shall constitute a decision, except where otherwise specified in the constitution.

#### ARTICLE 8: CULTURAL COMMITTEE

Section 1: The Cultural Committee will assist the National Executive Committee in implementing social, cultural, and

educational programs, consistent with the objectives of RANA.

Section 2: The Cultural Committee will receive its mandate from, and will be answerable to, the National Executive Committee.

Section 3: The Chairman of the Cultural Committee shall be a member of the National Executive Committee.

Section 4: The Chairman shall assist the National Executive Committee in determining the size of the Cultural committee and in nominating members to it.

## ARTICLE 9: EDUCATION COMMITTEE

Section 1: The Education Committee will assist the National Executive Committee in administering RANA

Education Trust Instrument consistent with the objectives of RANA.

Section 2: The Education Committee will receive its mandate from, and will be answerable to, the

National Executive Committee.

Section 3: The Chairperson of the Education Committee shall be a member of the National Executive Committee.

## ARTICLE 10: AUDITOR

The General Body shall elect an Auditor who shall be responsible for auditing the books of account and who will submit his findings to the General Body. The term of office of the Auditor shall be one year.

## ARTICLE 11: ELECTION OF THE NATIONAL EXECUTIVE COMMITTEE

Section 1: The election of the National Executive Committee will be held at least fifteen days prior to the beginning of the official year.

Section 2: The National Executive Committee shall nominate an Election Committee to conduct the election.

Section 3: Members of the Election Committee cannot be members of the National Executive Committee and are not eligible for elective office.

Section 4: The Election Committee shall be constituted as follows:

- A. It will consist of a convener and two other members.
- B. The convener will maintain all records of the Committee and will coordinate its activities.
- C. All decisions of the Committee will be by simple majority of all members.

Section 5: The Election Committee shall conduct the election as follows:

- A. They will verify the list of all eligible voters; that is, Ordinary Members who have paid their dues. This membership list will be finalized as of the end of February.

B. They will solicit nominations for the National Executive Committee from all members in the above list.

C. All nominations must be countersigned by the candidate and be sponsored by two members who have paid their current dues.

D. No member may nominate more than one candidate for the same post.

E. The Election Committee shall announce the closing date for all nominations, the last date for withdrawal of nominations, and the date of the election.

F. If no nominations are received for a post, the incoming National Executive Committee shall fill these posts

within thirty days of assuming office.

G. The Election Committee shall finalize the nominations, distribute ballots, and hold elections at a specified time, date, and place.

H. Ballots may be cast through mail or in person at the time of the election.

I. Candidates or their representatives may be present at the counting of the ballots, immediately after the voting is completed.

J. The Election Committee's decision shall be final and binding with respect to any disputes arising regarding the validity of ballots cast.

K. The Election Committee shall notify the General Body by mail of the results of the election as soon after the election as possible, but not more than fifteen days thereafter.

Section 6: The Election Committee shall cease to exist as of the date of notification of the election results. The convener shall hand over all records and documents pertaining to the election to the President-elect.

Section 7: The new National Executive Committee shall be inaugurated at the beginning of the official year.

Section 8: The current National Executive Committee will function in a caretaker capacity from the time the

Election Committee is constituted until the inauguration of the new National Executive Committee.

### **RANA Local Chapters**

## 1. Purpose

Recognizing that present and future membership is subject to wide geographical dispersion, RANA encourages the formation of Local Chapters to provide local forums for social and cultural inter-changes.

## 2. Local Chapters, Formation, Governance and Administration

All RANA Local Chapters will operate within the RANA Constitutional framework and be governed in accordance with 'General Guidelines and Policies for Starting and Operating a RANA Local Chapter' presented in APPENDIX – 1.

< END OF THE MAIN DOCUMENT – APPENDIX -1 TO FOLLOW >

## **APPENDIX – 1**

### **General Guidelines and Policies for Starting and Operating a RANA Local Chapter**

1. The Rajput Association of North America (RANA) National Executive Committee is solely responsible and reserves the right to sanction or refuse the 'RANA Local Chapter' status to a group of RANA members petitioning to start a RANA Local Chapter;
2. A minimum of total 16 Life Members families are required to be able to petition the RANA National Executive Committee for starting a RANA Local Chapter. These 16 members also include the existing members in the relevant geographical area willing to be affiliated with the specific Local Chapter. A petition must be submitted in writing to the RANA National Executive Committee. If at any time the Local Chapter membership falls below 14, the RANA National Executive Committee reserves the rights to dissolve the Local Chapter, after providing an appropriate notice and time to meet the criterion. For this specific purpose alone, husband & wife will count as one member;
3. Membership, membership approval process and sharing of membership fees and dues:

3.1 All membership applications and fees for annual and/or life membership will come directly to the RANA National Executive Committee for approval, with checks made payable to the 'Rajput Association of North America' or 'RANA'. Membership checks and applications may be forwarded as such by the RANA Local Chapters;

3.2 Upon membership application approval by the RANA National Executive Committee, RANA Executive Committee will disburse back to the Local Chapter, 25% of the membership fees for each member affiliated with that Local Chapter. The ratio of membership fees sharing can be changed in future with written consents of RANA National Executive Committee and the Local Chapter Committee without amending the RANA Constitution;

3.3 These members include all members irrespective of the efforts expended by either the Local Chapter or by the efforts of the RANA National Executive Committee. However, membership applications and the membership fees must be directly mailed to the RANA National Executive Committee;

3.4 The amount to be shared between a Local Chapter the RANA National Executive Committee also includes renewal fees for annual members;

3.5 All membership applications must be on the membership form as provided by the RANA National Executive Committee;

3.6 Only the RANA National Executive Committee has the right to alter and/or modify the RANA membership application form;

3.7 After a membership status has been accorded to a family/individual by the RANA National Executive Committee, the member family will be entitled to all RANA benefits and privileges;

3.8. RANA membership is not transferable to the associate members, such as children and parents, as defined in the RANA Constitution.

3.9 From time to time, RANA National Executive Committee may collect annual dues directly from all RANA members to cover the annual operating cost and annual expenditure incurred in executing RANA National Executive Committee businesses and affairs,

1. In general, a RANA member affiliated with a specific RANA Local Chapter must reside in the same state or the immediately neighboring state(s) in which the Local Chapter officially operates. For practical purposes, the state of operations will be determined by the location of the financial institution branch in which the Local chapter account is established.

5. If a RANA member affiliated with a specific Local Chapter relocates, and wants to be associated with another Local Chapter, it will be up to the relocating member family to pay applicable dues to their newly-associated Local Chapter to be entitled to any benefits and privileges provided by the specific Local Chapter. Neither RANA National Executive Committee nor the previous Local Chapter (relocating member earlier associated with) are liable to pay/transfer any part of their membership fees once it has been transferred to one Local Chapter by the RANA National Executive Committee.

1. Fiscal Accounting:

6.1 RANA National Executive Committee will provide an IRS Tax ID to the Local Chapter to open a bank

account;

6.2 The Local Chapter will appoint an Accounts Auditor and provide an audited accounting report to the

RANA National Executive Committee for IRS tax filing on a yearly basis. The Auditor does not necessarily have to be a CPA; it could be a RANA member who is not an office-bearer of the Local Chapter Committee;



6.3 The Local Chapter will provide to the RANA National Executive Committee, a statement of income and expenditure on an annual basis;

6.4 The Local Chapter may be required to provide a mid-term financial report if required for interim reporting to IRS by the RANA National Executive Committee;

1. A RANA Local Chapter is free to collect annual dues from the affiliated members as it deems fit, for its activities and functions. A Local Chapter is not required to share with the RANA National Executive Committee, the annual dues that the Local Chapter collects for the activities nor the money donated directly and specifically to the Local Chapter;

8. The Local Chapter must hold free and fair elections for the Local Chapter office-bearers every two years and inform the results to the RANA National Executive Committee. For the election procedures and details, the Local Chapter may choose to refer to the document titled 'Guidelines for RANA Local Chapter Elections'.

8.1 At a minimum, a Local Chapter portfolio must include: Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer. As stated in the RANA Constitution Article 3 / Section 1 / A, these 4 positions must be held by individuals at least 18 years or older. There is no age restriction on other positions that may be added as desired by the Local Chapter;

8.2 A Local Chapter is free to make up its own standard nomination and election ballot to be used for nominations and elections, or may ask the RANA National Executive Committee's to provide nomination and elections ballots. If a Local Chapter decides to use its own nomination and/or election ballot, the same must be provided to the RANA National Executive Committee for approval prior to using these;

8.3 All nomination and election ballots must be handed over to the incoming Local Chapter's secretary, and must be kept secured by the elected committee of the Local Chapter, and the committee thereafter, for a period of at least 4 years;

8.4 Result of the elections must be notified in writing by the outgoing Local Chapter National Executive Committee to the RANA National Executive Committee within 15 days of the declaration of results;

8.5 To the extent feasible, the RANA Executive Committee will refrain from interfering in the Local Chapter business. However, in case of a dispute within the RANA Local Chapter, the RANA National Executive Committee's decision will prevail;

8.6 RANA members affiliated with a Local Chapter must declare their affiliation with the specific Local Chapter either on the membership application form or in writing, later on;

8.7 If at any time, it is established beyond reasonable doubt that fair and free Local Chapter elections were not held, upon a written complaint countersigned by more than 50% of the members affiliated with the Local chapter, the RANA National Executive Committee reserves

the right to dissolve the Local Chapter Committee after giving a notice and then seek fresh elections for the Local Chapter. In case the majority of the Local Chapters members request in writing, the RANA National Executive Committee may appoint an Election Convener for administering the Local Chapter elections;

8.8 The Local Chapter elections must be held within 24 month from the date of the previous Local Chapter Executive Committee taking office. Upon a written request to RANA National Executive Committee, specifying valid reasons, a 2-month extension may be granted, after which the RANA National Executive Committee reserves the right to abolish the Local Chapter or conduct the Local Chapter elections as it deems fit;

8.9 Position of the President of a Local Chapter can not be held by the same individuals for more than 2 terms. An individual elected to a position for the RANA Local Chapter Committee can not simultaneously hold a position with another Rajput/Kshatriya organization registered in North America;

9. A RANA Local Chapter has the freedom to organize and conduct its own functions and meetings without interference from the RANA National Executive Committee. However all RANA Local Chapters will operate under the RANA Constitution, by-laws, general policies and guidelines set forth by the RANA National Executive Committee;

10. Any use of RANA Logo and stationery must clearly indicate the RANA Local Chapter name along with the term 'An Affiliate of Rajput Association of North America'. The RANA Logo and stationery must be prudently used, and its use be restricted for business related to RANA Local Chapter only;

11. If a Local Chapter decides to set up a web site, it must be clearly stated on the web site home page in large (font size 14 or bigger) bold letters, for example 'RANA South West Local Chapter – An Affiliate of Rajput Association of North America'. A link to [www.rajputra.org](http://www.rajputra.org) must be provided at the Local Chapter home page. Access will be provided for the Local Chapters to post their events and information on the RANA Web site [www.rajputra.org](http://www.rajputra.org);

12. Any flyers and banners used by the RANA Local Chapter must clearly identify the name of a Local Chapter; any plaques, awards, certificates, awarded by the RANA Local Chapter must clearly identify the name of the Local Chapter;

13. A RANA Local Chapter agrees not to compete with the RANA National Executive Committee for any event and/or undertaking. In case of a dispute, the decision of the RANA National Executive Committee will prevail;

14. RANA is a fraternal, social and cultural organization, and to the extent possible, RANA platform will not be used for personal and political gains. In the unlikely event that a RANA Local Chapter decides to indulge in political activities, it must inform the RANA National Executive Committee in writing prior to such indulgence. Additionally, it must be clearly indicated during all such political activities that the political expression is solely on part of the Local Chapter, and is not necessarily indicative of entire RANA;

15. The Local Chapter will provide an updated membership list containing, names, addresses, phone numbers, email and membership statuses to the RANA National Executive Committee on biannual basis, to be incorporated in the RANA Master List;

16. A Local Chapter will hold at least 3 Local Chapter Executive Committee meetings in a fiscal year, and one General Body meeting of the Local Chapter members. A copy of the report of the General Body meeting will be provided to the RANA National Executive Committee within 30 days ;

17. The RANA Local Chapter agrees not to secede from the RANA's national umbrella-namely the 'RANA National Executive Committee'. Any attempts to secede from RANA will result in revocation of the RANA Local Chapter status;

18. Any bona fide paid member of RANA, whose membership has been approved by the RANA National Executive Committee by February end, and in good standing can contest for any position of the RANA National Executive Committee. A sitting office-bearer of a RANA Local Chapter can be nominated or elected for a position on the RANA National Executive Committee. However, an individual can not simultaneously hold positions with the RANA Local Chapter Committee and the RANA National Executive Committee;

19. The RANA Local Chapter agrees to the fact that the name 'Rajput Association of North America' and the RANA Logo are the sole properties of the RANA National Executive Committee and has been loaned to a Local Chapter for the meaningful and purposeful growth of RANA, and that the logo design or wording must not be altered in any way;

20. All national/international events, such as the RANA Family Convention, RANA Youth Conventions, etc. will be organized either by the RANA National Executive Committee, or a Committee of RANA members appointed by the RANA National Executive Committee. Such an appointed committee, if required, may include RANA members from one or more RANA Local Chapter(s) in various capacities;

21. A RANA Local Chapter will not compete with the RANA National Executive Committee for fund raising;

22. A RANA Local Chapter agrees that any formal affiliations with any other organization or an umbrella of organizations on part of the Local Chapter must have prior approval of the RANA National Executive Committee, and must be clearly indicated that such an affiliation is only on part of a specific Local Chapter;

23. If at any time, the RANA National Executive Committee determines that a specific RANA Local Chapter is being disruptive and not working in accordance with the goals and objectives of RANA, as set forth in the RANA Constitution, by-laws, general policies and guidelines, and the MoU, the RANA National Executive Committee reserves the right to dissolve a Local Chapter after giving at least two written notices. If the issue is not satisfactorily resolved within 30 days of the date on the first notice, a second notice will be given least 30 days after the first written notice. A Local Chapter will have up to 30 days after the date on the second notice to resolve the

issue satisfactorily, and to provide a response to the RANA National Executive Committee. A decision to dissolve a RANA Local Chapter by the RANA National Executive Committee will not be based on the simple majority of the RANA National Executive Committee Members, but by an absolute vote of at least 7 out of 9 members of the RANA National Executive Committee;

(END OF APPENDIX – 1)

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