

PITTSBURGH TURKISH-AMERICAN ASSOCIATION

P.O. Box 7545
Pittsburgh, Pennsylvania 15213

BY-LAWS

ARTICLE I *Name and Office*

1. *Name* The name of this organization shall be *Pittsburgh Turkish-American Association*.
2. *Office* The office of the association shall be in the city of Pittsburgh, Pennsylvania.

ARTICLE II *Purpose*

The purpose of the Association:

1. To help provide means for strengthening the cultural ties between Turkey and the United States.
2. To represent the Turkish - American community in Pittsburgh and vicinity in cultural activities.
3. To provide means of communication among Turkish- Americans.
4. To assist non-profit and charitable organizations in Turkey and the United States.
5. To help Turkish families and students in their orientation with the Pittsburgh area.
6. To raise funds to accomplish its purposes.

ARTICLE III *Membership and Dues*

1. **Basis of Membership:** Any person 18 years of age who applies for membership and is approved by the Executive Board may become a member.
2. The annual dues are determined by the Executive Board and are payable before August 31st of each year.
3. **Honorary Membership:** Honorary members are those who, in recognition of special services or contributions to the Association become affiliated with the Association by invitation of the Executive Board. They shall not be liable for dues and shall not vote or hold office.
4. **Termination of Membership:** Membership may be terminated upon written resignation. A member whose dues remain unpaid for the year or acts contrary to the best interests of the Association may be dropped from membership by the decision of the executive board. A member dropped from membership may appeal for reinstatement at the next succeeding General Meeting.

ARTICLE IV *Officers*

There shall be a President, Vice President, Treasurer, Secretary, and Events Coordinator(s).

1. **President:** The President will preside at meetings of the Executive Board and General Meetings. The President may appoint the working committee with the approval of the Executive Board. He/she, with the Treasurer, shall sign all obligations including checks for payment of expenses incurred, and shall perform all duties pertaining to the office.
2. **Vice President:** The Vice President shall assist the President and perform the duties assigned to him/her by the president. The Vice President will take over the responsibilities of the President in his/her absence.
3. **Treasurer:** The Treasurer shall receive all funds due to the association, shall collect the association's dues and shall report the delinquents to the Executive Board, shall pay all bills with the approval of the Executive Board, shall read the annual financial report at the General Meeting in September, shall file tax reports to the Federal and District Tax Offices.
4. **Secretary:** Secretary shall keep the minutes of the meetings of the Association and the Executive Committee, keep a classified list of the names and addresses of all members and give a full report of the activities of the Executive Board at the annual General Meeting. He shall also conduct the correspondence of the Association as directed by the President.
5. **Events Coordinator(s):** The Events Coordinator(s) shall manage the activities of the Association and coordinate the working committees as directed by the President.

ARTICLE V *Advisors*

The two most recent former Presidents of the Association shall serve as the Advisors of the Association. They shall automatically become members of the Executive Board upon completion of their terms as President. They will maintain continuity and provide advice and counsel to the Board. The Advisors shall have no vote, unless they also hold an elected office in the Board.

ARTICLE VI *Executive Board*

1. **Organization:** The Executive Board shall consist of at least the President, the Vice President, the Secretary, the Treasurer, the Events Coordinator(s) and the Advisors. The executive Board, with exception of the Advisors, shall be elected by the General Assembly. Additional board members may be elected/appointed as needed.
2. **Duties:** The Executive Board shall have the general power to administer the affairs of the Association.
3. **Meetings:** The Executive Board shall hold regular meetings, at least quarterly. Special meetings may be called by the President or upon written request of members of the Board.
4. **Vacancies:** Vacancies in The Executive Board occur in two ways:
 - a. By the resignation of the Board Member.
 - b. By the absence of Board Member from three consecutive Board Meetings. In this

case, that person will be considered to have resigned from the Board.

Up to two such vacancies may be filled by the members appointed by the President with approval of the Board. The appointed members shall have the same right and privileges as the elected members.

5. **Committees:** The President may appoint working committees and task forces with the approval of the Executive Board as needed. At least one member of each committee and task force shall be appointed from the members of the Executive Board and shall serve as its coordinator.

ARTICLE VII *Finance Audit Committee*

The Finance Audit Committee shall be composed of the two regular members. The committee shall supervise and control the finances of the Association and give a report at the annual meeting. Members of this Committee may sit on the Executive Board Meetings as observers, they shall not have the right to vote.

ARTICLE VIII *Communication*

1. **Newsletter and Web-page:** A newsletter and/or a web-page, may be published/maintained to provide the members with relevant information about Turkish-Americans and Turkish-American relations.
2. **Newsletter Editor / Webmaster:** The President may appoint an Editor/Webmaster with the approval of the Executive Board to publish the newsletter/web-page. The Editor/Webmaster shall prepare each issue of the Newsletter/Web-page and publish it with the President's approval.
3. **Other Media:** The Executive Board may use other media, such as local and National TV, radio and newspapers in order to accomplish the Association's purposes specified in Article II of the By-laws.

ARTICLE IX *Turkish Nationality Committee*

A standing committee shall be appointed by the Executive Board to represent the Pittsburgh Turkish-American community in the Nationality Council of the University of Pittsburgh. The Turkish Nationality Committee shall operate under the rules and regulations of the Nationality Council as long as those rules and regulations do not conflict with the Association's by-laws. The cultural activities of the Association shall be organized by this Committee.

ARTICLE X *General Assembly*

1. **Meeting:** The General Meeting of the Association shall be held in September.
2. **Extraordinary Meetings:** With the approval of the Executive Board, the President may call a special meeting of the General Assembly. In addition, upon written request of one-fifth of the voting membership, the President may, within a period of two weeks, call a Special Meeting of the General Assembly.

ARTICLE XI
Quorum and Elections

1. **Quorum:**
 - a. A quorum of the General Assembly of the Association shall consist of the voting members present at the General Assembly. Decisions shall be taken by the majority vote of the members present. A voting member is one who has paid his/her membership dues for the year by August 31st and who is in good standing.
 - b. A quorum of the Executive Board: A quorum of the Executive Board shall consist of majority of the board members. Decisions shall be taken by the majority vote of the present members.
2. **Elections:** Elections will be held for the Executive Board and the Audit Committee in the general meeting of the Association in September. The board may choose to appoint a nominating committee of three members of good standing, before the elections. Nominations may also be made from the floor. To be eligible for office, PTAA membership for at least one full year or approval of the current Board members are required.

ARTICLE XII
Amendments to the By-Laws

Amendments to these by-laws may be proposed, provided such proposed changes shall be submitted in writing to the Executive Board at least one month prior to the General meeting. All such proposed amendments and recommendations shall be sent by the Board to the General Assembly at least 15 days prior to the meeting. A quorum of two thirds of the majority vote of the members present is necessary.

ARTICLE XIII
Parliamentary Authority

The rules contained in "*Robert Rules of Order*" shall govern the Association in all applicable cases in which they are not inconsistent with the by-laws.

END

These by-laws are approved by the PTAA General Assembly on September 30, 2001.