

**BYLAWS OF DR. AMBEDKAR INTERNATIONAL CENTER**

These Bylaws govern the affairs of Dr. Ambedkar International Center (AIC), organized as a nonprofit corporation under the laws of Maryland and herein referred to as the “Corporation.”

**ARTICLE - 1  
OFFICES**

**Section 1.01 Principal Office:**

The Corporation's principal office in Maryland will be located at 15755, Livingston Road, Accokeek, Maryland 20607. The Corporation may have such other offices, in Maryland or elsewhere, as the Board may determine. The Board may change the location of any office of the Corporation.

**ARTICLE - 2  
REGISTERED OFFICE AND REGISTERED AGENT**

**Section 2.01 Registered Office and Registered Agent:**

The Corporation will maintain a registered office and registered agent in Maryland. The Board may change the registered office and the registered agent as permitted in the Maryland Business Organizations Code.

**ARTICLE - 3  
PURPOSE**

**Section 3.01 Purpose:**

The Corporation is a non-profit center organized for human rights, humanitarian, educational, social and charitable purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE - 4  
MEMBERS, DONORS AND THE BOARD**

**Section 4.01 Members:**

### **Section 4.01.01 AIC Council Member**

Maximum five Council Members will be appointed. Council Member is an honorary position created in beginning and will not be created unless a current Council Member wants to retire.

Council Member must be a united state permanent resident or a US citizen.

#### **Section 4.01.01.01 Appointment and Term of the Council Member:**

Council position is first come, first serve and will remain open until all positions are filled in beginning.

Council Member is required to have minimum \$10000 donation to AIC before he/she is appointed.

A new Council Member will be appointed by majority decision of active Founding and Corporate members of AIC.

Council Member must be active member during the entire tenure.

Council member can take volunteer retirement by informing the Founding and Corporate members. Council Member possess the life time immunity from dismissal and can not be removed from his/her position by founding/corporate/board members or the donors.

A Council member who is convicted by a court in/out side US for any criminal case, will be terminated from AIC Council automatically.

AIC Council member will lose privilege if serving as a board member during the term in the board. This will not create a vacancy in AIC Council and Council member will get back to his/her position immediately after his/her board term is over.

#### **Section 4.01.01.02 Actions of AIC Council Members**

In case of unexpected failure due to a nonfunctional or non-existing Board, AIC Council will be the authority to take decision required for the normal functioning of AIC.

AIC Council will be required to constitute a new Board within 12 months. New Board should be appointed with same rules as a regular Board. If Council fails to appoint new board within 12 months, AIC will be dissolved as per “section 14.03 Corporation Assets”

All the decisions of AIC Council shall be taken by a majority consensus among the existing AIC Council Members.

AIC Council can't dismiss a functioning board.

### **Section 4.01.02 Founding Members**

Members who made at least \$2500 donation before May 31st 2013 (before the property purchased), A member who committed \$2500 before May31st 2013 and donated by 31<sup>st</sup> Dec

2015 is also a Founding member. Founding members can add their spouse if they made \$5000 in above conditions.

Founding membership will never open in future.

#### **Section 4.01.02.01 Actions of Founding Members**

Founding members are responsible to decide and approve the appointment of Council member.

Founding members are responsible to decide and approve the nomination of members for board election.

Founding members are responsible to decide the recommendation of Board for removal of a board member.

Decision of Founding members will be based on the majority of all Founding members.

Founding members have voting rights only if they are active members.

Founding member will lose privilege if serving as a Board member or Council member during the term of him/her position in these. The privileges will be effective immediately after his/her board term is over or he/she resigns from Council position.

#### **Section 4.01.03 Corporate Members**

A board member who has completed previous three full successive terms in the Board with remarkable results towards AIC goals will be appointed as a Corporate member.

The board member to be nominated, must not be a current board member.

##### **Section 4.01.03.01 Appointment and Term of the Corporate member:**

Any existing board member can nominate a Corporate member.

Majority decision of all existing Founding member and Corporate members together will decide if the nominated member should be appointed.

##### **Section 4.01.03.01 Actions of Corporate Members**

Corporate member shall have all the rights and limitations as available to founding members.

Corporate member will take part in all decisions along with founding members. i.e. there will not be a separate voting only for group of Corporate members.

A Corporate member should be active member in order to have a right to vote.

#### **Section 4.01.04 Active Members**

Requires to pay monthly membership fee of \$25 if individual and \$40 with spouse.

Membership fee can be paid in advance for entire year or monthly due by last day of each month. If a payment has been delayed for a month, it must be paid along with next month's due amount by end of next month. Only one such delayed payment is allowed per year for Active Member. Two or more delayed payments in a year will be considered a non Active Member and Member will lose all privileges of an Active Member until he/she maintains continuous membership in next 12 months. This applies to all active members including Founding, Governing/Corporate, Board and Council members.

Only active member of AIC has the right of voting. Active member should have a continuity in membership for at least one year on the day of voting.

### **Section 4.02 Donors:**

Donors will be recognized on AIC principal office as per minimum donation requirement mentioned in this section.

The list of donors for recognition includes all the donors of AIC including Founding members and Council Members.

If donors are not the active members, they will not have rights as active members for voting or running for Board.

Following is the minimum donation requirement for a recognition on AIC Corporate property. Monthly \$25 membership is not counted against these recognitions.

- A. Bronze Donors \$500
- B. Silver Donors \$1000
- C. Gold Donors \$2500
- D. Platinum \$5000 or over

### **Section 4.03 Management of Corporation:**

The Board will manage corporate's functionality, management & all affairs without violating AIC bylaws.

### **Section 4.04 Number, Qualifications, and Tenure of Board Members:**

The number of Board Members will be 11 or a number determined by the Board that is not less than five and not greater than 15. Board Member need not be a Maryland resident. Each Board Member will serve for a term of two years once elected.

Minimum \$2500 total donation to AIC is required by a board member. This donation can be total donated to AIC since inception. Board member needs to fulfill the total \$2500 donation commitment within 1 month of his/her elected tenure.

Active member's membership must be active from last 12 months to participate in Board election

process.

Board Member must be active member during entire tenure failing which will automatically lead to termination of his/her tenure.

A Board Member must be a united state permanent resident or a US citizen.

#### **Section 4.05 Electing the Board Member**

Any AIC member who has active membership since past one year can run for the board, but their names will go through active Founding and Corporate members for approval before going to election process.

Each member who is going for Board election must have a declaration that includes name, profession, qualification, any recognition/award they received, affiliation with any other organization/s along with the condition to become the board member. Affiliation with similar objective organization/s will not have any impact. This declaration document will be shared to voters once passed through the Founding Members.

Eligible member/s who has been approved by active Founding and Corporate members, will be considered elected board member if number of candidate/s is less than or equal to the number of vacant positions. It will not require general voting among the Active Members.

If number of eligible members who have been approved is more than available vacant position/s, it will go through general election among the active Members. Election committee will manage the election process.

Any tie due to number of casted votes will be resolved by majority decision of active Founding and Corporate Members.

#### **Section 4.06 Election Committee:**

It is responsibility of the Board to appoint Election Committee 3 month before the current board tenure expires. Election Committee can have Board Member/s, active Founding Member/s in it and should be decided by the Board.

Election Committee will announce the election, communicate to AIC members, facilitate candidate eligibility approval with active Founding Members and conduct the election as per AIC bylaws.

Election committee will be considered dissolved automatically the day after elected Board or a board member (if this was vacancy filling) has taken charge.

Election committee will announce board election results at least 7 days before the current board term expires.

The rules for Election Committee are exclusive as per this section.

#### **Section 4.07 Vacancies:**

In the event of a vacant Board or AIC Council position, requirement and selection process will be same as for a new board member and AIC Council member appointment.

#### **Section 4.08 Regular Meetings:**

The Board should conduct regular meetings with interval as decided by active board and by resolution stating the time and place of such meetings. The meeting can be physical presence of board members or Virtual through online methods e.g. phone/internet. Courtesy note or email should be mailed by authorized Executive in advance of at least 72 hours for a regular meeting. Meeting minutes should be provided after the meeting by email or written note by authorized Executive of the board.

Meeting minutes of all regular meetings should be sent to all board members, founding member, corporate members and council members.

#### **Section 4.09 Special Meetings:**

Special Board meetings may be called by, or at the request of, the president of the Corporation or any Executive. Rule for special meeting will be same as for a regular meeting except that minimum time for meeting notice will be 24 hours.

Meeting minutes of all special meetings should be sent to all board members, founding member, corporate members and council members.

#### **Section 4.10 Notice:**

Written or printed notice of any meeting of the Board will be delivered to each of the Board Member in advance by at least 72 hours for a regular meeting and at least 24 hours for special meeting. The notice will state the place, day, and time of the meeting; notice will also inform as to who called it; and the purpose or purposes for which it is called.

#### **Section 4.11 Quorum:**

In any given circumstances a quorum will address or resolve business related to the AIC. It consists of  $2/3^{\text{rd}}$  of the existing board. No action will be approved without the vote of a majority of the quorum. If a quorum is never present at any time during a meeting, meeting shall be considered adjourned and no voting will be valid.

Note: Next whole number to be used if  $2/3^{\text{rd}}$  is a fraction. e.g. for 11-member board, 8 members will be the valid quorum.

#### **Section 4.12 Duties of Board Members:**

Board Members will discharge their duties, including any duties as officers or committee members, in good faith, with ordinary care, and in a manner they reasonably believe to be in the Corporation's best interests. In this context, the term "ordinary care" means the care that ordinarily prudent persons in similar positions would exercise under similar circumstances. In discharging any duty imposed or power conferred on Board Members, Board Members may, in

good faith, rely on information, opinions, reports, or statements, including financial statements and other financial data, concerning the Corporation or another person that has been prepared or presented by a variety of persons, including officers of the Corporation, professional advisors or experts such as accountants or legal counsel whose position or duties in the Corporation the Board Member believes justify reliance and confidence and whom the director believes to be reliable and competent in the matters presented.

#### **Section 4.13 Actions of Board Members:**

The Board will act by consensus based on majority decision. Rules of quorum will be followed.

#### **Section 4.14 Compensation:**

A Board Member, Executive or a AIC Council Member will not receive salaries for their services.

#### **Section 4.15 Removing a Board Member:**

Board can recommend removal of a Board Member to Founding/Corporate members if a board member's activities are found to be in violation of AIC goals or created a environment which is causing or has caused damage to functioning of AIC as a organization. Any active board member can recommend removal process to the Board.

Recommendation should be passed by majority votes in the board with valid quorum. On passing, the recommendation should be forwarded to Founding/Corporate members by President or Vice President. Secretary will act in absence of President and Vice President. Treasurer will act in absence of Secretary, Vice President and President.

Founding/Corporate members should evaluate the recommendations and make decision with majority voting within two weeks. Board decision will be considered final if there is a tie in votes. Board member will immediately be removed from board responsibility if decision is in favor of removal. If Board member had any responsibility assigned to him/her, board should re-assign it to another board member based on the criticality of the requirement.

A board member who is absent continuously for 3 regular meetings without notice to the board, will be considered for termination and forwarded to Founding/Corporate members from the board.

A board member who is absent for more than 50% regular meetings in one year, will be considered for termination and forwarded to Founding/Corporate members from the board.

A board member who is convicted by a court in/out side US for any criminal case, will be considered terminated from the board immediately.

#### **Section 4.16 AIC Membership Termination:**

If AIC member's activities are found to be in violation of AIC goals or created an environment which is causing or has caused damage to functioning of AIC as a organization, Board has

authority to revoke membership of that member. Any active board member can recommend termination of any AIC member's membership with valid reasons to prove that the member's acts are against AIC goals or created an environment which is causing or has caused damage to functioning of AIC as an organization.

Board meeting with valid quorum will decide the termination based on majority decision.

## **ARTICLE - 5 OFFICERS**

### **Section 5.01 Officer Positions:**

The Corporation's Executive officers will be a president, a secretary, a vice president, and a treasurer. Board will elect officers among the board within one week (7 days) of new elected board. The Board may create additional officer positions, define the authority and duties of each such position.

### **Section 5.02 Election and Term of Officers:**

The Corporation's Executive officers will be appointed for two years by the Board. Each executive officer will hold office until a successor is duly selected and qualified. Executive officer can not be elected after 2 years again at same officer position but can be re-elected after a gap of two years again. Election of officers will be by voting among all board members. All Board members are eligible for any position unless they opt out.

### **Section 5.03 Removal of Executive officer:**

Any executive officer elected or appointed by the Board may be removed by the Board with good cause.

Executive officer failing to execute his normal duties or found in violation of AIC goals or created environment which is causing or has caused damage to functioning of AIC as an organization can be removed from executive position by the board.

Any board member can recommend the removal of executive member from his/her position to the board with valid written reasons. A board meeting with valid quorum will decide the removal based on majority decision.

If an Executive has been removed by the board, he/she must handover/release all AIC related documents, items, such as but not limited to bank/corporate accounts, website login/passwords, property deeds without any alteration to the person who has been authorized by the board within one week.



### **Section 5.04 Vacancies:**

The Board may select a person to fill a vacancy in any office for the unexpired portion of the officer's term. Selection process and rules are same as during a new board formation and selecting the officers team.

### **Section 5.05 President:**

The president is the Corporation's chief executive officer. He or she will supervise and control all the Corporation's business and affairs and will preside at all meetings of the Board.

The president with approval from the board, may execute any deeds, mortgages, bonds, contracts, or other instruments that the Board authorizes to be executed. Approval from board should be done in board meeting with valid quorum and majority decision. Any sale or change of ownership of AIC property should not be done without approval from majority of founding/corporate members. However, the president may not execute instruments on the Corporation's behalf if this power is expressly delegated to another officer or agent of the Corporation by the Board, these Bylaws, or statute.

The president will perform other duties prescribed by the Board and all duties incident to the office of president.

President will ensure that AIC bylaws are followed.

### **Section 5.06 Vice President:**

When the president is absent, cannot act, or refuses to act, a vice president will perform the president's duties. When acting in the president's place, the vice president has all the powers of the president and is subject to all the restrictions on the president. If there is more than one vice president, the vice presidents will act for the president in the order of appointment. A vice president will perform other duties as assigned by the president or Board.

### **Section 5.07 Treasurer:**

The treasurer will:

- (a) Have charge and custody of—and be responsible for—all the Corporation's funds and securities.
- (b) Receive and give receipts for moneys due and payable to the Corporation from any source.
- (c) Deposit all moneys in the Corporation's name in banks, trust companies, or other depositories as these Bylaws provide or as the Board or president directs.
- (d) Write checks and disburse funds to discharge the Corporation's obligations. Treasurer is allowed to authorize funds up to \$500 and must send the details of the decision to the Board. Executive officers with majority decisions are allowed to authorize funds up to \$1000 and must communicate the details to the Board. For funds more than \$1000, Board decision is required.

- (e) Maintain the Corporation's financial books and records.
- (f) Prepare financial reports at least annually.
- (g) Perform other duties as assigned by the president or the Board.
- (h) If the Board requires, give a bond for faithfully discharging his or her duties in a sum and with a surety as determined by the Board.
- (i) Perform all the duties incident to the office of treasurer.

**Section 5.08 Secretary:**

The Secretary will:

- (a) Give all notices as provided in the bylaws or as required by law.
- (b) Take minutes of the meetings of the Board and keep the minutes as part of the corporate records.
- (c) Maintain custody of the corporate records and seal.
- (d) Affix the corporate seal to all documents as authorized.
- (e) Keep a register of the mailing address of each director, officer, and employee of the Corporation.
- (f) Perform duties as assigned by the president or the Board.
- (g) Perform all duties incident to the office of secretary.
- (e) Maintain the attendance sheet of board members for each meeting and send reminder to a member who is absence can lead to his/her termination.

**Section 5.09 Compensation:**

No compensation is paid to the officers. All the services to AIC are provided voluntarily.

**ARTICLE - 6  
COMMITTEES**

**Section 6.01. Establishing Committees:**

The Board may adopt a resolution establishing one or more committees delegating specified authority to a committee, and appointing or removing members of a committee.

Board will decide the scope of the work expected from the committee. Board can decide any financial budget to a committee based on the need. Treasurer should be part of a committee which involves a budget allocation.

Board may choose any person (regardless the person is a donor, non-donor or a member, non-member). Any committee must have at least one Active Board Member as the committee head. A Board Member can be a head of only one committee at a time but can be part of any number of committees.

Voting for Committee is internal to the Board and doesn't require Election Committee.

The board should decide a finite time for which a committee will be active during creation of the committee.

Board can dissolve committee or change members anytime. Board can dismiss a committee if it's acts are found against AIC goals.

Any Board Member can recommend constituting, dismissal or a change in a committee to the Board.

**No committee has the authority of the Board to:**

- (a) Amend the certificate of formation.
- (b) Adopt a plan of merger or of consolidation with another corporation.
- (c) Authorize the sale, lease, exchange, or mortgage of all or substantially all of the Corporation's property and assets.
- (d) Authorize voluntary dissolution of the Corporation.
- (e) Revoke proceedings for voluntary dissolution of the Corporation.
- (f) Adopt a plan for distributing the Corporation's assets.
- (g) Amend, alter, or repeal these Bylaws.
- (h) Elect, appoint, or remove a member of a committee.
- (i) Take any action outside the scope of authority delegated to it by the Board.

## **ARTICLE - 7**

### **TRANSACTIONS OF CORPORATION**

#### **Section 7.01 Contracts:**

The Board may authorize any officer or agent of the Corporation to enter into a contract or execute and deliver any instrument in the name of, and on behalf of, the Corporation. This authority may be limited to a specific contract or instrument, or it may extend to any number and type of possible contracts and instruments.

#### **Section 7.02 Deposits:**

All the Corporation's funds will be deposited to the credit of the Corporation in banks, trust companies, or other depositories that the Board selects.

#### **Section 7.03 Gifts and Offerings:**

The Board may accept, on the Corporation's behalf, any contribution, offering, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation.

#### **Section 7.04 Prohibited Acts.**

As long as the Corporation exists, and except with the Board's prior approval, no board member, officer, or committee member of the Corporation may:

- (a) Do any act in violation of these Bylaws or a binding obligation of the Corporation.
- (b) Do any act with the intention of harming the Corporation or any of its operations.
- (c) Do any act that would make it impossible or unnecessarily difficult to carry on the Corporation's intended or ordinary business.
- (d) Receive an improper personal benefit from the operation of the Corporation.
- (e) Use the Corporation's assets, directly or indirectly, for any purpose other than carrying on the Corporation's business.
- (f) Wrongfully transfer or dispose of Corporation property, including intangible property such as good will.
- (g) Use the Corporation's name (or any substantially similar name) or any trademark or trade name adopted by the Corporation, except on behalf of the Corporation in the ordinary course of its business.
- (h) Disclose any of the Corporation's business practices, trade secrets, or any other information not generally known to the community or any person not authorized to receive it.

## **ARTICLE - 8 BOOKS AND RECORDS**

### **Section 8.01 Required Books and Records:**

The Corporation will maintain good record keeping with correct and complete books and records of accounts. The books and records include:

- (a) A file-endorsed copy of all documents filed with the Maryland Secretary of State relating to the Corporation, including but not limited to the certificate of formation, and any certificate of amendment, restated certificate of formation, articles of merger, articles of consolidation, and statement of change of registered office or registered agent.
- (b) A copy of all bylaws, including these Bylaws, and any amended versions or amendments to them.
- (c) Minutes of the proceedings of the Board, and committees having any of the authority of the Board.
- (d) A list of the names and addresses of the directors, officers, and any committee members of the Corporation.
- (e) A financial statement showing the Corporation's assets, liabilities, and net worth at the end of the three most recent fiscal years.
- (f) A financial statement showing the Corporation's income and expenses for the three most recent fiscal years.
- (g) All rulings, letters, and other documents relating to the Corporation's federal, state, and local tax status.
- (h) The Corporation's federal, state, and local tax information or income-tax returns for each of the Corporation's three most recent tax years.
- (i) All the publications, newsletters, books and any written or digital documents pertaining to the corporation will be securely maintained.

### **Section 8.02 Inspection and Copying:**

Any board member, officer, Council member, Founding member, Corporate member or committee member of the Corporation may inspect and receive copies of all the corporate books and records required to be kept under the bylaws. Such a person may, by written request, inspect or receive copies if he or she has a proper purpose related to his or her interest in the Corporation. He or she may do so through his or her attorney or other duly authorized

representative. The inspection may take place at a reasonable time, no later than five working days after the Corporation receives a proper written request. The Board may establish reasonable copying fees, which may cover the cost of materials and labor. The Corporation will provide requested copies of books or records no later than five working days after receiving a proper written request.

## **ARTICLE - 9 FISCAL YEAR**

### **Section 9.01. Fiscal Year:**

The Corporation's fiscal year will begin on the first day of January and end on the last day of December in each year.

## **ARTICLE - 10 INDEMNIFICATION**

### **Section 10.01 When Indemnification Is Required, Permitted, and Prohibited**

If a board member or officer of AIC is sued by any individual or organization:

- a) Corporation will compensate the cost of legal proceeding or penalty to any current or former board member or officer only if his/her act which caused the legal proceedings were authorized by the board through a valid board meeting.
- b) The Corporation will not compensate a person who's acts caused any such legal proceeding due to his/her personal acts which were not authorized by the board and who acted against the AIC bylaws.
- c) Board is responsible to verify the validity of above claims (a, b).

## **ARTICLE - 11 NOTICES**

### **Section 11.01**

Notice by E-mail, Mail, Telegram or similar transmission. Any notice required or permitted by these Bylaws to be given to a board member, officer, or member of a committee of the Corporation may be given by Mail, telegram, E-mail, telex, cablegram, or similar transmission.

If mailed, a notice is deemed delivered when deposited in the mail addressed to the person at his or her address as it appears on the corporate records, with postage prepaid. If given by telegram, email, cablegram or similar transmission a notice is deemed delivered when accepted by the telegraph company, email server or transmitting technology and is addressed to the person at his or her address or number as it appears on the corporate records. A person may change his or her address and number in the corporate records by giving written notice of the change to the secretary of the corporation.

**Section 11.02 Signed Waiver of Notice:**

Whenever any notice is required by law or under the certificate of formation or these Bylaws, a written waiver signed by the person entitled to receive such notice is considered the equivalent to giving the required notice. A waiver of notice is effective whether signed before or after the time stated in the notice being waived.

**Section 11.03 Waiving Notice by Attendance:**

A person's attendance at a meeting constitutes waiver of notice of the meeting unless the person attends for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.

**ARTICLE - 12  
SPECIAL PROCEDURES CONCERNING MEETINGS**

**Section 12.01. Meeting by Telephone:**

The Board Members and any Committee of the Corporation may hold a meeting by telephone conference-call procedures. In all meetings held by telephone, matters must be arranged in such a manner that all persons participating in the meeting can hear each other; the notice of a meeting by telephone conference must state the fact that the meeting will be held by telephone as well as all other matters required to be included in the notice; and a person's participating in a conference-call meeting constitutes his or her presence at the meeting.

**ARTICLE - 13  
AMENDING BYLAWS**

**Section 13.01.**

These Bylaws may be altered, amended, or repealed, and new bylaws may be adopted by the board only with approval from majority of existing active Founding/Corporate members.

The notice of any meeting at which these Bylaws are altered, amended, or repealed, or at which new bylaws are adopted will include the text of the proposed bylaw provisions as well as the text of any existing provisions proposed to be altered, amended, or repealed. Alternatively, the notice may include a fair summary of those provisions.

## **ARTICLE - 14 CORPORATE PROJECTS, PROFITS AND ASSETS**

### **Section 14.01 Ownership of the Projects:**

Any project launched by the corporation at any place shall be considered the asset of the corporation. A project, partially or completely sponsored by any individual/s or organization for AIC shall be considered asset of the corporation.

### **Section 14.02 Corporation Profits:**

No member, director, officer, employee, or other person associated with this corporation shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporation; and no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on dissolution of the corporation.

### **Section 14.03 Corporation Assets:**

All members, if any, of the corporation shall be deemed to have expressly consented and agreed that on any dissolution or winding up of the affairs of the corporation, whether voluntarily or involuntarily, the assets of the corporation, after all debts have been satisfied, shall be distributed to Red Cross and to be used for welfare for underprivileged of India as required by the Articles of Incorporation of this corporation and not otherwise.

## **CERTIFICATE OF SECRETARY**

I certify that I am the duly elected and acting secretary of AIC and that these Bylaws constitute the Corporation's Bylaws. These Bylaws were duly adopted at a meeting of the Board held on \_\_12/06/2015\_\_ [date].

Dated: \_\_\_\_\_

\_\_\_\_\_  
Dinesh Singh  
Secretary, AIC