

CONSTITUTION OF THE GOAN INSTITUTE, SAN
FRANCISCO

April 14, 2019

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100. MEMBERSHIP

101. Membership Eligibility

101.01 A person, who on the date of his application for membership of the Institute, is domiciled in the State of California, will be eligible for membership, subject to the criteria set forth in Rule 102 and subject to the criteria stated in Rules 101.02 and 101.03 hereof.

101.02 In the event of a subsequent change of domicile, continuation of membership for any member will be a matter for decision by the member concerned.

101.03 Under no circumstances is membership in this Institute transferable or assignable to any other person, whether member or not.

102. Membership

102.01. The qualifications for membership are set forth in this section of the Constitution.

102.02 Members shall consist of any one or all of the following persons:

- A Goan
- A person who, by evidence acceptable to the Managing Council, establishes Goan lineage
- The non-Goan spouse of a Goan who is a member
- The non-Goan spouse of a member who is of Goan lineage.

103. Rights of Members

103.01 All members shall enjoy, as equals, all the rights, benefits, and privileges of membership.

103.02 All voting rights and eligibility to hold office shall become operable, effective on the day of admission to membership.

103.03 Members' spouses and members' dependent children may be co-opted to committees and sub-committees referred to in Rule 405.02. Members' dependent children will be entitled to enjoy all of the social privileges of the Institute provided the member concerned subscribes to the occasion.

104. Membership Application

104.01 Every candidate for membership shall complete the application for membership.

104.02 The application will be submitted to the General Secretary and shall be on the format in Appendix B to the Constitution. It must be signed by the candidate. The candidate will confirm that they have read the Institute's Articles of Incorporation and the Constitution, and that they agree to abide by them and by those lawfully in force at all times during his membership.

104.03 The application will be considered by the Managing Council, and the candidate will be notified in writing of the Council's decision. The Council is not required to give a reason for the rejection of any application for membership.

105. Membership Entrance Fees

105.01 Membership entrance fees shall be as follows:

Membership	Entrance Fee
Membership	\$25.00

- 105.02 Entrance fees are payable at the time an application for new membership or for readmission to membership is submitted to the General Secretary. In the event the application is rejected by the Managing Council or the applicant withdraws his application before it is considered by the council, the entrance fee will be refunded to the applicant.
- 105.03 The entrance fee is payable on the re-admission to membership of any person, who earlier had ceased membership.

106. Member Departing San Francisco Bay Area

- 106.01 Any member, who resides outside the San Francisco Bay Area or is departing the San Francisco Bay Area permanently, and who wishes to continue his membership, may do so by notifying the General Secretary in writing in advance of such departure.

107. Member Resigning

- 107.01 Any member, deciding to resign from membership, shall do so by notifying the General Secretary in writing in advance of the effective date of such resignation. The resignation will take effect from the first day of the month following the date of receipt of such resignation.
- 107.02 A member who has resigned from membership shall not participate in the activities and benefits of the Institute as a member. This individual may participate in the activities of the Institute as a guest of a member.

108. Suspension and Expulsion of Members

- 108.01 Any member deemed by the Managing Council to be responsible for creating a disturbance or for committing a misdemeanor or felony involving himself or other members and guests at an Institute event, or damaging or destroying real or personal property and equipment which the Institute owns or has responsibility for or custody of, may be suspended from membership for a period not exceeding 90 days, or may be expelled from membership. Such member has total financial and legal responsibility for his action or actions, and for the consequences of his action or actions. A member may also be suspended or expelled from membership and have total financial and legal responsibility on matters arising from the conduct of any of his dependents, who are not members of the Institute in their own right, or of any of his guests to an Institute event.
- 108.02 Within 7 days of the occurrence, the Managing Council shall investigate all incidents referred to in Rule 108.01 hereof and shall decide on the action to be taken in relation to the member in question and any other parties involved. Within 15 days of the date of written notification of his suspension or his expulsion from membership, the member concerned may exercise his right of

appeal to the general body by requesting the Council to requisition a Special General Meeting in accordance with Rule 502.02 hereof.

108.03 At the written request of an expelled member, such member may be re-admitted to the membership by the approval of the General Body at a General Meeting.

108.04 A member under suspension and an expelled member cannot participate in the activities and benefits of the Institute, either as a member or as a guest.

200. FISCAL YEAR

201. Fiscal Period

201.01 The Fiscal Year of the Institute shall be the twelve-month period commencing on the first day of April of each year and ending on the thirty-first day of March of the following year.

300. MANAGEMENT

301. Composition of Managing Council

301.01 The affairs of the Institute shall be managed by a Managing Council composed of a minimum of four and a maximum of ten members. The incoming Managing Council has the discretion of choosing the number of Managing Council Members in the following order of precedence:

President

Vice President

General Secretary

Treasurer

Lead Event Planner, if selected

Event Planners, if selected

The incoming Managing Council has the discretion of choosing the number of Event Planners.

301.02 The duties and responsibilities of all the officers referred to in 301.01 hereof are set forth in Section 306 hereof.

302. Auditor

302.01 The Institute's financial affairs shall be subject to audit by an Auditor appointed for the purpose. They shall not be a member of the Managing Council and shall not be involved in receiving or disbursing Institute funds, or in the acquisition or disposal of Institute property.

302.02 An independent posture for the Auditor is mandatory. They shall not conduct themselves in any manner which will violate or compromise their independence. They must be allowed to perform their assigned function, and to pursue their areas of concern free from management interference and repercussions, and on the basis of their own judgement.

302.03 The auditor is answerable to and will report to the general body, who alone has the power to remove them from office prior to the expiration of their appointed term. The Managing Council

may, however, accept their voluntary resignation. The General Body will appoint a successor for the remainder of their appointed term.

302.04 At fiscal year end, the Auditor will report to the general Body on the state of the Institute's finances for the fiscal year he has audited.

303. Appointment of Managing Council and Auditor

303.01 There shall be no minimum residence requirements and no minimum age requirements for election or appointment to any of the offices referred to in Section 301.01 and 302.01 hereof.

303.02 All members of the Managing Council and the Auditor shall be elected at the Annual General Meeting.

303.03 If after the President, the Vice President, the General Secretary, the Treasurer and the Auditor have been elected at a General Meeting, the members are unable or unwilling to elect the full Managing Council, the members may empower the newly elected President to appoint members to the vacant positions on the Council within a specified time period.

303.04 No member of the Managing Council shall be removed from office before the expiration of his appointed term, except by the decision of the general body.

303.05 Members of the Managing Council and the Auditor will hold office for a period of approximately two years, commencing with their election at the Annual General Meeting, or for the remainder of the current term of approximately two years from the date of the Annual General Meeting.

303.06 Vacancies which occur on the Managing Council during the appointed term may be filled by decision of the Managing Council, except in the situation of an en bloc resignation of the Council, or in the situation that the President, the Vice President, the General Secretary and the Treasurer resign simultaneously from office. In both these circumstances, a Special General Meeting shall be called by the President for the purpose of electing members to fill the vacant offices.

303.07 The retiring Managing Council shall remain in office as a Council until after the transfer of responsibilities to their appointed successors has been accomplished. The President, the General Secretary and the Treasurer shall not relinquish their offices at any time during the appointed term until after the transfer of responsibilities to their appointed successors has been acknowledged by their successors.

303.08 Any member of the retiring Managing Council and the retiring Auditor may offer themselves for re-election to their current position, or for election to any other position on the Managing Council or to the position of Auditor.

304. Remuneration and Compensation to Members

304.01 No remuneration shall be paid and no compensation shall be granted to any member for service to the Institute, except in specific cases approved by the General Body.

304.02 The Managing Council members who are called upon to perform services during Social Functions of the Institute may in the discretion of the Managing Council be exempted from paying an admission fee for such functions.

305. Managing Council's Business

- 305.01 The Managing Council shall meet as many times in the year of their appointment as it feels necessary for the transaction of Institute business. The quorum for such meetings shall be three Council members. Business shall not be transacted if a quorum is not present within 15 minutes of the appointed time. If the meeting is adjourned for want of a quorum, the President may re-convene the meeting on another day. At the re-convened meeting, he or she shall call the meeting to order at the appointed time, regardless of a quorum.
- 305.02 The Managing Council may appoint committees and sub-committees for specific facets of the Institute activities.
- 305.03 The Managing Council is empowered to incur expenditure to a maximum of \$1,000.00 for any one general and administrative expense, i.e. an operating expense in any one Fiscal Year, without prior approval of the General Body. For clarity, this requirement shall not apply to an expenditure for an event, which expenditure is expected to be offset by any revenue from such event.

306. Responsibilities of Office Bearers

- 306.01 The President is the chief officer of the Institute. They shall familiarize himself with the Constitution. They shall be responsible for the direction, guidance and general management of the affairs of the Institute. When the limits of their capabilities, they shall do whatever is possible for the good name of the Institute. They will have discretionary authority to be an ex-officio member of all committees and subcommittees.
- 306.02 The Vice President shall familiarize themselves with the Constitution. They shall assist the President in the direction, guidance and general management of the affairs of the Institute. In addition, the Vice President will have such powers and perform such duties as from time to time may be assigned to them by the President or by the Managing Council.
- 306.03 If, at any time, the President is absent or is unable to perform their official functions, the Vice President shall take their place and shall be vested with the powers of and shall perform the functions of the President.
- 306.04 The General Secretary shall:
- a. Familiarize themselves with the Constitution.
 - b. Convene all Council Meetings and General Meetings as required by the Constitution.
 - c. Keep the records, documents and Minute Books of Council Meetings and General Meetings.
 - d. Keep the Members' Roll and the Property and Equipment Inventory.
 - e. Keep the insurance policies, if any, in force, and deposit them in safe custody.
 - f. Prepare at year end, a draft Report on the working of the Institute, for the approval of the Council, prior to submission to the Annual General Meeting.
 - g. Write the Minutes of the Annual General Meeting and turn them over to his successors in office.

h. Submit to the Council, at his first Council Meeting, the "Taking Over Certificate" from the predecessor in office (Appendix C to the Constitution). In addition, thereto, the General Secretary shall have such other powers and perform such other duties as the Council may assign to him from time to time.

i. Delegate and assign to one of the Event Planners a portion of his duties and responsibilities.

306.05 The Treasurer shall:

a. Familiarize themselves with the Constitution.

b. Receive all monies due and payable to the Institute, and deposit them in the Institute bank accounts.

c. Issue official receipts for all monies he receives on behalf of the Institute.

d. Disburse all funds by check, bearing any two signatures President's, General Secretary's and/or Treasurer's

e. Not incur or disburse any expenditure of Institute funds without the prior approval of the Council.

f. Enter in sequential serial order in a Register or Registers the inventory of Receipt Books for monies received.

g. Deposit in safe custody all Institute securities and financial documents.

h. Maintain adequate and correct accounts of the financial transactions of the Institute, including books of accounts for its assets, liabilities, receipts, disbursements, gains, losses, capital and surplus. The books of accounts shall, at all reasonable times, be open to inspection by the President, the Vice President and the Auditor.

i. Prepare financial statements on the Institute's working, in accordance with generally accepted accounting principles, and submit them quarterly and annually to the Council and to the Auditor.

j. Submit to the Council, at its first Council Meeting, the "Taking Over Certificate" from its predecessor in office (Appendix D to the Constitution).

k. Delegate and assign to one of the Event Planners a portion of his duties and responsibilities.

306.06 The Event Planners shall:

a. Familiarize themselves with the Constitution.

b. Work under the direction of the Lead Event Planner.

c. With the approval of the Council, organize and manage dances, debates, dinners, other social events, sports activities and youth activities of the Institute.

d. Be responsible to the Council for the orderly and proper organization of all social events, sports events and youth events.

e. Deliver to the Treasurer a proper accounting for all financial transactions (revenue and expenditures) associated with individual social events, sports events and youth events.

f. Maintain an inventory of items of property relating to the Institute's social activities, sports activities and youth events, for periodic and annual accounting, to the General Secretary. This inventory will be supported by a "Taking Over Certificate" from their predecessors in office (Appendix C to the Constitution).

g. As appropriate to the Institute's sports activities, maintain liaison and be the Institute's representatives with the controlling bodies in any or all sports organizations. The Event Managers may delegate these responsibilities to any other member of the Institute, subject to approval by the Council.

h. Prepare at year-end, for incorporation in the General Secretary's draft Annual Report, a draft Report on the Institute's social activities, sports activities and youth activities.

400. GENERAL DUTIES

401. Fiduciary Duty. The Managing Council has a fiduciary duty to conserve the assets of the Goan Institute.

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500. GENERAL MEETINGS

501. Types of Meetings

501.01 General Meetings shall be convened under one of three distinguishing classifications:

- The Annual General Meeting to be held no later than the 30th day of April each year.
- Special General Meetings to be held whenever called by the Managing Council in accordance with Section 502.01 and 502.02 hereof.
- Extraordinary General Meetings to be held whenever requisitioned by members in accordance with Section 502.03 hereof.

502. Convening of Meetings

502.01 A Special General Meeting shall be convened pursuant to a majority discussion of the Managing Council for the express purpose of deliberating a proposition or propositions which the Council deems to be of import to the general body.

502.02 A Special General Meeting shall also be convened by the Managing Council within 15 days of the receipt of a request for such a Meeting from an aggrieved member, who has been notified of his suspension or expulsion from membership in accordance with Section 108.02.

502.03 An Extraordinary General Meeting shall be convened by the Managing Council pursuant to the receipt of a requisition requesting such Meeting, signed by at least one-sixth of the members eligible to vote at General Meetings, for the express purpose of deliberating a proposition or propositions which the requisitioning members deem to be of import to the general body.

502.04 The requisition for an Extraordinary General Meeting shall, as a minimum, specify the subject matter to be deliberated upon at the General Meeting, in detail sufficiently informative for the purposes of the Notice of the Meeting referred to in Section 503.01 hereof. If the requisition for the General Meeting is properly completed and is in compliance with the Rules pertaining to such

Meetings, the Managing Council shall, within 15 calendar days of the date of receipt of such requisition, proceed to convene the Meeting in accordance with Section 502.03 hereof.

503. Notice of Meetings

503.01 For all General Meetings, the General Secretary shall mail either electronically or by first class mail to the last known address of every member (except Honorary Members), a notice convening the Meeting. The Notice, which shall be mailed at least 15 days preceding the date of the Meeting, shall specify the venue, date and time of the Meeting, and the order of business to be transacted at such Meeting.

504. Business of Meetings

504.01 At all General Meetings, immediately after the Meeting is called to order and the presence of a quorum is confirmed, the Chairman of the meeting shall lead the assembly in reciting the Pledge of Allegiance to the Flag.

504.02 At the Annual General Meeting, the business shall be:

- a. Pledge of Allegiance to the Flag.
- b. Confirmation of the Minutes of the preceding Annual General Meeting, any Special General Meetings and any Extraordinary General Meetings held subsequent to the preceding Annual General Meeting.
- c. Adoption of the Annual Report on the Institute's working for the Fiscal Year concluded.
- d. Adoption of the audited Financial Statements for the Fiscal Year concluded.
- e. Election of the Managing Council and Auditor.
- f. Any other business of which due notice has been given by the Managing Council or by any member.
- g. Any other business by which a majority vote the Meeting decides to discuss.

504.03 Under item g. of Section 504.02, the business shall not include propositions involving the closure of the Institute, and the actual or potential committing of any member or members to the expenditure of personal funds without minimum as to amount.

504.04 At a Special General Meeting and an Extraordinary General Meeting, the business shall be restricted to the order of business specified in the Notice of Meeting issued to members in accordance with Section 503.01 hereof.

504.05 A member, desirous of proposing a subject to be discussed at the Annual General Meeting, shall inform the General Secretary in writing before March 25th of the applicable year. The member's communication shall include the specifics of the subject proposed, in detail sufficiently informative for the purposes of the Notice of Meeting referred to in Section 504 hereof.

504.06 The General Secretary shall place such communication before the Managing Council, and shall include it in the Order of Business notified to members under Rule 503.01 hereof.

505. Participation at Meetings

505.01 All members, except Honorary Members, may participate in the deliberations at General Meetings. Only members entitled to vote at meetings in accordance with Section 508 hereof may, however, make propositions for deliberation at Meetings.

505.02 Members may be nominated and elected to office in absentia, if express written permission for the particular office has been obtained from the candidate and is produced at the Meeting for inclusion in the Institute minutes.

506. Officers at Meetings

506.01 The President, and in his absence the Vice President, shall preside as Chairman at the Institute's General Meetings. If neither the President nor the Vice President is present at a Meeting, the members shall elect one of the members present to be chairman of that Meeting.

506.02 The General Secretary shall be Secretary at General Meetings. In his absence, the Chairman of the Meeting shall appoint a secretary for that Meeting.

507. Quorum

507.01 Except as hereinafter provided, the quorum for all General Meetings shall be one-third of the members eligible to vote at Meetings. They must be personally present in order to qualify for a quorum.

507.02 The Chairman of the Meeting shall call the Meeting to order before the expiration of 45 minutes from the hour appointed for the meeting.

507.03 If a quorum is not present at the hour the Meeting is called to order, the Chairman shall announce the absence of a quorum, advise the assembly of one of the following two actions, and adjourn the Meeting without transacting the business for which the Meeting was convened: In the case of the Annual General Meeting and a Special General Meeting, the Meeting may, in the discretion of the Chairman, be held on the same day regardless of a quorum after the expiry of 15 minutes from the hour the meeting was first called to order.

In the case of an Extraordinary General Meeting, the requisition by members will become invalid and lapse. The requisitioning members will, however, retain the right to re-requisition the General Meeting for the specific purpose within a period of 30 days from the date of the first Meeting. The procedure for requisitioning the Meeting shall be the same as that for the original requisition.

507.04 Except as provided for in these Rules, no business shall begin to be transacted at any General Meeting unless a quorum of members is present at the time when the Meeting proceeds to commence business. This prohibition against transacting business in the absence of a quorum cannot be waived even by the unanimous consent of the members present.

507.05 A quorum must be present throughout the entire proceedings of the Meeting, except as specified in Rule 507.03 hereof. The continued presence of a quorum is presumed unless, on a point of order, the chair at any time during the Meeting, rules on an absence of quorum, or a member at any time during the Meeting, presents a challenge on the quorum for determination by the Meeting. In both circumstances, the determination on the quorum shall be made through a count of members then

present. If the ruling on a point of order is that a quorum is not present, the Meeting shall be recessed or adjourned immediately, either to take measures during the recess to contact absent members in order to achieve a quorum, or to re-convene regardless of a quorum, within 15 days of the day of the adjourned Meeting in order to complete the unfinished order of business. This decision 10 recess or adjourn can be subject to the provisions of rule 406.07 hereof. If at the time the Meeting is to be recessed or adjourned for want of a quorum, the members present consider that the unfinished order of business is not of such import as to recess or adjourn, the members may decide by not less than a two-thirds majority of the members present and voting, not to recess or adjourn the Meeting, but to complete the unfinished order of business. The prohibition against transacting business in the absence of a quorum shall not operate in situations in which a quorum is not required to commence the Meeting.

508. Voting

- 508.01 The basic requirement for approval or disapproval of a proposition or a candidate for office shall be a majority of votes cast by persons entitled to be present and vote at the Meeting. This requirement of a majority of votes shall also apply on a plurality vote when three or more choices are possible a proposition or a candidate receiving the largest number of votes has plurality.
- 508.02 Members possessing voting rights shall each be entitled to one vote on each proposition or candidacy submitted to a vote of the members. Voting by proxy, or by written notification, shall not be permitted. In the event of a voting tie, the Chairman of the Meeting shall, in addition to his own vote, exercise a casting vote.
- 508.03 As a general rule, all votes cast at General Meetings shall be by show of hands. However, the majority of members present may, by show of hands, elect either to vote on propositions or candidates by ballot, by roll call, by voice, or by rising. If there is a voice vote and it appears to be inconclusive, the Chairman or the majority of members present may request that the vote be re-taken by ballot, by roll call, or by rising.
- 508.04 The Secretary shall declare the results of the voting. If requested by any member present, they shall reconcile the votes cast and the vote abstentions with the total number of eligible voting members present at the Meeting. If the declared result is challenged by any member present, a re-count shall be taken and shall be supervised by three members nominated for the purpose from the floor of the Meeting. there is no challenge to the declared result, or if the result has been confirmed subsequent to a challenge, the result of the voting shall be considered indisputable and final. The results of all voting shall be reported in the Minutes of the General Meeting.

509. Rules for Conduct of Business

- 700.01 Unless specifically provided for in these Rules, the current edition of Robert's Rules of Order shall operate at all General Meetings and at all Managing Council Meetings of the Institute, as the authoritative statement of parliamentary law and the basic guide to fair and orderly procedure in meetings.

600. LEGAL MATTERS

601. Litigation

601.01 Under direction from the Managing Council, the Institute's trustees referred to in Article Seven of the Institute's Articles of Incorporation, shall prosecute and defend such actions at law or in equity as may be necessary to enforce or protect the rights and interests of the Institute.

601.02 Under direction from the Managing Council, the Institute's trustees shall respond to any final decree, judgement or decision of any court or authority having jurisdiction in the particular matter, and shall first satisfy any decree, judgement or decision out of any insurance proceeds available therefore, and next, to the extent available, out of the Institute's assets.

602. Indemnification

602.01 The Institute shall indemnify and save harmless all members from any loss, damage or penalties incurred by them by reason of any act performed by them for and on behalf of the Institute and in furtherance of its interest and when so authorized explicitly or by virtue of the office held in the Institute's management, provided that such act or acts were done in good faith and in the proper performance of their responsibility and did not result from gross negligence or willful misconduct on the part of the member concerned.

602.02 Members of the Institute are not personally liable for the debts or the obligations of the Institute, however incurred, provided that they were incurred in good faith and in the proper performance of their responsibility.

603. Managing Council Responsibilities

603.01 The Managing Council has the responsibility for:

- Observance of Federal, State, County and City laws, regulations and directives affecting the Institute's activities.
- Carrying insurance coverage, as appropriate and if available, for all risks and liabilities which may affect the Institute's operation. In its assessment of risks and liabilities, the Council will be guided by the prudent-man concept.

604. Institute Property

604.01 The legal title to the Institute's real or personal property or interest therein acquired by the Institute shall be owned, held or operated in the name of the Institute, and no member individually shall have any claim to ownership of such property.

604.02 No part of the property, assets or net income of the Institute shall ever inure to the benefit of any officer or member of the Institute, or to the unlawful benefit of any other person.

604.03 No personal property of the Institute shall be rented to any member or non-member of the Institute, except on terms and conditions which include proper safeguards (including insurance) against loss, damage and destruction. These terms and conditions shall be stipulated by the Managing Council.

604.04 Upon the dissolution or winding up of the Institute, its assets remaining after payment, or provision for payment, of all debts and liabilities of the Institute, shall be distributed to an organization which is organized and operated exclusively for charitable purposes, and which has established its tax-exempt status under 501 (c)(3) of the Internal Revenue Code.

605. Onus of Proof

605.01 Whenever a person is called to provide evidence of lineage, age, domicile and other demonstrable aspects of Institute membership and activities, the onus of proof shall be on the person making the claim.

700. AMENDMENTS: ARTICLES OF INCORPORATION AND CONSTITUTION

701. Powers to Amend

701.01 Only the general body assembled in General Meeting shall have the power, by a two-thirds majority of members present and entitled to vote, to add to, alter or repeal the provisions of the Articles of Incorporation and those in the Constitution.

800. INTERPRETATION OF CONSTITUTION

801. Interpretative Authority

801.01 The Managing Council shall be the authority for the interpretation of this Constitution, only in so far as the interpretation is on the specifics which may be unclear as to intent, obscure or ambiguous, or where there is a clearly identifiable and definite possibility of interpretation other than that which is apparent. In all other cases, this Constitution's provisions shall prevail, and shall not be subject to interpretation by the Council.

801.02 When an interpretation of the Constitution becomes necessary, the interpretation formulated by the Managing Council shall be binding upon members until such time as the interpretation is called to question at a General Meeting, or until such time as the Council revokes the prior interpretation. If called to question, the decision of the Meeting on the interpretation of the specific provisions of the Constitution shall be final and binding on the Managing Council and on the members.

801.03 The Managing Council shall interpret the provisions of the Constitution in a fair and equitable manner for the general good of the members of the Institute. Nothing in the Constitution shall in any way deny an allegedly aggrieved party his right to seek redress from a court of law in the United states on any issue on which he feels aggrieved.

APPENDIX A: GLOSSARY OF TERMS

For the purpose of the Articles of Incorporation and this Constitution, the following terms are defined:

Bay Area: The geographical area in the State of California, comprising the counties of Alameda Contra Costa, Marin, San Francisco, San Mateo, Santa Clara, Sonoma, Napa and other counties which are added from time to time.

General Body: All members of the Institute who possess specified voting rights for the particular meeting.

Gender: All words expressed in the male gender shall be deemed to include words in the female gender as well, whenever the context so requires.

Goa: The territory of Goa on the West coast of the sub-continent of India, and currently a political sub-division of the Republic of India.

Goan: A person who is a native of Goa, or who is descended from a native of Goa.

Good Standing: Participation in the management of the Institute and in its activities shall be restricted to members, who at the time of such participation, are in good standing as members. Members who against whom disciplinary action by the Institute is in force, shall be deemed to be members not in good standing.

Plural: All words expressed in the singular shall be deemed to include the plural whenever the context shall so require augmenting.

APPENDIX B: APPLICATION FOR MEMBERSHIP

THE GOAN INSTITUTE

APPLICATION FOR MEMBERSHIP

Date: _____

The General Secretary
The Goan Institute

I, _____, of _____
(Full name — Please print)

_____ ,
(Full address -- Please print)
wish to be enrolled as a Member of the Goan Institute with effect from _____.
(date)

My phone number is: _____ .
(Phone number)

My email address is: _____ .
(Email address -- Please print)

I have read the Institute's Articles of Incorporation and the Constitution, and, if I am admitted to membership, I agree to abide by the provisions of the Articles and Constitution, and by those lawfully in force at all times during my membership.

I am cognizant of the provision in the Constitution that the Institute is not required to give a reason for the rejection of an application for membership.

I enclose \$ _____ for entrance fee, which are refundable if I am not admitted to membership

(Signature)

THE GOAN INSTITUTE
TAKING OVER CERTIFICATE BY GENERAL SECRETARY

I hereby certify that I have taken over custody of the following from

The Corporation Seal
Keys to Safe Custody Box
Keys to the Post Office Box
Records and Documents as per schedule attached
Members' Roll
Property and Equipment Inventory

* Delete items not applicable.

I have reconciled the above listing and the Schedule attached with my predecessor's "Taking Over Certificate" dated _____ 20____ and with the current audited records. Variances requiring the Managing Council's authorization are explained in the attached _____ page report.

I understand that the Property and Equipment Inventory is to be kept current by periodic verification. I also understand that the loss of any recorded item within the _____ aforementioned categories is to be reported, for necessary action, to the Managing Council at its first meeting subsequent to my knowledge of the particular loss. I recognize that no adjustment for loss can be made without authority from the Council.

San Francisco

Dale _____ 20 _____

General Secretary

Signed as General Secretary handing over responsibility.

Date _____ 20

General Secretary 20

Countersigned.

Date _____ 20 _____

APPENDIX D: TAKING OVER CERTIFICATE BY TREASURER

THE GOAN INSTITUTE
TAKING OVER CERTIFICATE BY TREASURER

I hereby certify that I have taken over custody of the following from _____

Treasurer

1. Records and Documents as per schedule attached

Inventory of Bar Stock, which reconciles with the actual stock and quantities I have received

Inventory of Receipt Books and Counterfoil Coupons

I have reconciled the above listing and the Schedule attached with my predecessor's "Taking Over Certificate" dated _____ 20___ and with the current audited records. Variances requiring the Managing Council's authorization are explained in the attached _____ page report.

I understand that the loss of any recorded item within the _____ aforementioned categories is to be reported, for necessary action, to the Managing Council at its first meeting subsequent to my knowledge of the particular loss. I recognize that no adjustment for loss can be made without authority from the Council.

Date _____ 20

Signed as Treasurer handing over responsibility.

Date _____ 20

