

BYLAWS of TWIG – revised September 2019

Article I – Name

The name of this organization shall be “Tashkent Women’s International Group”, shortened “TWIG”.

Article II – Purpose

TWIG is a nonprofit organization whose purpose is to provide a place for networking and self-actualization for women coming to Tashkent from countries other than Uzbekistan.

Article III – Membership

Section 1

The membership of TWIG shall consist of expat women who live in Tashkent. Women whose country of origin is Uzbekistan may be considered for membership on a case-by-case basis, with the Board of Directors of TWIG having the only and final say. The proportion of members of Uzbek origin shall be kept at approximately 10%.

Section 2

Applicants for membership shall become a member upon paying the yearly membership fee and attending a General Meeting.

Section 3

Honorary membership shall be conferred on past Presidents of the Board of TWIG. The honorary member is not required to pay the yearly membership fee.

Article IV – President and Board of Directors

Section 1

The Board of Directors of TWIG shall consist of a maximum of 9 members and a minimum of 4, the latter being: the President, the Vice-President, the Secretary/Record Keeper, and the Treasurer. Other Board members may be: the Board member for Communications, the Board member for Trips, the Board member for Charity/Charities, and the Board member(s) for Events, Parties, Interest Clubs Management, Diplomatic Relations, etc.

Section 2

The duties of the Board shall be to carry out the purposes of TWIG and to establish necessary policies.

Section 3

The Board shall meet in full 5 times a year, in the week before the first, third, fifth, seventh, and ninth General Meeting. Additional meetings may be called, if necessary.

Section 4

The Board members serve preferably at least two years.

Section 5

Duties of Board members:

- a. **The President shall:**
 - i. Preside at all meetings of the Board and all General Meetings.
 - ii. Appoint women to serve as members of the Board and Coordinators of Interest Clubs.
 - iii. Serve ex officio as a member of all Interest Clubs.
 - iv. Perform such other duties as may devolve upon the office.

b. The Vice-President shall:

- i. Act on behalf of the President if the latter is absent or unable to perform her duties.
- ii. Perform any other duties as required of the office.

c. The Secretary/Record Keeper shall:

- i. Keep records and, if required, make minutes, of all meetings of the Board.
- ii. Keep an up-to-date database of members.
- iii. Keep safe and updated the account details of TWIG's social, email and other accounts.
- iv. Perform any other duties as required of the office.

d. The Treasurer shall:

- i. Disburse funds as directed by the President and/or the Board.
- ii. Disburse appropriate funds to the Interest Clubs if and when necessary.
- iii. Keep an accurate account of all receipts and disbursements and report on the financial status at each meeting of the Board of Directors.
- iv. Perform any other duties as required of the office.

Section 6

Board members who fail to attend more than two Board meetings without a reasonable explanation may be removed from the Board by the President.

Article VIII - Interest Clubs

Section 1

The number of Interest Clubs shall be determined by the Board of Directors.

Section 2

Each Interest Club shall have a Coordinator/Coordinators, appointed by the President, who shall liaise between the Board of Directors and the Interest Club.

Section 3

Each Interest Club shall determine its own programs.

Section 4

Duties of the Coordinators:

- Attend all General Meetings of TWIG.
- Coordinate any changes of assigned meeting dates with the the member of the Board responsible for Interest Clubs, and/or the member of the Board responsible for communications with TWIG's general membership, and/or (in the absence of such Board members) with the Secretary/Record Keeper.
- Coordinate in a timely manner with the Board and in particular with the Treasurer with regard to any financial matters.

Article IX – General Meetings

There shall be 10 General Meetings each year.

Article X - Finances

Section 1

The annual membership fee shall be determined by the Board of Directors.

Section 2

Monies collected by TWIG shall be spent only for TWIG activities, while any part of any surplus may or may not be spent on charity after discussion within and approval by the full Board of Directors.

Section 3

TWIG's (fiscal) year shall run from the 1st of September to the 31st of August.

Section 4

TWIG shall have no money-making projects, no paid positions, no paid speakers, and no paid teachers.

Section 5

TWIG shall assume financial responsibility in part or whole for any kind of group project, including Interest Club activities, only if the project has prior approval of the majority of the Board of Directors.

Article XII – Communication with the membership

Section 1

TWIG has:

- one email address (twiguzbek@gmail.com).
- one facebook page (“The TWIG Family” group page).
- one website (www.twig-tashkent.org).
- one Mailchimp account for sending “mass” mailings to the full membership.
- one Telegram group (“The TWIG Family” group).

Section 2

Details of all five accounts are kept (also on paper) by the Secretary/Record Keeper. Those with access to and administrator/moderator privileges to all four accounts are:

- the President
- the Secretary/Record Keeper
- the Board member for Communications, if there is such a Board member.

Article XIII – Amendments

These Bylaws may be amended by an affirmative vote of the majority of the total membership of the Board of Directors at any regular meeting provided that a copy of the proposed amendment has been submitted in writing to each member of the Board at least a week prior to the date of the meeting.

Article XIII – Liability

Neither TWIG nor its Board of Directors accepts liability for any loss, damage, accident, or injury sustained or caused by any individual or TWIG member while participating in TWIG activities.