

**BYLAWS OF TWIG
as amended by the Board of Directors
on the 7th of May 2024**

Article I – Name

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

Article II – Purpose

TWIG is an English-speaking, non-profit organization whose purpose is to provide a place for international women living in Uzbekistan to connect and support each other. We are purely a social club with no religious, political, or commercial affiliations. Our charity activities are at the discretion of the Board.

Article III – Membership

1. Eligibility. The membership of TWIG shall consist of foreign citizens staying in Uzbekistan as members of the diplomatic corps, the international business community, or education industry. The proportion of members of any nationality may not exceed 20% of the total number of members. Women whose country of origin is Uzbekistan may be considered for membership on a case-by-case basis, with the Board of Directors having the only and final say. Preference will be given to Uzbek women whose goal in joining TWIG is to share Uzbek culture, language, food, and notable sites with the international community. And who will help TWIG liaise with local restaurants, venues, and charities. The proportion of members of Uzbek origin shall not exceed 10%. Please note: TWIG is a social club and not a suitable venue to promote businesses.

2. Approval. An applicant for membership shall become a member after approval by the Board of Directors or the Membership Officer and upon paying the membership fee.

3. Membership Roster. A new membership roster is created each year on a first come first served basis.

4. Code of Conduct. All members are bound to the TWIG Code of Conduct. In the case of a breach of the Code of Conduct, this may lead to expulsion from TWIG.

Article IV – Board of Directors

1. Officers. The Board of Directors of TWIG shall consist of a maximum of 9 and a minimum of 5, the latter being the executive officers: President, Vice-President, Treasurer, Secretary/Membership Officer, and Charity Officer. Other Board positions may be created and assigned as needed, for example: Communication, Trips, Events, Club Coordinator, Diplomatic Relations, etc. Any two or more offices may be held by the same person, except the offices of President and Treasurer.

2. General Powers. The duties of the Board shall be to carry out the purposes of TWIG and to establish necessary policies. The President and the Board of Directors will discuss and agree together on the program of activities, charity projects, and other events.

3. Board Elections. New Directors shall be approved by a majority of the Board at any meeting of the Board of Directors.

4. Director Selection. Board candidates may be identified through a nominating committee or other means, and will be selected according to the following criteria:

- Personal standing.
- Commitment to TWIG's activities and purpose.
- Demographic reflection of TWIG's membership.
- Specific skills (technology, communications, event planning, language).
- Access to local networks

5. Board Composition. No more than two women of the same nationality may serve on the Board at the same time. One member of the Board may be an Uzbek national, but she may not serve as President, Vice President, or Treasurer.

6. Terms. The Directors serve terms of two years, and no member may serve consecutive terms, or return to the Board within three years of her last term.

7. Meetings. The Board shall meet in full five times a year. Additional meetings may be called if necessary.

8. Duties of Directors.

a. The President shall:

- I. Preside over all meetings of the Board and all General Meetings.
- II. Serve ex-officio as a member of all Clubs.
- III. 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. Review the statements of the Treasurer and confirm that updated financial statements are kept on TWIG's cloud drive and on paper.
- III. Perform any other duties as required of the office.

c. The Secretary/Membership Officer shall:

- I. Record minutes and resolutions of all proceedings of the Board meetings and circulate these to the Board.
- II. Maintain a current database of members (if there is no Director assigned to Membership)
- III. Update and safeguard 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. Keep an accurate account of all receipts and disbursements and report on the financial status at each meeting of the Board of Directors.
- III. Disburse funds as directed by the President and/or the Board.
- IV. Disburse appropriate funds to the Clubs if and when necessary.
- V. Perform any other duties as required of the office.

e. The Charity Officer shall:

- I. Identify organizations that need support and present options to the board
- II. Implement charity activities
- III. Inform TWIG members of charitable activities
- IV. All charity activities will be decided by a vote of the full Board of Directors 8.

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

Article VIII - Clubs

1. Number. The number of Clubs shall be determined by the Board of Directors.
2. Leaders. Each Club shall have a Leader/Leaders, appointed by the Board, who shall liaise between the Board of Directors and the Club.
3. Program. Each Club shall determine its own programs.
4. Duties of Club Leaders.
 - Attend all General Meetings of TWIG.
 - Coordinate any changes of assigned meeting dates with the Director responsible for Clubs, and/or the Director responsible for communications with TWIG's general membership, and/or (in the absence of such Directors) with the Secretary.
 - Coordinate in a timely manner with the Board and in particular with the Treasurer with regard to any financial matters.
 - Help promote all TWIG events through club channels and, if needed, liaise with local social contacts such as restaurants, venues, charities, and sponsors.

Article IX – General Meetings

There shall be at least five General Meetings each year.

Article X - Finances

1. Membership Fee. The annual membership fee shall be determined by the Board of Directors.
2. Expenditures. Funds collected by TWIG shall be spent only for TWIG activities and charity after discussion and approval by the full Board of Directors. TWIG shall assume financial responsibility in part or whole for any kind of group project, including Club activities, only if the project has prior approval of the majority of the Board of Directors.
3. Fiscal Year. TWIG's (fiscal) year shall run from the 1st of September to the 31st of August.

Article XI – Communication with the membership

1. Platforms. TWIG has:
 - one email address (twiguzbek@gmail.com).
 - one facebook page ("The TWIG Family" group page).
 - one website (www.twig-tashkent.org).
 - two Telegram channels ("TWIG Family" and "TWIG Billboard").
2. Maintenance and Access. Details of all four accounts are kept online and on paper by the Secretary/Membership Officer. Those with access to and administrator/moderator privileges to all four accounts are:
 - the President
 - the Secretary/Membership Officer
 - the Director for Communications if there is such a Director.

Article XII – Amendments

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a two thirds majority of all the Directors in office at any meeting, if at least seven days' written notice is given of intention to alter, amend, repeal, or adopt new Bylaws at such a 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.