

# Constitution of Telugu Association of Central Ohio

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# Constitution of Telugu Association of Central Ohio

## Constitution

### ***Article I - Name, Purpose, and Non-Discrimination Policy***

#### Section 1 - Name

The name of this organization shall be THE TELUGU ASSOCIATION OF CENTRAL OHIO (herein after, "the Association" or "TACO").

#### Section 2 – Objectives

1. The Telugu Association of Central Ohio is organized exclusively for charitable, cultural, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
2. The specific objectives are:
  - a. To represent Telugu Culture & Literature in Central Ohio and in the United States.
  - b. To develop cooperation and harmony within the Telugu community in central Ohio and in the United States.
  - c. To expose Telugu culture and heritage to the youth of Telugu origin.
  - d. To build mutual goodwill, understanding, and respect between the general people of North America and Andhra Pradesh and to contribute to social peace, harmony, and economic growth.
  - e. To represent, protect, and promote the interests of persons of Telugu origin.
  - f. To act as an organization to collect and transfer charities, donations, etc. at local, national, and international level for social, cultural, educational, economic, and humanitarian causes.
  - g. To organize and participate in the regional and national events which promote Telugu culture.
  - h. To promote friendship and cultural exchange with other similar organizations.

#### Section 3 - Non-Discrimination Policy

The organization and its members shall not discriminate against any individuals for reasons of race, color, creed, religion, national origin, gender, education, occupation, sexual orientation, and age.

### ***Article II - Membership***

#### Section 1 - Definition

Any individual, over 18 years of age, who accepts the constitution of the Association and the aims and the objectives for which it stands shall be eligible to be General Member of the Association.

#### Section 2 - Membership Fees

1. An annual membership fee shall be charged to the members.
2. The Association shall also accept donations from all members and any person or group in favor of the Association's objectives.

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3. The amount charged for membership is subject to periodic review and is changed, if deemed necessary.

## Section 3 - Voting Rights

Members shall be eligible to vote in the election of the President, the Vice-Presidents (Administration and Cultural), the Executive Secretary, and the Joint Secretary and on other issues brought up by the Executive Committee for vote.

### ***Article III - Officers of the Executive Committee***

## Section 1 - Titles

The Executive Committee of the Association shall consist of the following officers:

- a. The President of the Association.
- b. The Vice-President (Administration) of the Association.
- c. The Vice-President (Cultural) of the Association
- d. The Executive Secretary of the Association.
- e. The Joint Secretary of the Association.
- f. The Treasurer of the Association

## Section 2 - Terms of Office

The one-year term shall be from the January 1 to December 31 of the calendar year.

## Section 3 - Meetings

The Executive Committee shall meet at least once in three months to discuss TACO activities, plans, and issues raised by the members. The Executive Committee may meet more often if such meetings are deemed necessary.

## Section 4 - Quorum and Voting

1. A simple majority of members of the Executive Committee shall constitute a quorum.
2. Each member of the committee shall have one vote, and decisions of the Executive Committee shall be reached by a majority of members present and voting.
3. An Executive Committee Member who is unable to attend a scheduled meeting may vote either electronically or in writing.
4. In case of a tie, the issue shall be discussed further until a majority of the members vote in favor or against the issue.

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## Section 5 - Vacancies

1. In case of vacancy in the office of the President, The Vice-President (Administration) shall hold the office of the President for the rest of the term.
2. In case of a vacancy in the office of the President and the Vice-President (Administration), the Vice-President (- Cultural) shall hold the office of the President for the rest of the term.
3. 3 Vacancy in the office of up to two members of the Executive Committee (Vice Presidents, Secretary, Treasurer or Joint Secretary) shall be filled by any member of the Association so designated by the President with the consent of the remaining members of the Executive Committee.
4. In case of vacancy in the office of 3(three) or more members of the Executive Committee, the remaining officers of the Executive Committee shall call a fresh election to elect new officers in all the offices for the remaining term. The new officers shall take over the office soon after the election.

## ***Article IV - Functions and Qualifications of the Officers***

### Section 1 - The President

#### 1. Qualifications

Any General Member, who has been a member of the Association for at least one-year prior to the Election Day, shall be eligible for election to this office. This rule does not apply to the first election.

#### 2. Duties

- a. The President shall be the presiding officer of the Executive Committee.
- b. The President shall represent the Association in correspondence or through personal contacts with individuals and groups outside the membership of the organization.
- c. In case of his/her inability to do so, the President shall appoint any member(s) to represent the Association.
- d. The President shall prepare, or assign someone to prepare, an annual general report on the activities of the Association for presentation to all members prior to the annual meeting of the members.
- e. The President shall appoint an advisory committee or other committees as and when needed for special purposes and events.

### Section 2 - The Vice Presidents

#### 1. Qualifications

Any General Member, who has been a member of the Association for at least one-year prior to the Election Day, shall be eligible for election to this office. This rule does not apply to the first election.

#### 2. Duties

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- a. The Vice- Presidents shall assist the President in the performance of his/her duties.
- b. The Vice-President (Administration) shall act as the President in event that the President is absent. The Vice-President (Cultural Activities) shall act as President in event that the President and Vice President (Administration) are absent.
- c. The Vice-President (Administration) succeeds to be the President in the event that the latter leaves, resigns, etc.
- d. The Vice-President (Administration) is responsible for tracking and preserving various possessions/assets of the Association which have been acquired for use in various gatherings of the Association (e.g., Public Address systems, utensils used in food service).
- e. The Vice-President (Administration) shall assist the President in communications with external organizations.
- f. The Vice-President (Administration) shall identify and implement educational and cultural projects for the benefit/interest of the association and its members.
- g. Together with the Executive Secretary, the Vice-President (Administration) shall be responsible for arranging refreshments and food during the various gatherings of the members of the association.
- h. The Vice-President (Cultural) shall be responsible for the organization of entertainment events at various gatherings of the Association. This may include arranging cultural activities during various gatherings. S/he may co-opt and chair a subcommittee to discharge part(s) of her/his responsibilities.

## Section 3 - The Executive Secretary

### 1. Qualifications

Any General Member, who has been a member of the Association for at least one-year prior to the Election Day, shall be eligible for election to this office. This rule does not apply to the first election.

### 2. Duties

- a. The Secretary shall be responsible for correspondence, records, and the property of the Association.
- b. He or she shall assist the President in the implementation of policies and activities adopted by the Executive Committee.
- c. The Executive Secretary shall call meetings of the Association and the Executive Committee on the instruction of the President.
- d. The Executive Secretary shall assist the President in managing regular communications between the Executive Committee and the members of the Association.
- e. The Executive Secretary shall take minutes of TACO Executive Committee meetings and other general meetings of the members that occur from time to time.

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- f. Together with the Vice-President (Administration), the Executive Secretary shall be responsible for arranging refreshments and food during various gatherings of the members of the association.

## Section 4 - The Joint Secretary

### 1. Qualifications

Any General Member of the Association shall be eligible for election to this office.

### 2. Duties

- a. The Joint Secretary assists the Executive Secretary in the management of communications between the executive committee and the members of the Association. This may include assistance with regular mail, e-mail and other web-based communications.
- b. The Joint Secretary assists the Vice-President (Administration) in tracking and preserving various possessions of the Association which have been acquired for use in various gatherings of the Association (e.g., Public Address systems, utensils used in food service).

## Section 5 - The Treasurer

### 1. Qualifications

Any General Member of the Association shall be eligible for election to this office.

### 2. Duties

- a. The Treasurer will have the sole power to disburse money in the name of the Association as long as the expenses do not exceed a reasonable amount as determined by the Board of Trustees in consultation with the Executive Committee. The Treasurer shall stop disbursing checks when the amount spent by the Executive Committee exceeds the amount collected by that Executive Committee for that year. In such a situation, the Treasurer may disburse payments only after the Executive Committee has sought special permission from the Board of Trustees before committing to that activity.
- b. The Treasurer shall prepare a financial report with a statement of income and expenditures of the association to be presented at the annual meeting of the members.
- c. The Treasurer, with the help of the President shall appoint an Auditor to Audit the Bank Account.

## ***Article V - Special Committees***

### Section 1 - Definition

1. The President, in consultation with the Executive Committee, shall form Special Committee(s) if it is deemed necessary to successfully accomplish special event(s).
2. The chair of the Special Committee must be an Executive Committee member.
3. Any General Member shall be eligible to be a member of the Special Committee.

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## Section 2 - Terms and Powers

1. The Special Committee shall be dissolved after the event is over and all records relating to the organization and conduct of the event have been handed over to the President.
2. The Special Committee shall report to the Executive Committee about the progress of the event.
3. The Special Committee shall make decisions related to that particular event but the decisions must be approved by the Executive Committee before they are implemented.
4. In the event the executive committee resigns or changes by new elections, the special committees cease to exist.

## ***Article VI - Assembly***

### Section 1 - Composition

1. The Assembly shall consist of all general members of the Association.
2. Thirty percent (30%) of the General Members shall constitute a quorum.
3. Each member shall have one vote, and decisions of the Assembly shall be reached by a majority of members present and voting.
4. Members unable to attend meetings may vote electronically or in writing. The votes, however, must be submitted to the President by the end of the day (5 p.m. EST) immediately preceding the meeting date.

### Section 2 - Meetings

1. The Assembly shall meet at least once a year to discuss the activities of the Association.
2. The Assembly shall also meet for Annual election in the last quarter of the calendar year.
3. The Assembly may also meet occasionally to conduct any business deemed necessary such as special meetings called to discuss issues that need immediate attention of the Association (e.g., offering financial assistance to flood victims in India).

### Section 3 - Notice

1. The President shall call for any such meeting.
2. All members shall be notified by mail or e-mail about the meeting at least two weeks in advance.
3. The materials for discussion in special meetings shall be mailed or e-mailed to all members at least two weeks in advance of the meeting.

## ***Article VII - Elections***

### Section 1 - Time and Method of Election

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1. The election shall held by the Assembly at a meeting during the last quarter of the year.
2. The election shall be conducted by secret ballot if more than one nomination exists for any position on the Executive Committee.
3. A simple majority of the members present during election and voting will determine election to an office.
4. Any General Member can nominate himself/herself or any other member for any of the offices of the Executive Committee.
5. The nomination(s) shall be valid only if the nominee(s) agree to run for that office.
6. Members present in the General Body meeting holding the election of the officers may make nominations for any position(s) only if no nomination is received by the Election Commissioner by the nomination deadline.
7. In case of a tie, a run-off election among tied candidates will be held on the same day.
8. A member must pay his/her dues by the end of March to be eligible to vote and run for an elected position that year. This rule does not apply for the first election.

## Section 2 - Supervision

1. The Executive committee shall appoint an Election Officer to supervise the election.
2. The Election Officer shall appoint 2 (two) other members to form a committee to assist her/him. Nominations for each position in the Executive Committee are submitted to the Election Officer.
3. Nominations, self or otherwise, shall be submitted to the Election Officer at least 48 hours before the Election. If no nominations are received by that time, nominations shall be invited from the floor on the day of the election. If nominations have been received by the deadline, floor nominations are not allowed.
4. No member of the Election Committee shall be eligible to run for any office.

## ***Article VIII - Transfer of Office***

### Section 1 - Method

1. The office shall be handed over to the new officers on or before January 15<sup>th</sup>, and the newly elected officers shall work together with the outgoing committee to achieve a smooth transition to the office.
2. The outgoing committee shall hand over the audited balance of account and other documents of the Association by January 15<sup>th</sup>.

## ***Article IX - Dispute Resolution***

### Section 1 - Procedure

1. Any dispute among the members of the Association and the Executive Committee shall be resolved through discussion between the Executive Committee and the concerned member(s).

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2. In case of a deadlock and if the Executive Committee feels necessary, the President shall call the Assembly to discuss and resolve the issue(s).
3. If the Executive Committee fails to call any such meeting, the affected member(s) must collect signatures of at least one-third of the general members on a petition stating the issues and then request the President to call for a general meeting. The President must call the Assembly within forty -five (45) days upon receiving the petition.

## ***Article X - Constitutional Amendments***

### Section 1 - Procedure

Amendments to the Constitution shall be made at the meeting of the Assembly called for the purpose of amending the Constitution. A vote of two-thirds majority of members is necessary. Members who are unable to attend the meeting may vote electronically (i.e., by e-mail).

## ***Article XI - Board of Trustees***

### Section 1 : Number of trustees

The association shall have a board of trustees comprised of three individuals.

### Section 2: Responsibility

1. The responsibility of the trustees is to guide the executive committee, especially in the organization of major events. For events, activities or purchases that entail large monetary commitments (e.g., purchase of new public address systems, organization of special paid programs), the Board of Trustees shall deliberate on proposals received from the Executive Committee. In all matters that the Board votes on, a simple majority carries the motion.
2. At the beginning of the calendar year, the Executive Committee presents a schedule of planned events to the Board of Trustees and obtains their approval prior to implementation.
3. The executive committee shall not engage in any activity that is not on the schedule, and which has not been approved by the Board of Trustees.
4. The executive committee should present a brief state-of-the-association report to the Board twice during their one-year term. In addition, under special circumstances, the Executive Committee should present all information requested by the Board of Trustees should the Board feel it is necessary to obtain such information.

### Section 3: Method of Selection of Trustees

The members in the board of trustees are selected by the general members in an election. This election shall be conducted along with the election for members of the executive committee.

### Section 4: Tenure of Members of Board of Trustees:

1. Each member shall serve for a period of two years.

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2. During the first election, one member is elected for a 1 year term, a second member is elected for a 2 year term and third member is elected for a 3 year term. At the end of the term of each member, a new member will be elected who will then stay on for two years.
3. If a member of the Board of Trustees resigns or leaves for other reasons, the President of the Association may nominate another individual to fill the position for the remainder of the term. If the remaining term is more than 18 months, a fresh election is called during the next assembly and the position is filled.

## ***Article XII – Other Governing Regulations***

### **Section 1 - Use of Funds**

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) and political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law)

### **Section 2 - Dissolution clause**

Upon the dissolution of the corporation, the Executive Committee shall after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purpose of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## ***BYLAWS***

### **RULES**

The latest edition of Robert's Rules and Order shall be of authority on all questions of procedure not specifically stated in this Constitution and Bylaws.

## ADDENDUM

### Article XI, Section 3:

The third member of the Board of Trustees will be the outgoing President of the Association. This member will serve as a member of the Board of Trustees for a period of one year, and will be replaced by the next year's outgoing President.

If the outgoing President is unable to serve as a member of the Board of Trustees, a member will be chosen from the general body through general election. The tenure of this member will be one year.

If an incumbent President chooses to serve the Association as the President for a second year, the outgoing President from the previous year will continue to serve on the Board of Trustees. If the outgoing President is unable to serve an additional year, a member will be chosen from the general body through general election. The tenure of this member will be one year.

### Article VII, Section 1:

Beginning 2008, elections will be held one year in advance and the President-Elect for the following year will be elected by the general body. The candidates competing for the position of President-Elect may compete either singly, or may choose to submit their choice of the entire executive committee for the following year.

If the President-Elect submits candidates for the entire executive committee, election will take place for the entire executive committee. The general body will be notified about this election as per the existing rules (Article VI, Section 3).