

# Tennessee Andhra Samithi Constitution and Bylaws

## Tennessee Andhra Samithi CONSTITUTION and BYLAWS (As Amended on March 28, 2009)

### INDEX

<u>Contents:</u>		<u>Page</u>
Index		1
Preamble		2
Article I	Name	2
Article II	Objectives	2
Article III	Membership and General Body	3
Article IV	Governing Body	3
Article V	Term of Office	3
Article VI	Installation of TAS Elected Office Bearers	4
Article VII	Vacancies	4
Article VIII	Finances	4
Article IX	Bylaws	4
Article X	Agent and Office	4
Article XI	Revisions and Amendments to the Bylaws and the Constitution	5
Article XII	Dissolution of the Organization and Disbursement of Funds	5
<hr/>		
Bylaw I	Duties of the Executive Committee Members	7
Bylaw II	Quorum	7
Bylaw III	Conflicts of Interest	8
Bylaw IV	Installation of TAS Officials – Details	8
Bylaw V	Nomination Procedures	8
Bylaw VI	Election Procedures	9
Bylaw VII	Limitations of Terms in Office	9
Bylaw VIII	Record Keeping	9
Bylaw IX	Audit Committee	9
Bylaw X	Annual Filing of Statements	10
Bylaw XI	Membership Fee	10
Bylaw XII	Membership Term and Limitations	11
Bylaw XIII	Delegation of the TAS	11
Bylaw XIV	Past President	11
Bylaw XV	Miscellaneous Clauses	11

# Tennessee Andhra Samithi

## Constitution and Bylaws

### THE CONSTITUTION OF THE TENNESSEE ANDHRA SAMITHI

(Tennessee Andhra Samithi formed **May 1, 1995**. Constitution and Bylaws formulated **July 14, 1995** retroactively effective **May 1, 1995**. The Constitution and Bylaws amended **March 20, 1999** retroactively effective **May 1, 1995**. The Constitution and Bylaws were again amended **March 28, 2009** retroactively effective **May 1, 1995**.)

#### **PREAMBLE:**

Where as the need exists for cohesive action on the part of the people of Telugu origin residing in Tennessee, it is hereby resolved that a not-for-profit organization be formed to preserve and propagate the Telugu cultural heritage and maintain the identity of said group of people, to provide a forum for Telugu literary, cultural, educational, social, and charitable interaction among its members.

#### **ARTICLE I:**

##### **Name:**

This registered, not-for-profit organization, in the state of Tennessee, USA, shall be known as the **Tennessee Andhra Samithi (TAS)**.

#### **ARTICLE II:**

##### **Objectives:**

- A.** To preserve, maintain, and perpetuate the cultural heritage of the people of Telugu origin in Tennessee state and neighboring areas.
- B.** To encourage and promote the religious, and cultural functions of the Telugu community.
- C.** To invite and honor literary, scientific, cultural, and religious dignitaries per the interest of the TAS members.
- D.** To promote better communication among the TAS member families.
- E.** To act as an agency to collect donations for educational, medical, charitable and socio-economic development of the needy, and transfer of funds to charities.
- F.** To initiate and organize other functions, which will involve the participation of the TAS members.

# Tennessee Andhra Samithi

## Constitution and Bylaws

### **ARTICLE III:**

#### **Membership and General Body:**

Persons aged 21 years or older, subscribing to the objectives of TAS and willing to abide by the Constitution and Bylaws of TAS can become TAS members. Membership is open to all those interested in the activities and functions of TAS. The TAS members are defined as those who paid the Annual or Life-membership. All such members constitute the General Body of TAS.

### **ARTICLE IV:**

#### **Governing Body:**

- A. Executive Committee: “The governing powers of TAS shall be vested in the Executive Committee, consisting of President, Secretary, Treasurer, and Members-at-large”. Executive Committee may also include Youth Members.
- B. The services to the TAS Executive Committee are voluntary and there shall be no remuneration to any officers. This is a service to the community.
- C. Eligibility for nomination to TAS Executive Committee: Life members only are eligible to hold the position of President, Secretary and Treasurer. Life members or the members who paid annual membership dues for the current year are eligible for holding the position of Executive Committee Member. Life Members or Annual Members children only are eligible to become Youth Members.
- D. The duties of each elected official will be as provided in the TAS Bylaws.

### **ARTICLE V:**

#### **Term of Office:**

Each member of the Executive Committee shall serve for two years unless and otherwise a member resigns or moves away. If any member or members resign or move out, replacement member or members will be co-opted by the Executive Committee by majority vote for each candidate, without election process until the end of the committee’s term. Similarly if the Executive Committee feels that there is a need to increase the committee membership, they may do so by co-opting member/members to the Executive Committee and those co-opted member/members will hold office till the end of Executive Committee’s term. The term of the new Executive Committee starts on the next day after Telugu New Year function during the odd year and continues for two years till the day of Telugu New Year function during the odd year.

# Tennessee Andhra Samithi

## Constitution and Bylaws

### **ARTICLE VI:**

#### **Installation of TAS Elected Office Bearers:**

A new TAS Executive Committee will be installed for two years after newly elected office bearers take office. Procedures shall be as provided in the TAS Bylaws.

### **ARTICLE VII:**

#### **Vacancies:**

The order of succession to the Presidency within the stipulated (interim) period until the next election shall be the Secretary, followed by the Treasurer. In the event of vacancy the Executive Committee shall nominate eligible member of TAS as specified by the TAS Bylaws for the vacated office at their next scheduled meeting. Such person shall serve until the next election.

### **ARTICLE VIII:**

#### **Finances:**

The TAS Executive Committee shall maintain two separate accounts. One for the TAS operating funds and second for depositing the life membership dues. All funds shall be deposited in a recognized financial institution. There shall be signatures of the President and Treasurer to operate the first and second accounts.

### **ARTICLE IX:**

#### **Bylaws:**

TAS operations shall be carried as per the TAS Bylaws.

### **ARTICLE X:**

#### **Agent and Office:**

The President of the TAS will be the registered agent of the TAS and his/her residence will be the registered office of the TAS at no cost to the association. It is the responsibility of the newly elected President to inform the change of address in writing to the Internal Revenue Service, Office of the Secretary of State – State of Tennessee, Federal, State, County and City Government institutions – if any, First American National Bank or any Bank/Financial institution (at a branch where the account is active) and also other agencies with which TAS has business dealings.

# Tennessee Andhra Samithi

## Constitution and Bylaws

### **ARTICLE XI:**

#### **Revisions and Amendments to the Bylaws and the Constitution:**

Revisions to the Bylaws and amendments to the Constitution may be initiated by the Executive Committee and referred to an 'Ad hoc' committee, (to officiate as Constitution and Bylaws Committee) of three members appointed by the Executive Committee. Such a committee will study, evaluate alternatives, and make their recommendations to the Executive Committee. The Executive Committee will present the revisions to the General Body for approval. Revisions to Bylaws shall be approved by 2/3 of the General Body members present at the meeting. Amendments to the Constitution shall be approved by 3/4 of all enlisted General Body Members. Non-response of any enlisted member deemed to be considered as an approval.

### **ARTICLE XII:**

#### **Dissolution of the Organization and Disbursement of Funds:**

In the case of dissolution, all assets shall be distributed to such organization which subscribes to the ideas as those of TAS and are qualified as tax exempt under section 501 (c) (3) of the Internal Revenue Code or the corresponding provisions of a future United States Internal Revenue Law.

#### **Section 1:**

##### **Organization's Purpose:**

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue code, or corresponding section of any future federal tax code.

#### **Section 2:**

##### **Limitations:**

No part of the net earnings of the organization shall be used for the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization 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 organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization

# **Tennessee Andhra Samithi**

## **Constitution and Bylaws**

exempt from federal income tax under section 501 (c) (3) of the Internal Revenue code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue code, or corresponding section of any future federal tax code.

# **Tennessee Andhra Samithi Constitution and Bylaws**

## **TENNESSEE ANDHRA SAMITHI (TAS) BYLAWS**

**The following Bylaws are to be strictly adhered to by all TAS officials. The Bylaws are issued as per the Article 9 of the TAS Constitution. When an issue is not covered in the Bylaws, Robert's rules of order are to be followed.**

### **BYLAW I:**

#### **Duties of the Executive Committee Members:**

- A.** The President shall call and preside over all meetings of the Executive Committee and General Body. He/she shall serve as the official spokesperson of the TAS.
- B.** The Secretary shall serve as the coordinator of all activities as may be assigned to him/her by the President and the Executive Committee. He/she shall assume the duties of the President in his/her absence.
- C.** The Secretary shall serve as the coordinator of all the activities of the Executive Committee, and the General Body. He/she shall also assume the responsibility of maintaining records and any and all other documents of the TAS.
- D.** The Treasurer shall be the official book keeper of TAS's finances related to operating funds and life membership funds, and shall be responsible for all the collections and the annual dues from the members. The Treasurer will provide a written report of all assets and liabilities of the TAS to the General Body at the Telugu New Year function of each year.
- E.** The members of the Executive Committee shall assist in the smooth operation of the TAS functions and activities. Youth members are full pledged voting members of the Executive Committee. Preference may be given to College students and High School seniors for the youth members.
- F.** If any member of the Executive Committee does not attend three consecutive meetings without a valid reason, he/she shall cease to be the member of that body and may be replaced.

### **BYLAW II:**

#### **Quorum:**

- A.** At any General Body meeting, the quorum shall consist of one-third of the enlisted membership. In the event one-third attendance is not possible, the president shall call for another General Body meeting.

# Tennessee Andhra Samithi

## Constitution and Bylaws

- B. A quorum at the Executive Committee meeting shall consist of at least one-half of the Executive Committee.

### **BYLAW III:**

#### **Conflicts of Interest:**

- A. No person shall serve two positions in the TAS organization during the same term.
- B. Every effort shall be made to avoid within the same family contesting for positions in the TAS organization during the same term of office.

### **BYLAW IV:**

#### **Installation of TAS Officials - Details:**

Each term, the TAS Executive Committee shall be installed by May first week but no later than June 1st of the election year. The preferred method of selecting TAS officers is by nomination. The procedures for nominations are given in Bylaw V. In the event of a contest, elections shall be conducted as per the Election Procedures given in By Law VI.

### **BYLAW V:**

#### **Nomination Procedures:**

- A. Nominations shall be received by the Executive Committee by December 31 of the year before the election year. Nominations shall be in writing, nominated by a member and seconded by two other members and shall be with the full consent of the candidate to serve the full term of the office. Individuals who are interested to serve may also nominate themselves (self nomination) in writing. The nominations shall be opened and validated by the Executive Committee. The election records shall be kept for two years.
- B. If more than one candidate files the nomination for the same position, all such candidates must be informed and given opportunity and time to withdraw or reconsider their nomination. If two or more candidates are still contesting for the same position during the same term, election will be conducted as specified herein under Bylaw VI.
- C. If no nominations are received voluntarily by January 15, the Executive Committee shall appoint a Nominating Committee consisting of three members of the TAS in good standing to nominate candidates and shall be with the full consent of the candidates to serve the full term of the office for all vacant positions by February 15 and submit it to the Executive Committee.

# Tennessee Andhra Samithi

## Constitution and Bylaws

- D. The candidates recommended by the Nominating Committee may be approved by a simple majority of the General Body thus concluding the selections of TAS candidates for the following term (there will be no need for elections).

### **BYLAW VI:**

#### **Election Procedures:**

- A. Elections shall be announced by March 1 and shall be completed by March 21 by the Nominating Committee.
- B. The elections should be called for in writing no later than March 15 of each second year for two years term of office.
- C. Ballots shall be mailed to all TAS life members. TAS life members only are eligible to vote in the event of an election. Ballots shall be counted by a three member panel of committee chosen from the General Body members, who will report final results to the TAS Executive Committee. Competitors may send their representatives to the counting.

### **BYLAW VII:**

#### **Limitations of Terms in Office:**

The TAS President, Secretary, and Treasurer shall not serve in the same position for more than two consecutive terms.

### **BYLAW VIII:**

#### **Record Keeping:**

The Secretary of the TAS Executive Committee shall maintain all records in coordination with the Treasurer (regarding financial and accounting records), past and present in good order and also document the minutes of meeting and decisions made during the year. The Treasurer is responsible for all financial transactions and accounting records.

### **BYLAW IX:**

#### **Audit Committee:**

TAS Executive Committee shall appoint an Audit Committee (minimum of one member and a maximum of three members), who shall conduct an internal audit of TAS accounts prior to the presentation of financial statements to the General Body.

# Tennessee Andhra Samithi

## Constitution and Bylaws

### **BYLAW X:**

#### **Annual Filing of Statements:**

The Executive Committee assumes the responsibility of filing every year, annual or periodical tax and other financial statements to the Federal, State and Local Government agencies as required; and also maintain tax records of each year for at least five years.

### **BYLAW XI:**

#### **Membership Fee:**

- A. The TAS encourages everyone to become a member of the association. In order to sustain its activities, the TAS has devised two categories of membership (Life member and Annual member) and five categories of membership fees. The following fees are effective unless or otherwise increased/decreased by the Executive committee by unanimous vote and the resolution for increase/decrease shall be approved and adopted by a simple majority of the General Body members present at the Annual General Body meeting. The first category of Life Membership need full payment at one time only.

#### **The five categories are:**

- |                           |        |
|---------------------------|--------|
| • Life Member             | \$ 125 |
| • Annual Sponsor          | \$ 50  |
| • Annual Member (Family)  | \$ 25  |
| • Annual Member (Single)  | \$ 15  |
| • Annual Member (Student) | \$ 10  |

- B. TAS may spend the interest amount received from the life membership account deposits, towards the General fund. TAS may spend the annual membership fund towards the General fund. The life membership fund (membership fee/principle amount) either cash-in-bank or invested securities cannot be withdrawn and spent by any person or persons who have access to the TAS's financial sources. Whoever withdraws and spends it, they are legally responsible for violating this rule.
- C. Revision to the membership categories and fees may be proposed by the TAS Executive Committee and get the revision approved by a simple majority of the General Body. Such changes of revision do not apply to prior members.

# Tennessee Andhra Samithi Constitution and Bylaws

## **BYLAW XII:**

### **Membership Term and Limitations:**

- A. Life Membership is transferable only with-in the family.
- B. Two votes for a family membership and one vote for single membership are allowed.
- C. Voting rights cannot be delegated to any other person outside the family.
- D. Annual Membership is for one year, and the membership ends on Telugu New Year Function day.

## **BYLAW XIII:**

### **Delegation of the TAS:**

Delegations and/or Liaisons with other organizations shall be selected by the TAS Executive Committee in office when such needs arise.

## **BYLAW XIV:**

### **Past President:**

The Past President or any Member of the previous TAS Executive Committee are valuable resources and are obliged to help the new (current) Executive Committee with the orderly transfer of records and bank accounts. The Past President may attend the first meeting and may also attend routine meetings, if requested by the current Executive Committee. The Past President is not a voting member of the Executive Committee.

## **BYLAW XV:**

### **Miscellaneous Clauses:**

#### **Funds for Community Service:**

If any Trust, (Scholarship) or Charity funds need to be established and handled in future, and the relative Articles and Bylaws Of the Constitution may be adopted through constitutional amendments by the 3/4 majority of the General Body as set forth in Article 11.

P. S. Please note the entire Tennessee Andhra Samithi constitution is a gender neutral document, whenever the word he/she is used, it means either one.

# Tennessee Andhra Samithi Constitution and Bylaws

This Constitution and Bylaws are initiated, put together, discussed, edited and finalized by the members of the Executive Committee of Tennessee Andhra Samithi during their term of office from March 2007 through March 2009; and they confirm with their signatures.

## The Executive Committee:

- |                        |                             |
|------------------------|-----------------------------|
| • Member and President | Satyanarayana Rao Vadlamudi |
| • Member and Secretary | Madhavi Mallipeddi          |
| • Member and Treasurer | Ramesh Aramandla            |
| • Member               | Kala Bharathi Vuppalapati   |
| • Member               | Madhavi Reddy Sunki         |
| • Member               | Rama Devi Chadalavada       |
| • Member               | Rama Devi Jayanthi          |
| • Member               | Sridevi Movva               |
| • Member               | Chenchal Rao Subraveti      |
| • Member               | Girish Rachakonda           |
| • Member               | Kishore Karlapudi           |
| • Member               | Prashanth Gouni             |
| • Member               | Subba Rao Uddanti           |

\*\*\*\*\*

This is the latest version of the Constitution and Bylaws of Tennessee Andhra Samithi, which was originally written, proposed and adopted by the General Membership unanimously on July 14, 1995 retroactively effective May 1, 1995. The Constitution and Bylaws were amended and adopted by the General Membership unanimously on March 20, 1999 retroactively effective May 1, 1995. The Constitution and Bylaws were again amended and adopted by the General Membership unanimously on March 28, 2009 retroactively effective May 1, 1995. The following confirmation signatures at random were laid forth by the attendees at the Telugu New Year function on March 28, 2009, duly adopting the TAS Constitution and Bylaws retroactively effective May 1, 1995.

Officially registered with the Dept. of Commerce of the STATE OF TENNESSEE Government; and was granted non-profit organization status by INTERNAL REVENUE SERVICE effective October 21, 1996 on a trial basis for five years.

Tennessee Andhra Samithi obtained Exempt status permanently In June 2000.