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| TELUGU ASSOCIATION OF MARYLAND  **BYLAWS** | This document contains the information about the Bylaws for the Telugu Association of Maryland, U.S.A |

# **BYLAWS OF THE TELUGU ASSOCIATION OF MARYLAND**

## Preamble

Whereas the need exists for cohesive action on the part of the people of Telugu origin (India) residing in Maryland, USA, it is hereby resolved that this not-for-profit organization preserve and propagate the Telugu cultural heritage and maintain the identity of said group of people, and provide a forum for Telugu literary, cultural, educational, social, and charitable interaction among its members.

## Article I

NAME

A not-for-profit organization has been formed and the name of the organization is Telugu Association of Maryland, INC hereafter referred to as TAM.

## Article II

OBJECTIVES

The objectives of TAM shall include:

1. To preserve, maintain, and perpetuate the cultural heritage of the people of Telugu origin in Maryland.
2. To assist and propagate cultural, educational, social, economic, and community affairs of the people of Telugu origin in Maryland.
3. To organize periodic Telugu literary, cultural, and educational conferences throughout the North American continent to promote the objectives of TAM.
4. To collaborate in the organization of Telugu literary, cultural and educational conferences in other countries.
5. To foster friendship and understanding among Telugu people, and between people of Telugu origin and other people.
6. To raise, solicit, and collect funds and donations either directly or in cooperation with other not-for-profit organizations for cultural, educational, and charitable purposes in North America and abroad for the purpose of serving both the Telugu community and the community at large.
7. To work with the National/Regional Telugu organizations as a co-host for the events related to Telugu community in Maryland and DC Metro Area.

## Article III

## MEMBERSHIPS AND VOTING

### SECTION 1: Classes of Membership

There shall be four (4) classes of membership in TAM:

1. Life Member,
2. Patron Member,
3. Grand Patron Member, and
4. Donor Member

### SECTION 2: Eligibility

Any Telugu speaker or any person or family of Telugu origin or the lineal descendants of such person or family, residing in Maryland, shall be eligible to be a member of TAM provided that such person: (a) is over 18 years of age, (b) subscribes to the objectives of TAM; (c) abides by the Articles of Incorporation and Bylaws of TAM; (d) submits an application in the prescribed form setting forth the applicant’s full legal name, regular mailing address, electronic mailing address, and telephone number; (e) is approved for membership by the Executive Committee of TAM; and (f) pays the prescribed dues, fees, and assessments prescribed from time to time by the Core Committee, Executive Committee and approved by the Board of Directors. TAM’s MVC reserves the right to verify the information provided and the qualifications for membership of any applicant. Such verification may include requesting additional supporting documentation from some or all of the applicants for membership.

### SECTION 3: Spousal Membership

For the purpose of membership, the spouse of a member shall also be deemed to be a member in the same class of membership, as the member. Each member shall promptly notify the Secretary of TAM of any change in marital status.

### SECTION 4: Contact Information

It shall be the responsibility of each TAM member to keep on file with the Secretary such member’s current valid regular mailing address, telephone number, and electronic mail address to which all notices and other communications of TAM, including TAM Patrika, the magazine published by TAM, may be sent. TAM reserves the right to remove any electronic or regular mail address or telephone number which is no longer current from TAM’s files. TAM also reserves the right to stop mailing any materials, including the TAM Patrika to such member.

### SECTION 5: Validity of Notice

Notice posted at the TAM website or in the TAM Patrika or sent either to a member’s regular mailing address, postage prepaid, or to such member’s electronic mail address on file with the Secretary shall be deemed to be good and sufficient notice for all purposes under these Bylaws.

### SECTION 6: Privileges

The privileges of each membership category shall be as stated herein:

#### Life Members

Life Members shall be entitled for life to the rights and privileges only:

1. to attend any meetings offered to Life Members.
2. to vote in TAM elections once they become qualified members
3. to serve on committees,
4. to stand for office in TAM elections subject to eligibility criteria specified
5. to enjoy the special honorific title of “Life Member”, and
6. to receive any and all discounts offered only to Life Members for TAM related activities.

#### Patron Members

Any person eligible for membership in TAM Article III, Section 2 that donates towards membership fee for TAM, in any one calendar year, $500, shall be classified as a TAM Patron Member. Any person who is a Patron Member on the date of adoption of these bylaws will remain a Patron Member. Patron members shall be entitled for life to all of the rights and privileges of a Life Member plus the right to:

1. enjoy the special honorific title of “Patron Member”,
2. receive any and all discounts offered only to Patron Members of TAM
3. free birthday wishes on TAM website and TAM patrika.

#### Grand Patron Members

Any person eligible for membership in TAM Article III, Section 2 that donates towards membership fee for TAM, in any one calendar year, $1000, shall be classified as a TAM Grand Patron Member. Any person who is a Grand Patron Member on the date of adoption of these bylaws will remain a Grand Patron Member. Grand Patron members shall be entitled for life to all of the rights and privileges of a Patron Member plus the right to:

1. enjoy the special honorific title of “Grand Patron Member”,
2. receive recognition in the events
3. receive any and all discounts offered only to Grand Patron Members of TAM

#### Donor Members

Any person eligible for membership in TAM Article III, Section 2 that donates towards membership fee for TAM, in any one calendar year, $5000, shall be classified as a TAM Donor Member. Any person who is a Donor Member on the date of adoption of these bylaws will remain a Donor Member. Donor members shall be entitled for life to all of the rights and privileges of a Grand Patron Members plus the right to:

1. enjoy the special honorific title of “Donor Member”,
2. receive any and all discounts offered only to Donor Members of TAM
3. opportunity to speak in the main events

### Section 7. Dues, Fees, and Assessments

**Obligation to Pay**: All members shall pay the dues, fees, and assessments established for their class of membership by the Core Committee, Executive Committee, and Board of Directors as they may be amended from time to time, and approved by the Board of Directors. The Executive Committee will publish the current schedule of dues, fees and assessments on TAM’S web site at [www.tamaryland.org](http://www.tamaryland.org) which shall be deemed as notification to all of the members.

**Fee Non-Refundable**: No membership Fee is refundable or transferable for any class of membership.

### Section 8. Membership Verification Committee

1. **Composition**

There shall be a Membership Verification Committee (“MVC”) comprised of the Executive Vice President, the Chairperson of the Board of Director, Membership Chair, and two other members not then currently sitting on or standing for election to any position on the Board of Directors, or Executive Committee, to be nominated by the President with the advice and consent of the Executive Committee. The nomination of these two additional members shall be completed within thirty (30) days of the Installation Date;

1. ***Verification Procedure***
   1. No later than the last day of each calendar month, the Treasurer shall forward copies of all membership applications and payments received within that calendar month to the MVC.
   2. The MVC shall review each application to determine whether the applicant has provided sufficient information in their application to enable the MVC to make a determination that the applicant is eligible for membership in accordance with the Articles of Incorporation of TAM and these Bylaws; and whether the proper membership fee has been paid.
   3. The MVC shall complete the application review process within fifteen (15) days of receipt of the application from the Treasurer.

The MVC shall have the right to require any applicant to provide any additional documentation as the MVC shall, in its sole discretion, determine to be necessary to enable the MVC to verify the applicant’s eligibility. Such documentation may include, but shall not be limited to: a) photo identification, b) birth certificate, c) a then current utility bill, d) valid driver’s license, or e) passport.

If the MVC requests such additional documentation from an applicant, the time limit set forth in sub-paragraph (iii) above shall be extended by an additional fifteen (15) days. If the applicant fails to provide the requested documentation within the additional fifteen (15) days, the MVC shall reject the application.

* 1. Notwithstanding the rejection of any applicant’s application, the membership application fee paid with such application shall be non-refundable and deemed to cover TAM’s membership verification costs.

### Section 9. Revocation

1. ***Substantial Violation.*** Membership of any member may be revoked for substantial violation of the Articles of Incorporation or Bylaws of TAM. Without limiting the generality of the foregoing, it shall be a violation of the Bylaws of TAM for any member to knowingly or intentionally engage in conduct which is intended to compete with or cause harm to TAM or which, in the opinion of the Executive Committee in its sole discretion, is likely to substantially injure the reputation of TAM. Any member in good standing, with the support of a minimum of 25 members in good standing of TAM may submit a petition outlining the charges to the Chairperson of the TAM Board of Directors by registered/certified mail, return receipt requested or by electronic mail addressed to bodchair@tamaryland.org. The Board of Directors shall investigate the charges and if, in the opinion of a majority of the Board of Directors, there is probable cause to believe that a basis for revocation of membership may exist, the Board of Directors shall place the petition for removal on the agenda for hearing at a BOD meeting specially called for such purpose and shall provide the affected member with written and electronic notice of the petition and the hearing date so that such member may have an opportunity to be heard in opposition to the petition. If no quorum is present, the hearing on the petition shall be continued to the next regular meeting of the Board of Directors or a special meeting called for such purpose at which a quorum is present and voting. The Secretary of the Board of Directors shall notify the affected member of the date, time and place of the continued hearing. After the hearing at which a quorum is present, the Board of Directors and Executive Committee shall decide by two-thirds affirmative vote of those present and voting whether to revoke the membership under question. The President shall notify the affected member of the action of the Board of Directors both electronically and in writing. The decision of the Board of Directors shall be final and binding.
2. ***Crimes Involving Moral Turpitude.*** Conviction of a member for any criminal offense involving moral turpitude shall constitute reason for automatic revocation of membership. The President shall notify the affected member of the revocation both electronically and in writing.

### Section 10: Suspension of Membership:

Documented activities against the purposes of the organization as defined in Article II shall constitute grounds for suspension of membership. These allegations shall be communicated to the member by the Board of Directors in writing through registered mail. The alleged member shall then be entitled to a hearing by the General Body Meeting on such charges. In order to be eligible for aforementioned hearing, the alleged member should request the Board of Directors in writing by certified mail to call for such hearing within thirty days from the receipt of above notification. Failure to respond within thirty days shall result in automatic suspension.

### Section 11: Voting:

Members in good standing as of June 30 are eligible to vote in that year’s election. Each single member has one vote. In case of Life and Biennial Family memberships, there shall be two votes, one for the head of the family and one for the spouse. In case of divorced or legally separated families, the voting rights shall remain with the original partners unless advised otherwise by them in writing with mutual consent. Only Life Members in good standing as of June 30 are eligible to contest for any TAM Executive Committee position in that year’s election. Additionally, only members who have been Life Members for at least 1 calendar years and in good standing are eligible to contest for a Board of Directors position.

## Article IV: ORGANIZATION

TAM organization shall be made up of the General Body, the Advisory Board, the Board of Directors, Core Committee and the Executive Committee.

### General Body:

General Body shall consist of all TAM members in good standing, as defined in Article III, Section 2.

The General Body shall determine the basic philosophy and policies of TAM. It is empowered to amend the bylaws.

**Meetings:** There shall be at least one general body meeting in each calendar year. The president shall call a general body meeting if 10% or more of the members of the Association sign a petition requesting such a meeting. The president shall also call a general body meeting if two-thirds of any of the Core Committee, Executive Committee, or the Board of Directors request for such a meeting. Three weeks written notice with the exact purpose and agenda needs to be included when such a special meeting is called. A minimum of 30% of the members shall constitute a quorum. A simple majority vote shall carry the decisions. In the event there is no quorum at the general body meeting, a second general body meeting will be called after due notice. Members present at this second general body meeting shall constitute a quorum. Any item that is put to vote by the general body can be voted upon only by the membership in attendance. Proxy voting is not allowed.

**Parliamentary procedures:**

[Robert's Rules of Order](http://www.robertsrules.com/authority.html) shall govern all meetings and procedures except where they are inconsistent with the TAM Constitution or Bylaws.

### Advisory Board

The Advisory Board consists of prominent Telugu People, and all are honorary positions. Donor Members will also be considered and given preference for the Advisory Board. Advisory Board will not interfere in day to day activities of TAM. They will have voting rights if he/she is a member in good standing as per TAM.

### Board of Directors:

The board is responsible for the conception and execution of long term projects in TAM. Long term projects are deemed as any project that span across consecutive years. The Board will actively participate in fund-raising activities. The Board in consultation with Executive Committee, and Core Committee will appoint and provide guidelines for the Audit Committee and the Election Committee. The members of the Election Committee appointed by the Board should be a life member of TAM for a period of at least 1 calendar years. The Board in consultation with Executive Committee will announce the election schedule. The Board in consultation with Executive Committee and Core Committee shall set the amount of dues for various memberships. The Board, Executive Committee and Core Committee will be the final authority in resolving disputes and conflicts in TAM matters and activities. The Board shall be informed of the annual plans of the Executive Committee but shall not interfere in the day to day operations of the Executive Committee. The Board shall also appoint a parliamentarian for any General Body Meeting.

The Board shall oversee the transition of TAM assets and materials from one Executive Committee to the next. The Board must approve the opening and closing of any TAM bank accounts.

Directors serve a term of two calendar years following their election. There will be 8 (Eight) Board of Directors. In addition, the President and Executive Vice President will serve as a member of the Board. The Directors elect a Chairman and Secretary for the Board from among the board of directors for a term of 1 calendar year. The Board shall meet at least once a quarter. The Secretary shall ensure that the minutes of the Board meeting gets posted on TAM website within 3 weeks of the meeting after formal review. Two Board of Director positions shall be reserved for women, and in case, if no women are interested, then those positions shall be open to all provided the Board of Directors Eligibility Criteria is met.

### Executive Committee:

The Executive Committee shall provide the leadership; execute the plans reviewed by the Board of Directors and policies approved by the General Body and directives provided in the Constitution and Bylaws. It shall have the authority to act for and on behalf of TAM. No member of the Executive Committee, individually or jointly, shall borrow money for the association. The Executive Committee shall be responsible for certifying the membership. The President and members of the Executive Committee shall be responsible for one another and shall be jointly responsible to the General Body.

The voting members of the Executive Committee shall consist of the following:

1. President
2. Executive Vice President
3. Secretary
4. Jt. Secretary
5. Treasurer
6. Jt. Treasurer
7. Convener
8. Memberships Chair – Reserved for Women
9. Cultural Chair
10. Sports Chair
11. Women Sports/Games Chair (Women) – Reserved for Women
12. Social Media Chair – Reserved for Women
13. Event Management Chair – Reserved for Women
14. Decoration Committee Chair – Reserved for Women
15. Education/Literary/Telugu Promotion Chair – Reserved for Women
16. Kids Camps Chair– Reserved for Women
17. Media/Cinematography Chair

The term of president shall be 1 calendar year, and the president shall serve in the executive committee as a Past President for 1 more year, to help the new president in executing the plans. The term of office for all other positions shall be two calendar years i.e. from January 1 through December 31. Some positions are exclusively reserved for women, as mentioned next to those positions and from the remaining positions, at least 2 positions should be reserved for women, and those two positions shall be decided based on the lottery, in the presence of the Core Committee, Executive Committee, and Board of Directors.

**President:**

The President shall be the spokesperson for the association. The President shall be the coordinator of the Executive Committee and shall perform all duties pertaining to the office of the President. He/she shall preside overall meetings of the TAM Executive Committee and call all General Body meetings. He/she shall be an ex-officio of any of the meetings organized by any member of the Executive Committee. He/she shall appoint core committees with the approval of the Executive Committee. He/she presides over all TAM functions. He/she may sign any contracts, deeds, documents, and other instruments on behalf of TAM after satisfying the following conditions. First, the President MUST consult with all other Executive Committee members and obtain the majority approval to sign any contract of expenditure of less than $5,000. Second, for any contract of expenditure of $5,000 or more, the President, on behalf of the Executive Committee, MUST receive the approval of the Board of Directors. The President and Treasurer shall be the only authorized persons to sign the checks individually up to $500. Any check exceeding $500 shall require the signatures of both President and Treasurer. The current outgoing president shall be an ex-officio member of the Executive Committee for the next calendar year.

**Executive Vice President:**

The Executive Vice President shall assist the President and fulfill his/her duties in his/her absence and when so acting shall have all the powers of the President. He/she shall perform such other duties as assigned by the President. The Vice President shall be responsible for fundraising activities and food services during TAM events. He/she shall oversee membership drive for the organization.

**Secretary:**

The Secretary shall be the custodian of the Seal, Constitution, and Bylaws of the association. He/she shall issue call for meetings of the General Body, the Executive Committee at the directive of the president, assist the president in preparing the agenda before each meeting and prepare the minutes of the meetings. He/she shall post the minutes of a meeting on the TAM website within 3 weeks of the meeting. He/she shall perform the official correspondence of the association and all correspondence shall be done as specified in Article XII and through Technology team. He/she shall maintain an updated list of all paid members while ensuring that an updated membership list is posted on the website on a quarterly basis. He/she shall be responsible for the maintenance of records, documents, accurate postal and email addresses, official correspondence of the organization, and reports of any Core Committees. He/she shall be responsible to ensure that all reports, documents, and records are kept and filed as required by law. He/she shall be responsible for transferring all the records of TAM to the incoming Secretary within five days (by January 5) after the end of his/her term.

**Jt. Secretary:**

The Jt. Secretary shall assist the Secretary and fulfill his/her duties in his/her absence and when so acting shall have all the powers of the Secretary. He/she shall perform such other duties as assigned by the Secretary.

**Treasurer:**

The Treasurer and President shall be the only authorized persons to sign the checks individually up to $500. Any check exceeding $500 shall require the signatures of both Treasurer and President. He/she shall be responsible for issuing notice and collection of all dues and deposit the same in such banks or trusts as the Executive Committee may designate. He/she shall operate all accounts as per Article IX. He/she shall have custody of all accounts, receipts, and disbursements. He/she shall submit quarterly financial reports to the Executive Committee and the Board of Directors. He/she should ensure that this information is posted on the TAM website within 45 days of the end of the financial quarter. He/she shall perform such other duties and exercise such other powers incident to the office of Treasurer by law. He/she must ensure that the tax returns are filed with the Internal Revenue Service for the year in office and provide appropriate records for financial audits to the Board of Directors. He/she shall transfer all records, documents, and accounts to the incoming Treasurer within five days (by January 5) after the end of his/her term.

**Jt. Treasurer:**

The Jt. Treasurer shall assist the Treasurer and fulfill his/her duties in his/her absence and when so acting shall have all the powers of the Treasurer. He/she shall perform such other duties as assigned by the Treasurer.

**Convener:**

The Convener shall be responsible for interacting with various Chair personnel for the collaboration of work and will play key role in getting the tasks completed on time. Convener will also be responsible for bringing people together to address any issue, problem, or opportunity.

**Memberships Chair:**

The Memberships Chair shall be responsible for managing various memberships of TAM and will bring out new ideas in increasing the TAM membership by proactively making the Telugu community aware of the events TAM is organizing for the benefit of the Telugu people.

**Cultural Chair:**

The Cultural Chair shall be responsible for preparing guidelines, soliciting and approving cultural items with the consultation of executive committee, contacting and coordinating performers, preparing agenda for cultural events, and presenting cultural items to the audience. Although cultural secretary serves as the lead person, the Executive Committee as a whole shall be responsible for the overall planning and implementing of any TAM cultural event.

**Sports Chair:**

Sports Chair shall be responsible for all TAM sports related activities. Also shall be responsible for bringing up creative ideas through collective feedback for sports activities during various TAM events.

**Women Sports Chair:**

Women Sports Chair shall be responsible for all TAM women sports and games related activities. Also shall be responsible for bringing up creative ideas for Women sports activities by collecting feedback from various women members.

**Social Media Chair:**

Social Media Chair shall be responsible for putting together, designing, presenting, maintaining, accuracy and security of the TAM website and email lists, as authorized by the President and/or General Secretary. Social Media Chair is also responsible for processing emails for day-to-day TAM operations and shall recommend from time to time the methods to increase revenue and better communication through web site and e-mails. Social Media Chair shall post any community related messages on the website and/or TAM emails, sent by any TAM member with prior approval of TAM President.

**Event Management Chair:**

Event Management Chair shall handle all major activities related to the organization of any event such as choosing a venue, reserving a venue, organizing prize distributions whenever applicable at TAM events, coordinating audio and stage management activities such as sound, lighting etc.

**Decoration Committee Chair:**

Decoration Committee Chair shall be responsible for planning, organizing, and executing the decoration for any events organized by TAM.

**Education /Literary/Telugu Promotion Chair:**

The Education /Literary/Telugu Promotion Chair shall oversee all administrative aspects of Telugu learning classes and serve as a liaison between existing Telugu teaching organizations/schools and TAM. He/she shall also be responsible for organizing some Telugu classes for children that do not attend existing Telugu schools. Also shall be responsible for conducting literary meetings, inviting distinguished scholars and artists, soliciting literary articles, editing TAM Patrika and newsletter.

**Kids Camps Chair:**

Kids Camps Chair shall be responsible for organizing various kids’ related activities especially during summer vacation. These activities should bring fun and learning experience to kids.

**Media/Cinematography Chair:**

The Media Chair shall be responsible for video recording and photographing the TAM events and occasions of importance as called by the Executive Committee. The media secretary shall also preserve, catalog and handover the media to the next Media Chair within five days (by January 5) after the end of his/her term. He/she shall act as a liaison between the Executive Committee and media in publicizing TAM activities.

**Meetings:**

The Executive Committee shall meet at least once in three months. The quorum shall be a majority of the membership. The TAM Secretary, in consultation with the President, shall prepare the agenda. If six (6) or more of the Executive Committee members request in writing a special meeting of the Committee, the Secretary shall call for a special meeting scheduled to meet within two weeks of the written request. Special meeting agenda shall be limited to the topics mentioned in the written request. In case of any such special meetings, the Secretary shall send a minimum of seven days notice to all Executive Committee members.

There shall be at least 1 joint in-person meeting per quarter of the Board and the Executive Committee presided by the Board Chairman. In the absence of the Board Chairman, Executive Committee President shall preside over this meeting.

## Article V: VACANCIES

Any vacancies in the Executive Committee will be filled by a majority vote of the Executive Committee members within one month of such occurrence. Any vacancies in the Board of Directors will be filled by a majority vote of the Board of Directors within one month of such occurrence. Members appointed in the above manner for vacant position(s) in Executive Committee and/or Board of Directors shall serve in the position until the next election.

## Article VI: TERMINATION

Any member of the Executive Committee or Board of Directors, who fails to attend three consecutive regularly scheduled meetings without prior written information to the Executive Committee, shall be terminated without prejudice. Any such vacancies shall be filled as stated in Article V.

## Article VII: IMPEACHMENT/REMOVAL

Any member of the Executive Committee may be removed or impeached on the grounds of incompetence, corruption, favoritism, extortion, or oppression in office, or gross misconduct in a special General Body meeting, subject to 30% quorum, called for such purpose. Approval of two-thirds of the General Body shall be required for such impeachment/removal.

Any member of the Board of Directors may be removed or impeached on the grounds of incompetence, corruption, favoritism, extortion, or oppression in office, or gross misconduct in a special meeting of Life Members, subject to 30% quorum, called for such purpose. Approval of two-thirds of the attendees of the above mentioned meeting shall be required for such impeachment/removal.

## Article VIII: ELECTION OF OFFICERS

The Officers of the Association shall be elected at a meeting of the Association on or before November 30 of every 2 calendar years. The election will be conducted by the Election Committee appointed by the Board of Directors, and Executive Committee following the guidelines established by the Board of Directors.

The members of the Election Committee shall neither contest for any position nor nominate/second/endorse any candidate. Only Life Members in good standing as of June 30 are eligible to contest for any TAM Executive Committee position in that year’s election. Additionally, only members who have been Life Members for at least 1 calendar year and in good standing is eligible to contest for a Board of Directors position as well as President Position. There shall be a non-refundable nomination fee of $100 for every nomination that may be filed to contest for any TAM position. No one should contest for more than one position in the same election. No member can serve in the position of the President or member of Board of Directors in consecutive terms. In addition, the maximum number of terms a member can serve as the President or a member of Board of Directors shall be limited to two (2).

## Article IX: TAM FINANCIAL ACCOUNTS

TAM shall maintain separate funds for specific purposes. All financial records shall be maintained as required by IRS.

**General Operations Account:** Annual membership fees, advertisement revenue, food revenue, movie collections, and miscellaneous income shall be deposited in the General Operations Account. The funds from this account alone should be used to organize events and incur any administrative and organizational expenses TAM needed from time to time.

**Endowment Account:** This account consists of any surplus amount exceeding $10,000 that is available in the General Operations account at the end of calendar year shall be transferred into this account. The withdrawal of funds from this account to meet any general/operational expenses of TAM requires the approval of Executive Committee and the Board of Directors.

The TAM executive committee shall have the powers, only in case of emergencies, to withdraw any interest that is earned on this account, to meet TAM operational expenses. Such amount shall not exceed $500 and only one such withdrawal per year shall be permitted without the approval of the General Body.

**Charitable Trust Account:** TAM, being a community organization, realizes that it has a responsibility to help and rise to the occasion when a tragedy strikes a family/person or community. On such occasions the Executive Committee has the power to raise funds to support such causes. All donations and special income derived through the special efforts shall be deposited in this account and such funds may be utilized for the cause in the manner that the Executive Committee agrees. The details (at least high-level) of any utilization should be published in the TAM website within 60 calendar days.

**Audit of the accounts:** The Board of Directors shall appoint a three member audit committee and name one of them as chairperson of the committee to audit the accounts every fiscal year. Such committee shall be in place by the end of November of every calendar year. Only TAM Life Members in good standing shall be eligible to participate in the committee. However, the audit committee shall be permitted to obtain any professional help from an accountant to complete the assigned task. The committee shall verify all the accounts operated by TAM and submit a report to the Board of Directors by January 31 of the following year and the Board of Directors must ensure that the report is posted on the TAM website by the last day in the month of February of the same year the report was submitted to them.

## Article X: TAM CELEBRATIONS

TAM shall celebrate at least one festival celebrated by Telugu community during a calendar year. Any additional festivals may be celebrated if the majority of the Executive Committee members are in agreement.

## Article XI: CORE COMMITTEES

TAM President, in consultation with the Executive Committee, and Board of Directors, is empowered to establish core committees to accomplish such tasks and operations as to realize the objectives of the association, to investigate specific problems, procedures and matters of interest, and to make recommendations to the executive committee. In no event shall a core committee exist beyond the end of the term of the Executive Committee that establishes it.

## Article XII: E-MAILS, WEBSITE AND TECHNOLOGY

Realizing that technology has vital role to play in promoting organizational activities, TAM shall establish a website, and email list. TAM has sole proprietary rights to both the website and email list. No individual, inclusive of Executive Committee member owns any personal rights/ownership to these items. The Executive Committee shall maintain website and emails in a dignified manner. No member of the Executive Committee shall use them for:

1. personal glory;
2. airing grievances and internal conflicts;
3. accusations, badmouthing, profanity, insults, derogatory/demeaning remarks, etc.; or
4. any other purposes that are detrimental to TAM image and principles.

## Article XIII: GRIEVANCE PROCEDURES

When there is a difference of opinion among the members of the executive committee or the Board of Directors, the majority opinion shall be binding. However, if a member perceives himself/herself to have been constantly harassed or deprived of his/her ability to serve the organization, the matter should be referred to the Advisory Board.

## Article XIV

## TAM NOMINATIONS AND ELECTIONS

1. **Definitions.** For the purposes of this Article XIV:
   1. “Installed” shall mean formally taking office;
   2. “Installation Date” shall mean the date upon which the most recently installed Board of Directors of TAM, Executive Committee and Core Committee were installed;
   3. “Election Year” shall mean the full odd-numbered calendar year next following the Installation Date;
   4. “Odd-Numbered Year” shall mean the odd-numbered calendar year between the Installation Date and the Conference Year; and
   5. “Member in good standing” shall mean a member whose application has been received by the TAM Treasurer no later than November 30 of the Even-Numbered Year and whose application has been verified by the Membership Verification Committee by February 15 of the Conference Year.

RULES AND REGULATIONS

The following rules and regulations shall conclusively bind TAM and all persons acting for or on behalf of it:

No part of the net earnings of TAM shall be distributed to its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay actual out-of-pocket expenses incurred by any member in furtherance of the objectives set forth herein.

No part of the activities of TAM shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in any political campaign including the publication or distribution of statements on behalf of any candidate for public office.

Notwithstanding any other provisions of the Constitution and Bylaws, TAM shall not carry on any activities not permitted by an organization:

1. Exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law, or
2. That can accept tax-deductible contributions under Section 170(c) (2) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Office holders of TAM shall avoid conflicts of interest in carrying out their responsibilities.

## Article XV: INDEMNITY

The Core Committee Members, Executive Committee members and the members of the Board of Directors shall not be held personally liable for any actions and decisions taken on behalf of the association.

The TAM members listing (mailing address, e-mail address, and phone number) shall be used for distribution of TAM related information only.

The TAM members listing (mailing address, e-mail address and phone number), equipment, individual software, web pages developed during the year; photographs taken during the programs (performed by the professional artists), etc. are the association’s property. No one should sell trade or exchange or utilize in any other manner for personal or third-party gains without obtaining the permission of the general body.

## Article XVI: DISSOLUTION

In the event of dissolution, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the association, dispose-off all the assets of the association exclusively for the purposes of the association in such manner, or to such association or associations organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt association under section 501(c) (3) and 170 (C) (2) of the Internal Revenue Code of 1954 or Federal, State, or Local government for exclusive public purpose.

# Article XVII: AMENDMENTS

The Bylaws may be amended in a General Body Meeting with appropriate quorum as defined in "Article IV - 1 General Body". In this General Body Meeting where the agenda specifically calls for the amendments, the constitution may be amended with the approval of at least two thirds majority or more of the attending membership. The amendments and the time and place for the meeting shall be notified to all members at least 30 days in advance. The Executive Committee and the Board shall solicit input, concerning the amendments, from the current TAM members at least 60 days prior to the General Body Meeting specifically called for amendments.

All amendments, approved by Executive Committee, Board of Directors shall be submitted in writing to the President to enable him/her to circulate 30 days in advance. Only those members present at meeting shall be eligible to vote.