

ARIZONA TAMIL SANGAM

This Constitution and Bylaws document is created on the Board Meeting conducted in person on November 18th, 2018 and follow-up phone meetings on December 2nd, 2018, December 4th, 2018.

This document will be the new Constitution and Bylaws of Arizona Tamil Sangam going forward and will supersede any previous constitution and bylaws that were in place.

This document will be effective from 10th December 2018.

Arizona Tamil Sangam Board of Directors

Selvakumar Nagalingam, President


Selvakumar Nagalingam (Dec 9, 2018)

Arul Santiago, Vice President


Arulanandu Santiago (Dec 10, 2018)

Suresh Rangaswamy, Secretary


Suresh Rangaswamy (Dec 10, 2018)


Premkumar Karnan, Treasurer


Premkumar Karnan (Dec 9, 2018)

Anu Balaji, Member


Anu (Dec 10, 2018)

Rajesh Sukumaran, Member


Rajesh Sugumaran (Dec 10, 2018)

Saravanan Subramanian, Member


Saravanan Subramanian (Dec 9, 2018)

Supraja Balaji, Member


Supraja Sriivasamoorthy (Dec 9, 2018)

Jayaprakash Rathinavelu, Member


Jayaprakash (Dec 10, 2018)

Executive Advisory Committee Members

Jegadesan Krishnamurthy


Jegadesan Krishnamurthy (Dec 10, 2018)

Aroul Ramadoss

Aroul Ramadoss
Aroul Ramadoss (Dec 10, 2018)

Sakthi Rajasekaran


Sakthi rajasekaran (Dec 10, 2018)

Arizona Tamil School Directors

Moorthy Venkateshwaran, Director, North Tamil School


Moorthy Venkateshwaran (Dec 9, 2018)

Ragavan Ramasamy, Director, South Tami School


Ragavan Ramasamy (Dec 9, 2018)

ARIZONA TAMIL SANGAM

CONSTITUTION

CHAPTER I

NAME OF ASSOCIATION

The association shall be known as the Arizona Tamil Sangam. In these articles, "Sangam" or "AZTS" shall mean Arizona Tamil Sangam.

CHAPTER II

CONSTITUTION

Herein referred to as the "Constitution", the document governs all activities of the Sangam. The President rules on all Constitution interpretations during and in between meetings. Such interpretations may be changed by a two-thirds majority vote of the Board of Directors and EAC (as defined in Chapter V).

CHAPTER III

OBJECTIVES

The objectives of the Sangam shall be:

- To provide a non-profit cultural and social organization with a view to bringing together all those residing in Arizona who are interested in cultural and linguistic heritage of Tamil Nadu, India.
- To organize, promote and assist cultural, literary and educational programs of interest to Tamil Community. In these and other activities, cooperate and coordinate with other cultural organizations in Arizona and the rest of North America.
- To integrate members of the other local communities in the various cultural activities by way of direct participation.
- To actively promote, encourage and coach the youth in the community to succeed as the leaders of Sangam in the future.

- To strive for representation of the Sangam at State, National and international organizations involved in the promotion of social and cultural activities.

GENERAL POLICIES

- No financial support / sponsorship to any institution / organization without prior approval from EAC
- Any Guest Speaker and content to be reviewed by the Board Members and EAC for opinion
- No Political / Religious support from AZTS
- Facebook and AZTS website postings should be reviewed by the Board and if needed collect opinion from the EAC
- No alcohol allowed for AZTS board meetings and events

CHAPTER IV

MEMBERS

There is no membership to the Sangam.

EVENT PARTICIPANTS

Anyone living / residing / visiting Arizona can perform / participate in the programs conducted by Sangam. The Board of Directors and EAC have reserve the right to refuse/allow anyone from such performance or participation without explanation.

CHAPTER V

THE BOARD OF DIRECTORS

The business of the Sangam shall be conducted by a Board of Directors, here in called the "Board".

Directors shall serve in an honorary capacity.

ELECTION PROCESS

Election process for Arizona Tamil Sangam (AZTS) roles will follow the below order

- **Executive Advisory Committee**
- **Board Members**
- **Tamil School Directors**
- **Tamil School Principals**

EXECUTIVE ADVISORY COMMITTEE

The Sangam will have a committee called Executive Advisory Committee here in after referred as EAC in this document.

FORMATION OF EXECUTIVE ADVISORY COMMITTEE

EAC shall be comprised of Four (4) officers.

Anyone contributed and served as an officer of the board effectively 3 or more years and at least served one year as board executive position (President, Vice President, Secretary and Treasurer) will be eligible to apply for EAC.

Every Three (3) year during November month after Saravedi Event, President will send an email to current, past board members, EAC by requesting nominations for EAC based on vacancy on positions.

The communication email will have minimum requirements, Roles and Responsibilities excel and minimum eligible criteria to apply for EAC. Deadline for submission will be 2 weeks. Applicants must send an email to azts@aztamilsangam.org with requested details.

Board will review the submissions and will vote for candidates to finalize the EAC position(s).

The term for EAC will be 3 years and selection of candidates will be based on geological region to balance the community across the valley.

TERMINATION PROCESS

Board and EAC can expel any EAC member from their office with 2/3rd of majority of the board if they seem it necessary. At any time, there is a need, an EAC member can step in and join the board as an officer.

FORMATION OF THE BOARD

The Board shall be comprised of the following Twelve (12) officers:

- An Executive Committee comprised of the Four (4) office bearers, namely President, Vice President, Secretary and Treasurer.
- Six (6) Directors
- Two (2) Tamil School Directors (**Effective from 1st Aug 2019 as Tamil Schools will follow school year from August to May instead January to December**)

Every year during November month after Saravedi Event, President will send an email to current and previous year(s) board members, current and previous EAC members, tamil school teachers and tamil school parents by requesting nominations for board members if there are any vacancy on positions.

The communication email will have minimum requirements, Roles and Responsibilities excel and minimum eligible criteria to be part of the Board. Deadline for submission will be 2 weeks. Applicants must send an email to azts@aztamilsangam.org with requested details. (previous board experience, no of years at Tamil school, other nonprofit organization, volunteer contribution to Tamil Sangam, leadership role in a company or nonprofit organizations)

Board will be the selection committee to review the submissions to filter out candidates. President will facilitate this meeting with board and submit the filtered list to EAC. EAC can review and provide inputs / feedbacks if they have any questions on the candidates list.

If there is any tie, EAC team will discuss and come up with solid justifications for the member to elect.

Board members will vote for candidates based to finalize the new board member(s) position. EAC will supervise the board member(s) election.

The maximum term for all board members will be 3 years and selection of candidates will be based on geological region to balance the community across the valley.

EXECUTIVE BOARD SELECTION PROCESS

Members who have had at least 1 year of experience with the current board can apply for an executive position (President, Vice President, Secretary and Treasurer).

Executive Board Election (President / VP / Secretary / Treasurer) – Current board members will meet in person to vote and select Executive Board members.

The Election process will follow the order as President, Vice President, Secretary and Treasurer.

All board members will vote anonymously for each executive position and results will be published based on number of votes received for each candidate.

EAC will supervise the election.

If there is any tie, EAC team will discuss and come up with solid justifications for the member to elect.

President role can be held by a member only one year within 3 years term.

SUBCOMMITTEE SELECTION PROCESS

All non-selected candidates who applied for board member position(s) and reached until final stage of voting process are eligible to work in Subcommittee of AZTS board.

Subcommittee members do not have any voting power and will not be involved in all discussion related to board and Sangam.

Subcommittee members will participate all AZTS events and events related discussions as volunteer and may be eligible to become board member next year. Board will monitor their contributions in AZTS events.

All subcommittee members should re-apply for board member position next year. Though they get preference on selection and AZTS cannot guarantee the position in board.

TERMINATION PROCESS

If any board member who are not active in board meetings and less participation in discussions and AZTS events, the board and EAC can expel any member from their office with 2/3rd of majority of the board if they seem it necessary.

FUNCTION OF THE BOARD

The President provides general leadership and coordination, presides over the General Membership and Board meetings of the Sangam and signs official documents. The President is an Ex-officio member of all committees. In case of conflict of jurisdiction, the President should conduct matters between the office bearers and if necessary, act as an arbitrator.

The Vice President assists the President and fulfills all functions of the office during the President's absence. The Vice President becomes the President if the post is declared vacant and serves until the next annual election.

The functions of the Secretary shall be as follows:

- To conduct all general correspondence.
- To maintain the Tamil Community members list and all web accounts.
- To issue notice to all Board Meetings.
- To keep accurate minutes of all meetings.
- To carry other duties as may, from time to time. be assigned by the President

The basic functions of the Treasurer shall be as follows:

- To keep an accurate account of the receipts and expenditures of funds and all assets and liabilities of the Sangam.
- To deposit all funds received on behalf of the Sangam in the Bank Account approved by the Executive Committee.
- Provide recommendations to the Board for investments.
- To facilitate audits of the accounts of the Sangam in collaboration with the President, Vice President and Secretary and arrange for copies of the accounts and auditor's certificate to be included among the board and public as needed.
- To perform such other duties as assigned by the President.
- To prepare and submit the annual financial report to the Arizona Corporation Commission on time.

- To prepare and submit the annual tax fillings to Arizona State and Federal.
- Renew AZTS insurance on time.
- Prepare AOP for AZTS in January and make sure that AOP submitted for tamil schools in August month

The basic functions of Directors shall be as follows:

- To attend all board meetings and actively participate in all discussion to provide inputs and recommendations.
- To attend all functions organized by the Sangam and perform voluntary duties.
- To perform the duties as assigned by the Board or President.

All contracts, including the ones committing the Sangam legally and financially, with other organizations and individuals shall be in writing and must have the prior approval of the Board. All correspondence related to contractual obligations duly authorized by the Board shall be signed by any one of the following positions: President, Vice President, Secretary and Treasurer.

ANNUAL OPERATING PLAN (AOP)

The operating budget for each year including AZTS and Tamil Schools should be prepared by the office bearers (Tamil School Directors, Treasurer). AOP for AZTS and Tamil Schools should be reviewed and approved by Board and EAC.

AOP can exceed up to 10% and any additional spending should be approved by Board and EAC prior spending. All spending should be done with AZTS debit cards instead of personal debit / credit cards and receipts must be sent to azts@aztamilsangam.org within two (2) weeks.

Executive Board and Treasurer have all rights to ask questions on spending and escalate it to entire board or EAC if needed.

The annual operating budget shall either be a balanced or a surplus budget. The Board shall not approve a deficit budget.

FORMATION OF TAMIL SCHOOL MANAGEMENT

The Tamil school management shall be comprised of the following roles:

- Director
- Principal(s) (One Principal per 50 kids)

Tamil School Director Election Process

Every Three (3) years during April month after Uriyadi Event, President will send an email to Current principals, previous year(s) principals who have held the role in the last 5 years by requesting nominations for Tamil School Director(s) Position.

The communication email will have minimum requirements, Roles and Responsibilities excel and eligible criteria. Deadline for submission will be 2 weeks. All interested candidates should respond to azts@aztamilsangam.org with their volunteer details.

Board and current principals will be the selection committee to review the submissions and vote for candidates based on their achievements at Tamil school to finalize the management position and communicate the results to teachers. EAC will supervise the election process.

The maximum term for Tamil School Director (part of board) will be 3 years.

Tamil School Principal(s) Election Process (One Principal per 50 kids)

Every two (2) years during April month after Uriyadi Event, Tamil School Director(s) will send an email to Tamil School Teachers by requesting nominations for Tamil School Principal(s) Position.

The communication email will have minimum requirements, Roles and Responsibilities excel and eligible criteria. Deadline for submission will be 2 weeks.

All interested candidates should respond to azts@aztamilsangam.org with their volunteer details.

Tamil School Director(s) will select future principals and provide the recommendation to Board and EAC. Board and EAC will review the

selection(s) to make sure that selection process is done without any favoritism.

The maximum term for Tamil School Principal will be 2 years.

TERMINATION PROCESS

Board, EAC and Tamil School director(s) can expel any member from their position with 2/3rd of majority if they seem it necessary.

FUNCTION OF THE TAMIL SCHOOL MANAGEMENT

The Tamil School Director who is part of Sangam board provides general leadership and coordination. He / She is responsible for day-to-day operations, finance, holding AZTS debit card, working closely with Sangam board for any spending, maintain records in SharePoint for Student and Teachers information, working with principals and prepare AOP for school year.

The functions of the Principal shall be as follows:

- To conduct monthly meetings with teachers
- To address parent concerns on school curriculum
- Work closely with Director on day-to-day operations related to school
- Should not spend any Sangam money without approval from director and board.
- Document minutes of meeting conducted with teachers and publish to board.
- Keep track of Student progress, Teachers performance in SharePoint
- Responsible to prepare AOP along with principals and get approval from Board and EAC
- Responsible to work with board before spending AZTS money for any new initiatives.

DETAIL ROLES AND RESPONSIBILITIES

Detail roles and responsibilities for all members in Board, School Management and EAC are listed in excel and will be available in AZTS SharePoint.

Tamil School operating guidelines along with AOP excel sheets will be available in AZTS SharePoint.

CHAPTER VI

BANKING PROCEDURES

The Executive Committee shall approve the chartered bank in which accounts of the Sangam shall be kept. All accounts shall be kept in the name of the Sangam. Transactions shall nominally be by means of check or AZTS debit cards.

All expenses greater than \$250 must be approved by any three of the following: President, Vice President, Secretary and the Treasurer. The approval should be made via e-mail to azts@aztamilsangam.org

AUDIT OF ACCOUNTS

The Auditor(s) shall be selected by the Board. No auditor shall be a member of the Board or a member of his / her family. The auditor(s) shall audit and certify all accounts for the Sangam, including the annual statement of accounts every year as well as at the end of the tenure of the Treasurer.

CHAPTER VII

RULES OF PROCEDURE

Board meetings may adopt such rules of procedure, consistent with these articles, as required of the proper conduct of their business. Without prejudice to the general procedures set out above the President may, unless the board decides otherwise, restrict the discussion on a motion to two interventions by any member, each intervention being limited to two minutes of duration.

CHAPTER VIII

AMENDMENTS

The Constitution may be amended as follows:

The Board and EAC should approve the change with 3/4th majority of the current AZTS Board.

CHAPTER IX

DISSOLUTION

The dissolution can happen only when the 3/4th majority of the Board and as well as EAC members.

For dissolution, the remaining assets after paying the outstanding liabilities of the Sangam shall be distributed as determined by the Board and EAC to an organization or organizations formed and operated exclusively for the charitable or scientific purposes which shall, at the time qualify as an exempt organization or organizations under the section 501(c) (3) of the Internal Revenue Code of 1954.

CHAPTER X

REQUIREMENT AND EXTENSIONS

- Five (5) of the Nine (9) Directors and Two (2) Tamil School Directors including all Four (4) Executive Committee members at any point in time, shall be able to read, write and speak in Tamil.
- No person shall hold any of the same position of Executive committee for more than two (2) consecutive years.
- No person shall serve more than three (3) consecutive years as a Director.
- On the event of lack of response from the public to serve on the board, existing director(s) willing to continue to serve after two terms shall be allowed to do so by a simple majority of the existing board and EAC.

ARIZONA TAMIL SANGAM

BY-LAWS

ARTICLES

These By-Laws complement the Constitution of the Sangam. In the event of conflicts between the By-Laws and the Constitution, the Constitution shall prevail.

The By-Laws can be amended at any time in a Board meeting with EAC if the 2/3rd of board and EAC members approve it.

The quorum at a board meeting should be 2/3rd of the board. President reserves the right to conduct a board meeting even without the quorum if it seems necessary. The routine activities shall not include changes to the Constitution or By-Laws.

To be nominated for election as a Director, a person shall be a volunteer of the Sangam, Tamil Schools and other nonprofit organizations, playing a leadership role in any organization and over 21 years old and should value and follow the objectives of the Sangam.

The selection of all candidates (Board, Tamil School Directors, Principals and EAC) must follow the guidelines defined in this document.

A vacancy arising through a Director ceasing to hold office may be filled by holding a bye-election, if such vacancy arises more than six months prior to a planned election process. The elected member shall hold office for the balance of the term. Should such a vacancy arise less than six months before a planned Election process, the Board may, at its discretion, hold a re-election, leave the post vacant or co-opt a qualified member. The Board may not have more than two co-opted members at any one time.

Both Life partners can't serve the board at same time.

The meeting of the Board shall be called by the President, at intervals of not more than three months. The President shall also call a meeting of the Board if requested in writing by at least three (3) directors.

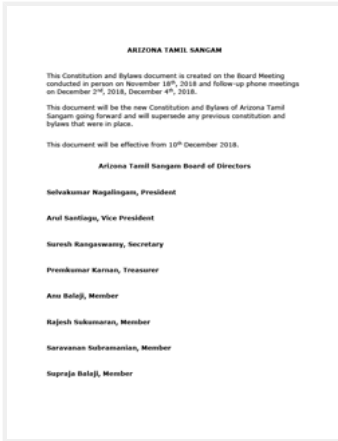
Each Director who is present physically or participates virtually in Board meetings, shall be entitled to one vote at all Board meetings. A simple majority is required on all issues discussed.

The Board may establish, to deal with specific questions, such committees or work groups as deemed necessary. By establishing such bodies, the Board shall define their terms and duration. The Chairperson and members of such groups need not all be Directors. However, each such body shall include at least one Director besides the President.

AZTS Bylaws v4.0











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