

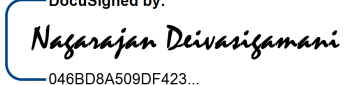
## ARIZONA TAMIL SANGAM

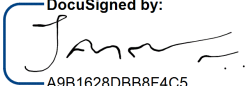
This Constitution and Bylaws document is created on the Board Meeting conducted over several weeks in November-**December, 2023**

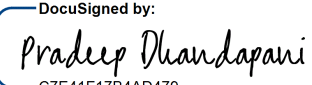
This document will be the new Constitution and Bylaws of Arizona Tamil Sangam going forward and will supersede any previous constitution and bylaws that were in place.

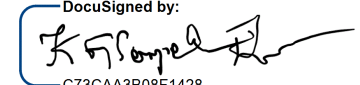
This document will be effective from 1<sup>st</sup> January 2024.

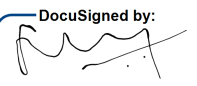
### Arizona Tamil Sangam Board of Directors

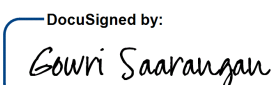
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Jayashree Ganesan, Vice President   
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Pradeep Dhandapani, Secretary   
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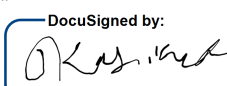
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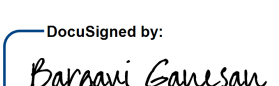
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Gowri Saarangan, Board Member   
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Vasanth Jayabalan, Board Member   
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Sudha Balaji, Board Member   
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Kasi Arunachalam Thirunavukkarasu, Board Member   
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Bargavi Ganesan, Board Member   
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**cutive  
Advisory  
Committee  
Members**

Arul Santiago, EAC Member

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Premkumar Karnan, EAC Member

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Saravanan Subramanian, EAC Member

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Yuvaraj Shanmugam, EAC Member

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*S. Shanmugam*  
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**Arizona Tamil School Directors**

Karpagam Gunasekaran, Director, Phoenix Tamil School

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Asothai Priya Selvakumar, Director, Chandler Tamil School

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# **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's interpretation of constitution, during and in between meetings, is final. 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 serve as a cultural and social organization & bring together everyone 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 other local communities in the various cultural activities, by way of 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 in 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 Board/EAC
- Any Guest Speaker and content (if available) to be reviewed by the Board Members and EAC for opinion.

- No Political & Religious support from AZTS
- Build partnership to promote AZTS core values and supports local communities (Process/Tenets to be compiled/discussed).
- Social media and AZTS website postings should be reviewed by the Board and if needed collect opinion from the EAC.
- No alcohol allowed during AZTS board meetings and events.

## **CHAPTER IV - 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

### **FORMATION OF THE BOARD**

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

- An Executive Committee comprised of the Five (5) office bearers, namely President, Vice President, Secretary, Treasurer and Media Director.
- Five (5) Directors
- Two (2) Tamil School Directors (Effective from 1<sup>st</sup> Aug 2019 as Tamil Schools will follow school year from August to May instead January to December)

Every year during 1<sup>st</sup> week of November, President will send an email to current and previous year(s) board members, current and previous EAC members, Tamil School Teachers, Tamil School parents and also posted on AZTS website, by requesting nominations for board members, if there are any vacancy on positions.

Additional roles to be created for Joint Secretary, Joint Treasurer, Joint Media Director, Event Director and Operations Director. Members will be nominated to these roles by Executive Committee & shall not be on their last year on the board.

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 after communication email is sent. Applicants must send an email to [azts@aztamilsangam.org](mailto:azts@aztamilsangam.org) with requested details. (Previous board experience, number of years volunteered 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 input & feedback if they have any questions on the candidates list.

If there is any tie, board will go for another round of voting. If tied still, EAC team will discuss and come up with solid justifications to elect the new board member(s). Board members will vote on the EAC recommendation to finalize the new board member(s). If board is still tied for 3<sup>rd</sup> time, EAC recommendation will have to be accepted. 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 geographical region to provide balanced representation across the valley. Transition of key roles must be completed before end of January.

Active principal cannot apply to AZTS board & has to finish entire 2-year tenure as Principal. In the same vein, an active board member cannot apply to be a principal or school director & has to finish entire 3-year tenure. At any point of time, spouse/children cannot serve on the board together.

To better serve & have business continuity, board members in their final year of serving in the board are not eligible to apply for Joint Media Director, Joint Secretary & Joint Treasurer roles. A board member can re-apply for any board position only after 2 years of successful completion of their term, provided they have not resigned from the board position.

All board roles can be held by a member for only one year within 3 years term. Past President to be part of transition executive board, with no voting rights, to provide input.

### FUNCTIONS OF THE BOARD

Detailed roles and responsibilities for all members in Board, School Management and EAC are listed in Excel that is available in AZTS SharePoint. This approved By-Law document will serve as an addendum to the MS-Excel document, describing the functions of various office bearers of the board.

#### **Board of Directors**

- 1) Attends all board meetings and actively participate in all discussion to provide inputs and recommendations.
- 2) Attends all functions organized by the Sangam and perform voluntary duties.
- 3) Performs the duties as assigned by the Board or President

#### **President**

- 1) Provides general leadership and coordination.
- 2) Presides over the General Membership and Board meetings of the Sangam.
- 3) Signs official documents.
- 4) Becomes Ex-officio member of all committees.
- 5) Arbitrates in case of conflict between the office bearers.

### **Vice President**

- 1) Assists the President
- 2) Fulfills all functions of the office during the President's absence.
- 3) Keep EAC informed on key decisions taken by Board.
- 4) Becomes the President if the post is declared vacant and serves until the next annual election.

### **Secretary**

- 1) Conducts all general correspondence.
- 2) Keeps accurate minutes and attendance for all meetings.
- 3) Records all decisions taken, including voting results & maintains a copy of it in SharePoint.
- 4) Ensures board is following legal structures.
- 5) Perform other duties as may, from time to time, be assigned by the President.

### **Treasurer**

- 1) Keeps an accurate account of the receipts and expenditures of funds.
- 2) Maintains an accurate account of all assets and liabilities of the Sangam.
- 3) Deposits all funds received on behalf of the Sangam in the Bank Account approved by the Executive Committee.
- 4) Provides recommendations to the Board for investments.
- 5) Facilitates 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.
- 6) Performs such other duties as assigned by the President.
- 7) Prepares and submits the annual financial report to the Arizona Corporation Commission on time.
- 8) Prepares and submits the annual tax filings to Arizona State and Federal.
- 9) Prepares AOP for AZTS in January

### **Media Director**

- 1) Maintains AZTS Website.
- 2) Assists in all MS-SharePoint related activities.
- 3) Operates the WhatsApp Community
- 4) Publishes board approved announcements.
- 5) Creates event related flyers & other marketing materials.
- 6) Publicizes Tamil Sangam events across diverse media channels.
- 7) Engages in negotiations with media vendors and partners to secure cost-effective solutions.
- 8) Strategize and execute media campaigns to amplify the visibility of the cultural initiatives undertaken by the Tamil Sangam.

### **Joint Secretary**

- 1) Assists the Secretary

- 2) Fulfills all functions of the office during the Secretary's absence.
- 3) Organizes monthly meeting (for at least 1 hour) & sends out Agenda upfront.
- 4) Issues notice to all Board Meetings
- 5) Becomes the Secretary if the post is declared vacant and serves until the next annual election.

### **Joint Treasurer**

- 1) Assists the Treasurer
- 2) Fulfills all functions of the office during the Treasurer's absence.
- 3) Becomes the Treasurer if the post is declared vacant and serves until the next annual election.
- 4) Reviews Tamil schools AOP within a month of school start, approximately before September 10<sup>th</sup>
- 5) Produces monthly expenses & balance sheet before 15<sup>th</sup> of every month for transactions done until the previous month. This is preferred to be presented in Board meeting, if held or sent through email.
- 6) Renews AZTS insurance on time.

### **Joint Media Director**

- 1) Assists the Media Director
- 2) Fulfills all functions of the office during the Media Director's absence.
- 3) Becomes the Media Director if the post is declared vacant and serves until the next annual election.
- 4) Oversees the design and compilation of the annual Paalaipoo e-Magazine, a yearly publication of AZTS.
- 5) Identifies appropriate media channels (digital, print, events, community outreach, etc.) to effectively connect with the AZTS community.

### **Event Director**

- 1) Organizes public events, such as Saravedi, Uriyadi, scheduled by the Sangam.
- 2) Coordinates with sub-committees for successful conduct of an event.
- 3) Coordinates with outside entities for successful conduct of events where AZTS is a partner.

### **Operations Director**

- 1) Maintains a list of Past EAC Members, Past Executive Members, Past Board Members, Past School Directors and Past Principals
- 2) Maintains a list of School Parents, with new contacts to be added approx. 1 month after school starts.
- 3) Maintains the Tamil Community members list and all web accounts.

### **SUBCOMMITTEE FORMATION**

The Board may establish, to deal with specific questions or conducting AZTS organized events, 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.

Subcommittee members do not have any voting power and will not be involved in all discussion related to board and Sangam. Event Committee, Youth Volunteering committee, Food committee, Sponsorship committee to name a few.

## **CHAPTER V – EXECUTIVE BOARD**

### **EXECUTIVE BOARD SELECTION PROCESS**

- 1) 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).
- 2) Current board members will meet in person to vote and select members for Executive Board positions, comprising of President/Vice-President/Secretary/Treasurer/Media Director.
- 3) The Election process will follow this order : President, Vice President, Secretary, Treasurer and Media Director.
- 4) 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.
- 5) If there is a tie, board to discuss for a maximum of 1 hour & hold re-voting for that specific role. In case, there is a tie still, EAC team will discuss and come up with solid justifications to elect Executive Board members.
- 6) By end of November, EC should be elected & shadow current board for a month & get ready for taking over by January 1<sup>st</sup>.

## **CHAPTER VI – EXECUTIVE ADVISORY COMMITTEE**

### **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 who contributed and served as an officer of the board effectively for 3 or more years AND also served at least one year in an executive position (President, Vice President, Secretary, Treasurer and Media Director), will be eligible to apply for EAC.

Every Three (3) years during first week of November, President will send an email to current, past executive board members & EAC by requesting nominations for EAC, based on vacancy.

The communication email will have minimum requirements, with Roles and Responsibilities and minimum eligible criteria outlined, to apply for EAC. Deadline for submission will be 2 weeks after



communication email is sent. Applicants must send an email to [azts@aztamilsangam.org](mailto: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 geographical region to provide balanced representation across the valley.

## **CHAPTER VII - 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 submitted to the treasurer within two (2) weeks, preferably in SharePoint or as directed by Treasurer.

Executive Board has all powers vested in it, 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.

## **CHAPTER VIII - TAMIL SCHOOL MANAGEMENT**

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

- Director
- Principal(s) (One Principal for approximately 50 enrolled kids)

### **TAMIL SCHOOL DIRECTOR ELECTION PROCESS**

Every Three (3) years, in the first week of February, President will send an email to Current principals, previous year(s) principals & past Directors who have held the role in the last 10 years by requesting nominations for Tamil School Director(s) Position. This will ensure the newly elected Director to experience the role for few months, starting in March, alongside current School Director, with no decision-making role. Past School Directors will have to wait for at least 2 years, before applying for any management (Principal or Director) role in the school.

The communication email will have minimum requirements, Roles and Responsibilities excel and eligibility criteria. Deadline for submission will be 2 weeks from the day email is sent. All interested candidates should respond to [azts@aztamilsangam.org](mailto:azts@aztamilsangam.org) with their volunteer details.

Selection committee, which comprises of Board members only, will review the submissions and vote for candidates based on their contributions to 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.

School budget (AOP) has to be presented to the board & approved within a month (~September 15<sup>th</sup>) after start of school year (normally around ~August 10<sup>th</sup>)

### TAMIL SCHOOL PRINCIPAL ELECTION PROCESS (One Principal per 50 kids)

Every two (2) years during February month, 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](mailto:azts@aztamilsangam.org) with their volunteer details.

Tamil School Director(s) will recommend future principals from the applications received, to Board and EAC. Board and EAC will review the candidates & elect the principals.

The maximum term for Tamil School Principal will be 2 years & should be able to commit to this term. In case a Principal wish to resign, they have to work out a transition plan with the Director and cannot apply to any AZTS board & Tamil School positions for the next 1 year, from the date resignation is accepted. Tamil School Director & Board should fill the position within 1 month.

### FUNCTION OF THE TAMIL SCHOOL MANAGEMENT

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.

School Director to bring to board's attention if any additional roles are needed for school operations.

The functions of the principal shall be as follows:

- To conduct regular meetings with teachers
- To address concerns of parents related to school curriculum.
- Work closely with Director on day-to-day operations related to school.
- Should not spend any money without approval from director and board.
- Document minutes of meeting conducted with teachers and publish to board.
- Keep track of Student progress & performance of teachers in SharePoint
- Assist the school director to prepare Annual Operating Plan (AOP)

Tamil School operating guidelines, along with AOP excel sheets, will be available in AZTS SharePoint. Advertisements flier/info of annual events can be sent to parents WhatsApp group or email, if event is held on behalf of AZTS or Tamil School. Same for events where AZTS or Tamil School is a beneficiary.

## CHAPTER IX – FINANCE & LEGAL

### CONTRACTS

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 office bearers: President, Vice President, Secretary and Treasurer.

AZTS will publicize any event through website & AZTS social media channels. Quotes will be invited from vendors for any catering during AZTS events. Board or sub-committee formed by the board, will go through a transparent and full vetting process to finalize the vendors.

Paying cash above \$500 to food vendors for AZTS related events is not permitted, to avoid issues later. Contracts with individuals will be allowed only after consultation with Auditors & Legal.

### BANKING

The Executive Committee shall approve a 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/PeerToPeer (like Zelle).

Any expense greater than \$250 and/or anything not explicitly covered in AOP, must be approved by any 2 members of Executive Committee (EC), with President or Treasurer being one of the approvers. Approval should be made via e-mail to [azts@aztamilsangam.org](mailto:azts@aztamilsangam.org)

In case receipts are not produced, board has to vote on re-imburements & get it properly documented through Treasurer for accounting purposes.

### AUDIT

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 X – AWARDS AND RECOGNITIONS

A sub-committee, consisting of 2 members from the board & 2 members from EAC, will be formed by President, to determine candidates eligible for any scholarships instituted, either by the Board or through public trusts. If there are donors, 1 member will be added to this sub-committee. Any member with potential conflict of interest will have to recuse & President will appoint a new member to this sub-committee. In the event of non-availability of members without conflict of interest, then President will have to look outside AZTS to determine candidate(s).

In addition, for kids achieving honorable ranking such as winner or runner in National competitions, such as Tamil Theni, Tamil Koorum Thalaimurai, board will recognize them in one of the marquee events such as Saravedi, with a cash award. Amount of award will be decided by board, depending on financial position at that time. In addition, Board may decide to contribute to worthy causes, provided a viable revenue stream, such as advertisements on Webpage, is identified.

For all volunteers identified by School Directors, 2 complimentary tickets per family will be provided for each event.

## **CHAPTER XI - 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 XII - AMENDMENTS**

The Constitution may be amended with a 3/4<sup>th</sup> majority of the Board and EAC.

## **CHAPTER XIII - ISSUE RESOLUTION**

EAC will step in to resolve any issues, only based on formal request from President or Board Members, through email/WhatsApp. In case of emergency, EAC might get involved without getting communication from President or Board but stay engaged only till sensitivity of the issue is mitigated.

In a similar manner, any disputes involving Tamil schools, Directors, Principals or Teachers will be first handled by AZTS President. Based on the need, it can be discussed with Executive Committee, before getting escalated to EAC.

In all cases, a minimum of 24-hour lead time is needed to make any decision and respond.

## **CHAPTER XIV - RESIGNATION PROCESS**

Any board member (including Tamil School Director) or Principal who wishes to resign should give at least 2 weeks' notice to the Board for critical roles. Following steps are laid out for this process.

- 1) Receive Resignation Letter: When a board member decides to resign, they should submit a formal resignation letter to the board of directors. The letter should include the effective date of resignation.
- 2) Accept Resignation: Typically, the board needs to formally accept the resignation during a board meeting. This acceptance should be recorded in the meeting minutes.
- 3) Notify the Board: After accepting the resignation, notify the rest of the board members about the resignation and its effective date.

- 4) **Update Records:** Update official records to reflect the change in board membership. This may include notifying relevant authorities and updating any legal documents.
- 5) **Transition Responsibilities:** Work with the resigning board member to ensure a smooth transition of their responsibilities. This may involve temporarily redistributing their duties or appointing an interim board member if necessary.
- 6) **Send Thank You and Acknowledgment:** Express gratitude to the resigning board member for their service in an official letter or communication from the board.
- 7) **Ensure Compliance:** Ensure compliance with any legal or regulatory requirements related to board member resignations, including any required filings with government agencies.
- 8) **Appointment of a Replacement:** Board may need to appoint a new board member to fill the vacancy. This process is also outlined in the bylaws.
- 9) **Official Documentation:** Prepare and maintain official documentation of the resignation, including the resignation letter, board meeting minutes, and any related correspondence.

## **CHAPTER XV - TERMINATION**

**EAC :** A minimum of 2 Board and/or EAC members can recommend removal of any EAC member from their office. This needs to be discussed by Executive Committee & the said EAC member should be given a chance to explain. Expulsion can be done only with a 2/3<sup>rd</sup> of majority of the board. At any time, if there is a need, an EAC member can step in and join the board as an officer.

**BOARD:** Any proposal for board member expulsion will need to be initiated by at least 2 members. Board member board member can be expelled by the Board and EAC from their office with a 2/3<sup>rd</sup> majority of the board. Voting will be anonymous & can be done electronically in case a member cannot physically attend.

**PRINCIPALS & TEACHERS :** Board, EAC and Tamil School director(s) can expel any principal or teacher from their position with 2/3<sup>rd</sup> of majority if deemed necessary.

Following steps are laid out for Termination.

- 1) **Establish Valid Grounds -** Ensure there are valid reasons for removal, such as misconduct, conflicts of interest, non-performance of duties, or other reasons specified in the bylaws.
- 2) **Pass Board Resolution:** The board of directors typically initiates the removal process by passing a resolution at a board meeting. This resolution should state the reasons for removal.
- 3) **Give Notice:** Provide the board member with written notice of the board's intent to remove them. The notice should include details of the allegations and the date of the removal meeting.
- 4) **Removal Meeting:** Hold a board meeting where the removal is discussed. The board member in question may have the opportunity to present their case.
- 5) **Vote:** The board then votes on whether to remove the member. The specific vote requirements are outlined above.
- 6) **Record the Decision:** Document the board's decision in the meeting minutes, including the vote tally.
- 7) **Inform the Member:** Notify the board member of the decision in writing, along with the effective date of termination.

- 8) Transition: Ensure a smooth transition by appointing a replacement board member if necessary and updating any official records.

## **CHAPTER XVI - DISSOLUTION**

The dissolution can happen only when the 3/4<sup>th</sup> 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 XVII - REQUIREMENTS AND EXTENSIONS**

Key requirements for selection of All EAC, Board members, Tamil School Directors & Principals are as follows:

- Should be able to read, write and speak in Tamil.
- Should have volunteered for Tamil School or in Tamil Sangam events.
- 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 on the Board.
- In the event of lack of response from the public to serve on the board, existing director(s) willing to continue to serve for 2<sup>nd</sup> term, shall be allowed to do so, with a 2/3<sup>rd</sup> majority of the existing board and EAC.

Language fluency requirement (read, write & speak in Tamil) will also be listed for application process also.

## **CHAPTER XVIII - MEMBERS & PARTICIPANTS**

### **MEMBERS**

There is no membership to the Sangam.

### **EVENT PARTICIPANTS**

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

## **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 2/3<sup>rd</sup> of the board and EAC members approve it.

The quorum at a board meeting should be 2/3<sup>rd</sup> of the board. President reserves the right to conduct a board meeting, even without the quorum, if it is deemed 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 25 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 due to 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.