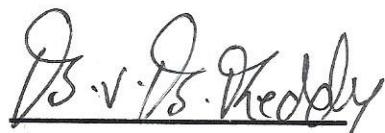


Telugu Cultural Association (TCA) Constitution

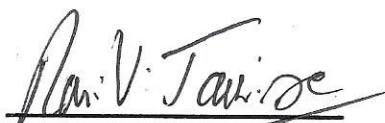
**Approved at a General Body Meeting
On January 13, 2018**



**Brahma Reddy Beriveera
President**



**Mallik (Arjun) Gattamaneni
Immediate Past-President**



**Ravi Tamerisa
Trustee**



**Maruthi Reddy
Trustee**



**Santha Susarla
Trustee**

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1. NAME

Telugu cultural association, Houston, Texas also called as "TCA". It is a non-profit, non-political organization.

2. OBJECTIVES

The association is organized exclusively to promote Telugu Culture and to support charitable and educational causes.

- a. To educate, promote and preserve the Telugu language, music, dance, fine arts and other performing arts associated with the Telugu culture within the Greater Houston community
- b. To cooperate and coordinate with similar organizations to pursue the above objectives
- c. To accept donations and distribute for charitable, education, cultural, and humanitarian causes.

3. GENERAL MEMBERSHIP

The membership is available to all persons interested in the above objectives upon payment of annual dues. Members who have not paid the dues shall lose their membership rights and privileges. Term of yearly membership is from March 1 of each year. Any member, who is working against the objectives of TCA, can be terminated by the general body with two thirds of the attending members. There are three different types of membership in TCA, as defined below:

- A. **FAMILY LIFE MEMBERSHIP:** Defined as an individual, his or her spouse, and their children of 17 years or less who have paid the prescribed Life Membership dues (\$300). Life members enjoy all privileges of TCA membership for spouses, including voting privileges and the ability to run for any organizational position.

- B. FAMILY ANNUAL MEMBERSHIP: Defined as an individual, his or her spouse, and their children of 17 years or less who have paid the prescribed Annual Membership dues (\$50). Annual members enjoy all privileges of TCA membership for spouses including voting privileges and opportunity to serve on ad-hoc committees. The annual dues need to be paid every year to maintain membership status.
- C. INDIVIDUAL ANNUAL MEMBERSHIP: Is defined as an individual who has paid the prescribed Annual Membership dues (\$25). Annual members enjoy all privileges of TCA membership for the individual including voting privileges and opportunity to serve on ad-hoc committees. The annual dues need to be paid every year to maintain membership status.

The LIFE and ANNUAL membership fees can ONLY be changed with majority approval of both Trustees and Executive Committee with 30 day notice to general body. Annual membership dues are payable in March (usually at the UGADI function). Annual and Life Membership dues must be paid by the due date to become eligible to vote during the following year. TCA Membership is not transferable, and membership dues are not refundable for any class of membership.

All the above membership criteria apply for both existing and new members.

4. EXECUTIVE COMMITTEE (EC)

The TCA is governed by Executive Committee (EC) and Board of Trustees (BOT) elected by the general body.

The annual activities of the organization shall be conducted by the executive committee consisting of seven elected members and immediate past president. Immediate past-President continues to stay on the Executive committee as a non-voting member for one year. All important decisions are made by a majority vote in the executive committee.

The long-term vision, sustenance, and governance of TCA are the main responsibilities of Board of Trustees (BOT) consisting of 3 members with equal powers & responsibilities.

Election Committee: Current TCA Board of Trustees with advice from current TCA executive committee will appoint a THREE member election committee which will conduct the election for the new TCA executive committee and trustee each year. The election committee members should be neither members of the current Board of Trustees nor current TCA executive committee. The role of the Election Committee is to provide necessary support in conducting fair elections in a non-partisan, unbiased, and equitable way.

The responsibilities of the Election Committee include:

- A. Develop procedures and schedules for nominations, validation, withdrawals, and election announcements.
- B. Conduct annual elections during Sankranthi Celebrations; If the Sankranthi Celebrations are not held for an excusable reason, the elections shall be conducted during any other immediate celebration.
- C. Ensure that voting is limited to all life or annual members who are 18 years or older as of March 1 of preceding year.
- D. Declaring the winners and finally ensuring the transfer of power to the newly elected members.
- E. Keeping the election records safe and available up to six months after the election date for any dispute resolution.
- F. When number of nominations received are less than the number of vacancies, the Election Committee declares the candidates elected unopposed. Then the Election Committee at their discretion shall solicit/recruit members for the remaining positions.

G. Review the membership roster certified by TCA Secretary and decide on the final list of eligible members to cast their ballot.

H. Should strictly adhere to TCA Bylaws for elections.

Election Irregularities/Disputes. Written complaints of election irregularities, disputes along with supporting documentary evidence, which shall include names, places and appropriate signatures, shall be filed with the Trustees within seven days after the election. The Trustees shall handle the complaints and shall rule on the said complaints within one week after the complaint has been received. Decision of Trustees shall be final in all complaints/disputes and shall not be contested.

Elections of Executive Committee: Elections for the Executive Committee are held for either THREE or FOUR positions for a two year term each year. The staggered elections are designed for limiting control and continuity reasons.

Nominations:

- a. All nominees must be 21 years or older and be life members of TCA for one full year preceding the election year and be nominated and seconded by TCA members who meet the same qualification.
- b. All nominees who are in executive capacity (e.g. Founder, President, Trustee, Advisor, Board Member, Director, Secretary, Treasurer, or Joint Treasurer) in other non-profit Organizations are not eligible to contest for TCA Trustee/Executive positions
- c. No TCA member shall nominate themselves for TCA Executive Committee member and shall not nominate a family member. Family member includes, spouse, children, siblings, parents and in-laws.
- d. No TCA member shall nominate or second more than one member.
- e. No contestant shall nominate or second another TCA member for the Executive committee.

Term Limit: Maximum term for any executive committee member is two terms, but member should take at least one year break before contesting for second term. Immediate past president shall continue to serve on TCA Executive Committee for one more year irrespective of the term limits with no voting rights.

Roles and Responsibilities of the Executive Committee Members:

Roles and responsibilities shall be assigned/elected to the newly formed Executive committee members in their first Executive committee meeting based on the interest and capabilities. Member elected to be the President must have served on the TCA Executive committee in any one of the previous years.

President: Responsible for the day to day operations of the organization. President is the official spokesperson and leader of the organization. Responsibilities include but not limited to issues associated with the organization, fund raising, commercial discussions as needed, work with trustees as needed. President has access to all TCA resources and use these resources for benefit of TCA.

Cultural Secretary (two members): There are two positions in this role. Two positions are expected to be filled by one male and one female. The primary responsibility of this role is to provide a good selection of Telugu Cultural programs to the community. One of these secretaries can serve as a liaison for Swaramadhuri, a group formed to promote singing talents of young and adults alike in Telugu community.

Treasurer: Responsible for managing the accounts of the organization and help the executive committee on the financial status as needed basis. Treasurer is responsible to involve in all the budget planning for all events. Treasurer shall file all the tax filings including tax returns and franchise tax returns every year with the help of president and trustees. Treasurer is responsible to keep all documentation/receipts to support tax filings. Treasurer shall present financial statement to the Board of Trustees every year at Ugadi Celebrations and publish the financial summary on website.

General Secretary: Responsible for maintaining membership roster and coordinating membership drives and event management (Logistics, Supplies,

Food, Planning, volunteer co-ordination etc). The general secretary will publish the membership roster as of Ugadhi every year and submit it to the Board of Trustees.

Literary Coordinator: This role is mainly in-charge of enhancing TCA's Literary activities. Duties include being in-charge of Telugubadi, a subsidiary of TCA for teaching Telugu language to next generation of children under the tutelage of volunteer TCA teachers. The coordinator should also serve as liaison for Houston Sahiti Lokam and Nela Nela Telugu Vennela, groups formed to provide a platform for Telugu community members to showcase their literary talents.

Web & Communications Coordinator: Communicates with community thru e-mails, websites, and social media. Responsible to maintain the TCA website and social media platforms.

Immediate Past President: This is an advisory role without the voting rights. Should provide available information and be available to advise the Executive Committee based on past experience and/or knowledge.

Immediate past president and immediate past treasurer (outgoing treasurer) with the help of Board of Trustees shall file all the necessary tax filings including but not limited to the following before the deadline (May 15th) every year.

- i. Franchise Tax and Public Information Report (PIR), Form 05-102.
- ii. IRS Tax return

Transfer of Records: Outgoing EC shall transfer all the records including finances to the new EC within 30 days after the new EC is formed.

Removal of EC member: Any member of EC can be removed in a no-confidence motion that is approved by a minimum of five EC members

Filling of a Vacancy: If any executive committee vacates his/her position before the term is over, such vacancy shall be filled by the executive committee coopting a previously served executive committee member with life membership for the remainder of the term with a majority vote.

Succession: In case of non-availability of President, General Secretary assumes the responsibilities of the President. If President and General Secretary are not available, Treasurer assumes the responsibility of the President. In absence of President, General Secretary and Treasurer, Executive committee nominates and elects one of the Executive committee members to assume the responsibility of the president.

Annual TCA Programming

The following cultural events have been historically conducted every year:

- i. Sankranthi Sambaralu
- ii. Ugadhi Vedukalu
- iii. Summer Cultural program
- iv. Fall picnic/Vanabhojanam

The other organized cultural events include Janapada Dinotsavam, Mahila Sambaralu, Sidhendra Yogi Jayantostavam and Vageykarotsavam which can be planned by the Executive committee team as possible.

Telugu Badi Governance

Telugu Badi has been started by Telugu Cultural Association to provide an opportunity for next generation children to learn Telugu language under the tutelage of volunteer teachers. Telugu Badi centers are currently being run at Sugarland, Katy and Cypress. The following are the general governance rules for these centers:

- A. Each Telugu Badi center must nominate a coordinator each year (Ugadi to Ugadi) to work with TCA literary coordinator for smooth running of Telugu Badi centers.
- B. The coordinator is responsible for the respective Telugu Badi center using the syllabus approved by the TCA literary coordinator.

C. Any issues arising from Telugu Badi shall be brought to the attention of TCA Literary coordinator for an amicable solution. Any issues which are not amicably agreed, shall be taken to TCA President and decided by majority vote of the executive committee. If required, TCA President will consult TCA trustees for final resolution.

All funds raised thru Telugu Badi registrations and donations must be maintained separately by the TCA Treasurer and shall be used for Telugu Badi purpose only. Any additional funds after all Telugu Badi expenses are met, can be utilized for other TCA activities or shall be carried forward to next year and subsequently used for Telugu Badi purposes. Telugu Badi coordinator must submit yearly budget in August to Literary coordinator, who will review the details and submit to TCA Treasurer and President for approval.

TCA Supported Entities

Nela Nela Telugu Vennela and Swaramadhuri groups are TCA Supported entities to promote and preserve Telugu literature and musical talent. TCA will support their annual programing efforts, consistent with the objectives of the TCA. However, financial support decisions to these groups will be made by the executive committee on an annual basis based on their budgetary constraints. Any funds raised by each of these entities shall be maintained by TCA treasurer separately and used for specific purposes of these entities. Any additional funds after all expenses are met, can be utilized for other TCA activities or shall be carried forward to next year and subsequently used for these entities. Each of these groups will nominate a coordinator to work with TCA executive committee. Any issues arising from these entities should be amicably resolved in discussion with TCA Literary coordinator (For Nela Nela Telugu Vennela) and Cultural Secretary (For Swaramadhuri) and elevated to Executive Committee and Board of Trustees, if required.

5. BOARD OF TRUSTEES

The Board of Trustees (BOT) shall consist of 3 members. All members of the Board of Trustees shall have equal powers & responsibilities. Term of the Trustees shall be 3 years each and shall be established to serve on a rotation basis. Any vacancy in the Trustee position shall be filled by the remaining trustees by co-opting a previously served trustee with life membership for the remainder of the term.

Only previous executive committee members or convention committee members of TCA who are 21 years or older are eligible to be nominated for the election of a trustee position. Eligibility of trustee nominee shall be established beyond any doubt by the nominee. In addition, any nominee for the Trustee position must be a Life Member and must be nominated and seconded by a TCA life member with same qualifications.

Roles and Responsibilities of Trustees:

- A. Shall help TCA Executive Committee to formulate a long-term vision for TCA
- B. Shall keep records of end of the year membership roster and financial statements.
- C. Shall oversee Trust Funds except TCA Operating Account which continues to be the responsibility of TCA Executive Committee.
- D. Shall assist TCA Executive Committee in all the activities including fundraising.
- E. Shall ensure that TCA records and assets are maintained and transferred to the new executive committee during transition meeting.
- F. Shall not be responsible for the supervision of TCA Executive Committee.
- G. Shall have two trustee signatures for any check that is equal or more than \$2,000.
- H. Shall provide financial statement to the new Executive committee during their first annual meeting.

- I. Shall appoint a registered agent for six-year period to ensure compliance with State of Texas.
- J. Shall be responsible for awarding \$500 scholarships in consultation with executive committee to current high school graduates who plan to attend the college.
- K. Shall take the responsibilities as determined by General Body from time to time.
- L. Should conduct an audit of all TCA accounts every two years by a certified public accountant.
- M. Should ensure that governing board including election commission adhere to TCA bylaws. Trustees can redress any constitution based issue at anytime from election announcement time.
- N. Decision of Trustees shall be final in all TCA bylaws issues and shall not be contested.

Elections of Trustee: Elections for ONE Trustee are held for a three-year term each year. The staggered elections are designed for limiting control and continuity reasons.

One new trustee shall be elected each year during the Sankranthi Celebrations along with executive committee elections. The trustees and executive committee should meet after Sankranthi celebrations to plan for the annual events and fundraising efforts.

6. FINANCIAL RESPONSIBILITIES

No part of the net earnings of the association shall inure to the benefits of, or be distributable to, its members, trustees, officers, or other private person, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered to make payment and distribution in furtherance of purposes set forth in article first hereof. No substantial part of the activities of the association shall be for carrying of propaganda, or otherwise attempting to influence legislation, and the association shall not

participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the internal revenue code of 1954 (or the corresponding provision of any future united states internal revenue law) or (b) by a corporation contribution to which are deductible under section 170 (c) (2) of the internal revenue code 1954 (or the corresponding provision of any future united states internal revenue law).

The following mechanisms are designed to provide financial transparency and viability of TCA:

- A. Trustees may provide a maximum total of \$4,000 in any given year to executive committee as seed money for the annual TCA events.
- B. Trustees need general body approval for disbursing amounts exceeding \$4,000 in any given year.
- C. The executive committee should raise funds to support the expenses of the annual TCA events via donations, sponsorships, ticket sales, or other fundraising means.
- D. Any funds provided by the Trustees to executive committee as seed money for the TCA events should be returned to the Trust fund by end of the term.
- E. Any operational expenditure over \$1,000 to be expended should be approved by the executive committee by a majority vote.
- F. Treasurer can write the checks for approved operational expenses but amounts over \$1,000 shall require the signature of both President and Treasurer.

- G. The President can expend up to \$1,000 for operational or emergency occurrence but such expenditure shall be approved by the executive committee by a majority vote at its next scheduled meeting.
- H. The executive committee should inform Trustees about any program with budgeted expenses of over \$20,000 prior to the event announcement. Any concerns raised by BOT or EC members with such programs shall be appropriately addressed before advancing to program execution.
- I. The executive committee should take complete financial responsibility for all expenses and ensure that there are financial gains at the end of their term.
- J. Any funds left by the executive committee at the end of their term will be transferred to trust funds automatically and if there is any request from outgoing committee to allocate the funds to the sub-entities of TCA then the funds will be used accordingly.
- K. Trustees or executive committee cannot transfer any funds to other non-profit organizations without general body approval.
- L. The annual membership fee should be deposited in executive committee account and life membership fees should be deposited in trustees account.
- M. The Trustees and Executive Committee cannot waive the membership fees; only honorary members (without voting privileges) can be approved by executive committee with a majority vote.

All real, personal, and intangible property, including all documents, emails, listservs, data, literature, books, decorations, banners, presentations and improvements, acquired or developed by TCA shall be owned by TCA. Any member misusing these TCA resources will be result in an immediate suspension followed by an inquiry by a committee appointed by the Governing Board (Trustees and Executive Committee)

7. AMENDMENTS

- a. Proposed amendments to the constitution shall be presented in writing to the Executive Committee of TCA by at least 10% of the general membership in a Petition. Signatories of the petition shall be responsible for the expenses involved in such meeting.
- b. Constitution shall be amended and adopted by a two-thirds majority of the attendees in any gathering of General Body meeting, provided a notice of intent is sent 30 (Thirty) days in advance to all members of TCA.

8. DISSOLUTION CLAUSE

Upon the dissolution of the association, the executive committee shall, after paying or making provision for the payment of all the liabilities of the association, dispose of all the assets of the association exclusively for the purpose of the association in such manner, or to such organization or organizations organized and operated exclusively for cultural, charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the internal revenue code of 1954 (or the corresponding provision of any future united states internal revenue law), as the executive committee shall determine. Any such assets not so disposed of shall be disposed of by the court of common pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations as said court shall determine which organized operation exclusively for such purpose.

By Laws Revised based on the recommendations of Rajender Aparasu, Ramesh Desabhotla, Raj Pasala, and Mahesh Sivampeta

