

# Telugu Cultural Association of Houston (TCA Houston)

(EIN ID: 74-2007514)

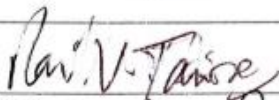
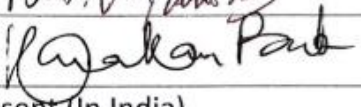
## Bylaws

Approved at General Body Meeting

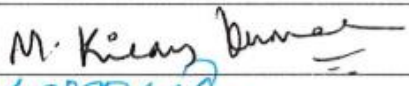
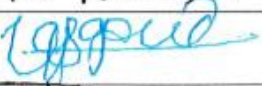
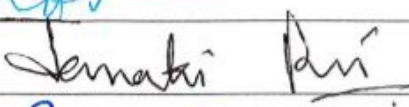
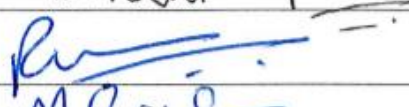

held on Dec 16, 2018 at 4PM CDT

@ Sri Ashtalakshmi Temple, 10098 Synott Rd, Sugar Land, TX 77498

### Trustees:

Name	Signature	Comment
Ravi Tamerisa		Approved
Kanakam Babu Inanpudi		Approved
Maruthi Reddy Chintaparthi	Absent (In India)	—

### Executive Committee:

Name	Signature	Comment
Kiran Maddineni		Approved
Vinod Udthawar		Approved
Janaki Peri		Approved
Ramu Uppalapati		Approved
Srinivas Manthena		Approved
Indira Cheruvu	ABSENT	—
Manoj Paladugu	ABSENT	—
Raghu Kanithi	Absent (In India)	Approved via Email

Initials of President and Trustees

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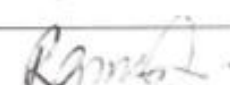
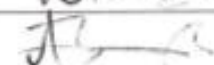
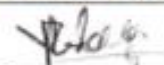
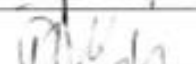



Telugu Cultural Association of Houston

**Bylaws Committee:**

Name	Signature	Comment
Sriram Nanduri	N. Sr. Rana Nanduri	Approved
Prasad Kalva	approved via email	Approved
Sudesh Pillutla		Approved
Neeta Chada		Approved
Eswar Prasad Patil		Approved
Raj Pasala	For Jayashree Pasala	Approved
Vanaja Konduri	Approved via email	Approved

**Bylaws Advisory Committee:**

Name	Signature	Comment
Ramesh Cherivirala		Approved
Bangar Reddy Aaloori		Approved
Mallikarjuna Rao Chalasani	Approved via email	Approved
Jagapathi Reddy Veerati		Approved
Kishore Dannapaneni		Approved
Chitten Raju Vanguri	Approved via Email to concur with team recommendation	
AVN Reddy	Moved to Dallas & Approved via Email	Reviewed and provided feedback & Approved
Rama Pakala		Approved

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These Amended and Restated Bylaws of Telugu Cultural Association (TCA) of Houston serve as the governing Bylaws of the Association. These Bylaws supersede, in their entirety, any of the previous approved Bylaws.

### **Article – 1: NAME**

Telugu Cultural Association, Houston, Texas also called as “TCA”. It is a non-profit, non-political organization.

### **Article – 2: OBJECTIVES**

Telugu Cultural Association (TCA) of Houston is a greater Houston based non-profit association founded:

- 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 within U.S.A. and abroad in furtherance of these objectives.

### **Article – 3: Term year, Tax year**

Section -1: Term year of the corporation starts after TCA Celebrated Sankranti and ends with TCA celebrated Sankranti or February 15th of the following calendar year, whichever comes first.

Section -2: Tax year: The tax year from January to December.

### **Article -4: Executive Committee and Trustees**

TCA has two elected bodies - Executive committee (EC) and Trustees. The Executive Committee may also be called the “Board of Directors (BODs)” or “Board” and Trustees can also be called “Board of Trustees (BOTs)”



## **Article -5: MEMBERSHIPS**

### **I. Paid Memberships**

The TCA Bylaws provide for three classes of paid memberships in the Association: Family/Individual Life, Family Annual and Individual Annual. Requirements for each class of membership are given in the TCA Bylaws.

The LIFE and ANNUAL membership fees can ONLY be changed with majority approval of Board of Trustees and Board of Directors with 30-day notice to general body. TCA Membership is not transferable, and membership dues are not refundable for any class of membership. Entire membership fee for the relevant membership shall be paid in single payment. Bulk membership is not allowed on behalf of a group.

The membership is available to existing and new members interested in the TCA objectives upon payment of the respective membership fee. Term of yearly membership is from Ugadi to Ugadi of each calendar year. Any member, who is working against the TCA objectives, can be terminated by the two thirds majority of the general body members present. Once the decision has been taken, the same need to be informed the General Body sighting the reasons for denying the membership. Members who have the valid membership by 31<sup>st</sup> October will have voting rights for the following TCA Board and Trustees elections. Those who take membership after Oct 31<sup>st</sup> cannot cast their vote in the immediate next elections but can enjoy other benefits. The following table explains the 3 different types of paid memberships:

<b>FAMILY / Individual LIFE MEMBERSHIP</b>	<b>FAMILY ANNUAL MEMBERSHIP</b>	<b>INDIVIDUAL ANNUAL MEMBERSHIP</b>
Defined as an individual, his or her spouse, and their children of 17 years or below living in the same household, who have paid	Defined as an individual, his or her spouse, and their children of 17 years or less living in the same household, who have paid	Defined as an individual with age 18 or above, who have paid the prescribed Annual Membership dues



the prescribed Life Membership dues.	the prescribed Annual Membership dues.	
Membership Fee: \$300 (or as defined by the Executive Committee in consultation with Trustees)	Membership Fee: \$50 (or as defined by the Executive Committee in consultation with Trustees)	Membership Fee: \$25 (or as defined by the Executive Committee in consultation with Trustees)
Life members enjoy all privileges of TCA membership for spouses and children below 17	Annual members enjoy all privileges of TCA membership for spouses and children below 17	Annual members enjoy all privileges of TCA membership.
The children below 17 years can enjoy all privileges but can neither contest the elections nor cast their vote. Once children attain 18 years of age shall take their own membership and can exercise their vote but cannot contest elections until they attain the age of 21. Once the individual life member becomes family, he/she can add family members to the membership.	The children below 17 years can enjoy all privileges but can neither contest the elections nor cast their vote. Once children attain 18 years of age shall take their own membership and can exercise their vote but cannot contest elections until they attain the age of 21	Individuals once attain the age of 18 can cast their vote in line with the constitution of the US but cannot contest elections until they attain the age of 21
NA	To maintain membership status, the annual membership fee must be paid every year before the cutoff date announced by the TCA Executive Committee which is usually Oct 31.	To maintain membership status, the annual membership fee must be paid every year before the cutoff date announced by the TCA Executive Committee which is usually Oct 31.

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**Honorary Life Membership:** Honorary life membership is a complimentary membership awarded to distinguished members of the community living in Greater Houston or visiting dignitaries from India who have helped enhance the image of Telugu language, culture and image. Honorary members do not have any voting rights and may not contest or participate in elections. However, such members shall be recommended by at least one of the Executive members or Trustees and the Executive Committee & Trustees shall rule on such recommendation with majority vote.

## **Article -6: Board of Directors (BoD) and Board of Trustees (BoT)**

**Section: 1 Duties, Responsibilities and General Purposes:** The Executive Committee and Trustees shall exercise all the powers of the Association as specified in this document. The Executive Committee and Trustees shall vote on the policy changes to be proposed in the General Body meeting for the approval. The duties and responsibilities of the Board in exercising said powers shall include, but are not limited to:

1. Follow the policies of the Association regarding its property (Physical and Digital), its funds and its affairs, subject to such restriction, if any: as may be imposed by the local law, the Articles of incorporation of these Bylaws: Executive Committee shall present the finances to the general body. Finances then shall be distributed to the general body via email prior to the Sankranti event or end of the term.
2. Follow the policy & provide the leadership in developing TCA objectives and programs, goals and fund-raising activities to support and operate the Association and to carry out the mission of the Association.
3. Reviewing the recommendations of Board of Trustees (BOT), Standing Committees and Special (Ad-Hoc) committees
4. Follow the federal, state, local 501c3 non-profit rules and where the rules are absent, follow Robert Rules of Parliamentary procedures.

## **Section -2 - Roles and Responsibilities of the Board of Directors or Executive Committee:**

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. In case of conflict, the roles shall be





assigned by majority vote. If the role allocation is still an issue, the president elect shall make the final decision. Member elected to be the President must have served on the TCA Executive Committee in any one of the previous years. At least two females should be in Executive Committee and Bylaws committee can be recommended along with Trustees approval.

**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 leading the organization with the help of BODs, calling for general body meeting as necessary, announcing new initiatives, forming Adhoc committees when required like scholarships committee, membership committee etc with 2/3<sup>rd</sup> majority of the BOD. Responsible for fund raising, commercial discussions as needed, and work with trustees as needed. President has access to all TCA resources and use these resources for benefit of TCA.

**General Secretary:** Responsible for maintaining membership roster and coordinating membership drives and event management (Logistics, Supplies, Food, Planning, volunteer co-ordination etc). Responsible to help the president in fund raising activities. The general secretary will publish both life and yearly membership roster as of Oct 31st every year and submit it to the Board of Trustees.

**Treasurer:** Responsible for managing the accounts of the organization and help the Executive Committee on the financial status as needed basis. Treasurer shall be involved in the budget planning for all the 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 Sankrathi Celebrations and publish the financial summary on website.

**Cultural Secretary:** The primary responsibility of this role is to provide a good selection of Telugu Cultural programs to the community. Responsible to serve as a liaison between various cultural teams e.g., Vaggeyakarotsavam team, Swaramadhuri team and other local (greater Houston) independent cultural groups. For any other cultural groups, both local and national, TCA Cultural





Secretary provides support through TCA after getting approval from the Executive Committee. Cultural Secretary can take the help of other Executive Members where required to executive his/her cultural responsibilities.

***Literary Secretary:*** The primary responsibility of the Literary Secretary is to enhance TCA's literary activities and TCA's standing in literary circles. Duties include promoting Telugu Language in schools, libraries and serve as a liaison between TCA and TCA's sub-orgs Telugu Badi, Telugu Vahini, Nela Nela Telugu Vennela, and other local literary groups. Literary Secretary also acts as a liaison for Houston Sahiti Lokam and any other groups formed to provide a platform for Telugu community members to showcase their literary talents.

***Web & Communications Secretary:*** Responsible to communicate with community thru e-mails, websites, and social media. Responsible to maintain the TCA website and social media platforms like TCA Whatsapp groups, FB page and is responsible for all external communication. Responsible to create, maintain and issue all official email IDs, maintain digital content of the organization. Responsible for formulating and enforcing procedures related to communications. Any major communication shall be reviewed and approved by the majority of the Executive Committee.

***Sports and Special Projects Secretary:*** Sports provide a platform for various communities to come together, promote harmony, healthy living and physical fitness. Sports also provide a platform to promote our culture. Sports secretary is responsible to conduct sports programs, promote sports that are part of our culture and act as a liaison between TCA and other independent groups/organizations that promote sports. Sports secretary is also responsible for conducting outdoor activities including Picnic.

***Immediate Past President:*** This is an advisory role without the voting rights. Shall 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 current president and current treasurer shall file all the necessary tax filings including but not limited to the following before the deadline (May 15<sup>th</sup>) every year.



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

***New Initiatives:***

When new initiatives are added or introduced, the President with the help of majority Executive Committee can appoint additional members to the committee to help with the new initiatives. These nominated committee members shall not have voting rights, executive decisions and shall not be involved in any discussions/meetings other than the initiatives for which they are nominated.

**Section 3: Roles and Responsibilities of 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.

Only previous Executive Committee members of TCA who are 21 years or older, who hold Green Card or American Citizenship, 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 at least 2 TCA life members 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 by consulting with the Executive Committee for six-year period to ensure compliance with State of Texas.
- J. Shall be responsible for awarding three \$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. Shall conduct an audit of all TCA accounts every two years by a certified public accountant.
- M. Shall ensure that governing board including election commission adhere to TCA bylaws. Trustees shall redress any constitution-based issue as per the by-laws.
- N. Board of Trustees shall ensure Board of Directors to follow TCA Bylaws where they foresee policy breach. BOTs, however shall not interfere with day to day operations of TCA, which is the primary responsibility of its Board of Directors.

## **Article 7: Board Meetings:**

**Section -1: Regular EC Meetings:** The Board may hold meetings at a physical location or using conference call or similar communications to discuss day to day activities or upcoming events. Participation via phone in case of conference calls shall constitute presence in person. Regular EC meetings are expected to conduct once every month or as indicated by the President.

Initials of President and Trustees

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**Section -2: Special Meetings:** Special meetings of the Board shall be called upon by the President or General Secretary. Other members of the board can request for special meeting through president or general secretary. E-mail or any other communication notice of the special meetings shall be sent to each Board member at least two (2) weeks in advance. For these meetings, President or Secretary shall determine if physical or remote attendance is required.

For any Emergency meeting(s), the President can call the meeting within 48 hours' notice.

**Section -3: Meeting Attendance** – Each Board member must make every attempt to attend all meetings except in cases of personal or professional or unforeseen circumstances. In such cases, the board member shall communicate to the Secretary about his/her failure to attend the meeting.

**Section -4: Action without a Meeting** – Decisions or actions to be taken at a meeting of the Board (Including agreeing to amendments to Bylaws or the Articles of Incorporation or forming an Adhoc committee etc) may be taken without a meeting if all of the members of the Board or Committee consent in writing to taking the decision or action without a meeting.

## **Article 8: Operating Procedures and Guidelines**

**Section -1: Earnings:** No part of the net earnings or assets of the Association shall be incurred to the benefit of any member of the Association, Board of the Association, Officer of the Association or any private individual (except the reasonable compensation may be paid for services rendered to or for the Association affecting one or more of its purpose), and no member, Board of the Association, or any private individual shall be entitled to the share in the distribution of any of the Association assets (Physical and Digital) on dissolution of the Association.



**Section -2: Ethical Responsibility** – TCA is a non-profit organization run by volunteers. However, all Executive Committee members have ethical responsibility to fulfill the responsibilities described in their roles. Hence, they are expected to spend reasonable time towards their duties. If any of the Executive Committee member is failing to fulfill his/her responsibilities the Executive Committee can serve a show cause notice to the board member in question for written justification for the failure of fulfilling the duties. The written justification shall be submitted within one week after the show cause notice. Executive Committee shall review the written justification and shall pass a ruling with super majority vote (minimum 5 of 7 members) of the board. In case of ruling(s) that is not agreed upon by affected board member, he/she shall have the right to contest the decision to the trustees. If the trustees agree with the decision of the Executive Committee, the affected board member can appeal to the general body with appropriate procedure. The decision by the General Body with simple majority vote having minimum 25% of active members will be FINAL. If the general body also agrees with the decision, he/she shall not be eligible to contest again for 5 years. If the general body overturns the decision of the board, the removed committee member shall be reinstated immediately. However, the affected party shall bare all the expenses related to conducting the general body meeting.

**Section -3: Conflict of Interest** – If any person of the Board or Committee has a conflict of interest arising during his/her tenure, he/she shall report such conflict to the Board. The Board/Committee may ask the person to relinquish one of the positions of conflicting interest or remove the person from the Board or Committee and declare the position vacant.

**Section -4: Vacancies** - Any vacancy or vacancies, occurring on the Board due to resignation or removal or due to an increase in the number of board members during the term, may be filled by the Board by nominating an eligible member(s). Any eligible member selected to fill a vacancy will serve for that calendar year. The position will be filled in the coming elections for the remainder of the term. In the event the President becomes vacant for any reason, the General Secretary shall assume the title, duties and responsibilities of the President until the next regular meeting of the Board. In the event both offices are vacated, the Board, by the affirmative consent of fifty-one percent

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(51%) of the board members qualified in and serving on the Board, shall elect a President and a Secretary from among its Executive Committee to serve until the end of the fiscal year.

In case any vacancy is created in Board of Trustees during middle of the year, the remaining 2 Trustees can propose a member of the community for the remainder of the year, which shall be approved by majority of the Executive Committee. Eligibility rules for the Trustee position shall apply. The position will be filled in the coming elections for the remainder of the term.

**Section -5: Term Limit-** Maximum term for any Executive Committee member is two terms, but member shall 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.

**Section: 6 - Annual TCA Programming:** The following cultural events have been historically conducted every year:

- i. Sankranti Sambaralu
- ii. Ugadi Vedukalu
- iii. Summer Cultural program
- iv. Fall picnic/Vanabhojanam

The other events include Janapada Dinotsavam, Mahila Sambaralu, Sidhendra Yogi Jayantostavam and Vageykarotsavam, TCA4KIDZ which can be planned by the Executive Committee team as possible.

**Section 7: Telugu Badi (TB) Governance:** Telugu Badi (TB) 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. The following are the general governance rules for TB current or future centers:



- A. Each Telugu Badi center must nominate an admin each year to work with TCA literary coordinator and TCA Treasurer for smooth running of Telugu Badi centers.
- B. The TB administrators are responsible for the smooth running of respective Telugu Badi center with the guidance of respective teachers of each center
- 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.
- D. All correspondence from TCA to TB centers shall be through the admin of that particular center
- E. Telugu Badi admins and teachers are the stake holders of Telugu Badi and shall be involved in all the decisions pertaining to Telugu Badi
- F. Telugu Badi, though works independently, shall adhere to the general guidelines and policies of TCA
- G. All Telugu Badi functions shall be planned and executed by Telugu Badi admins & teachers and shall keep the TCA Literary coordinator in the loop. The functions shall be hosted in different locations in order to provide equal representation to different centers unless otherwise agreed upon by all the Telugu Badi stakeholders
- H. 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 shall be carried forward to next year and subsequently used for Telugu Badi purposes.
- I. Beginning and end of each calendar year (August/September, May/June), Treasurer shall communicate available Telugu Badi fund details to TCA Literary Coordinator and each of the Telugu Badi center(s). President and Treasurer, Literary Coordinate shall work with all the Telugu Badi admins to come up with reasonable allocation of the remaining surplus





funds to each center to procure equipment or conduct center specific events (other than the common events).

- J. All the coordinators (admin) together shall prepare and submit a common (Text books, Bags, beginning of the year supplies, Telugu Competitions) yearly budget in August/September to the treasurer, who will review the details and submit to the president for approval.
- K. Each center coordinator (admin) shall maintain a record of funds collected from the registrations, donations and detailed expenses for each calendar year. Upon request, this document shall be sent to treasurer.
- L. Each center shall be allocated up to maximum of \$100 (based on number of students) every month for the ad hoc expenses. Telugu Badi coordinator (admin) shall submit the receipts for such ad hoc expenses to get reimbursed. Ad hoc expenses include stationary, supplies, printer paper, etc.

#### **Section -8: TCA Supported Entities:**

- a. Nela Nela Telugu Vennela, Swaramadhuri and Vaggeyakarotsavam 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. 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 primarily for specific purposes of these entities. Surplus funds remaining after all approved expenses are met for a given entity 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 shall nominate a coordinator to work with TCA Executive Committee.
- b. Any issues arising from these entities shall be amicably resolved in discussion with TCA Literary coordinator (For Nela Nela Telugu Vennela), Cultural Secretary (For Swaramadhuri and



Viggeyakarotsavam). 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 amicable resolution or form a committee to look into the matter for long term resolution.

- c. In addition to the above groups/teams, other independent groups can submit their request to the Executive Committee to be of TCA by agreeing to adhere to the principles of TCA. TCA Executive Committee can review the request and either approve or reject such requests.
- d. All the sub-organizations of TCA, though work independently, shall adhere to the general guidelines and policies of TCA.

**Section -9: Outgoing committee responsibilities during transition** – After election results are announced, the existing Board shall serve the organization in the capacity of ACTING committee only. They shall continue to run the day to day activities of the organization, but any major decisions, policies or programs shall be finalized only after incoming newly elected board has taken over from the outgoing Board. Outgoing Executive Committee shall work with newly elected incoming Executive Committee towards the transition and such transition meeting shall be finalized within 7 days after the elections. The outgoing Executive Committee shall not perform and or conduct any events without the explicit consent of the incoming Executive Committee. The communication to the community shall also need to be approved by the incoming Executive Committee. The newly elected Trustee shall take charge immediately after the election results are announced and certified by the election committee. For any conflict between any of the outgoing and incoming board members, the following process shall be followed:

1. Any dispute shall be resolved amicably between the concerned parties through common dialogue
2. If no resolution is found, then the Executive Committee shall listen to the dispute and provide the resolution with simple majority



3. If no resolution found, then Board shall take the help of Trustees and provide the resolution with simple majority of Board of Directors and Trustees present.
4. If no resolution found, the President shall then call for the General Body meeting within 30 days of receiving the written complaint.
5. General Body has the final authority to provide the resolution with simple majority where at least 10% of the total active members present.

**Section -10 - Transfer of Records:** Outgoing Executive Committee shall transfer all the records including finances to the new Executive Committee within 30 days after the new Executive Committee is formed. The outgoing Trustee(s) shall transfer all the records including finances to the new Trustee Board within 30 days after the new Trustee Board is formed. The transfer of records shall include but not limited to:

- All bank accounts information including the user IDs and passwords
- All unused cheque books
- User IDs and Passwords for all accounts (Paypal, Sulekha, TCA Website, Facebook, all official TCA email accounts etc)
- Admin rights to all TCA digital media
- Information related to Sponsors, TCA designer(s), vendors who provide services during TCA events
- All digital content of the organization including all official communications
- All the physical assets, transfer of storage facility if any.

### **Article -9: ELECTION COMMITTEE**

Current TCA Board of Trustees with advice from current TCA Executive Committee will appoint a THREE-member election committee and 2 observers



(should not be having any conflict of interest), who are senior members in the community, which will conduct the election for the new TCA Executive Committee and trustee each year. The election committee members shall not have served or contested in the previous 3 Board of Trustees or Executive Committees. The role of the Election Committee is to provide necessary support in conducting fair elections in a non-partisan, unbiased, and equitable way.

**Section -1: The responsibilities of the Election Committee include:**

- A. Develop procedures and schedules for nominations, validation, withdrawals, and election announcements.
- B. Conduct annual elections during Sankranti Celebrations. If the Sankranti Celebrations are not held for an excusable reason, the elections shall be conducted during any other immediate celebration. The method of voting will be by members physically casting votes subject to reasonable verification of identification and validity of membership.
- C. Ensure that voting is limited to all life or annual members who are 18 years or older as of October 31st of preceding year.
- D. Declaring the winners and finally ensuring the transfer of power to the newly elected members. In case, election committee does not or could not declare the election results for any unforeseen reasons, Trustees will constitute a new Executive Committee or request the exiting Executive Committee to continue for 60 days and call for another election.
- 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 or equal to the number of vacancies, the Election Committee shall declare qualified and eligible candidates having been elected unopposed. If the nominations are less than the number of vacancies, the Election Committee shall work with the TCA Executive Committee to invite select members for the remaining positions.



- G. Election Committee will be active till the newly elected board resumes their term and to resolve any election issues in coordination with Trustees and involved parties
- H. Shall strictly adhere to TCA Bylaws for elections. In case the bylaws do not provide comprehensive guidelines to any particular scenario, Texas Business Organization code, Chapter 22 for non-profit corporations shall be referred to as binding rules.
- I. TCA General Secretary shall send the membership roster to Trustees immediately after Election Commission is appointed and prior to calling for elections, and Trustees will communicate the membership roster to election commission

**Section -2: Election Irregularities/Disputes.** Written complaints of election irregularities, disputes along with supporting documentary evidence, which shall include names, places and appropriate signatures of the complainants, shall be filed with the Trustees within 24hrs after the election. The Trustees shall handle the complaints and shall rule on the said complaints within seven days after the complaint has been received. Only complaints from existing members of TCA who have been members for at least one year shall be considered. All decisions shall be in line with objectives of the TCA and in line with the BUSINESS ORGANIZATIONS CODE in Texas and governing rules of the state and the country in which the association is doing business. Trustees' decision is final. However, the affected party can contest the decision by calling for a general body meeting by securing signatures from not less than 10% of the members, including online signatures, who were eligible to vote at the time of elections. After the notice, the general body meeting shall be held within 30 days by Trustees and head the meeting to resolve the dispute. However, the affected party shall bare all the expenses related to conducting the general body meeting. The decision by the General Body with simple majority vote having a minimum 10% of active members will be FINAL.

**Section: 3 - Elections of Board of Directors:** Elections for the Executive Committee are held for either THREE or FOUR positions for 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 by the last day of the nomination and be life members of TCA for one full year preceding the election year and be nominated and seconded by 2 TCA life members who meet the same qualification.
- b.** All nominees who are currently in the executive capacity (e.g. President, Trustee, Advisor, Board Member, Director, Secretary, Treasurer, or Joint Treasurer, Regional President, Regional Vice President etc) in other non-profit or political organizations/outfits are not eligible to contest for TCA Trustee/Executive positions
- c.** All nominees must have proven track record of serving the community as volunteers or in other non-profit organizations in the past.
- d.** No TCA Executive 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.
- e.** No TCA member shall nominate or second more than one member.
- f.** No contestant shall nominate or second another TCA member for the Executive Committee
- g.** No person shall have conflict of interest with TCA activities/objectives

***Section - 4: Elections of Trustee:*** Elections are held for ONE Trustee, during the Sankranti celebrations along with Executive Committee elections, for a three-year term each year and for any vacant trustee position for the remainder of the term. The staggered elections are designed for limiting control and continuity reasons.

The trustees and Executive Committee shall meet after Sankranti celebrations to plan for the annual events and fundraising efforts.



## **Article -10: FINANCIAL RESPONSIBILITIES**

No part of the net earnings of the association shall be incurred to the benefits of, or be distributable to, its members, trustees, officers, or other private persons, 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. Executive Committee can request for this seed money for any specific event or multiple events.
- B. Trustees need general body approval for disbursing amounts exceeding \$4,000 in any given year
- C. The Executive Committee shall 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 shall be returned to the Trust fund by end of the term.
- E. President or Treasurer can write the checks for approved operational expenses but amounts over \$1,000 to \$5,000 shall require the signature of both President and/or Secretary along with Treasurer (Minimum 2 signatures mandatory). Every expense more than \$5K must have to be approved by 2/3rd majority of the EC.
- F. 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.
- G. The Executive Committee shall inform Trustees about any program with budgeted expenses of over \$20,000 prior to the event announcement. Any concerns raised by BOT or Executive Committee members with such programs shall be appropriately addressed before advancing to program execution.
- H. The Executive Committee shall take complete financial responsibility for all expenses and ensure that there are financial gains at the end of their term.
- I. The Executive Committee shall transfer the Life Membership fee to Trust account at the end of their term after deducting \$50 per member towards the yearly fee & benefits. If there are surplus funds remaining, the Executive Committee can choose to keep up to \$4000 (excluding rollover money) in the Executive Committee's operating account for the incoming board or choose to transfer the entire amount to the Trust Account.
- J. Trustees or Executive Committee cannot transfer any funds to other non-profit organizations without general body approval.

Handwritten initials of the President and Trustees, including 'AT', 'R', and 'MKK'.

- K. In case of any law suits against TCA related to any past or present matter, the TCA trust fund shall be used to defend TCA. When a member is found to be working against TCA objectives, the due process of membership termination shall be followed.
- L. If Trust fund drop below \$20,000 at any time, the money can be used only for "Scholarships".

### **Article - 11: Physical and Digital Content/Assets**

All real, personal, and intangible property, including all documents, emails, 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 subjected to immediate suspension followed by an inquiry by a committee appointed by the Governing Board (Trustees and Executive Committee). TCA Executive Committee shall protect and preserve all the above content.

Personal emails shall not be used to send TCA sensitive information like memberships, financial transactions and confidential information which is the property of TCA.

If any information or property of TCA withheld by outgoing EC or Trustees for more than 30 days after the expiry of their term is considered as stolen property of the organization. The Trustees shall inform the General Body and take necessary action to retrieve the property.

All individuals participating in any public event sponsored by TCA shall be obligated to provide a general release and indemnity to TCA, its executives, directors, trustees and members to the fullest extent permitted under law, except liabilities arising from personal conduct reasonably characterized as fraudulent, grossly negligent or criminal in nature.

All individuals participating in any public event sponsored by TCA shall be obligated to provide written consent that allows TCA permission to



photograph, video or audio tape etc. with all rights owned by TCA. (or at least TCA getting a royalty free license to use the photos, videos etc. for general publicity as long as there is no direct remuneration/ commercial use.

### **Article -12: GENERAL BODY**

Section -1: General Body consists of all the registered members of the organization. While the Executive Committee and the Trustees ensure the smooth running of the organization, General Body is the ultimate authority of the organization. The Executive Committee and the Trustees shall work within the frame of Bylaws approved by the General Body.

Section -2: A general body or special meeting of the members may be called by:

- a. The president;
- b. Majority members of the Executive Committee and/or Trustees;
- c. Members having not less than 10% percent of the signatures of active members can request the Executive Committee and/or Trustees for a general body meeting. The Executive Committee and/or Trustees shall call for general body meeting within 60 days by giving a 30-day notice. Any resolution shall be passed with not-less than three fourth majority of the attending members. However, the members that requested the meeting shall be responsible for the expenses involved in such meeting;

### **Article -13: Bylaw Amendments:**

- a. Constitution or Bylaws amendments shall be presented in writing to the Executive Committee and/or Trustees of TCA by at least 10% of the general membership in a Petition. Once such amendments are received, the Executive Committee or Trustees shall call for a general body meeting within 60 days by giving 30 days' notice. Signatories of the petition shall be responsible for the expenses involved in such meeting.



- b. Trustees shall constitute a Bylaws committee when required with the help of Executive Committee. Bylaws shall be amended and adopted by a two-thirds majority of the attendees in any gathering of General Body meeting where at least 10% of active members present, provided a notice of intent is sent 30 (Thirty) days in advance to all members of TCA. Signatures of all attendees shall be documented as proof and displayed on the website
- c. Approved/amended Bylaws shall not be amended for at least 3 years unless there is an extraordinary situation which necessitates an amendment. The due process of calling for general body meeting and documenting the necessary proofs shall be followed

#### **Article -14: DISSOLUTION CLAUSE**

Upon the dissolution of the association, the Executive Committee and Trustees 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:

By-laws Committee: Dr. Srirama Murthy Nanduri, Mr. Raj Pasala, Mr. Eswar Prasad Patil, Mrs. Nitha Chada, Mr. Sudesh Pillutla, Mr. Prasad Kalva, Mrs. Vanaja Konduri

Advisory Committee: Mr. Chitten Raju Vanguri, Mr. AVN Reddy, Mr. Mallikarjuna Rao Chalasani, Mr. Ramesh Cherivala, Mr. Bangar Reddy, Mr. Jagapathi Veerati, Mr. Kishore Dannapaneni, Mr. Rama Pakala

Initials of President and Trustees

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Telugu Cultural Association of Houston



The following TCA Members attended the General Body Meeting and approved the Bylaws unanimously.








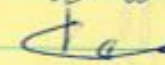



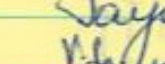
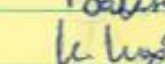
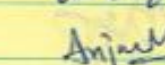

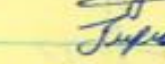

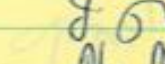
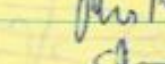
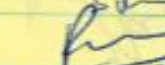
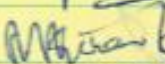
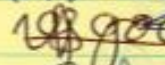
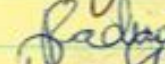
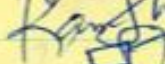



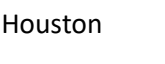
Bylaws Meeting 12/16/2018		
	Attendee's Name	Signature
1	RAMESH CHERIVIRALA	Ramch L M 431
2	Rama Pakala	Rama L M 101
3	Sudesh Pillutla	PL L M 109
4	Ravi Tamerisa	Ravi L M 141
5	Bangar Reddy Aaloori	Bangar L M 302
6	Janaki Peri	Janaki L M 168
7	Neshta Chade	Neshta L M 063
8	Anjaneyulu Koneru	Anjaneyulu L M 063
9	Kumari Koneru	Kumari L M 265
10	Laxmi Meda	Laxmi Meda L M 265
11	Jankirama Rao Meda	Jankirama Rao L M 229
12	Radhika Phani Vangava	Radhika L M 379
13	Harika Rachamadugu	Harika L M 329
14	Sushmachandray Kanuri	Sushma L M 250
15	Sushma Maddineni	Sushma L M 291
16	Patya Swathi Datla	Patya L M 397
17	Sherat Kumar Yampati	Sherat L M 287
18	Kama Akani	Kama L M 291
19	SRINIVAS MANTHERA	SRINIVAS L M 379
20	Rameshachand Rachamadugu	Rameshachand 2018-036
21	Vamsi Jnn	Vamsi L M 184
22	Padma Kothakonda	Padma L M 399
23	Geetha Kothampally	Geetha
24	Manasa Uththavar	Manasa L M 243
25	Smitha Uththavar	Smitha L M 433
26	Poornima Kadiri	Poornima L M 095
27	RAGHAVENDER NEDNUR	Raghavender Rao L M 295
28	NARESH ALLA	NARESH

Initials of President and Trustees

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28.	Ramasa Purvada		
29	RAMAY GRADU		LM 244
30	MURALI DHULIPALA		LM 188
31	ESWARA RAO KANTHI		LM 345
32	Krishna Bodi		LM 333
33	Chandra SIRIGIRI		LM 224
34	Ratna Prasad Gummadi		LM 283
35	Kishore Dammapaneni		LM 020
36	HEMANTH KOLLA		LM 331
37	Jagapathi Veerati		LM 148
38	Poorna Sremulapalli		LM 433
39	Rajasekhar Kommuri		LM 368
40	Jayashree Pasala		LM 105
41	Sarasija Vedala		2018-006
42	Krishna Kanduri		2018-006
43	ANJANEYULU CHALLAGUNDA		LM 361
44	Jaya Dayapati		LM 361
45	Judy Venkanna		LM 248
46	<del>Prasad</del> Jandu Panga		LM 248
47	Damodar Jammali		LM 221
48	ESWAR PRASAD		LM 213
49	Janardhan Sudda		2018-023
50	Ramu Upalakoti		LM 329
51	KIRAN MADDINENI		LM 250
52	Vinod Uthawar		LM 243
53	PADMASRI MUTYALA.		LM 089
54	Ramsudhakar Vedula		LM 372
55	VASU BABU KOLLA		LM 413

56	B. Lakshmi Prasanna.	LM 213
57	R. Sankar	
58	Raja Hethala	LM 089
59	Phaniraj Dabbara	LM 192
60	RAJYALAKSHMI KUNAM NENI	LM 192
61	Uday Devineni	LM 416
62	Anusha Mandara	LM 416
63	Rajesh Yerragunta	2018-017
64	Ravi KONGARA	LM 366
65	SRINIVAS BELLAMKONDA	2018-020
66	Bhanu Prasad Govindan	LM 365