

Article I

Name, Purpose and Principles

Section A. (Name)

The name of the organization is **California Telugu Samithi** hereinafter referred to as 'Organization'. The Organization shall have an office located at **115 Austin Dr, Folsom, California, 95630** and at such other places, the Executive Committee (EC) hereinafter referred to as EC shall designate as from time to time by resolution.

Section B. (Purpose)

The Organization is not formed for making any profit, or personal financial gain. The assets and income of the Organization shall not be distributable to, or benefit the EC members, directors, or officers or other individuals. The assets and income shall only be used to promote organizational purposes as described below. Nothing contained herein, however, shall be deemed to prohibit the payment of reasonable compensation to employees and independent contractors for services provided for the benefit of the organization.

This Organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax. The Organization shall not participate in any political campaign in any manner. The Organization shall not attempt to influence legislation. The Organization is organized exclusively for charitable, cultural and educational purposes.

Organization is an incorporated organization and will be operated exclusively for charitable, cultural, and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision or provisions of any subsequent United States revenue law, within the scope of the foregoing purposes, but not by way of limitation thereof.

Section C. (Principles)

The Organization shall always incorporate five principles in all of its operations. The principles are as follows

- 1) Preserve and Promote Telugu Culture (sanskriti)
- 2) Preserver and Promote Telugu Traditions (sampradAyam)
- 3) Promote Creativity (srujanAtmakatha)
- 4) Team Work (samishti krishi)
- 5) Community Service (sangha sEwa)

California Telugu Samithi

Article II

Objects

The Objects of this Organization shall be:

- 1) To promote, foster and preserve Telugu language, culture, traditions and Cultural Activities,
- 2) To create and promote understanding and cooperation between Telugu speaking people and others,
- 3) Promote training programs, workshops and seminars for achieving the goals/ objectives of the organization.
- 4) To provide financial aid to philanthropic, educational and cultural institutions, hospitals, and any other charitable activities.
- 5) The Organization shall have power to raise funds for the above purposes and the doing of any and all things necessary or incidental thereto, to do any other act or thing incidental to or connected with the foregoing purposes or in advancement thereof, but not for the pecuniary profit or financial gains of its members, EC members, or officers.

Article III

Membership

Section A.

Subject to the provisions of Section B. hereinafter, any person of legal majority who endorses Telugu culture and has good moral character and has good reputation in the community, may be granted membership in the Organization.

Section B.

Membership in the Organization shall be as follows:

ACTIVE: A member entitled to all rights and privileges and subject to all obligations which membership in Organization confers or implies, without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in this Organization and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in Organization activities and conduct reflecting a favorable image of this Organization in the community.

Membership Dues: Every ACTIVE member must pay a membership fee of \$12 (Twelve Dollars) for each Calendar Year. If a person is joining as member in the middle of the calendar year, that person must pay

California Telugu Samithi

\$1 (One Dollar) for each month remaining in that year including the current month. Membership dues are due January 1st of every year.

In addition, every new member and members being reinstated must pay a onetime application fee of \$10 (Ten Dollars).

Right to refuse: The Organization's current EC holds the right to refuse any new or reinstated membership. However, the reason must be notified to the person seeking membership, in writing.

Section C.

Rights: All active members have the following rights

- 1) Voting rights for electing officers
- 2) Receive from the Organization an annual report that would generally include the general state of the Organization.
- 3) Request to inspect the Organization's bylaws at the Organization's principal office in California. Such request is subject to EC's approval.
- 4) Request to inspect the Organization's membership records at the Organization's principal office in California. Such request is subject to EC's approval.
- 5) Request to inspect the Organization's accounting books, records, and minutes of meetings at the Organization's principal office in California. Such request is subject to EC's approval.

Section D.

A properly filled out membership form and membership fee must be in the hands of the secretary before the member may be officially inducted into the Organization or be reported to the Organization as an Organization member.

Section E.

Reinstatement of Membership: Any member dropped from membership in this Organization may be reinstated, within six (6) months from the date of termination of his/her membership by a majority vote of the EC. In the event more than six (6) months have elapsed between such termination and /her reinstatement application, it will be necessary for him/her to come into the Organization under the procedure set forth in Section D of this Article III.

Article IV

California Telugu Samithi

Fees and Dues

Section A.

Each new or reinstated member shall pay an application fee of \$10.00. This is in addition to membership fee defined in Article III, section B. Both These fees must be collected before such member is enrolled as a member of this Organization and before the secretary may report such member to the Organization.

Section B.

Each member of this Organization shall pay \$12.00 (Twelve Dollars) regular annual dues which dues shall include an amount to cover Organization's administrative expenses.

Section C.

The treasurer of this Organization shall maintain the payment records, and the Secretary shall maintain the membership records.

Article V

Resignations

Any member may resign from this Organization, and said resignation shall become effective upon acceptance thereof by the EC. The EC may withhold acceptance, however, until all dues has been paid, all Organization funds and property have been returned, and all rights to the use of the name, the emblem and other insignia of this Organization have been surrendered.

Article VI

Forfeiture of Membership

Section A.

The Treasurer shall submit to the EC the name of any member who fails to pay any dues due to the Organization within EC days after receipt from the secretary of written notice thereof. The EC shall thereafter decide whether the member shall be dropped from or retained on the roster.

Section B.

Any member may be expelled from the Organization for cause by a two-thirds vote of the entire EC.

Article VII

California Telugu Samithi

Officers

Section A.

The officers of this Organization shall be a President, Immediate Past President, Vice-President, Secretary, Treasurer, and all EC Members.

Section B.

No person shall be eligible to hold office in this Organization unless he/she is an active member in good standing.

Section C.

No officer shall receive any compensation for any service rendered to this Organization in his/her official capacity.

Section D.

DUTIES

- 1) **PRESIDENT:** He / She shall be the Chief Executive Officer of this Organization, preside at all meetings of the EC of this Organization; issue the call for regular and special meetings, of the EC and the Organization; appoint the Standing and Special Committees of this Organization and cooperate with committee leads thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and cooperate with, and work for the expansion of the Organization and earn better reputation for the Organization.
- 2) **VICE-PRESIDENT:** If the President is unable to perform the duties of his/her office for any reason, the Vice-President next in rank shall occupy his/her position and perform his/her duties with the same authority as the President. Vice-President shall, under the direction of the President, oversee the functioning of such committees of this Organization as the President shall designate.
- 3) **SECRETARY:** He / She shall be under the supervision and direction of the President and the EC. In fulfillment of this, he/she shall:
 - a. Schedule, Call for, run, and take notes of all legally required meetings and meetings deemed as necessary by the President.
 - b. Submit semi-Annual Organization reports of the financial and membership condition of this Organization;
 - c. Cooperate with all active members of the Organization;
 - d. Have custody and keep and maintain general records of this Organization, including records of minutes of Organization and EC meetings; attendance; committee appointments; elections; classifications (if any), addresses and telephone numbers of members, member's Organization accounts, and Organization receipts and disbursements.

California Telugu Samithi

- e. Issue statements to each member for dues and other financial obligations owed to this Organization, collect and turn the same over to the Organization treasurer and obtain a receipt there for.
 - f. Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the EC.
- 4) TREASURER: He / She shall be under the supervision and direction of the President and the EC. In fulfillment of this, he/she shall:
- a. Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended and approved by the EC.
 - b. Pay out monies in payment of Organization obligations only on authority given by the EC. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the EC.
 - c. Prepare and submit quarterly financial reports to the EC of the Organization
 - d. Give bond for the faithful discharge of his office in such sum and with such surety as determined by the EC.
- 5) IMMEDIATE PAST PRESIDENT: He / She shall become an ex-officio member of the current Executive Committee. He / She and the other Past Presidents shall officially greet members and their guests at Organization meetings and shall become an ambassador of the Organization in welcoming all new service-minded people in the community served by this Organization.

Article VIII

Executive Committee (EC)

Section A.

The members of the EC shall be the President, Immediate Past President, the Vice-President, Secretary, Treasurer, and five (5) elected Directors.

Section B.

Regular meetings of the EC shall be held monthly at such time and place as the EC shall determine.

Section C.

Special meetings of the EC shall be held when called by the President, or when requested by five (5) or more members of the EC, at such time and place as the President shall determine.

Section D.

Provided the act of a majority of the EC Members present at any meeting of the EC shall be the act and decision of the entire EC.

California Telugu Samithi

Section E.

REMOVAL: Any officer of this Organization may be removed from office for good cause by two-thirds (2/3) vote of the EC.

Section F.

Duties and Powers: In addition to those duties and powers, express and implied, set forth elsewhere in this Constitution and By-Laws, the EC shall have the following duties and powers:

- 1) It shall constitute the Executive Committee of this Organization and be responsible for the execution, through the Organization officers, of the policies approved by the Organization. All new business and policy of this Organization shall be considered and shaped, first, by the EC for presentation to and approval by the Organization members at a regular or special Organization meeting.
- 2) It shall authorize all expenditures and shall not create any liabilities beyond the current income of this Organization, nor authorize disbursement of Organization funds for purposes inconsistent with the business and policy authorized by the Organization membership.
- 3) It shall have power to modify, override or rescind the action of any officer of this Organization.
- 4) It shall have the books, accounts and operations of this Organization audited annually or, in its discretion, more frequently and may require an accounting, or have an audit made, of the handling of any Organization funds by any officer, committee or member of this Organization. Any member of this Organization in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
- 5) It shall appoint, on recommendation of the Finance Committee, a bank or banks for the deposit of the funds of this Organization.
- 6) It shall appoint the surety for the bonding of any officer of this Organization
- 7) It shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this Organization by which funds are raised from the public.
- 8) It shall submit all matters of new business and policy to the respective Standing or Special Organization committee for study and recommendation to the EC.

Article IX

Elections

The current executive committee will identify an Election Committee that consists of the Advisory Board members (all the past presidents except those not seeking office) at least five (5) weeks before the General Body meeting. There will be at least three (3) members in Election Committee.

California Telugu Samithi

The Election Committee, based on the list from the current secretary, shall inform, at least three (3) weeks prior to the annual meeting, a slate of qualified candidates for Executive Committee.

Following the report of the Election Committee at the meeting, any member of the organization may nominate other candidates to the Executive Committee, provided the nominees are qualified and agree to serve if elected. At the conclusion of nominations, the General Body shall vote for each position by secret ballot.

Election of Members of the Executive Committee

- 1) Eligibility to vote and run for office is limited to members in good standing for a period of at least twelve months prior to the date of the election.
- 2) The terms of office for all members of the Executive Committee shall be for one year. The year is defined as calendar year starting January 1st and ending December 31st.
- 3) Out of the ten member Executive Committee four members will be directly elected as Officers.
- 4) Candidates contesting for the Officers should have served as a member (office bearer) of the Executive Committee for at least one year. No member of the Executive Committee may be elected for more than two consecutive terms for the same office.
- 5) At least three weeks before the annual General Body meeting, the Secretary shall send a copy of the notice of election to all members. Secretary also should send the list of members eligible to contest for Executive Committee.
- 6) There shall be one vote for each member for all voting purposes.
- 7) There shall be no proxy voting.
- 8) At least one month before the annual General Body meeting, The Advisory Board, in conjunction with the Executive Committee shall appoint an Election Committee consisting of three members who do not seek elective office in the Organization for the upcoming year.
- 9) The Election Committee shall determine whether the nominees meet the qualifications stated above and ascertain their willingness to stand for office. The Election Committee shall be responsible for the proper conduct of elections.
- 10) At the annual General Body meeting, a Chief Election Officer appointed by the Election Committee will conduct open elections by secret ballot. The Chief Election Officer may appoint tellers and solicit such other help as may be necessary for conducting the elections properly.
- 11) The election rules for that year will be defined in the same meeting of EC and Advisory Board after the appointment of the election committee.
- 12) The results of the election shall be announced immediately after the election. In the event of a tie vote for any office, a re-election for that particular office shall be conducted immediately after the votes are counted and the results are announced.

Article X

California Telugu Samithi

Vacancies

Section A.

If the office of President shall become vacant for any reason, the Vice-President shall advance in office. In the event such provision for advancement shall fail fill the office of President, the EC shall thereon call a special election, giving each member in good standing prior two (2) week notice of the time and place shall be determined by said Board, and such office shall be filled at said election meeting.

Section B.

In the event of any officer-elect, before his/her term of office commences, is unable or refuses for any reason to serve therein, the President may call a special nomination and election meeting to elect a replacement for such officer-elect.

Two (2) weeks prior notice of such meeting, setting forth the purpose, time and place thereof, shall be given to each member, by mail or personal delivery. The election shall be held immediately after nominations have been closed and a plurality vote shall be necessary for election.

Article XI

Meetings

Section A.

Regular meetings of this Organization shall be held, no less than once in each month, at a time and place recommended by the EC, and approved by the Organization. All meetings shall begin and end, promptly, at the regular set times. Except as otherwise specifically provided in this Constitution and By-Laws, notice of regular meetings shall be given in such manner as the EC deems appropriate.

Section B.

Special meetings of this Organization may be called by the President, in his/her discretion, and shall be called by the President when requested by the EC, at a time and place determined by the person or body requesting the same. Notice of special meetings setting forth the purpose, time and place thereof shall be given to each member of this Organization, by mail or personal delivery, at least ten days prior to the date thereof.

Section C.

An Annual Meeting of this Organization shall be held in December of each year at a time and place determined by the EC at which meeting the final reports of the retiring officers shall be read and newly elected officers shall be installed.

California Telugu Samithi

Section D.

In person presence of majority of the members in good standing shall be necessary for a quorum at any meeting of this, Organization.

Section E.

Any member who fails to pay any dues due this Organization within 30 days after receipt from the secretary of written notice thereof shall thereon forfeit his/her good standing and shall so remain until such dues are paid in full. Only members in good standing may exercise the voting privilege and hold office in this Organization.

Section F.

Except as otherwise specifically provided, the act of a majority of the members present at any meeting shall be the act and decision of the entire Organization.

Article XII

Mailing List

A mailing list of this Organization will be maintained by the President, Secretary, and Vice-President.

Article XIII

Parliamentary Practices

Except as otherwise specifically provided in this Constitution and By-Laws, all questions of Order or Procedure with respect to any meeting or action of this Organization, its EC or any committee appointed hereunder shall be determined in accordance with Robert's Rules of Order Newly Revised, as revised from time to time.

Article XIV

Amendments

Section A.

This Constitution may be amended at any regular or special meeting of this Organization, at which a quorum is present, by the affirmative vote of two-thirds (2/3) of the members present in person and voting, provided the EC has previously considered the merits of the amendments.

California Telugu Samithi

Section B.

No amendment shall be put to vote, unless written notice then of, stating the proposed amendment, shall have been mailed or delivered personally to each member of this Organization at least two weeks prior to the meeting at which the vote on the proposed amendment is to be taken.

BY-LAWS

Number 01.

This Organization shall not endorse or recommend any candidate for public office, nor shall partisan politics or sectarian religion be debated by members in meeting of this Organization.

Number 02.

Except to further the Organization progress, no officer or member of this Organization shall use his membership as a means of furthering any personal, politics or other aspiration, nor shall the Organization, as a whole, take part in any movement not in keeping with its purposes and objects.

Number 03.

No funds shall be solicited from members of the Organization during meetings by any individual or individuals who are not members of the Organization. Any suggestion or proposition made at any meeting of this Organization calling for the expenditure of money for other than the regular obligations shall be referred to the Executive Committee.

Number 04.

The following Standing Committees may be appointed by the President.

- Cultural
- Finance
- Marketing
- Volunteers/Membership
- Program
- Public Relations
- Hospitality
- Food
- Education
- Media
- Literature
- Charity / Community Service

California Telugu Samithi

Number 05.

Special Committees: From time to time, the President may appoint, "with the approval of the EC, such Special Committees as may be necessary in his/her judgment or the judgment of the EC

Number 06.

The President shall be an ex-officio member of all committees.

Number 07.

All committees shall consist of a Lead, and subject to Section B above, as many members as shall be considered necessary by the President.

Number 08.

Each committee, through its Lead, shall report, either verbally or in writing, each month to the EC.

Number 09.

All problems pertaining to either administrative or activity matters shall be referred to the corresponding committee for study and recommendation to the EC.

Number 10.

These By-Laws may be altered, amended or repealed at any regular or special meeting of this Organization at which a quorum is present, by the vote of a majority of the members present in person and voting.

Any By-Laws except By-Laws Number 1 and 2 may be suspended at any meeting of the Organization at which a quorum is present by the unanimous vote of all members present.