

TELUGU ASSOCIATION OF GREATER CHICAGO

CONSTITUTION

(Approved by the General Body on 12/11/93 to become effective from 12/11/93)

Article I. Name

The name and title of this organization shall be Telugu Association of Greater Chicago, herein after called TAGC. It shall be a not-for-profit organization registered under the laws of the State of Illinois and shall exist in perpetuity.

Article II. Objectives & Purposes

Section 1: The objectives and purposes of TAGC shall be to preserve, maintain and perpetuate the heritage of the people of Telugu origin, to assist and promote literary, cultural, educational, religious, social, economic, and community affairs of the Telugu speaking people; to collaborate, cooperate and assist in the organization of periodic Telugu literary, educational and cultural conferences; to foster friendship and understanding between the Telugus and others; and to support humanitarian causes.

Section 2: The TAGC shall have all the powers of the corporation organized not for pecuniary profit, as are now or shall hereafter be conferred by the statutes of the State of Illinois.

Article III. Membership

Section 1: Any person who abides by the objectives and purposes as defined in Article II shall be eligible for membership in TAGC. The categories of membership and qualifications for each category of membership shall be as defined in the Bylaws.

Section 2: The last day to renew the membership shall be February 14th.

Section 3: Revocation of Membership: Demonstrated activity against the objectives and purposes of TAGC as defined in Article II shall constitute grounds for revocation of membership.

Article IV. General Body

Section 1: The General Body shall be composed of all the voting members and shall determine the basic philosophy and set all policies of TAGC.

Section 2: The General Body shall have the right to amend the Constitution and the Bylaws; to elect and recall members of the Board of Directors, and to elect delegates to represent TAGC in affiliated organizations.

Article V: Board of Directors

Section 1: "The Board of Directors", hereafter referred as "The Board", shall consist of twenty-one (21) directors elected by the General Body. The term of each Director shall be three (3) calendar years. To facilitate the forming of the Board for calendar year 1994, seven (7) Directors shall be elected for three (3) years term, seven Directors for two (2) years term and seven Directors shall be elected for one (1) year term from the eligible members of TAGC in December 1993. There after every year seven (7) new Directors shall be elected for a three (3) year term in place of the seven (7) Directors retiring annually.

Section 2: The Board shall meet at least three (3) times annually, once in October between Oct. 1 and Oct. 15th, to finalize the vacancies for the next year and call for nominations; and once in December between Dec. 1 and Dec. 15th to elect the Executive Committee for the ensuing calendar year, the third meeting to be held at any time during the year at the Board's discretion. The newly elected Board members shall exercise the voting rights while the retiring Directors will participate in the meeting as non voting observers only. The meetings shall be chaired by the current President and the proceedings shall be recorded by the current Secretary even when they may be retiring as Directors and participating in the meeting without voting rights.

Section 3: The Board shall also meet to resolve any Constitutional matters at any time during the year as necessary. Such meetings shall be called by the President or his successor in the order of Roberts rule. The Board shall call General Body meeting at least once a year, between Dec. 1 and Dec. 31 to announce the results of the election of the Board and The Executive Committee for the ensuing year. It shall also the annual business meeting of TAGC.

Section 4: The Board shall have control of all the properties and funds belonging to TAGC. The power and authority to expend the funds of TAGC will be delegated to the Executive Committee on an yearly basis as specified in the bylaws.

Section 5: Since the Constitutional changes are taking place during late 1993, the Board as brought into being shall act at the earliest to complete all the formalities and elect The Executive Committee by December 31, 1993 to take charge from January 1, 1994. This ad hoc schedule of procedures applies for the unique situation of 1993 only and then onwards the meetings and business shall confirm to the provisions of the Constitution.

Article VI: The Executive Committee

Section 1: The Executive Committee consists of six (6) elected officers; President, President Elect, Secretary, Treasurer, Joint Secretary,

Joint Treasurer, five (5) members at large including the immediate past President and two (2) nonvoting Youth Representatives, preferably one (1) boy and one (1) girl nominated by the Executive Committee. The President Elect shall be the President for the ensuing year. The other Officers and members at large of The Executive Committee shall be elected from among the Board of Directors by December 15th of each year to take charge of the day-to-day operations of TAGC from the ensuing January 1st. The term of the executive Committee shall be one calendar year. No individual can serve in the same capacity for more than two consecutive terms.

Section 2: The President: The President shall be the principal executive officer of TAGC and shall preside all the meetings of the Board and the Executive Committee. The President may appoint ad hoc committees as and when necessary with the approval of the Board.

Section 3: The President Elect: The President Elect shall assist the President in all matters and shall assume the duties of the President in his/her absence. The President Elect shall also serve as the Chairperson of TAGC development foundation.

Section 4: Secretary: The Secretary shall be the custodian of the Seal of TAGC and all records and papers belonging to TAGC exempt those that properly belong to the Treasurer; keep minutes of all meetings; maintain a correct list of all members with the help of the Treasurer; and give proper notice of all General Body Meetings to the members of the General Body.

Section 5: Treasurer: The Treasurer shall receive all monies for TAGC and shall be official book keeper of all TAGC finances. He/she shall submit the accounts to such examinations as the Board may direct. The Treasurer shall prepare the Tax returns and submit to the succeeding Treasurer by February 15th. The succeeding Treasurer shall file the Tax returns with the Internal Revenue Service.

Section 6: Joint Secretary: The Joint Secretary shall assist the Secretary and assume the duties of the Secretary in his/her absence.

Section 7: Joint Treasurer: The Joint Treasurer shall assist the Treasurer and assume the duties of the Treasurer in his/her absence.

Article VII: Meetings

Section 1: Annual Meeting: There shall be an Annual General Body meeting of TAGC held in December of every calendar year. At this meeting, election results will be announced. It shall also be the annual business meeting of TAGC.

Section 2: Special Meetings: Special meetings of the General Body may be called by the Board or upon the written request to the President by at least twenty percent of the total voting members. Special meetings shall be held at such time and place as the Board may determine but within forty five days of such request.

Section 3: Notification & Quorum: Members shall be notified of the time, place and the agenda of all General Body meetings by mail not less than two weeks and not more than sixty days before the date of such meetings. One third or one hundred of the total voting members, whichever is higher, present in person shall constitute the quorum at the General Body meeting. No proxies shall be permitted.

Article VIII: Seal

The TAGC shall have a common Seal with power to break, change or renew the same when necessary.

Article IX: Amendments

These Articles of Constitution may be amended at any General Body meeting. The proposed amendments shall be notified by mail to the voting membership at least two weeks before the date of the General Body meeting. There shall be at least one third or one hundred of the total voting members, whichever is higher, present in person to constitute a quorum to amend the constitution. Approval of the proposed amendments shall require a two-third affirmative vote of the members present. No proxies shall be permitted.

Article X: Dissolution

In the event of dissolution of TAGC, TAGC shall, after paying or providing for payment of all liabilities under Sec. 501 c (3), transfer the funds and assets to another not-for-profit organization as approved by the General Body.

TELUGU ASSOCIATION OF GREATER CHICAGO

BYLAWS

(Approved by the General Body on 12/11/93 to become effective from 12/11/93)

Article I: Name

The name of the organization shall be the **Telugu association of Greater Chicago.**

Article II: Objectives & Purposes

The objectives and purposes of TAGC shall be as stated in Article II of the Constitution.

Article III: Membership

Section 1: Any person who subscribe to the objectives and purposes of TAGC is eligible for membership. TAGC shall have Life Members,

Annual Members and Honorary Members. The Annual Membership may consist of a) Single b) Family c) Associate and d) Youth members. Applicants for the voting membership shall be at least eighteen years of age; person of Telugu origin; resides in the six county area of Greater Chicago, (Cook, Lake, McHenry, Will, DuPage, Kane, and Lake county of Indiana State); submit an application on a prescribed form along with appropriate amount of dues and be approved by the Board of TAGC. In addition, persons who live outside the above area but are already voting members shall continue to be the voting members if they renew their membership, without break.

Section 2: Life Members: All eligible persons defined in Sec. 1 are entitled to life membership by payment of \$500 in one lumpsum payment or payment of \$300 in two consecutive years.

Section 3: Single Member: Single membership shall be open to any person who fulfills the requirements as defined in Section 1 of this Article. Single members are eligible for the appropriate individual privileges in all the sponsored activities of TAGC.

Section 4: Family Members: Family is defined as Husband, Wife, Dependent children and Dependent parents.

Section 5: Honorary Member: Any person who served the Telugu community with honor and distinction may be elected as Honorary Member upon the unanimous vote of the Board or by a two-thirds vote of the members present and voting at any General Body meeting of TAGC. A roster of all Honorary Members shall be maintained.

Section 6: Associate Members: All others who do not qualify under Section 1 of this Article and do not fall in any other categories are eligible for the Associate membership.

Section 7: Youth Members: Telugu youth between the ages of 13 and 17 are eligible for youth membership. The Executive Committee shall nominate two of the youth to the Executive Committee as non-voting members.

Section 8: Dues: The annual dues shall be determined by the Board. However, increase of the dues by more than fifty percent of the previous year shall require the approval of the General Body. There shall be no part year dues and the dues are not refundable except when the application for membership is rejected.

Section 9: Voting Privileges: Eligible voting member who are in good standing at least sixty days prior to the voting shall have the voting privileges on all matters presented to the General Body except as provided in Article VII, Section 3, below. Single members shall have one vote and family members shall have two votes, one for each spouse.

Section 10: Suspension, Revocation & Reinstatement: Any member of TAGC may be suspended or membership revoked for cause, such as demonstrated activity against the objectives and purposes of TAGC, by an unanimous vote of the Board. The Secretary shall send to the said members a written notice of pending charges prior to suspension or revocation, and the members shall be entitled to respond within thirty days of the date of notice. Any member so suspended or expelled from membership may appeal this action by submitting a petition to the General Body through the President. The action of the Board may be overruled by a vote of two-thirds of the voting members present and voting at a General Body meeting.

Section 11: The Board shall not enroll TAGC members as members of any other profit or nonprofit organization.

Section 12: TAGC may take only organizational membership in any local or national nonprofit organization by a majority vote in the Board, when such membership is deemed beneficial to TAGC to further its stated goals and objectives.

Article IV: Activities:

Section 1: TAGC shall organize its year-round activities to best fulfill the objectives and purposes of the organization.

Section 2: TAGC shall organize and celebrate at least three important Telugu festivals such as Sankranti, Ugadi and Deepavali. These functions shall be arranged to emphasize the cultural significance and especially to provide opportunities for an educational experience for children.

Section 3: TAGC shall publish a literary magazine called *Telugu Velugu* at least four times a year. All other activities shall be notified to the membership through a newsletter.

Section 4: TAGC shall establish and operate a Telugu Library. The Board shall appoint a committee for this special purpose.

Section 5: TAGC shall have an organization of the Youth to encourage, promote and coordinate all youth activities. The youth shall elect their own Governing Committee. The Youth Representative shall be a nonvoting member of the Executive Committee of TAGC. TAGC shall sponsor an annual youth picnic, summer camp and other educational activities as needed and requested by the youth Governing Committee.

Section 6: TAGC shall encourage and sponsor the conduct of Telugu Schools as specified in the Bylaws for Schools.

Section 7: TAGC shall encourage and sponsor the activities of the Telugu Development Foundation of TAGC as defined in the Bylaws of the Foundation.

Section 8: TAGC shall publish an annual directory of the membership.

Section 9: TAGC shall have Cultural Center Building Foundation (TCCBF) for the purpose of establishing a community center.

Article V: Meetings

Section 1: All General Body, Board and Executive Committee meetings shall be conducted according to the provisions of the TAGC Constitution and Bylaws and the parliamentary procedures to be followed under the latest edition of the Robert Rules of Order.

Section 2: The Executive Committee shall meet at least once in each quarter. The Board shall meet at least three times each year as noted earlier.

Article VI: Budget, Finances and Auditing

Section 1: TAGC shall prepare the annual budget and publish in the *Telugu Velugu*, during the first quarter.

Section 2: The Treasurer shall open a Savings and Checking account for TAGC at any Federally insured financial institution. Checks for the disbursement of the budgeted funds up to \$1000.00 shall require only one signature. Checks for amounts exceeding \$1000.00 require two signatures of either Treasurer, President or President's designate.

Section 3: Expenditures exceeding \$1000.00 for any single budgeted item must be approved by the Board, except for those disbursed by the TAGC Development Foundation or TCCBF. Any unbudgeted expenditure exceeding \$1000.00 shall be approved by the Board.

Section 4: There shall be periodic and annual reporting of the TAGC accounts to the General Body. There shall be annual audit of TAGC accounts.

Article VII: Election and Recall of the TAGC Board and TAGC Delegate Representation to Member Associations.

Section 1: Election to the Board: To be eligible for nomination to the Board, one must have been a member of TAGC in good standing for twelve months prior to the nomination. He/she shall be either a life member or pay three (3) year membership dues at the time of nomination.

Section 2: The President shall serve as the Election Officer. He/she shall solicit nominations by mail, by notifying them of the closing date for nominations, which shall be at least 15 days in advance. The proposers and seconders for all nominations must be voting members as of May 1st of that year. Nominations must be filed with the President of TAGC on the prescribed forms duly filled and signed by the nominee, proposers and the seconder along with applicable fee.

Section 3: In the event of a contest, the Election Officer shall conduct the election by mail ballot. Voting members in good standing as of May 1st of the current year shall be eligible to vote on the election of the TAGC Board. The last day for election ballots to be returned to the Election Officer shall be at least seven days before the annual General Body meeting.

Section 4: The Election Officer shall establish such rules and regulations for the conduct of the election and execution of ballots as are necessary and reasonable. Validation and counting of the ballots shall take place in the presence of representatives for all candidates, if it is so requested.

Section 5: Recall: A petition by at least 20 percent of the voting membership for the recall of any member of the Board, followed by an unanimous vote by Board, except for those recalled of the Board or two-thirds affirmative vote of the voting members present and voting at the General Body meeting, after satisfying quorum according to Article VII, Section 3 of the Constitution, shall be required for the recall of the members of the Board.

Section 6: Vacancies arising on the Board upto three (3) Directors shall be filled at the ensuing annual election by calling nominations for the appropriate number and term in addition to the seven Directors retiring. In the event more than three (3) vacancies arise on the Board at any given time, special General Body meeting shall be called to fill the vacancies for the remainder of the terms. Vacancies arising on the Executive Committee shall be filled by the Board by applying Robert's rule of succession.

Article VIII: Committees

The President of TAGC with a consent of the Board may appoint ad hoc committees as and when they are deemed necessary. The size and membership of these committees may vary according to the needs of the association.

Article IX: TAGC Development Foundation

Section 1: The perpetual Foundation named as "TAGC Development Foundation" will herein after referred to as "TAGCDF".

Section 2: Objectives of TAGCDF:

- a) To promote activities that improve quality of life of Telugu speaking people in areas of education, culture, literature, health, agriculture and technology.
- b) To motivate people to participate in the above projects.
- c) To actively encourage Telugu speaking people returning to India in participating in development projects.
- d) To help Telugu speaking people in distress and assist newly arrived Telugus to settle in Greater Chicago area
- e) To help Telugu speaking people in case of natural calamities.

Section 3: The Executive Committee of TAGCDF:

- a) The Board of TAGC shall nominate six (6) people from the members of TAGC to form the Executive Committee to carry on programs of TAGCDF.

- b) The Executive Committee TAGCDF shall consist of a Chairman, Treasurer, four members and an Executive Director.
- c) Term of office of the Executive Committee shall be two (2) years, except for the Chairman, which shall be one (1) year. The Executive Committee members may be renominated.

Section 4: Duties of the Executive Committee:

- a) **Chairman:** The President Elect of TAGC will be the Chairman of TAGCDF. He/she shall preside over the meeting of TAGCDF.
- b) **Executive Director:** He/she shall be the Executive Officer of the Foundation. He/she is responsible for the day to day operations; coordinates the activities of the Executive Committee; maintains the records; calls for the meetings; publishes the minutes and acts as a Public Relation liaison. The Executive Director's residence shall be the registered office of TAGCDF.
- c) **Treasurer:** Treasurer maintains the accounts, periodically prepares the financial statements and submits them to the Executive Committee of TAGCDF.
- d) **Members:** The members shall assist the Executive Director in conducting the activities of TAGCDF.

Section 5: Operations of TAGCDF:

Projects undertaken could be anyone of the following categories. All projects shall be reviewed by the Executive Committee before approval.

1. Specific Projects:

A specific project is undertaken with a specific proposal by an individual or a group of people. A certain percentage or portion, as determined by the Executive Committee, of the money received for an specific project shall be allotted to the General Fund of TAGCDF.

2. General Projects:

Any project initiated or approved by the Executive Committee of TAGCDF and Board of TAGC for common purpose is considered a General Project.

Section 6: Guidelines:

- a) There shall be a proposal for each project.
- b) There shall be no conflict of interest or personal benefit to any office of TAGC or TAGCDF.
- c) The project should meet the criteria of IRS. Any project undertaken or funds dispersed through should be channeled through an organization which meets the IRS standards, as determined by the Executive Committee.
- d) Each project should be monitored and its progress recorded periodically.
- e) Any assistance to individual Telugu speaking people, in case of emergencies shall have the approval of the Executive Committee and the Board of TAGC.

Section 7: Auditing: The accounts of TAGCDF shall be audited annually on a calendar year basis, and shall be reported to TAGC Board.

Section 8: Dissolution: In the event of dissolution of TAGCDF, the residual funds of the Foundation shall, after paying all the liabilities, be assigned to TAGC.

Article X: Telugu Schools of TAGC

Section 1: TAGC may organize one or more Telugu Schools to provide an educational program for children and interested others.

Section 2: Objectives:

- 1) To offer an instructional program in Telugu for children of TAGC family members and all other interested persons in the Greater Chicago area.
- 2) To encourage and promote the learning of Telugu language among the children of the Telugu speaking community.
- 3) To promote an understanding of the History, Culture and Heritage of Telugu people and to develop a sense of pride in their own identity among the children of the Telugu speaking community.

Section 3: The Executive Committee: Each Telugu School of TAGC shall have a separate Executive Committee of three (3) people; A Director of the School; A Secretary-Treasurer and a Member. The Director shall have overall responsibility in the management, the establishment of governing policies, and the day to day operation of the school. He/she shall be responsible for the preparation of the curriculum in consultation with the School Executive Committee, interested parents and others. The Secretary-Treasurer shall be responsible for the maintenance of records for the School; collection of funds for the operation of the School, opening and maintaining a bank account for their "Telugu School". He/she shall make periodic reports to Executive Committee of the School and the Board of TAGC. He/she shall submit the School accounts to the TAGC Treasurer for annual audit. The Member shall assist the Director of the School in all activities related to the School. The Director of each Telugu School shall invited by the Board of TAGC whenever School related matters appear on their agenda or being proposed for discussion at their meetings.

Section 4: Funds and Finances:

Each Telugu School of TAGC shall be self-supporting. The Executive Committee of each Telugu School shall have the power to collect funds or charge an appropriate amount of fees from parents of children or others attending the School to cover the School expenses.

Section 5: Dissolutions:

In the event of dissolution of any Telugu School of TAGC, the residual funds of the School shall be transferred to TAGC, after paying all the liabilities.

Article XI. Bylaws of the Telugu Cultural Center Building Foundation of TAGC

(Approved by the General Body on July 17, 1982 to be effective immediately)

Section 1: The perpetual foundation named as the telugu Cultural Center Building Foundation of TAGC will hereafter be referred to as TCCBF of TAGC (founded in 1982).

Section 2: Objectives of TCCBF of TAGC

- a) To establish and maintain a community center.
- b) To promote charitable activities to serve Telugu people of Greater Chicago in particular, and Chicago metropolitan community in general.
- c) To promote activities that improve the quality of life of telugu speaking people in education, culture, literature, health and technology.
- d) To help settle the newly arrived Telugu people to the Greater Chicago area.

Section 3: Membership: Memberships will be open to all incorporators or pledged contributors of a thousand dollars (\$1000.00) or more to the TCCBF of TAGC.

Section 4: Officers and Working Committee:

- a) The officers of the TCCBF of TAGC shall consist of an Executive Director, Secretary and a Treasurer. The Working Committee shall consist of three officers, the President of TAGC, and five additional members elected at large from the eligible membership defined in Section 3 above and defined in Section 5 below.
- b) The number of votes of each eligible member shall be as follows: A donation of \$1000.00 or more but less than \$2000.00 shall entitle one vote for the donor. A donation of \$2000.00 or more but less than \$3000.00 shall carry two votes, and so on, in multiple of \$1000.00 each for every additional vote. A \$5000.00 donor shall carry five votes and \$10,000.00 donor shall carry ten votes, and so on.
- c) The first election of Officers and members of the Working Committee for the TCCBF of TAGC shall be in December 1982, to begin their term of January 1, 1983, and every two years thereafter.

Section 6: Duties of the Officers and the Working Committee:

- a) Executive Director shall be the Executive Officer of the TCCBF of TAGC. He/she shall lay down the day-to-day operational policy and procedures for the use and maintenance of the Center, coordinates the activities of the Working Committee and presides over the meetings of the TCCBF of TAGC.
- b) Secretary shall maintain all records of TCCBF of TAGC except those assigned to the Treasurer; and assume the duties of the executive Director in his/her absence.
- c) Treasurer maintains accounts, prepare and submit periodically the financial statements of TCCBF to its working committee and annual balance sheet to the TAGC for filing the tax returns.
- d) Working Committee Members shall provide general assistance to the officers and shall be responsible for all activities for TCCBF of TAGC.

Section 7: Auditing:

The accounts of the TCCBF shall be audited annually on a calendar year basis along with TAGC accounts and shall be reported periodically to the TCCBF and TAGC.

Section 8: Dissolution:

In the event of the dissolution of any TCCBF of TAGC, the residual funds of the Cultural Center shall be transferred to TAGC, after paying all the liabilities.

Section 9: Amendments:

Amendments to these Bylaws be proposed by any member of the TCCBF working Committee or by a written petition of ten percent of the voting membership of the TCCBF. The proposed amendments may be reviewed by the Working Committee for their recommendations and shall be submitted for final action at the next general body meeting of the membership. A simple majority vote of the members present and voting shall suffice to amend the Bylaws.

Article XII. Amendments:

Amendments to these Bylaws may be proposed by the Board of TAGC or any voting member of the Association. The proposed amendments shall be notified by mail to the voting membership at least two weeks before the General Body meeting. Proposed amendments may be referred to an ad hoc Constitution and Bylaws Committee. Final action may be taken at any General Body meeting of the Association by a majority vote of the members present and voting to approve the amendments.