

TAMIL SANGAM OF CAROLINA, INC.

[A Registered Non-Profit Cultural Organization]

By-Laws

ARTICLE 1 – NAME

- 1.1 The name of this organization shall be Tamil Sangam of Carolina, Inc. (hereinafter called Tamil Sangam)

ARTICLE 2 – OBJECTIVES

- 2.1 To cultivate, promote and foster the exchange of ideas and understanding between the peoples of Tamil and other cultures.
- 2.2 To cultivate, promote, foster and develop the advancement of knowledge in Tamil language and literature.
- 2.3 To promote fellowship and to provide, organize and participate in cultural and social functions.
- 2.4 To work closely with other Tamil Sangams to further the common interests.
- 2.5 The Tamil Sangam shall be a non-profit organization.

ARTICLE 3 – OFFICE

- 3.1 The location of the office shall be decided by the Board of Directors.

ARTICLE 4 – MEMBERSHIP

- 4.1 The membership of the Tamil Sangam shall be open to all nationals.
- 4.2 The Board of Directors may disapprove the membership of any individual whose objectives and activities are opposed to or not in harmony with the purpose of the Tamil Sangam.
- 4.3 The membership shall be classified as single, family or student. The family membership consists of husband and/or wife and includes children who are full-time students under age Twenty Six. One must be a full time student and working towards a degree/diploma to qualify for student membership.
- 4.4 A member in good standing shall be one without arrears at the time of participation in any activities of the Tamil Sangam.
- 4.5 Any member whose activities are not considered to be in the best interests and welfare of the Tamil Sangam, may be expelled by a two-thirds majority of members present and voting in a general body meeting.
- 4.6 The annual dues of Tamil Sangam shall be determined by the Board of Directors and payable on admission or by January 31 or by any other date as extended by the Board of Directors. The fiscal year of the Tamil Sangam will be January 1 – December 31 of each calendar year.

ARTICLE 5 – OFFICERS

- 5.1 The officers of the Tamil Sangam shall be President, a Vice-President, a Secretary, a Joint Secretary and a Treasurer.

ARTICLE 6 – BOARD OF DIRECTORS

- 6.1 The Board of Directors of the Tamil Sangam for any fiscal year shall consist of the Officers and six members.
- 6.2 The President shall act as the Chairman of the Board of Directors.
- 6.3 The Board of Directors shall have and exercise authority in the management of Tamil Sangam.

ARTICLE 7 – ELECTION AND TERMS OF OFFICE

- 7.1 Each adult member who has been a member for at least one month and is in good standing is eligible to vote and eligible to contest for any office, with the exception of positions in the executive board.
Those wanting to contest for positions on the executive board, should also have served as a member of the board of Tamil Sangam of Carolina, for at least one previous term.
- 7.2 The Returning Officer shall be elected by the Board of Directors. The Returning Officer shall not stand for any office including Board membership during the annual election. He shall work out the detailed procedure of the election and conduct the election with the approval of the Board.
- 7.3 The term of Officers and members of the Board shall be for a period of two years.
- 7.4 No Officer who continued in that office for a full two year term shall be eligible for election to the same office for the immediately following two-year term.
- 7.5 The President, Vice-President, Secretary, Joint Secretary, Treasurer and members of the Board shall be elected by the members of the Tamil Sangam.
- 7.6 In case of retirement or permanent absence of any Officer, the Board of Directors shall elect a successor from its members for the un-expired portion of the term. Permanent absence is defined as absence from three consecutive meetings of the Board and Sangam function.
- 7.7 Any vacancy created in the Board as a result of Article 7.6 or due to any other causes shall be filled by the Board of Directors by selecting a successor for the un-expired portion of the term.
- 7.8 Nomination for the President, Vice-President, Secretary, Joint Secretary, Treasurer and Members of the Board shall be received by the Returning Officer one week prior to election day meeting. Nomination shall not be made from the floor at the meeting.
- 7.9 Each member shall vote for each of the office bearers and members of the Board through a single ballot paper.

ARTICLE 8 – DUTIES OF OFFICERS

8.1 President

- (1) The President shall call and preside at meetings of the Tamil Sangam and the Board of Directors.
- (2) He shall present at each annual meeting of the Tamil Sangam a written report of the Tamil Sangam's activities during the year.
- (3) He shall, with the approval of the Board of Directors, appoint members of all Special Committees as and when he deems necessary.
- (4) He shall sign all documents in the name and on behalf of the Tamil Sangam. He can also sign checks on behalf of the Tamil Sangam
- (5) He shall see that all account books, reports, statements, minutes and other papers pertaining to the activities of the Tamil Sangam are properly kept and filed in accordance with the requirements.
- (6) He shall assume charge of the duties of Secretary, Joint Secretary and/or Treasurer during their temporary absence.
- (7) He shall enforce the Constitution; perform all the duties incident to this office and such other activities which may be assigned to him from time to time by the Board; and carry out the policies and affairs of the Tamil Sangam.

8.2 Vice-President

- (1) The Vice-President shall perform all of the duties of the President during his temporary absence, and any other duties which may be assigned to him from time to time by the President.

8.3 Secretary

- (1) The Secretary shall operate under the general direction of the President.
- (2) The Secretary shall be responsible for recording and presenting them minutes of all the meetings.
- (3) He shall sign and attend to all correspondences and present the same to the Board of Directors at its meetings.
- (4) He shall be the custodian of the records, papers, minutes, and documents of the Tamil Sangam other than those of under the jurisdiction of the Treasurer. He shall maintain an up-to-date list of all members of the Tamil Sangam.
- (5) He shall send to all members, notices of all meetings and functions held in the name of or on behalf of the Tamil Sangam.
- (6) He shall file any certificates required by any statute, Federal or State.
- (7) He shall perform such other duties as may be assigned to him by the Board of Directors.

8.4 Joint Secretary

- (1) He shall send to all members, notices of all meetings and functions held in the name of or on behalf of the Tamil Sangam. He shall arrange for places and reserve auditorium for Tamil Sangam functions.
- (2) He shall perform all the duties of the Secretary in his absence and shall perform any other duties assigned to him by the Board.

8.5 Treasurer

- (1) The Treasurer shall make, counter sign and endorse in the name of the Tamil Sangam all checks, drafts, notes, and other orders for the payment of money, under the direction of the Board of Directors.
- (2) He shall have charge and custody of and be responsible for all funds which the Tamil Sangam may receive and shall deposit such funds in the name of the Tamil Sangam in such banks as are designated by the Board of Directors.
- (3) He shall maintain books of accounts and records of receipts, disbursements, and other financial transactions made by or on behalf of the Tamil Sangam on accordance with accounting principles approved by the Board of Directors.
- (4) He shall present an up-to-date financial report at the Board of Directors meetings.
- (5) He shall send the financial statement of the year to all members, at least two weeks in advance of the annual general body meeting and present the same at the general body meeting. He shall present the financial statement within two weeks whenever a written request is made by a group of one-third of the members.
- (6) He shall establish and maintain a reserve fund with the annual balance and the reserve fund shall be used only with the approval of the members of the Tamil Sangam. The amount to be set aside in the reserve fund every year shall be decided by the Board of Directors.
- (7) He shall assume charge of the duties of the Vice-President and Joint Secretary during their temporary absence.
- (8) He shall perform all duties incident to the office of Treasurer and such other duties as may be assigned to him by the Board of Directors.

ARTICLE 9 – MEETINGS

9.1 Regular Meeting

Regular meetings of the Tamil Sangam shall be held on any date the Board of Directors may decide. There shall be at least one such meeting every year. Notice including the agenda of the meeting shall be given to all members of the Tamil Sangam at least two weeks in advance.

9.2 Meeting of the Board of Directors

- (1) At least 4 meetings of the Board of Directors shall be held in a year.
- (2) The Board of Directors shall meet at the call of the President or a majority of its members.
- (3) Agenda for Board of Directors meetings shall be prepared by the President and notice thereof shall be sent to all members of the Board of Directors.

9.3 Quorum

One third of members of the general body shall constitute a quorum at all meetings of the TamilSangam. A majority of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.

9.4 Resolutions

A majority of all members present at the meeting shall be necessary to adopt any resolution. A vote shall be taken on any questions or issues. There shall be no votes by proxy for any reason whatsoever.

ARTICLE 10 – MANAGEMENT OF FUNDS

- 10.1 Signed receipts shall be used to all contributions
- 10.2 All the collections shall be deposited in the bank within five days. The bank must be an insured one by FDIC.
- 10.3 Any instrument used to draw funds from the bank or to make payments must contain at least two signatures authorized by the Board.
- 10.4 At every board meeting, the Treasurer shall submit the status of the Tamil Sangam's financial position which shall be reviewed and certified by all members attending the meeting.
- 10.5 The annual accounts shall be presented to the annual general body meeting.

ARTICLE 11 – AMENDMENTS

- 11.1 Any amendment to this constitution may be either submitted to the Board of Directors in writing or proposed from the floor at the regular meetings.
- 11.2 After the announcement of the proposed amendment(s), a period of not less than sixty days shall be allowed prior to the voting.
- 11.3 Amendments shall require a two-thirds affirmative vote of the Tamil Sangam members voting at the meeting.

ARTICLE 12 – DISSOLUTION

- 12.1 A motion to consider dissolution of Tamil Sangam may be petitioned to the President by not less than two-thirds of the members in good standing. The President shall circulate the petition to all members in good standing within thirty days of the receipt of the petition. The motion for dissolution shall require, for passing, the affirmative vote of three quarters of the members in good standing.
- 12.2 Upon the dissolution of Tamil Sangam, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of Tamil Sangam, dispose of all of the assets of Tamil Sangam exclusively for the purposes of Tamil Sangam in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, 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 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.