



# ஆல்பனி தமிழ் சங்கம்

## New York Albany Tamil Sangam

(Tax-Exempt 501(c)(3) Non-Profit Organization)

வாழிய செந்தமிழ்!

வாழ்க நற்றமிழர்!

# NYATS Bylaws

## 1. NAME

1.1. The name of this organization shall be New York Albany Tamil Sangam Incorporated (NYATS) (hereafter the Association).

1.2. New York Albany Tamil Sangam is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501 (c)(3) of the Internal Revenue Code.

## 2. OBJECTIVES

2.1. Cultivate and promote Tamil culture and friendship by organizing various cultural events and social activities.

2.2 Promote and foster the knowledge of Tamil Language and literature.

2.3. Strive for and promote better understanding between peoples of Tamil and other cultures and organizations with compatible objectives. No part of the net earnings of the Association shall ensure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause thereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization 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 this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## 3. OFFICE

3.1 The location of the office shall be decided by the Executive committee.

## 4. MEMBERSHIP

4.1. The membership of the Association shall be open to all nationals who share and promote the objectives of the Tamil Association.

4.2. The membership categories shall be classified as family, and single. The family shall consist of husband, wife (or either) and any minor children (under the age of 18) in the same household.

4.3. The non-refundable annual membership dues of the Association shall be determined each year by the Executive Committee. The collected annual membership will be deposited into the Operating account of the Association. The fiscal year of the Association shall be Jan1st to Dec 31st of every year.

4.4. Only those who have paid their membership dues shall be considered as members of the Association.

## 5. GOVERNANCE

The Association is managed by a tricameral body consisting of a Board of Directors, an Executive Committee and Board members(hereafter called the Board). The Board shall be responsible for the overall policy governing the Association, consistent with the Association's objectives. The Executive Committee shall be responsible for all operational aspects of the Association. The two shall work in unison to further and advance the Association's objectives. It is understood that the Board provides



# ஆல்பனி தமிழ் சங்கம்

New York Albany Tamil Sangam

(Tax-Exempt 501(c)(3) Non-Profit Organization)

வாழிய செந்தமிழ்!

வாழ்க நற்றமிழர்!

guidance on policy for long-term development and operation activities while the Executive Committee is to run the same and executive part of the Association. And the directors will guide the board and step in when the board need help and in case of any disagreement in the board

1. The Board shall consist of total 15 members from different location if possible including 3 executive members.
2. The Board shall maintain and manage trust funds of the Association in a Trust account, and the Executive committee shall maintain and manage operational funds of the Association in an Operating account. The two accounts shall be registered separately in the name of the Association and named as such.
3. All expenditures of the Trust funds shall be channeled through the Executive Committee. The Board shall not directly organize events or fund directly any events of the Association.
4. All Board Members, officers & directors serve on a voluntary basis and will be reimbursed only for authorized out-of-pocket expenses incurred on behalf of NYATS upon submitting original expense receipts to the Treasurer.
5. Any NYATS Member in good standing for more than a year after joining the organization is eligible to be a candidate of the Board

## 5.1. THE BOARD

- ❖ The Board's responsibility includes, but not limited to,
- ❖ The Board shall be responsible for overall financial well being of the Association.
- ❖ The Board shall be responsible for all legal aspects of the Association.
- ❖ The Board shall actively engage in fundraising, and establishing a sound financial foundation for the Association.
- ❖ All capital expenditures exceeding \$1000 should be discussed and approved by the board
- ❖ All activities related to NYATS should be discussed with board before executing the same by Executive team.
- ❖ Any decision related to association should be discussed with all the board members and decided based on voting and board should make sure atleast  $\frac{3}{4}$  th of board members are available for voting.
- ❖ Openings on the Board shall be duly announced to the members.
- ❖ The election of the Board shall be conducted in the Annual General Body Meeting or during one of the events conducted by NYATS or through online
- ❖ The Board shall elect President, Secretary and Treasurer by January of every 2 years. The Chair shall call meetings of the Board and be responsible for orderly functioning of the Board, the Secretary shall keep minutes of the Board meetings, and the Treasurer shall manage the Trust account of the Association as directed by the Board.
- ❖ Each Board member serves a maximum of **two consecutive term or four consecutive years**, and but still have to be elected by members for each term
- ❖ After 4 years of term, members can't contest for 1 term and have to take a break before joining the board again
- ❖ In case a vacancy occurs mid year, the Board-Executive Committee shall appoint an individual meeting the eligibility requirement for serving until the next election date or General Body Meeting, whichever occurs first.



# ஆல்பனி தமிழ் சங்கம்

New York Albany Tamil Sangam

(Tax-Exempt 501(c)(3) Non-Profit Organization)

வாழிய செந்தமிழ்!

வாழ்க நற்றமிழர்!

- ❖ The Board shall meet at least four times a year, and minutes of the meeting shall be distributed to the Executive Committee and Directors
- ❖ Quorum of the Board shall be 2 officers of the executive team and two third of the board members
- ❖ Board members may be removed for such a member's conduct adjudged by the association to be contrary to the interests of the Association referred in the article of the association with or without cause at any regular or special meeting of the membership by a two/third vote of the Board-Executive Committee members present, if the members present constitute quorum.
- ❖ Outgoing executive team will continue to hold board of directors position for single term to help and support incoming team

## 5.2. THE EXECUTIVE COMMITTEE

- ❖ The Executive Committee shall consist of three Officers, President, Secretary and Treasurer.
- ❖ The Executive Committee shall work with board together to manage the activities of the Association.
- ❖ The Standing Committees shall be appointed or renewed each year by the Executive Committee (a) Tamil cultural/festival events, (b) Fine Arts (shall develop music, play, dance programs), (c) Literary Forum (shall organize a forum for discussion of Tamil Literature), (d) Finance (shall develop financial resource base of the Association with coordination of the Board), (e) Publications (shall be responsible for developing a newsletter and a magazine), (f) Human Services (shall develop human service programs), (g), Sports (shall organize sports activities), (h) Tamil Library (shall develop a Tamil Library), (i) Youth Activities (shall develop programs suitable for youth) and j) Host Family (shall develop programs to host students who are new to the area).
- ❖ The Executive Committee shall have the authority to appoint other Committees as and when found necessary for effecting function of the Association.
- ❖ All Committees shall work in close association with the Executive Committee to achieve their specific goals. Programs and activities of the Standing Committees shall be carried out under the direction of the Executive Committee.

## 6. ELECTION AND TERMS OF OFFICE OF EXECUTIVE COMMITTEE

- ❖ An adult (of age 18 and above) who has been a member of the Association for at least 1 full year and renewed their membership in January 1st preceding the election is eligible to contest for board of members
- ❖ An adult (of age 18 and above) who has been a member of the Association as of January 1st preceding the election is eligible to contest to vote for any office of the Executive Committee. Every adult member shall have a vote.
- ❖ The term of office bearers, board members and board of directors shall be for a **period of two years.**
  - Executive Committee members shall not contest for 2 terms after being in the committee.
  - Executive Committee members will continue as Board of directors for a term after completing their term in executive team
  - If board members wish to continue in the board, they can contest in 2 consecutive elections and shall be in the board **for a period of four years**
  - After 2 terms(4 years) board member shall not contest for a term(two years)



# ஆல்பனி தமிழ் சங்கம்

New York Albany Tamil Sangam

(Tax-Exempt 501(c)(3) Non-Profit Organization)

வாழிய செந்தமிழ்!

வாழ்க நற்றமிழர்!

- ❖ The election of the incoming Board member shall be conducted in January during Pongal Day celebration. The term of office shall begin on after April Tamil New Year event following the election.
- ❖ Election is to be conducted by an Election Committee of three members, of whom one shall not be a member of the Board along with outgoing executive team. And the entire election committee will be selected by board members unanimously by voting and one of them will be the Chairperson. The Election Committee is responsible for receiving nominations, verifying eligibility of nominees and conduct of the elections. Nominations shall be in writing, which shall include a statement of the nominee's willingness to serve and the signature of the proposer. Members of the Election Committee shall not contest in the election. A member of the Association shall not contest for more than one position on the Executive Committee or the Board in a given year. The deadline for closure of nomination shall be one week prior to the Election Day and the deadline for withdrawal of nomination shall be three days prior to the scheduled election. Floor nomination for a position on the Executive Committee or the Board shall be admissible only in the absence of a nomination for that position.
- ❖ The Board-Executive Committee will elect a new Officer/Member in case a vacancy is created in the Executive Committee. The new Officer/Member should be approved by the General Body in the next meeting/function organized by the Association.
- ❖ Removal of an Executive Committee member shall be made by the Board-Executive Committee and shall require two-thirds majority.
- ❖ It's mandatory that outgoing executive team serves 1 term as BOD and not optional for Executive team member to leave BOD during their term unless if the move out of capital region for work or personal reason
- ❖ If Executive team or BOD members leave in the middle of their term for some reason, board has authority to nominate existing board members for executive team and any members who served in the board or EC team in past as BOD

## 7. RESPONSIBILITIES OF THE OFFICERS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall work with board together to manage the activities of the Association. Even though all 3 members of executive committee will have different roles and responsibility, all 3 will have equal rights for voting or in making any other decision for NYATS and should able to cover each other roles and responsibility in the absence of one of them

### 7.1. President

The President

- (a) Shall in general manage all activities and business of the Association. He/She shall call for and preside at the meetings of the Association and the Executive Committee.
- (b) Shall, with the approval of the Executive Committee and board appoint members of all standing and other committees.
- (c) Shall sign all documents relating to operations of the Association's events in the name and on behalf of the Association, except where noted as the Board's responsibility.
- (d) Shall see that all activities of the Association are properly documented and filed.
- (e) During the temporary absence of any Officer of the Executive Committee, the President shall assign the officer's responsibilities to other members of the Executive Committee.
- (f) Shall attend all Board meetings and serve as the liaison officer to the Board

### 7.2. Secretary



# ஆல்பனி தமிழ் சங்கம்

New York Albany Tamil Sangam

(Tax-Exempt 501(c)(3) Non-Profit Organization)

வாழிய செந்தமிழ்!

வாழ்க நற்றமிழர்!

The Secretary

- Shall be responsible for recording and presenting the minutes of all meetings.
- Shall sign and attend to all correspondence of the Association. He/She shall send all to members, notices of all meetings and functions held on behalf of the Association.
- Shall be the custodian of records, documents and physical assets of the Association other than those under the jurisdiction of the Treasurer. He/She shall maintain an updated list of members and an updated list of physical assets of the Association.
- Shall file any certificates required by any statute, Federal or State.
- Shall perform such other duties as may be assigned to him/her by the President.
- Shall present a consolidated report of the activities of the Association at the Annual General Body Meeting.

## 7.3. Treasurer

The Treasurer

- (a) Shall have charge and custody of and be responsible for the Operating accounts of the Association. S/he shall set up and manage an Operating account (distinguished from Trust Account) of the Association
- (b) Shall establish a bank account for the Operating funds in the name of the Association.
- (c) Shall make, countersign and endorse in the name of the Association all checks, drafts, notes and other orders for the payment of money, under the direction of the Executive Committee. Checks above \$500 (Five hundred dollars) shall be signed by the Treasurer and one designated Officer of the Association.
- (d) Shall attend all Board meetings and facilitate capital expenditures
- (e) Shall maintain records of all financial transactions from the operating account made by or on behalf of the Association in accordance with approved accounting principles.
- (f) Shall present an up-to-date, audited financial report at the annual General Body meeting of the Association.
- (g) Shall perform such other duties as may be assigned to him/her by the President.

## 7.4. Board Members

The Board Members

- Shall be responsible for policy governing of the association
- Shall work with executive team on association operational activities
- Shall be elected by members and will have voting rights on the board for all decisions related to association operation and events
- Shall try to attend all the board meetings

## 7.5. Board of Director

The Board of Directors

- shall oversee the operations of Executive committee and guide them if needed
- Shall not have any voting rights on board members meeting or executive committee meeting, but will have authority to vote in the event of disagreement within the board members. BOD votes are valid only if all 3 of them vote on that resolution along with board members to pass that resolution
- shall have authority to dissolve the entire board and executive committee if its not functioning properly by calling General body meeting with majority of members voting
- shall not be elected by members and the outgoing executive team resumes the board of director role for term of two years until the next executive team resumes the position

## 8. MEETINGS



# ஆல்பனி தமிழ் சங்கம்

New York Albany Tamil Sangam

(Tax-Exempt 501(c)(3) Non-Profit Organization)

வாழிய செந்தமிழ்!

வாழ்க நற்றமிழர்!

## 8.1. Executive Committee Meetings

- The Executive Committee shall meet at least 2 times in a year.
- The Executive Committee shall meet at the call of the President or Majority of its members.

## 8.2. Board Meetings

- The Board shall meet at least 4 weeks prior to each event to discuss the budgeting and planning of the event
- Executive team can call for meeting anytime if need arise or to discuss any association related activities

## 8.3. General Body Meetings

- President may convene a General Body meeting anytime during the year.
- There shall be a General Body Meeting in Jan/Feb during Pongal Day Celebrations to elect the incoming Executive Committee.
- The President should convene a General Body meeting if a majority of the members of the Association demands one.
- Notice including the agenda of the General Body meetings shall be given to all members of the Association at least two weeks in advance.

## 8.4. Quorum

- One fourth of the members of the general body shall constitute a quorum for meetings of the Tamil Sangam. A majority of the Board members shall constitute a quorum for committee meetings

## 8.5. Passage of Resolutions

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

## 9. DISSOLUTION

- ❖ Dissolution. The Association can be dissolved by a four-fifths vote of the Members present at a General Body Meeting.
- ❖ Disposition of funds upon dissolution. Upon the dissolution of the Association, assets shall be distributed for one or exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## 10. AMENDMENTS

- ❖ These bylaws may be amended at any General Body Meeting of the Association by two-thirds vote provided that the amendment has been sent to the members at least 14 days prior (prior notice requirement) to the General Body Meeting.
- ❖ A member proposing an amendment shall submit in writing to the Executive Committee at least twelve weeks prior to a General Body Meeting. The Executive Committee shall determine the worthiness of the amendment and inform the proposer of its evaluation within six weeks of receipt. Upon finding the proposed amendment worth, the Executive Committee shall include the proposed amendment for consideration in the next scheduled General Body Meeting, subject to the prior notice requirement
- ❖ In the event that the Board & Executive Committee rejects the member's proposed amendment, the member may petition in writing, signed by thirty members, to the Executive Committee, at



# ஆல்பனி தமிழ் சங்கம்

New York Albany Tamil Sangam

(Tax-Exempt 501(c)(3) Non-Profit Organization)

வாழிய செந்தமிழ்!

வாழ்க நற்றமிழர்!

least four weeks prior to a General Body Meeting. Proposed amendments, in its entirety, shall be sent to the membership by the Executive Committee for consideration at the next scheduled General Body Meeting.

- ❖ In the case when the Board & Executive Committee proposes an amendment, only the prior notice requirement is to be satisfied.

## 11. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

## 12. EFFECTIVE DATE

The proposed by-laws, approved by the general body on , 2016.