

Iowa Tamil Association (ITA) By-Laws

Article 1 - Name

1.1 The name of this organization shall be Iowa Tamil Association hereinafter called as the ITA.

1.2 The term 'the Board' in this document invariably refers to 'the Board of Directors' of IOWA TAMIL ASSOCIATION

Article 2 - Duration of the Board

2.1 The duration of the board should be for one calendar year from January 1st till December 31st

Article 3 - Objectives

3.1 To cultivate, promote, and foster the exchange of ideas and understanding between the people of Tamil and other cultures.

3.2 To cultivate, promote, foster and develop the advancement of knowledge in Tamil language and literature.

3.3 To promote fellowship and to provide, organize and participate in cultural and social functions.

3.4 To promote interaction and networking amongst Tamil families in Iowa.

3.5 The Tamil Association shall be a nonprofit cultural and secular organization.

3.6 Transparency in all aspects of the organization. Finance, organizing, planning etc. should be the corner stone of the association.

Article 4 - Membership

4.1 Any Tamil speaking person or family interested in the Objectives and Activities of the ITA can become a member by paying the annual membership due

Membership dues

Life membership *To be decided by the Board*

Yearly membership *To be decided by the Board*

4.2 A member in good standing shall be one without arrears at the time of participating in any activities of ITA.

4.3 The Board may disapprove the membership of any individual whose objectives and activities are opposed to or are not in harmony with the purpose of the Tamil Association.

4.4 The membership shall be classified as single, family and student affiliate. The family membership consists of husband and/or wife and includes children under age eighteen. One must be a full time student and working towards a degree/diploma to qualify for student membership. Persons who are not residing in Iowa but are interested in supporting the activities of the Association may be considered for affiliate membership which shall be non-voting.

4.5 The annual dues to Tamil Association shall be determined by the Board and payable on admission or by January 31 or by any other date as extended by the Board.

4.6 Membership fee will be decided by the board. Any fee structure will be added to the by-laws by elections through voting mechanism and ratified by the board members.

Article 5 - Officers

5.1 The officers of the Tamil Association shall be President, a Vice President – Events, a Vice President - Membership, a Secretary and a Treasurer

Article 6 - The Board of Directors

6.1 The Board of Directors of the Tamil Association for any fiscal year shall consist of the Officers

6.2 The President shall act as Chairman of the Board of Directors.

6.3 The Board of Directors shall have and exercise authority in the management and functioning of the Tamil Association.

6.4 The Board of Directors does not have authority to remove any member elected to the Board. Such a removal requires a two-third majority vote of the general body.

Article 7 - Election and Terms of office

7.1 Each adult member who has been a member for less than one year and is in good standing, is eligible to vote and eligible to contest for any office except for the office of the President and Vice President.

7.2 Each adult member who has been a member for more than one year and is in good standing, is eligible to vote and eligible to contest for any office

7.3 The term of the Board and members of the ITA shall be for a period of one year.

7.4 No Officer shall be eligible for election to the same office for more than two consecutive one year terms

7.5 The President, Vice President-Events, Vice President-Membership, Secretary, Treasurer shall be elected by the members of the Tamil Association

7.6 In case of retirement or permanent absence of any officer, the Board of Directors shall elect a successor for its members for the unexpired portion of the term. Permanent absence is defined as absence from four consecutive meetings of the Board and Tamil Association functions.

7.7 President, Vice President-Events, Vice President-Membership, Secretary, Treasurer and the Members of the Board shall be received by the Returning Officer one month prior to election. Nominations may also be made from the floor at the meeting.

7.8 Any unfilled/vacant position will be filled by the elected Board. Any vacancy in the Board must be filled within two weeks from the time it becomes open and during this period if any deadlock, such as no majority opinion, occurs in taking a decision on an issue, the President will be given an additional vote to resolve the deadlock

7.9 Each member shall vote for each of the office bearers and member of the Board through a single ballot paper.

7.10 Immediate past President shall be an Ex-officio Director.

Article 8 - Duties of the Officers

8.1 President

8.1.1 The President shall call and preside at meetings of the Tamil Association and the Board of Directors.

8.1.2 He/She shall present at each annual meeting of the Tamil Association a written report of the Tamil Association's activities during the year

8.1.3 He/She shall, with the approval of the Board of Directors, appoint members of all Special Committees as and when he/she deems necessary.

8.1.4 He/She shall sign all documents in the name and on behalf of the Tamil Association. He/She can also sign checks on behalf of the Tamil Association.

8.1.5 He/She shall ensure that all account books, reports, statements, minutes and other papers pertaining to the activities of Tamil Association are properly kept and filed in accordance with the requirements

8.1.6 He/She shall assume charge of duties of Secretary, Joint Secretary and/or Treasurer during their temporary absence

8.1.7 He/She shall enforce the By-Laws, perform all duties incident to his/her office and such other activities which may be assigned to him/her from time to time by the Board

8.1.8 For the smooth functioning of Tamil Association the President, and the Secretary should personally hand over a transfer document to his/her successor. He/She shall hand over with this report all documents, checks, property papers, articles of Incorporation and any other documents pertaining to Tamil Association activities. The documents include (but not limited to) the list of Tamil Association properties, soft-copy of the members email addresses, web site admin login information, newsletter email login information.

8.2 Vice President - Events

8.2.1 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 board of Directors.

8.2.2 The Vice President is partially responsible for organizing and coordinating any events. The Board may also help the VP-Events during any events.

8.2.3 He/She Shall arrange for meeting places, and reserve auditorium for Tamil Association functions.

8.3 Vice President – Membership

8.3.1 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 board of Directors.

8.3.2 He/She shall assist the Secretary in sending to all members, notices of all meetings and functions held in the name of, or on behalf of the Tamil Association.

8.3.3 He/She shall perform all the duties of the Secretary in his absence and other duties assigned to him/her by the Board

8.3.4 He/She shall be responsible for bringing in as many new members as possible.

8.4 Secretary

8.4.1 The Secretary shall operate under the general direction of the President/Board

8.4.2 He/She shall be responsible for recording and presenting the minutes of all meetings

8.4.3 He/She shall sign and attend to all correspondences and present them to the Board at its meetings

8.3.4 He/She shall be the custodian of the records, papers, minutes, and documents of the Tamil Association other than those under the jurisdiction of the Treasurer.

8.4.5 He/She shall send to all members, notices of all meetings and functions held in the name of, or on behalf of the Tamil Association.

8.4.6 He/She shall file any certificates required by any statute, Federal or State such as annual property tax

8.4.7 He/She shall perform such other duties as may be assigned to him/her by the Board

8.4.8 He/She shall maintain an up-to-date list of all members of the Tamil Association

8.5 Treasurer

8.5.1 He/She shall handle all funds of the Tamil Association

8.5.2 He/She shall make, countersign, and endorse in the name of Tamil Association all checks, drafts, notes, and other orders for the Payment of money, under the direction of the Board.

8.5.3 He/She shall maintain books of accounts and records of receipts, disbursements, and other financial transactions made by or on behalf of the Tamil Association in accordance with accounting principles approved by the Board of Directors

8.5.4 He/She shall present and up-to-date financial report at the Board of Directors meetings

8.5.5 He/She shall send the financial statement of the year to all members, and present the same at the general body meeting. He/She shall present the financial statement within two weeks whenever a written request is made by a group of one third of the members.

8.5.6 He/She 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 Board. The amount to be set aside in the reserve fund every year shall be decided by the Board of Directors

8.5.7 He/She shall assume charge of the duties of the Vice President and Joint Secretary during their temporary absence.

8.5.8 He/She shall perform all duties incident to the office of the Treasurer and such duties as may be assigned to him by the Board of Directors

8.5.9 After every event, treasurer is responsible to post the accounts in the group website for references. Overall accounts with deficit, surplus information should also be posted in the website.

8.6 Entertainment Committee Director

8.6.1 The Entertainment Committee Director will be nominated by the Board for the duration of the event(s).

8.6.2 The Entertainment Committee Director can nominate the Entertainment committee members for the duration of the event(s), the committee members may also include the Board

8.6.3 The Entertainment Committee members shall work with the Director and the Board to develop cultural programs during the ITA event(s).

Article 9 - Meetings

9.1 - Regular meetings

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

9.1.2 The Annual General Body meeting will be held during November / December of every year

9.2 Meeting of the Board

9.3.1 Special General Body meeting shall be called by the Board with a majority approval of the Board

9.3.2 At least four meetings of the Board shall be held in a year.

9.3.3 The Board shall meet at the call of the President or a majority of its members

9.3 - Quorum

One fourth of all members shall constitute a Quorum in a General Body meeting. A majority of the Board of Directors shall constitute a quorum

9.4 - Resolutions

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

Article 10 - Amendments

10.1 Any amendment(s) to these BY-LAWS must be submitted in writing to the board at least 60 days prior to the Annual General Body meeting or a special General Body meeting.

10.2 The Board of Directors shall communicate in writing the proposed amendment(s) to these B Y-Laws to all ITA members at least four weeks prior to the Annual/Special General Body meeting.

10.3 Amendments to this BY-LAWS shall be made only at the annual/special general body meeting by a two-third affirmative vote of the members present

10.4 All old versions of the by-law should be archived both in Tamil Association Web site and Secretary's records

Iowa Tamil Association