

# கென்டகி தமிழ் சங்கம்

## Kentucky Tamil Sangam

### BY-LAWS

#### 1. NAME

- 1.1 The name of this organization shall be Kentucky Tamil Sangam (hereafter referred to as KYTS).
- 1.2 KYTS is organized exclusively for charitable, educational, secular, social, cultural, and scientific purposes under section 501(c)(3) of the Internal Revenue Code.
- 1.3 The duration of this organization is perpetual.

#### 2. OBJECTIVES

- 2.1 To cultivate and promote Tamil culture and heritage and friendship by organizing various cultural events and social activities.
- 2.2 To promote and foster the knowledge of Tamil language, literature, music and literature.
- 2.3 To strive for and promote better understanding between peoples of Tamil and other communities and to work with other organizations with compatible objectives to a swerve a larger community.
- 2.4 No part of the net earnings of the KYTS shall inure 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.

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## 4. MEMBERSHIP

- 4.1 The membership of the KYTS shall be open to all nationals who are willing to share and promote the mission, goals, programs and services of the KYTS.
- 4.2 The membership categories shall be determined by the executive committee and modified if necessary
- 4.3 The annual, non-refundable membership dues to KYTS shall be determined each year by the Executive Committee. The fiscal year of the KYTS shall be February 1st to January 31st.
- 4.4 Only those who have paid their membership dues shall be considered as members of KYTS.

## 5. COMMITTEES

- 5.1. The Executive Committee shall consist of four Officers, President, Vice-President, Secretary, Treasurer and a minimum of five and maximum of seven additional members called Member-at-Large. The Executive Committee shall serve without compensation.
- 5.2 The Executive Committee shall have the authority to manage the activities of the KYTS.

The Standing Committees for (a) Tamil School (shall run the Tamil School), (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 KYTS), (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) shall be appointed each year by the Executive Committee. The chairman of each committee will direct the activities of each committee.

- 5.3. The Executive Committee shall have the authority to appoint other Committees as and when found necessary for effective functioning of the KYTS.
- 5.4 All Committees shall work in close association with the Executive Committee to realize 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

- 6.1 The election of the incoming Executive Committee shall be conducted in October/November. The term of office shall begin on February 1st following the election.
- 6.2 The term of office of the Executive Committee shall be for a period of one year or until their successors assuming their respective offices.
- 6.3 Only an adult (of age 18 and above) who has been a member of the KYTS for a minimum of one year preceding the election is eligible to contest for any office of the Executive Committee. To be elected as an officer of the KYTS, a member should have served in the Executive Committee for at least one-year term. No Executive Member shall run for the office of KYTS for more than three terms. Every adult member of KYTS shall have a vote.

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6.4 Election is to be conducted by an Election Committee of three members, of whom one shall not be a member of the Executive Committee. 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 or their relatives shall not contest in the election. A member of the KYTS shall not contest for more than one position on the Executive Committee 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.

6.5 The Executive Committee will elect a new Officer/Member in case any vacancy is created in the Executive Committee. The new Officer / Member should be approved by the General Body in the next meeting organized by the KYTS.

6.6 Delegates to Umbrella Organizations. The Executive Committee will elect a member as delegate to umbrella organizations such as FETNA by a majority vote. These delegates shall represent the interests of the KYTS and their activities related to these organizations should not be in conflict with the interests of the KYTS.

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

#### 7.1 PRESIDENT

The President

- (a) shall in general manage all activities and business of the KYTS. He/She shall call for and preside at all the meetings of the KYTS and the Executive Committee.
- (b) shall, with the approval of the Executive Committee, appoint members of all standing committees and shall have the authority to form the task forces.
- (c) shall sign all documents in the name and on behalf of the KYTS.
- (d) shall see that all activities of the KYTS 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.

#### 7.2 VICE-PRESIDENT

The Vice-President shall perform all duties of the President during the latter's temporary absence apart from his regular duties as a member of the Executive Committee.

#### 7.3 SECRETARY

The Secretary

- (a) shall be responsible for recording and presenting the minutes of all meetings.
- (b) shall sign and attend to all correspondences of the KYTS. He/She shall send to all members, notices of all meetings and functions held on behalf of the KYTS.
- (c) shall be the custodian of records, documents and physical assets of the KYTS 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 KYTS.

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- (d) shall file any certificate required by any statute, Federal or State.
- (e) shall perform such other duties as may be assigned to him / her by the President.
- (f) shall present a consolidated report of the activities of the KYTS at the Annual General Body Meeting.

### 7.4 TREASURER

The Treasurer

- (a) shall have charge and custody of and be responsible for all funds of the KYTS.
- (b) shall establish a bank account in the name KYTS.
- (c) shall make, countersign and endorse in the name of the KYTS all checks, drafts, notes and other orders for the payment of money, countersigned by President and Secretary, under the direction of the Executive Committee.
- (d) shall maintain records of all financial transactions made by or on behalf of the KYTS in accordance with approved accounting principles.
- (e) shall present an up-to-date, audited financial report at the annual General Body meeting of the KYTS.
- (f) shall perform such other duties as may be assigned to him/her by the President.

## 8. MEETINGS

### 8.1 EXECUTIVE COMMITTEE MEETINGS

- (a) The Executive Committee shall meet at least four times in a year.

The Executive Committee shall meet at the call of majority of its members.

### 8.2 GENERAL BODY MEETINGS

- (a) The President with the approval of the Executive Committee may convene a General Body meeting anytime during the year.
- (b) There shall be a General Body Meeting in October/November to elect the incoming Executive Committee.
- (c) The President should convene a General Body meeting if a majority of the members of the KYTS demands one.
- (d) Notice including the agenda of the General Body meetings shall be given to all members of the KYTS at least two weeks in advance.

### 8.3 QUORUM

- (a) One third of the members of the KYTS shall constitute a Quorum for a General Body Meeting.
- (b) A majority shall constitute a Quorum for the Executive Committee Meetings.

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## 8.4 PASSAGE OF RESOLUTIONS

A simple majority of members present is required for the passage of any resolution in Executive Committee or General Body Meetings.

## 9. DISSOLUTION

### 9.1 DISSOLUTION

The KYTS can be dissolved by a four-fifths vote of the members present at a General Body Meeting.

### 9.2 DISPOSITION OF FUNDS UPON DISSOLUTION

Upon the dissolution of the KYTS, 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

10.1 These bylaws may be amended at any General Body Meeting of the KYTS by two-thirds vote provided that the amendment has been sent to the members at least 14 days prior to the General Body Meeting.

10.2 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 worthy, the Executive Committee shall include the proposed amendment for consideration in the next scheduled General Body Meeting, subject to the prior notice requirement of 10.1.

10.3 In the event that the Executive Committee rejects the member's proposed amendment, the member may petition in writing, signed by thirty members, to the Executive Committee, at 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 in the next scheduled General Body Meeting.

10.4 In the case when the Executive Committee proposes an amendment, only the prior notice requirement of 10.1 need to be satisfied.

## 11. PARLIAMENTARY AUTHORITY

11.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the KYTS 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 KYTS may adopt.

Adopted 12-07-2003

### **Amendment on bylaw 5:1 on total number of committee members:**

Due to significant increase in total number of membership and high level of functions have been organized by KYTS, and better to meet the member's expectation committee decided to increase the total number of committee members from 7 to 9 by amendment.

This amendment was passed on 12/06/2018 during KYTS annual general body meeting. as per KYTS amendment guidelines(10).

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**Amendment on bylaw 5.2 & 5.5 – approved by 11/13/2021 AGBM:**

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5.2 The Executive Committee shall have the authority to manage the activities of the KYTS.

The Standing Committees for (a) Tamil School (shall run the Tamil School per section 5.5 below), (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 KYTS), (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) shall be appointed each year by the Executive Committee. The chairman of each committee will direct the activities of each committee.

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## 5.5 Formation, Operations and Responsibilities of Standing committee for Tamil School

5.5.1 Formation, Succession, and substitution

5.5.1.1 The standing committee for Tamil school, henceforth known as Education sub-committee, shall consist of chairman and vice-chairman.

5.5.1.2 The Chairman and vice-chairman shall not serve in the KYTS Executive committee during any time of their term serving in Education Sub-committee.

5.5.1.3 The current members of Education sub-committee, at the time of adoption of this amendment, shall continue to serve in similar capacity.

5.5.1.4 Sub-committee members shall be in their respective position for a term of 3 years. After 3 years, they shall continue to serve on yearly-basis, until successor is named. The start of term shall coincide with start of school year.

5.5.1.5 Education sub-committee members shall facilitate the selection of their successor, preferably consensus choice, among the Tamil school volunteers (who are in official capacity as either Teacher or substitute teacher or part-time teacher or staff member like Librarian or Attendance officer or other named roles) and complete the transition.

5.5.1.6 Start of the Education sub-committee member's term shall coincide with new school year as far as possible. Consideration should be given to minimize or avoid transition of both members of Education sub-committee at the same time.

5.5.1.7 In the event of both Education sub-committee members leaving voluntarily without naming a successor, Tamil school volunteers (who are in official capacity as either Teacher or substitute teacher or part-time teacher or staff member like Librarian or Attendance officer or other named roles), shall approach the KYTS Executive committee with recommended successor.

5.5.1.8 In the event of any mismanagement, Tamil school volunteers and parents can approach Executive committee to register their concern, in writing, for further action. The writing shall have signatures of either two third of total volunteers (who are in official capacity as either Teacher or substitute teacher or part-time teacher or staff member like Librarian or Attendance officer or other named roles) or more than half of Tamil school families.

5.5.1.9 KYTS Executive council is obligated to act when (a) any provision of 5.5.1.8 is initiated or (b) in extraordinary situation, when an Education sub-committee member's conduct results in damage to reputation or legal standing of KYTS. Executive council shall form a disciplinary ad-hoc committee, and conduct a thorough investigation. Investigation shall include getting detailed explanation from the Education

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sub-committee member or members. KYTS membership and Tamil School families shall be kept informed of the proceedings. If and when the investigation concludes and results in termination of a sub-committee member or members, Executive committee shall name a successor with input from Tamil school volunteers (who are in official capacity as either Teacher or substitute teacher or part-time teacher or staff member like Librarian or Attendance officer or other named roles) and remaining Education sub-committee member, if any.

### 5.5.2. Affiliation

5.5.2.1 The Tamil school may operate under an affiliation.

5.5.2.2 KYTS may enter legal contract with an affiliation agency and name Education sub-committee as point of contacts to the affiliation agency.

5.5.2.3 KYTS Executive Committee, in coordination with Education sub-committee shall keep up the affiliation requirements in good order for continued affiliation.

5.5.2.4 KYTS Executive Committee on recommendation from Education sub-committee shall re-evaluate affiliation strategy as needed.

5.5.2.5 Any and all documents related affiliation shall be shared with Education sub-committee.

### 5.5.3 Liaison and communication with Executive committee

5.5.3.1 For better coordination and communication, Executive committee shall name one of current Executive Committee members, who is also a current Tamil school volunteer (who are in official capacity as either Teacher or substitute teacher or part-time teacher or staff member like Librarian or Attendance officer or other named roles) in Tamil school, as liaison, for a period of one year. The term of one year shall start when the person is named.

5.5.3.2 IF the liaison is no longer a current member of KYTS Executive committee, KYTS Executive committee shall name a liaison as described in 5.5.3.1

5.5.3.3 In the event of no Tamil school volunteer (who are in official capacity as either Teacher or substitute teacher or part-time teacher or staff member like Librarian or Attendance officer or other named roles), Education sub-committee shall communicate with KYTS President or Executive Committee member designated by KYTS Executive committee.

5.5.3.4 Liaison shall coordinate, keep track of and be the primary point person for all interactions between education sub-committee and KYTS Exec committee.

### 5.5.4 Operational support

5.5.4.1 KYTS Executive committee shall provide the necessary support, as requested by Education sub-committee thru liaison or otherwise, to run the Tamil school. This includes entering any legal contractual agreements, as needed, for continued operations, expansion, and improvement of Tamil school.

5.5.4.2 KYTS Executive committee shall provide an independent bank account to Education sub-committee, to collect and manage funds for the operations of Tamil school. Education sub-committee shall have sole authority to operate the bank account.

5.5.4.3 KYTS Exec committee, as the elected governing body of KYTS and responsible for all Federal, State, and local government filings, shall request thru liaison, all necessary financial reports information from Tamil school operations, for purposes or otherwise.



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5.5.4.4 No funds of Tamil school operations may be used, either directly or indirectly, for purposes other than operations of Tamil School.

### 5.5.5 Operations

5.5.5.1 Education sub-committee is responsible for all operations of Tamil School. Education sub-committee shall maintain the documentation of standard operating procedures, other than affiliated school operating procedure and transition to their successors.

5.5.5.2 Tamil School operations may require unique financial and legal requirements (like insurance) unlike other programs and services offered by KYTS. It is responsibility of Education sub-committee to evaluate periodically (at minimum annually once) and make corrections as needed, to be in compliance with all legal requirements. Education sub-committee shall work with KYTS Exec committee, either thru liaison or otherwise, when there is need to enter any legal contracts or insurance coverage changes. This is to ensure Tamil school operations are in-order and have enough insurance coverage to minimize liabilities to entire KYTS organization.

5.5.5.3 Education sub-committee shall keep record of all financial transactions. At the end of school year, an ad-hoc committee of 3 to 5 volunteers from LTS parents and volunteers shall be formed to conduct the audit of all financial transactions. Liaison shall be one of the members of audit committee.

5.5.5.4 Education sub-committee shall form advisory committees and other committees of volunteers, as needed to operate the school.

5.5.5.5 Advisory and other committees referred in 5.5.5.4 are formed, operated, and dissolved at the sole discretion of Education Sub-committee and members of those committees, parents, and volunteers of Tamil school.