



November 2nd, 2008

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Dear TASC Member,

**Regarding: Approval of Amendments to TASC Constitution/Bylaws**

On March 25, 2007 TASC Executive Committee meeting with Advisory Board and Community Leaders was held in Riverside Temple. During that meeting, it was felt by the majority that current TASC Bylaws were outdated and need to be revised to be in the same lines as other similar Telugu organizations in USA. It was also suggested that there be Board of Directors and Executive Committee in the new Bylaws. Hence a Bylaws committee was formed to look into this with the following committee composition:

Mohan Mallam, Chair  
Srinivasa Rao Nakka, Vice-Chair  
Anil Arrabelli, Member  
Krishna Kantha Kotagiri, Member  
Vikram Varma Vatsavai, Member

This newly formed Bylaws Committee took this assignment seriously, gathered info from similar Telugu organizations in USA. After extensive discussions during several meetings in person and thru teleconferences, final draft was proposed. Finally, on December 26, 2007, this draft was published in TASC newsletter by 2007 TASC President Anil Arrabelli and mailed to all TASC members. Any comments/suggestions from general membership were requested with January 20, 2008 as the last date for receiving the comments/suggestions.

As you know, on January 1, 2008 TASC leadership changed. However, I was requested to continue as Bylaws Committee chair during 2008 also. So, the work continued. As published in the TASC newsletter dated December 26, 2007 during the comment period, we received input from 5 or 6 TASC members/leaders/well wishers. With the input received during the comment period, some additional changes were made. Final draft was made incorporating most of the comments received.

For multiple reasons, there was a delay after the above step, awaiting approval by General Body. We are herewith presenting the Amendments to the TASC Constitution/Bylaws for General Body approval. When once approved, the Constitution/Bylaws shall be effective starting January 1, 2009.

With Regards,

Mohan Mallam  
Chair, TASC Bylaws Committee 2007-08



**Telugu Association of Southern California  
(TASC)**

**[www.tasc2000.org](http://www.tasc2000.org)**

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**CONSTITUTION  
&  
BYLAWS**

**Amendments approved by General  
Membership on November 2nd, 2008  
Norwalk, California**



## Acknowledgements

| <u>TASC Bylaws</u>                                             | <u>Date</u>         | <u>Persons Involved</u>                                                                                                           |
|----------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Original                                                       | March 12th, 1983    | <b>President:</b><br>Srinivas R Ganti<br><b>Secretary:</b><br>Ragha Vendra S Prasad                                               |
| First Amendment<br>Proposed<br>(TASC Constitution &<br>Bylaws) | December 26th, 2007 | <b>President</b><br>Anil Arrabelli<br><b>Secretary</b><br>Krishna Kanth Kotagiri<br><b>Bylaws Committee Chair</b><br>Mohan Mallam |
| First Amendment<br>Approved by General<br>Membership           | November 2nd, 2008  | <b>President</b><br>Natraj Marireddy<br><b>Secretary</b><br>Suneel Ralangi<br><b>Bylaws Committee Chair</b><br>Mohan Mallam       |

# TELUGU ASSOCIATION OF SOUTHERN CALIFORNIA

*(A Not-For-Profit Organization Registered in the State of California)*



# CONSTITUTION & BYLAWS

EFFECTIVE FROM: January 01, 2009

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# CONSTITUTION

## ARTICLE I: NAME

The name and title of this organization shall be “Telugu Association of Southern California” herein after referred to as TASC.

## ARTICLE II: OFFICES

The principal office of the association shall be located in the County of Los Angeles. The association may have said office outside the County of Los Angeles within Southern California as may be determined by the executive committee from time to time.

## ARTICLE III: OBJECTIVES AND PURPOSES

**SECTION I:** To preserve, maintain, and perpetuate the heritage of the people of Telugu Origin, to assist and promote literary, cultural, educational, social, economic, and community affairs of the Telugu speaking people; to collaborate, freight, 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 II:** To invite distinguished Telugu scholars, artists, artisans, and statesmen to America for lectures, seminars, and congregations.

**SECTION III:** To solicit, raise, and disburse funds for charitable purposes cultural, religious, and educational activities directly or in cooperation with other not-for-profit organizations of America to meet the aforementioned.

**SECTION IV:** To assist people of Telugu origin in need and aid newly arrived Telugus settled in Southern California.

**SECTION V:** To organize periodic Telugu literary, educational, youth, and cultural conferences either independently or in cooperation with the Telugu or other associations.

**SECTION VI:** To provide a forum for exchange of information and mutual cooperation among sister organizations across USA.

**SECTION VII:** To act as an agency to collect and transfer funds for humanitarian causes at the discretion of the executive committee.

**SECTION VIII:** To conduct language, music, and dance classes, arrange cultural events, picnics, screening of Telugu movies, recitals, and concerts of various exponents of music, dance, etc. for the benefit of Telugu people in Southern California.

**SECTION IX:** To help fellow members of the community in the event of a calamity or disaster.

**SECTION X:** TASC also shall have such powers as or now or may hereafter be granted by the General, Not-For-Profit Corporation Act of the State of California.

## **ARTICLE IV: MEMBERS**

**SECTION I:** TASC shall have five (5) categories of members who constitute the general body. The five categories are 1) Annual Individual, 2) Annual Family, 3) Life, 4) Patron, and 5) Grand Patron membership.

### **SECTION II: VOTING RIGHTS OF MEMBERS**

Annual individual members shall have one (1) vote, and all other memberships categories have two (2) votes. A member to be eligible for voting, he/she should have been a member in that category as of last day of the month, three months prior to the date of voting, and has completed, signed, and filed with secretary a membership form. For annual members, the payment must be received by July 31st of that year to be eligible for voting in that year. Any changes in marital status and change of address shall be notified in writing to the secretary by the member by the above date.

### **SECTION III: MEMBERSHIP DEFINITION AND QUALIFICATION**

Any person becoming a member of TASC shall:

- A).** Fill out the membership application form.
- B).** Pays appropriate membership dues.
- C).** Abide by the objectives and purposes of TASC as defined in Article III.
- D).** Be at least 18 years of age.

### **SECTION IV: MEMBERSHIP DUES**

**A).** The Board of Trustees may revise the membership dues from time to time with the approval of two-thirds majority of the full board. Any revision in the membership dues shall be made only once in a calendar year and shall be implemented from the beginning of the next calendar year.

**B).** Funds received from corporations, charitable trust funds, associations, or any entities shall not be considered towards membership dues. Funds received from any individuals on behalf of the third party shall not be considered towards membership dues. Third party is the one who is not a member (husband, wife, or children) of family.

**C).** Donations received for any other causes other than for specific membership dues shall not be considered towards membership dues.

**D).** Any member can upgrade his/her membership status to a higher level of his/her choice by paying the difference in membership dues within the same calendar year. Membership status shall be effective from the date of the receipt of the payments.

### **SECTION V: WITHDRAWAL**

Any member may request withdrawal in writing at any time to the Board of Trustees, upon approval after the request by the Board of Trustees the secretary shall strike his/her name from the rolls. Any member requesting withdrawal will not have a claim to any dues contributed to the organization.

## **SECTION VI: DISQUALIFICATION OF MEMBERSHIP RIGHTS**

Documented activities against the purposes of the organization as defined in this constitution shall constitute grounds for disqualification from membership. These allegations shall be communicated to the member by the board or trustees through registered mail. The alleged member shall then be entitled to hearing before the Board of Trustees on such charges and shall be entitled to a full opportunity to be heard. In order to be eligible for the aforementioned, the alleged member shall request in writing by certified mail with hearing within sixty (60) days from the receipt of the above notification. Any member may be disqualified on the grounds of antiorganization activity, defamation of the office bearers of the organization, incompetence, corruption, favoritism, extortion, or oppression in office, or gross misconduct in a board meeting called for such purpose. Approval of two-thirds of the full board shall be required for such disqualification of membership rights after the due process.

## **SECTION VII: NOTICE OF MEETINGS**

Written or printed notice stating the place, date, and time of any general body meeting of members and in the case of a special meeting, the purpose or purposes for which the meeting is called shall be delivered either personally, by electronic media, or by mail to each member entitled to vote at such a meeting, not less than twenty one (21) and not more than forty (40) days prior to the date of such meeting, by the secretary. If mailed, such notice shall be deemed to be delivered when departure in the United States Mail, address it to the member at his/her address as it appears as of last day of the month, three months prior to the date of voting, on the records of the organization.

## **SECTION VIII: QUORUM**

The quorum for any meeting shall be 10% of each category of the members entitled to vote at any meeting, present in person, shall constitute a quorum. All proposals, except amendments to constitution, are considered approved if voted by simple majority in each category of the members present at the meeting. No proxy shall be permitted for such purpose of quorum.

## **SECTION IX: NO PRIVATE INTERESTS**

The organization shall be operated exclusively for the purposes set forth in this constitution and none of its net earnings shall be used, in whole or in part, in the benefit of any person or organization having a personal or private interest in the activities of the TASC.

# **ARTICLE V: BOARD OF TRUSTEES**

## **SECTION I: GENERAL POWERS**

The affairs of the TASC shall be managed by the Board of Trustees.

## **SECTION II: NUMBER, TENURE, AND QUALIFICATION**

**A).** The Board of Trustees hereafter referred to as “the board” shall consists of eleven (11) members. Five (5) of these members shall be Past president, past advisory board members and past trust fund committee members of TASC. These five (5) shall serve for a period of eight years. Remaining six (6) members who shall serve for a period of four years shall be elected by life, patron, and grand patron members. Patron and grand patron members only shall be eligible to contest for Board of Trustees.

**B).** To qualify for election of the Board of Trustees, a member shall be member in good standing for ninety (90) days prior to the next election in the category he/she is seeking the nomination, member for two full calendar years in any membership category.

**C).** Any sitting Board of Trustees shall have the right to seek the nomination for the new term of trustee election, and if elected he/she shall resign from the un-expired term prior to accepting the new term.

**D).** The sitting Board of Trustees shall continue till the new Board of Trustees assumes the responsibility. The sitting Board of Trustees shall meet either at first scheduled meeting of the new Board of Trustees meeting or sooner to receive and accept the election of the new Board of Trustees.

**E).** Trust Fund: The board is in-charge of monitoring and operating TASC trust fund whose main purpose is to provide a monitary resources for emergencies and to support the organization in perpetuity. Chairman of the board shall also serve as the chairman of this trust fund.

The trust fund account shall be opened in an FDIC Bank, located within 50 miles radius of the TASC official address. Account balances in each bank should be limited to 100,000 dollars in view of FDIC coverage limits. At least 1% of the total TASC regular yearly revenues plus leftover money (except 1000 dollars) from previous year shall be deposited into the trust fund account.

## **SECTION III: REGULAR MEETINGS**

The Board of Trustees shall meet periodically but not less than once a year. A simple majority of the full Board of Trustees present shall constitute a quorum for the transaction of the business at any meeting of the Board of Trustees. All regular meetings shall require a minimum of fourteen (14) days of written notice by either US Mail or by electronic media.

## **SECTION IV: SPECIAL MEETINGS**

A special meeting of Board of Trustees can be called by the chairman of the board for specific agenda with a minimum of three (3) days’ notice through teleconferencing. Any six (6) trustees may also request in writing for a special meeting of the Board of Trustees along with specific agenda to the chairman and the chairman shall call for the meeting with a minimum of three days of notice through teleconferencing.

## **SECTION V: VACANCIES**

Any vacancy of a trustee shall be filled by the majority of the Board of Trustees. If the Board of Trustees fail to fill up the vacancies by the election time, such vacancies for the Board of Trustees shall also be filled up by the respective category members through member electorate process. A trustee elected to fill the vacancy shall be elected for the unexpired term of such persons’ predecessor in office.

## **ARTICLE VI: TASC PROPERTIES & FUNDS**

### **SECTION I: PROPERTIES AND FUNDS OF TASC**

The board shall have control of all the properties and funds belonging to TASC. The power and authority to expend the funds of TASC shall be delegated to the executive committee on an yearly basis as specified in the bylaws.

**SECTION II:** Since the constitutional changes are taking place in the middle of the year 2008, the board and the executive committee shall complete all the formalities and elect the new officers and the board members by December 31, 2008 to take charge from January 1, 2009. This ad hoc schedule of procedures applies for the unique situation of 2008 only and then onwards the meetings and business shall conform to the provisions of the constitution.

## **ARTICLE VII: OFFICERS**

**SECTION I:** The officers of TASC constitute the executive committee. The officers are President, President Elect, Secretary, Treasurer, and immediate Past President. The sitting officers shall continue till the new officers are elected. All officers must be citizens of USA or at least hold permanent residence status to live in USA.

### **SECTION II: ELECTION, QUALIFICATION, AND TERM OF OFFICE**

**A).** President Elect, Secretary, and Treasurer shall be elected by the general body once a year for a term of one year. The President of the previous year becomes the past President and President elect of the previous year becomes President.

**B).** Vacancies shall be notified to the general body (all membership categories) by the President. Each officer shall hold office for a term of one year or until a successor shall have been duly elected. Any of the officers shall be eligible for reelection but shall not hold the same office for more than one term. Each officer shall transfer all his/her original and other relevant records, assets of the organization to the respective successor no later than fifteen (15) days from the time of the election of the officers.

**C).** To qualify for election as an officer, he/she should have been a member of TASC in good standing for two years in any membership category.

### **SECTION III: PRESIDENT**

The President shall be the principal executive officer of the organization, shall preside at all meetings of TASC and subject to supervision and direction of the Board of Trustees shall have general responsibility for the policies, business, and affairs of the organization. The President shall make appropriate decisions for the maintenance on day-to-day administration of the organization within the policies prescribed by the Board of Trustees. The President may appoint individuals to render part or full time paid help to the organization as may be required from time to time within the powers bestowed on the President by the Board of Trustees. The President shall perform all duties intertwined to the office of the principle executive officer and such other duties as may be prescribed from time to time by the Board of Trustees.

#### **SECTION IV: PRESIDENT ELECT**

In the absence of the President, the President Elect shall perform all the duties and shall exercise all of the powers of the President specified under section III above. In absence of the President and the President Elect, secretary or treasurer shall perform the duties and exercise the powers of the President.

#### **SECTION V: SECRETARY**

The secretary shall be the custodian of the TASC seal, all current year's official records, and shall keep the accurate minutes of all meetings. The secretary shall maintain a list of active members and send notices of the meetings to the members. The secretary shall communicate with the memberships in writing to keep the members informed of all of the activities of the organization. The secretary shall perform the traditional duties as may be required from time to time by the executive committee.

#### **SECTION VI: TREASURER**

The treasurer shall hold all the funds of TASC in appropriate accounts of the FDIC financial institutions, as approved by the executive committee except the trust fund. The bank should be located within 50-mile radius of TASC official address, disperse the funds according to the decisions made by the executive committee. The treasurer shall keep accurate accounts of all the receipts and expenses, submit a receipt at each meeting of the executive committee to keep informed the financial status of the TASC, and prepare an annual budget. The treasurer shall prepare annual financial statement for audit by an independent certified public accountant and perform all the duties incidental to the office of the treasurer. The treasurer shall sign all of the checks issued from all accounts except the trust fund account. In addition, one other officer shall countersign the checks from all accounts or amounts exceeding \$500 with approval of the President.

### **ARTICLE VIII: COMMITTEES**

#### **SECTION I:**

The President with the approval of the executive committee shall nominate the chairpersons of all standing committees for the term to coincide with the term of the officers of the organization. The President with approval of the executive committee may form appropriate additional standing committees to facilitate functioning of TASC. All members of such committees shall implement the proposals approved by the executive committee. The Chairman of each committee shall report to the executive committee through the President.

## **SECTION II: STANDING COMMITTEES**

1. Executive committee (officers of TASC).
2. Membership.
3. Constitution bylaws.
4. Public relations.
5. Youth activities and sports.
6. Community service.
7. Language and cultural.
8. TASC newsletter.
9. Nomination committee.
10. Election committee.

## **SECTION III: ADHOC COMMITTEES**

The President with the approval of the executive committee may appoint ad hoc committees as and when they are deemed necessary. The size and membership of these committees shall vary according to the needs of the association.

## **ARTICLE IX: IMPEACHMENT/REMOVAL**

A trustee, chairperson or member of committee, or any member of TASC may be removed or impeached on the grounds of anti-organization activity, defamation of the office bearer of the organization, incompetence, corruption, favoritism, extortion, or oppression in office, or gross misconduct in a board meeting called for the said purpose. These allegations shall be communicated to the member by the Board of Trustees through registered mail. The alleged members shall then be entitled to hearing before the Board of Trustees on such charges and shall be entitled to a full opportunity for hearing. In order to be eligible for the aforementioned, the alleged member shall request in writing by certified mail such hearing within 60 days from the receipt of the above notification. Approval of two-thirds of the full board shall be required for such disqualification of membership rights after the due process.

## **ARTICLE X: AMENDMENTS TO THE CONSTITUTION**

This constitution may be altered, amended, or repealed by the general body pursuant to the procedure stated below.

**SECTION I:** A 10% and above of the membership with voting rights as of previous election date and/or by 2/3rds the majority of the Board of Trustees can propose an amendment to the constitution. The proposed amendment shall be discussed at the next scheduled meeting of the executive committee. A mail ballot highlighting the proposed change to the constitution shall be mailed to all the voting members within sixty (60) days from the above executive committee meeting.

**SECTION II:** In a proposed amendment, alternating a repeal of the constitution shall be deemed approved if accepted in writing by 2/3rds of the grand patron membership, 2/3rds of the patron membership, 2/3rds of the life membership, and 2/3rds of the annual membership from the ballots received in each category. The decision shall be notified to all the members either by publishing in TASC newsletter, US mail, or electronic media. The amendment, alternation, or repeal of the constitution shall be implemented from the next calendar year.

### **ARTICLE XI: INDEMNIFICATION**

TASC shall indemnify any and all of its trustees or officers or former trustees or former officers or any person who may have served at its request, against the expenses (including attorney's fees) actually or necessarily incurred by them in connection with the defence or settlement of any action, suit, or proceeding in which they or any of them are made party or a party, by reason of being or having been a trusty, officer, a formal trustee, or former officer, or person shall be adjudged in such action, suits or proceeding to be liable for willful misconduct in the performance of duty, and to such matters shall be settled by agreement.

### **ARTICLE XII: CONTRIBUTIONS**

The Board of Trustees may accept on behalf of the organization any contributions given for the general purposes or for any special purposes of the organization.

### **ARTICLE XIII: ROBERT'S RULES OF ORDER**

Except or otherwise here in expressly provided, all matters or procedures shall be governed by Robert's Rules Of Order, revised, as the time shall, from time to time, be revised and amended.

### **ARTICLE XIV: NOMINATION COMMITTEE**

The President, with the approval of executive committee shall appoint a nominating committee consisting of a total of five members. One representative from the board, two members from general membership, and two members from Past Presidents' category which includes immediate Past President who shall serve as the chairman of nominating committee. The nominating committee shall have the following responsibilities.

1. Receive the nominations for trustees and officers as submitted by the voting members of the organization.
2. Present the slate of candidates to the President. If election is required, the President shall promptly forward the slate and other candidates to the election committee for conducting the election.
3. Nomination committee members are not eligible for self-nomination for officers or for board members.

## ARTICLE XV: ELECTION COMMITTEE

The President with the approval of the executive committee shall appoint five (5) members, two (2) from Board of Trustees, and three (3) from general membership. One of them shall serve as chair of this committee. The primary function of this committee shall be to conduct the election for Board of Trustees and/or officers. The committee shall be responsible for mailing, receiving, and counting the ballots. The committee shall promptly send the certified copy of the results to the President.

## ARTICLE XVI: AUDIT COMMITTEE

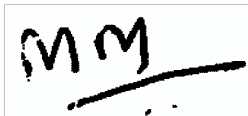
The auditing committee shall consist of one board member, one member of the executive committee, and one independent member with accounting background. The function of this committee is to audit the financial transactions and treasurer's reports periodically and not less than two times in a fiscal year and also submit the annual report for the end of the calendar year to the executive committee.

## ARTICLE XVII: DISSOLUTION

The President with the approval of two-thirds majority of full board can propose to dissolve the corporation to the general body for approval of the dissolution of the corporation. The dissolution shall be deemed approved if accepted in writing by two-thirds majority in each category of ballots received from the members eligible to vote.

Upon dissolution of the corporation, the Board of Trustees shall after paying or making provisions of the payment of all liabilities of the corporation, dispose off all the assets of the corporation exclusively for the purpose of corporation in such manner to organizations, organized and operated exclusively for charitable, education, religious, 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 the trustees shall determine. On such assets not so disposed off shall be disposed off by the court of common place of the committee in which the principle office of the corporation is then located, exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

**FUNCTIONING OF THIS ORGANIZATION SHALL BE IN ACCORDENCE WITH ARTICLE I THROUGH XVII OF THIS CONSTITUTION.**



**Mohan Mallam**  
*Chair, Constitution & Bylaws Committee*

**Nataraj Madireddy**  
*President, TASC*

**Suneel Ralangi**  
*Secretary, TASC*

**THE END TASC CONSTITUTION**

## **BYLAWS**

### **BYLAW I : FUNCTIONING OF TASC**

Functioning of this organization shall be in accordance with these bylaws except otherwise noted in the constitution. Latest addition of Robert's Rules of Order shall be the authority on all questions of procedure, not specifically stated by these constitutional bylaws.

### **BYLAW II : PROXY VOTING AND ELECTION OF THE OFFICERS**

#### **SECTION I: PROXY VOTING:**

A proxy is a power of attorney given by the trustee to another member of TASC to vote in his/her stead, and it is used to designate the person, who holds the power of attorney. Proxy voting is limited to Board of Trustee's or officers meeting and are not allowed for the purpose of the quorum of the meeting.

#### **SECTION II: ELECTION OF THE OFFICERS:**

The President shall nominate the candidates for election of the officers, shall seek the nomination from the membership, and conduct the election as per the pre-established guidelines once every year. The candidate who receives the majority of votes shall be declared and elected to the position.

### **BYLAW III : MEMBERSHIP DUES**

**A: ANNUAL MEMBER:** Annual individual member pays \$25 and annual family member pays \$50 in one installment towards membership dues.

**B: LIFE MEMBER:** Life membership dues are \$300 payable in one installment.

**C: PATRON MEMBER:** Patron member pays any amount in between \$1000-4999 towards membership dues.

**D: GRAND PATRON MEMBER:** Grand patron member pays \$5000 towards the membership dues.

### **BYLAW IV : GENERAL RESPONSIBILITIES OF EACH COMMITTEE**

**A:** The fiscal year of the committee shall correspond to the calendar year and the term of committee shall coincide with the term of officers of the organization.

**B:** Each committee shall have at least three members.

**C:** All chairpersons of various committees shall submit the written reports to the executive committee through the President.

**D:** All committees are required to maintain accurate records of their income and expenses and submit a written report to the board through the President.

**E:** All expenses in excess of \$200 shall require prior approval of the Treasurer and the President and all expenses in excess of \$1000 shall require the approval of the majority of the executive committee, unless already appropriated in the budget.

**F:** At least two quotations shall be obtained for purchase of \$1000 or more.

**G:** All members of the committee shall be members of TASC in good standing.

**H:** The committee functions can be modified by the executive committee as needed.

**I:** No individual member shall enter into any contracts, or agreements or other instruments whether written or oral with any other individual or organization at anytime with the exception of the President by virtue of the authority conferred on him/her by the constitution.

## **BYLAW V : STANDING COMMITTEES**

**EXECUTIVE COMMITTEE.** The officers of TASC shall constitute the executive committee. The executive committee shall provide a collective platform for leadership, communication, deliberation, and execution of responsibilities as assigned to the officers by the Board of Trustees and general body from time to time. The President shall serve as chairperson of the executive committee and shall execute all contracts, deeds, documents, and instruments.

The executive committee shall meet periodically, but not less than twice a year. Special executive committee meetings via teleconferences may be called for by the President, by the Secretary, or at the written request of two or more members of the executive committee. All regular meetings shall require minimum of 14 days of written notice by either US mail or by electronic media. All special meetings shall require minimum of three days of written notice by either US mail or by electronic media.

**MEMBERSHIP COMMITTEE:** The function of this committee is to help the secretary maintain and update the membership roster and to recruit new members to the organization. President elect shall serve as chair of the membership committee.

**BYLAWS COMMITTEE:** This committee is responsible for reviewing the constitution & bylaws, receive any proposals from members, and making the recommendations to the executive committee and general body.

**PUBLIC RELATIONS COMMITTEE:** The committee is charged with publicizing the purpose and activities of the organization and work with newsletter committee to publish TASC quarterly newsletters.

**YOUTH ACTIVITIES AND SPORTS COMMITTEE:** The primary function of this committee shall be to plan youth activities and sport events and coordinate all youth activities with other committees. Planned events should involve children of all ages.

**COMMUNITY SERVICE COMMITTEE:** The primary function of this committee is to organize community service events.

**LANGUAGE AND CULTURAL COMMITTEE:** The primary function of this committee shall be to coordinate the cultural and Telugu language programs.

**NEWSLETTER COMMITTEE:** This committee works with other committees to gather information and publish TASC quarterly newsletter. This committee also shall solicit ads to make the publication and mailing of the newsletter self-sufficient.

**IX. NOMINATION COMMITTEE:**

**A:** President with approval of the board shall activate the nominating committee (NC) at least 60 days before the next election for the purpose of electing new trustees and/or officer.

**B:** Seek nominations from members certified by secretary either by publishing the nomination form in the TASC newsletter or by US mail. See the annexure for nomination form. **C:** In order for the nomination to be valid, a fee of \$50 must be enclosed.

**D:** Person proposing and seconding the nominee shall be a member of TASC in good standing as per the certified membership list prepared prior to the next election in the category he/she is proposing. Nominee shall be a member in good standing for 90 days prior to the election in the category he/she is seeking the nomination and shall be member for two full calendar years in any membership category.

**E:** Members of nominating committee are not eligible for self nomination of trustees.

**F:** All correspondence shall be sent to TASC official address, unless board approves a different address.

**G:** For all regular elections, the following nomination process schedule may be used with approved deadlines by executive committee, unless board approved a different schedule.

| Activate nominating committee                                                                                                                    | Activate regular election                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Executive committee to furnish certified membership list to the nominating committee.                                                            | At least 60 days prior to the proposed election date.                                                                                                                                                       |
| Mail or publish the nomination form within two weeks after receiving the certified membership list.                                              | Within two weeks from the closing of membership list.                                                                                                                                                       |
| Deadline for receipt of the nomination 15 days from the date of mailing or publishing of the nomination form.                                    | Within one week after the deadline for receiving the nomination.                                                                                                                                            |
| Verify eligibility and inform the nominees about their eligibility and deadline for withdrawal. Give two week's time for additional nominations. | Deadline for withdrawal within five days after the notification of the eligibility by e-mail, telephone, or postal notification.                                                                            |
|                                                                                                                                                  | Submit the report with stated list to the President and board for declaring the results or conducting the election within one month from the date of mailing or publication of solicitation for nomination. |

**H:** For all special elections, President, with approval of the board shall provide the election process schedule to the nominating committee at least 90 days prior to the special election.

**I:** Other material that should be part of the nomination form are:

1. A brief profile, maximum 15 lines, of the candidate that emphasizes his or her community service and service to this organization.

2. A passport size color photograph. These documents can be mailed separately but they should be received within one week from deadline for the submission of nomination form.

**X: ELECTION COMMITTEE:** The primary function of this committee shall be to conduct the election if required as directed by the constitution. The present President with the approval of the executive committee shall appoint (five) members (two) from the Board of Trustees, and (three) from general membership to the election committee and one of them shall serve as the chair of the committee as mentioned in the constitution.

**A.** Election process/guidelines. See the annexure, which is a part of this section.

**B.** Shall provide the candidates the eligible list of members to vote with their telephone numbers and addresses only.

**C.** For all regular elections, the following election process schedule may be used with approved deadlines by executive committee.

| <b>Activate Election Committee</b>                                                                                                                                              | <b>Regular Election</b>                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Receive the list of nominating committee's list of candidates with last name alphabetical and receive certified membership list from the President for conducting the election. | At least 90 days before the set of election date.                |
| Receive the nominating committee slate list along with other candidates if any and certified membership list from the President for conducting the election.                    | At least 30 days before set of election date.                    |
| Mail ballots and candidate's biodata with last name alphabetized.                                                                                                               | 15 days before the deadline for the receipt of ballots.          |
| Deadline for return of ballots:                                                                                                                                                 | 15 days from the date of mailing of ballots.                     |
| Ballot counting and election of trustee/officers report:                                                                                                                        | Deadline for the receipt of ballots for next postal working day. |

**C:** For all special elections, President, with approval of the board, shall provide the schedule for conducting elections to election committee at least 90 days prior to the special election.

**D:** Election Committee in consultation with nominating committee should set up the deadline and complete the election process before December 15 or three weeks before the scheduled TASC officers meeting intended for inauguration of the new officers.

### **BYLAW VI : AMENDMENTS TO THE BYLAWS**

The bylaws of TASC may be altered, amended, or repealed by the Board of Trustees if approved by two thirds of the full Board of Trustees in person or by proxy upon the recommendation of the executive committee.

## BYLAW VII : TASC LOGO



### OFFICIAL SEAL AND OTHER STANDARD STATIONERY.

All the TASC's formal official correspondence, consensus, and any other events undertaken by TASC should follow standard procedures and norms to represent organization name and its identity. TASC logo shall not be used for any other events that are not officially associated with the organization or sponsored by the organization.

All the formal correspondence, communications, newsletters, awards/certificates stationery shall carry official logo. See Annexure D for copy of the logo.

## BYLAW VIII : FORMS

A: Membership forms. Refer to annexure A.

B: Nomination form for Board of Trustee. Refer to Annexure B.

C: Mail ballot for amendment to the constitution. Refer to annexure C.

**Mohan Mallam**

*Chair, Constitution & Bylaws Committee*

**Nataraj Madireddy**

*President, TASC*

**Suneel Ralangi**

*Secretary, TASC*

**THE END-TASC BYLAWS**

**TELUGU ASSOCIATION OF SOUTHERN CALIFORNIA  
(TASC)**

(A NOT-FOR-PROFIT ORGANIZATION REGISTERED IN THE STATE OF CALIFORNIA)

ANNEXURE-A

**MEMBERSHIP FORM**

Telugu Association of Southern California (TASC)  
15 Topeka, Irvine, CA 92604  
[www.tasc2000.org](http://www.tasc2000.org)

**NAME:**

Last

First

Middle

**OCCUPATION:**

**SPOUSE'S NAME:**

Last

First

Middle

**OCCUPATION:**

**TELEPHONE:** (     )

**E-MAIL ADDRESS:** \_\_\_\_\_

**ADDRESS:**

Street: \_\_\_\_\_

City \_\_\_\_\_ State (     ) Zip code \_\_\_\_\_

**CHILD NAME**

**AGE**

Signature

Dated:

\_\_\_\_\_  
*Please visit our web site [www.tasc2000.org](http://www.tasc2000.org)*

|                                                                                                                                                                                                                                                                                                                                                                                                                               |        |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--|
| <b>GENERAL DONATIONS TO TASC TOWARDS:</b>                                                                                                                                                                                                                                                                                                                                                                                     |        |  |
| Amount dollars: \$                                                                                                                                                                                                                                                                                                                                                                                                            |        |  |
| <b>MEMBERSHIP FORM</b>                                                                                                                                                                                                                                                                                                                                                                                                        |        |  |
| Membership category:                                                                                                                                                                                                                                                                                                                                                                                                          |        |  |
| Grand Patron:                                                                                                                                                                                                                                                                                                                                                                                                                 | \$5000 |  |
| Patron:                                                                                                                                                                                                                                                                                                                                                                                                                       | \$1000 |  |
| Life:                                                                                                                                                                                                                                                                                                                                                                                                                         | \$300  |  |
| Annual Individual                                                                                                                                                                                                                                                                                                                                                                                                             | \$25   |  |
| Annual Family:                                                                                                                                                                                                                                                                                                                                                                                                                | \$50   |  |
| <b>MEMBERSHIP: Definition &amp; Qualifications.</b>                                                                                                                                                                                                                                                                                                                                                                           |        |  |
| <p>Definition: Grand patron, patron, and life members are entitled to family membership.</p> <p>Qualifications: Any person becoming a member of TASC should:</p> <p>A). Fill out the membership application form.</p> <p>B). Pay the appropriate membership dues in one installment.</p> <p>C). Abide by the objectives and purposes of TASC as defined in the TASC constitution.</p> <p>D). Be at least 18 years of age.</p> |        |  |

|                                                                                                             |                    |
|-------------------------------------------------------------------------------------------------------------|--------------------|
| <b>DONATION TO TASC SPONSORED PROJECTS</b>                                                                  |                    |
| Ugadi Function:                                                                                             | \$ _____           |
| Star Night:                                                                                                 | \$ _____           |
| Diwali Celebration:                                                                                         | \$ _____           |
| Inauguration of new officers:                                                                               | \$ _____           |
| Other (describe):                                                                                           | \$ _____ [ _____ ] |
| For additional information please visit our web site <a href="http://www.tasc2000.org">www.tasc2000.org</a> |                    |

Total amount enclosed: \$ \_\_\_\_\_. Check number: \_\_\_\_\_. Date:

Please charge \$ \_\_\_\_\_ to my credit card.  
 Credit card # \_\_\_\_\_ Visa® / MC® / AMEX®  
 Expiration date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Make check payable to TASC and mail check to: TASC , 15 Topeka, Irvine, CA 92604***

|                                                                      |
|----------------------------------------------------------------------|
| Official use only<br>Number ID #:<br><br>Category ID #:<br><br>Date: |
|----------------------------------------------------------------------|

Membership solicited by:

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*Please visit our web site [www.tasc2000.org](http://www.tasc2000.org)*

**NOMINATION FORM FOR BOARD OF TRUSTEE/OFFICER**

**Nomination Form for Board of Trustee/Officer:**

**Proposed by:**

I, \_\_\_\_\_, here by nominate Mr./Mrs. \_\_\_\_\_

To serve as TASC Board of Trustee in the category of: Patron / Grand patron

To serve as TASC officer in the position of: President elect / Secretary / Treasurer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**Seconded by:**

I, \_\_\_\_\_ here by second the above nomination

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**Nominee:**

I, \_\_\_\_\_ here by accept the above nomination and willing to serve TASC if elected.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**ELIGIBILITY/SUBMISSION REQUIREMENTS**

1. Person proposing and seconding the nominee shall be a member of TASC in good standing as per certified membership list prepared prior to the next election in the category he/she is proposing.
2. Nominee shall be a member in good standing for 90 days prior to the election the category he/she is seeking the nomination for and shall be member for two full calendar years in any membership category.
3. Enclose the non-refundable application fee of \$100 payable to TASC for Board of Trustee or \$50 for Officer.
4. Annual members are not eligible for nomination for Board of Trustee or Officer. Life members are not eligible for nomination to serve as Board of Trustees.
5. Other materials that should be part of this nomination form are A). A brief profile (maximum 15 line of the candidate that emphasizes his/her community service and service to this organization. B). A passport sized color photograph. These documents can be mailed separately, but they should be received within one week from the deadline for the submission of nomination form (indicated below).

**INSRUCTIONS FOR THE A SUBMISSION OF NOMINATION FORM:**

Send nomination form and application fee of \$100 for Board of Trustee nomination or \$50 for officer Nomination to the following address to be received at the TASC Office by \_\_\_\_\_(Date).

Mail to Chairperson Nominating Committee, TASC, 15 Topeka, Irvine, CA 92604

**For further information/clarification please call chairperson**

Name:..... Phone ( ) E-mail:

**MAIL BALLOT FOR AMENDMENTS TO THE CONSTITUTION**

Telugu Association of Southern California  
15 Topeka, Irvine, CA 92604  
[www.tasc2000.org](http://www.tasc2000.org)

*Mail ballot for amendments to the constitution.*

Member Label:

Dated:

Dear Telugu Association of Southern California (TASC Member),

Please find enclosed the proposed changes to the constitution of TASC for your review and approval. These changes have been discussed and approved by the executive committee on \_\_\_\_\_ at \_\_\_\_\_ (Place) in their meeting and the Board of Trustees on \_\_\_\_\_ at \_\_\_\_\_ (Place).

Please indicate your selection by marking with X in appropriate box and sign below and mail in the enclosed self addressed envelope before (date) \_\_\_\_\_ to Bylaws and Constitution committee, Telugu Association Of Southern California 15 Topeka, Irvine, CA 92604

Signature of the member: \_\_\_\_\_

- 1. Article\_\_\_ Section\_\_\_ for / against / abstain
- 2. Article\_\_\_ Section\_\_\_ for / against / abstain
- 3. Article\_\_\_ Section\_\_\_ for / against / abstain
- 4. Article\_\_\_ Section\_\_\_ for / against / abstain
- 5. Article\_\_\_ Section\_\_\_ for / against / abstain

The proposed amendment, alternating the repeal of the constitution shall be deemed approved if accepted in writing by two thirds of the Grand Patron, two third of the Patron; and two thirds of the Life membership from the ballots received in each category.

Thank you for your support and cooperation.

Sincerely yours

*Chairperson, Constitution/ Bylaws Committee*

*President, TASC*