

CONSTITUTION
Of the
TALLAHASSEE TAMIL MANDRAM

(Pursuant to constitution changes approved by General Body)

ARTICLE I: NAME

- 1.1 The name of the organization shall be **TALLAHASSEE TAMIL MANDRAM** hereinafter referred to as "**Mandram.**"

ARTICLE II: OFFICE

- 2.1 The location of the Mandram's office shall be decided by the **Executive Committee** (referred to as **EC** hereinafter).

ARTICLE III: OBJECTIVE

- 3.1 The Mandram shall be a non-profit and non-political organization.
- 3.2 The Mandram shall provide a common meeting ground for its members.
- 3.3 The Mandram shall promote and participate in the exchange of cultural activities with other ethno-cultural groups and organizations in the area, and to be an official liaison body between such groups, organizations, and government departments.
- 3.4 The Mandram shall promote activities for the advancement in Tamil Language, Literature and Arts – especially by teaching Tamil Language, forming a Tamil Library and promoting Tamil literary discussions
- 3.5 The Mandram shall promote cultural activities like music, dance, and drama.
- 3.6 The Mandram shall invite and honor distinguished persons in Tamil culture.

ARTICLE IV: MEMBERSHIP

- 4.1 Any resident of Tallahassee, who can speak or read or write or has an ethnic background related to the language of Tamil or any interest in the language of Tamil, or Tamil culture shall be eligible to become a member of this organization.
- 4.2 Any eligible resident who is 18 years or older, paying the appropriate membership dues and complies with the organization's rules and regulations, shall become one of the following memberships.
 - **Annual Family Membership:** A family membership may consist of a primary member, spouse, parents, and children. One vote is allowed during the election.
 - **Annual Single Membership:** A single membership must consist of only one person and one vote is allowed during election.
 - **Honorary Membership:** Honorary membership will be granted to distinguished persons, with the approval of the Executive Committee. Honorary members shall have no right to vote or hold office
- 4.3 If the status of any member should change, after enrolling and paying the dues for the year, the category of membership shall change the following year with corresponding change in dues, if any.
- 4.4 A single member, on change of marital status, can elect to become a family member on paying the difference in dues, if any.
- 4.5 Membership ceases if dues are not paid within the period prescribed by the Executive Committee.
- 4.6 All New membership applications shall be subjected to the approval of the Executive Committee.

- 4.7 Annual membership in the Mandram is for a period of one year from Jan. 1 of the year to Dec. 31 of the year for which dues are paid, regardless of when in that year it is paid.

ARTICLE V: OFFICERS AND COMMITTEES

- 5.1 The **Governing Body** is composed of the Current EC (President, Vice - President, Secretary, Treasurer and Joint Secretary) and Two Board of Directors listed below
1. **Immediate Past President of EC.** If the Immediate past president is not available, he/she can suggest any one from the immediate past executive committee.
 2. **Current EC appointed Board of Director.**
- 5.2 The Governing Body will have ultimate responsibility for compliance of Mandram's activities with the mission, goals, and bylaws.
- 5.3 The Governing Body Members shall serve in their position for a duration of two years from May to April of the calendar year.
- 5.4 Only one member from a family can be in the Governing Body
- 5.5 The high-level roles of the Governing Body include, but not limited to:
- Develop Mandram's Mission and areas of focus and growth
 - Develop long term cultural, financial and liaison goals
 - Establish policies and procedures associated to Mandram's activities
 - Avoid self-serving policies and conflict of interest
 - Provide oversight on annual budget and financial matters of the Mandram
 - If needed Governing Body shall appoint ad-hoc committees to work on topics such as constitution & bylaws, finance & audit, elections
- 5.6 The day-to-day activities of the Mandram shall be conducted by duly elected office bearers called the Executive Committee, subject to the provisions under the election procedures. The Executive Committee will continue a two-year term. The high-level roles of the executive committee include, but not limited to:
- Responsible for the day-to-day operations, program planning and execution
 - Membership enrolment and renewals, maintain database of membership
 - Develop program calendar and budget for the year
 - Conduct, manage and administer all recurring events
 - Coordinate activities and general policies with Board of Directors
 - Manage ongoing communication with Mandram members
 - Develop member participation in Mandram's programs
 - Create partnership with community's cultural resources
- 5.7 The following office bearers for the Executive Committee shall be elected:
- **President** – shall preside over all the meetings of the Executive Committee. The President shall have general supervision over the activities and operation of the Mandram. The President shall sign, execute, and acknowledge, in the name of the Mandram, all transactions authorized by the Executive Committee. The President shall exercise the voting rights in the EC only to break a tie.
 - **Vice-President** – shall assist the President in carrying out the duties of the President and shall act in his stead, when necessary.

- **Secretary** – to coordinate the activities of the Mandram, including assigning responsibilities to other EC members, contacting the members regarding activities, scheduling activities and all day-to-day operations of the Mandram.
 - **Joint Secretary** – shall assist the Secretary in the performance of his duties and shall act in his stead when necessary. He shall also function as a public relations officer and shall be responsible for publicizing the Mandram's activities
 - **Treasurer** – be responsible for the collection of all dues, fees and other revenue coming to the Mandram. Be the custodian and maintain all books of accounts and all accounting records of the Mandram. Prepare and submit a financial statement as required by the EC or the General Body.
- 5.8 All decisions of the EC shall be made by a simple majority. For EC meetings, two-thirds of Committee Members shall constitute the quorum. If two-thirds is a fraction, the nearest lower number shall form the quorum.
- 5.9 If a duly elected member of the EC is unable to complete the elected term of the office, the EC shall appoint a replacement for the remaining term of the committee. The appointed member shall be accorded all privileges and responsibilities of the EC member.
- 5.10 The tenure of the EC will be for two years, starting on May 1st and ending on April 30th of the year for which the committee is elected.
- 5.11 A General Body meeting can be called by the EC at any time.
- 5.12 At the end of the tenure the EC is responsible for the smooth transition of Mandram's assets to the new team.

ARTICLE VI: GENERAL BODY

- 6.1 **General Body:** Shall mean the dues paying members on roll at the time the meeting is called for, or action is taken.
- 6.2 The general body of the Mandram shall meet at least once a year in Tallahassee. The admission to such a meeting shall be free.
- 6.3 A quorum of 50% of all enrolled members needs to be present to conduct an extraordinary general body meeting set to amend the constitution of the Mandram or to displace the Governing Body members.
- 6.4 Any decision other than the extraordinary general body meeting shall be a simple majority of the General Body present.
- 6.5 A General Body meeting can be called by any member any time, provided the request for such a meeting is signed by at least one-third the number of members (to the nearest whole number). Such intention to have a General Body meeting should be intimated to the EC in writing or Email to official Mandram's Email ID at least 16 calendar days in advance, together with the reasons thereof. 50% shall be the quorum for General Body meetings. All General Body meetings shall be convened with a minimum notice of 10 days.

ARTICLE VII: ELECTIONS

- 7.1 Elections for EC shall be conducted once every two years in or around the month of march. The EC shall appoint an Election sub-committee, consisting of three members of the Mandram, who shall receive nominations for all EC positions and conduct elections according to Article VII. No member of the EC shall be appointed as a member of the Elections sub-committee.
- 7.2 Election sub-committee will decide the nomination closure date and the election date.
- 7.3 Any current member will be eligible to apply for any EC position until the nomination closure date if the member met the below criteria:
 - 7.3.1 Member or spouse has volunteered for at least four Mandram's events within the last three years prior to election date.
 - 7.3.2 Member or spouse should not be in incumbent EC.
- 7.4 If no nominations received for any position as per 7.3 then the nominations will be opened again for such positions to Incumbent EC members or their spouse only.
- 7.5 The Election results shall be certified by a simple majority.
- 7.6 Any unfilled positions after election can be filled by the Elected EC members.

ARTICLE VIII: MANAGEMENT OF FUNDS

- 8.1 All disbursements above \$2,000 must be approved by all the Board of Directors.
- 8.2 The outgoing EC should not spend more than 50% of the membership fees collected during the election year.

ARTICLE IX: TTM TAMIL PALLI/SCHOOL

- 9.1 TTM Tamil Palli (TTM-TP) was started by Mandram to provide Tamil education to children in the community. It will operate as a Sub-committee of Mandram. It will provide education to children of members and non-members without any difference in curriculum ~~and fees~~ related to education.
- 9.2 The EC will be responsible for running the day-to- day operations of TTM-TP.
- 9.3 Responsibilities - TTM-TP will have the following responsibilities:
 - Teachers will be responsible for educating the children in Tamil Language both spoken and written.
 - The EC will establish the curriculum, schedule, and educational activities by working with the teachers.
 - Any change in the curriculum should be approved in the General Body Meeting.
 - The EC will have overall responsibility for the weekly classes and communications with teachers and parents.
 - The EC will be responsible for finding the location for conducting classes. The classes can be either in-person or virtual.
- 9.4 Tamil Palli Communication: All communication regarding the school should be from the EC.
- 9.5 Calendar: TTM Tamil Palli schedule will follow the Leon County school calendar for the regular curriculum. TTM Tamil Palli can organize specialized activities and programs during summer and winter holidays if it chooses to do so.

ARTICLE X: AMENDMENTS

- 10.1 The Constitution, with the exception of the spirit of the fundamental objectives, may be amended.
- 10.2 Any amendment to the Constitution shall be proposed and signed by at least 5 members and shall be submitted to the EC in writing at least 15 days prior to the General Body meeting.
- 10.3 Amendments shall be made by a two-thirds affirmative vote of the members present at the General Body meeting, called specifically for the purpose as provided under item 8.2 above.

ARTICLE XI: DISSOLUTION

- 11.1 Upon dissolution of the Mandram, the Governing Body shall utilize the Mandram's assets for the payment of all obligations and liabilities of the Tamil Mandram. Any remaining assets will be disposed of in a manner consistent with the Mandram's purpose as herein stated, either in the form of direct expenditures or by disbursement to one or more organizations organized and operated exclusively for charitable, scientific, educational or religious purposes so as to qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code or any corresponding provision of a future law of similar import, or to the United States, or a State or Local Government, for a public purpose. The EC shall remain in office until dissolution is completed.

ARTICLE XII: INDEMNIFICATION OF OFFICERS

- 12.1 Any person made party to any action, suit or proceeding by reason of the fact that he/she is or was an EC member of the Mandram shall be indemnified by the Mandram against the reasonable expenses, including attorney's fees actually and necessarily incurred in connection with the defense of such action, suit or proceeding. Any person party to such suit, action or proceeding shall further be indemnified by the Mandram for any judgments or liabilities resulting therefrom. This indemnification does not cover any criminal act committed by the member of the EC.