

# ALL AMERICA TULU ASSOCIATION INC

## CONSTITUTION & BYLAWS

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## CERTIFICATION

I, Prashanth Udupa, do hereby certify that I am the duly appointed and qualified Secretary of the All America Tulu Association (AATA) Inc, a nonprofit corporation organized under the laws of the State of Massachusetts, and that the foregoing is a true and correct copy of the Constitution and Bylaws consisting of <number\_of\_pages> adopted by the Corporation’s Board of Directors (BoD) in accordance with law and the Articles of Incorporation of said Corporation.

In witness whereof, I have affixed my name as General Secretary and have caused the corporate seal of said Corporation to be hereunto affixed as of the <xx\_day> of <yy\_month>, <yyyy>.

Revision number :

Date of Approval :

Date :

Place:

General Secretary

## I. CONSTITUTION

### Preamble

We, the Tulu community in North America (including the United States of America, Canada, Mexico, and the Caribbean Islands) interested in preserving and promoting literary, educational and cultural activities and bringing together all Tulu speaking individuals, do hereby join together to form an Association.

### Definitions

**AATA:** All America Tulu Association, also in Tulu as Akhila Americoda Tuluverena Angana.

**Roberts Rule of Order:** Procedures followed to ensure that meetings are fair, efficient, democratic and orderly. All the members voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard.

**Tulunadu Area:** Historical Tulunadu area starting from Gokarna to Chandragiri River in Kasaragod, Kerala.

**EC:** Executive committee which is responsible for the management of AATA

**BoD:** Board of Directors which is responsible for implementing the vision and objectives of AATA

## **Article I : Name**

The name of the association shall be All America Tulu Association (Akhila Americoda Tuluverena Angana), and will be referred to as “AATA” in the rest of the document.

## **Article II : Aims and Objectives**

### **Section 1: Purpose**

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

The aims and objectives of the association shall be to preserve, support, and promote literary, educational and cultural activities of Tulu speaking people, and to create an opportunity for the cultural exchange between the people of Tulu culture who live in North America and India in particular and any other part of the world where Tulu speaking people reside, in general.

### **Section 2: Political Restrictions**

None of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association 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 these articles this association shall not engage in any activities or exercise any powers that are not in furtherance of the purpose of this association.

### **Section 3: Individual benefits from earnings**

No part of the net earnings of the association will insure to the benefit of any individual or individuals.



#### **Section 4: Remunerations**

None of the members of the Executive Committee including the office bearers and youth ambassador or the Board of Directors shall carry salary or take remuneration of any kind for their services.

### **Article III : Membership**

#### **Section 1: Eligibility**

Any person eighteen years or older and subscribes to the objectives of the association and pays dues, is entitled to be a member of the association. Membership in this corporation shall be open to all persons with roots in Tulunadu and/or interested in Tulu language or culture. However, the corporation shall admit to its events, programs and facilities persons of any race, color, national and ethnic origin, and shall not discriminate on the basis of race, color, national and ethnic origin in administration of its policies, employment, admissions, educational activities, and other programs.

#### **Section 2: Admission of Members**

Eligible applicants shall be admitted to membership automatically after they have paid their membership dues.

#### **Section 3: Number of Members**

There is no limit on the number of members the corporation may admit.

#### **Section 4: Membership Classes**

There are two classes of memberships.

1. Regular Members
2. Special Members

#### **Section 5: Regular Membership**

AATA shall have two types of memberships: individual and family memberships.

- a. **Grand Patron Member** - Family Membership
- b. **Patron Member** - Family Membership
- c. **Life Member** - Family Membership
- d. **Life Member** - Individual Membership

**Section 6: Special Membership**

AATA shall have the following special membership categories. These members shall have no voting rights, however they can vote if they are dues paying members of AATA.

**a. Founding Member**

This is an honorary membership who joined the initiative of formation prior to AATA incorporation and was instrumental in the formation of AATA.

**b. Honorary Member**

An honorary membership can be awarded to distinguished dignitaries at the discretion of the Executive Committee.

**c. Student Member**

Any students studying and are not part of any family membership. Student membership is free of cost and must be recommended by at least one voting member of AATA.

**Section 7: Membership Recognition**

Except for the recognition as “Founding Members”, “Honorary Member”, “Student Member”, “Regional Ambassadors”, “Grand Patron Member”, “Patron Member” of the “All America Tulu Association - AATA” in the media, all memberships shall have the same rights, privileges, restrictions, and conditions except as described in section [Article II section 3](#) under bylaws. No member shall hold more than one membership in the corporation. The membership fees and rights of the members are detailed in [Article II Section 2](#) under bylaws.

**Article IV : The Executive Committee (EC)**

**Section 1: Number of Members/Officers**

The Executive Committee (EC) must consist of a minimum of three and a maximum of six office bearers and one non-voting youth ambassador. There should be at least one female member in the EC. Youths between the ages of fourteen (14) and twenty one (21) are eligible to be a youth ambassador. Additional positions more than six can be created by the President to help in running the organization as part of the EC on a need basis with the approval of the Board of Directors (BoD).

**Section 2: Formation**

The EC shall be formed by the members of the association at the General Body (GB) meeting or Special General Body (SGB) meeting with the process of formation as described in [Article X Section 2](#) and [Article XI Section 2](#) under bylaws. The members of the EC are called officers or office bearers.

### **Section 3: Designation of Officers**

The office bearers shall be a president, a general secretary, a treasurer and a youth ambassador. Optionally, a vice president, a joint secretary, and a joint treasurer may be included in the EC.

### **Section 4: Election and Term of Office**

The term of office for the EC shall be for two years.

- a. The President shall be elected by the members having voting rights by the process outlined in [Article XI Section 2](#) under bylaws.
- b. Each candidate for the president post must be nominated by a member and supported by at least one additional member.
- c. The elected president shall form the EC by filling the remaining officers positions.
- d. The remaining office bearers shall be chosen by the elected president by the process of nomination or by the process of election at the discretion of the president.
- e. Each candidate nominated by the president for the role of officer must be supported by at least one additional member.
- f. All the candidates for the post of president or any other officer of the EC shall remain in good standing, not being subject to any form of sanction, suspension or disciplinary censure.

### **Section 5: Term Restrictions**

An EC member with any designated role can serve any number of non consecutive terms in the office. Exceptions to this may be made under the special circumstances as outlined in [Article XIV, Section 6](#) under bylaws.

### **Section 6: Requirements**

The President and the Secretary should be able to speak in Tulu language. Ability to read or write Tulu script will be beneficial.

### **Section 7: Qualifications**

Any member may serve as an officer of AATA. The candidate for President's role should be an active member of AATA for at least two years.

### **Section 8: Multiple Designations**

An EC member cannot simultaneously serve as an elected member of the BoD.

## **Article V : Board of Directors (BoD)**

### **Section 1: Composition of the Board**

The BoD shall be composed of seven (7) voting members including 6 elected members and immediate past President of AATA . There will be one additional non-voting member, the current president of AATA .

### **Section 2: Term of office of Elected Members**

At the formation of AATA, the BoD will have 7 elected members. Three positions shall be filed for the four year term, four positions shall be filled for a two year term. After that, all elected BoD members will have a four year term. Members of BoD are eligible for re-election, however, no elected member will serve consecutive terms.

### **Section 3: Chairperson**

Chairperson shall be elected by the voting members of the BoD. Chairperson is responsible for chairing the meetings of the BoD. Chairperson shall report the activities of the BoD at the general body meeting. The term of the chairperson should be two years.

### **Section 4: Removal of a Member of the BoD**

Removal of any voting member of the BoD shall only be for cause. This cause should be documented by any general member in good standing and submitted to the BoD through the EC. An elected member of the BoD can only be removed with at least 2/3rd majority of the remaining BoD, including Chairperson, voting to remove.

### **Section 5: Terms of Immediate Past President**

The term of the immediate past AATA president shall be two years. The Immediate Past President is eligible to serve as an elected member of the BoD following completion of the two year unelected term as Immediate Past President.

### **Section 6: Terms of dual responsibility**

An active elected member of the BoD cannot serve as a member of the EC at the same time.

### **Section 7: Qualifications**

Any member of AATA, who has been a member for two years, can seek membership in the BoD.

## **Article VI : General Body Meeting (GB)**

### **Section 1: Schedule**

The general body meeting (GBM) of the association shall be held at a minimum once in every two calendar years. The date and time should be decided by the EC. The notice of the GBM shall be given to all members of AATA at least four weeks prior to the meeting date.

### **Section 2: Meeting Initiation**

Special GBM may be held at the call of the EC or by the written request of at least twenty members to the EC.

### **Section 3 : Meeting quorum**

The quorum for any general body meeting shall be 1/4th of the dues paying members.

### **Section 4 : Meeting Language**

An earnest attempt should be made to use Tulu to conduct meetings, speeches, and communicate with members.

## **Article VII : Dissolution**

### **Section 1: Quorum**

In an event of unavoidable circumstances for dissolving the association majority of both the EC and the BoD should be in agreement. A GBM should be held, with at least four weeks notice to the members. The quorum for this meeting shall be the majority of the dues paying members. The association can be dissolved only with an approval of 2/3rd of the members present.

### **Section 2: Disposal of Assets**

Upon dissolution of AATA, the EC shall, after paying or making provision for the payment of all the liabilities of AATA, dispose of all of its assets in such a manner, or to such organization or organizations, organized or operated exclusively for charitable, educational or scientific purposes as shall at the time qualifying as a tax exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

### **Article VIII : Amendments to the Constitution and Bylaws**

This constitution and bylaws may be amended by a vote of 2/3rd of all the voting members present at the GBM provided:

1. That the proposed amendment is submitted in writing, by a member and supported in writing by one other member of AATA to the EC, at least six weeks prior to the meeting, and
2. That the EC appoints a committee to review the merits of the proposed amendment and receives recommendations as to the merits of the proposed amendment. The committee shall consist of at least three members having representation of the people proposing the amendment, EC and BoD, and
3. That the EC obtains approval of at least 2/3rd of the BoD for the amendment, and
4. That the EC distributes the proposal to all the members of AATA at least two weeks prior to the meeting.
5. The EC or BOD can make editorial changes to the Constitution and bylaws with the intent of correction and/or clarification, without forming a committee provided those changes are presented to the members at the GBM.

**\*\*\* End of the section: CONSTITUTION, Remaining part of this page is empty \*\*\***

## **II. BYLAWS**

### **Article I : Location of the Office**

For official purposes, the primary office of AATA shall be located at a location designated by the EC, in conjunction with the BoD. AATA may also maintain additional offices at other location(s) if the EC and BoD choose to designate.

### **Article II : Member Fees and Rights**

#### **Section 1: Member Fee Revision**

Any revision to the applicable fees and requirements for each type of membership shall be proposed by the EC and approved by 3/4th of the members at the GBM.

#### **Section 2: Fee Structure and Dues**

1. All types of membership fees are one time payable fees, but these fees can be changed for new memberships from time to time as appropriate to meet the expenditures of AATA.
2. Current applicable fee structure is as follows:
  - a. Grand Patron Member : \$1000 above
  - b. Patron Member : \$500 above
  - c. Life Member - individual : \$50
  - d. Life Member - Family : \$100
3. Special memberships shall have no fees.
4. In order to organize an event, the EC can request for nominal fees based on events. These kinds of fees should be nominal and to meet the financial needs of the said event.

#### **Section 3: Voting rights**

1. All individual memberships have the right to cast one vote.
2. All memberships except individual members are treated as family membership and carry the right to cast two votes.
3. Unless otherwise opted out by the voting members of the family, the voting rights continue to exist for both the spouses.

4. Dependent parents and children living with the dues-paying family member/ members are entitled to all the benefits of membership except voting rights.
5. The members must be present to exercise their voting right.
6. All the membership fees paid for AATA membership are non-refundable under any circumstances.

#### **Section 4: Membership Record**

The corporation shall keep a membership record containing the name and address of each member. Termination of the membership of any member shall be recorded in the record, together with the date of termination of such membership. Such records shall be kept at the corporation's principal office. The committee can decide to keep the membership in hard copy or soft copy in cloud electronically.

#### **Section 5: Non Liability of Members**

A member of AATA is not, as such, personally liable for the debts, liabilities, or obligations of AATA.

#### **Section 6: Non-Transferability of Memberships**

No member may transfer a membership or any right arising therefrom. All rights of membership cease upon the member's resignation, removal or death.

#### **Section 7: Suspension/Termination of Membership**

The membership of a member shall terminate upon the occurrence of any of the following events:

1. Voluntary resignation with a cause or without a cause.
2. In case of membership suspended due to disciplinary actions, after providing the member with reasonable written notice and an opportunity to be heard either orally or in writing, upon a determination by the BoD that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the corporation.
3. 2/3rd of the BoD agree for the above.

#### **Section 8: Reinstatement of the Membership**

A suspended membership can be reinstated upon completion of the suspension period and must be approved by 2/3rd of the BoD. The member must show good standing and have complied with all his explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure and adhere to the constitution and bylaws of AATA.



## **Article III : Meetings of Members**

### **Section 1: Place of Meetings**

Meetings of members shall be held at the principal office of AATA or at a place designated by resolution of the BoD or teleconference meetings.

### **Section 2: General Body Meetings**

A GBM of members shall be held for the purpose of electing the President and members of the BoD and transacting other business as may come before the meeting. Each voting member shall cast only one vote per open position/matter. For the BoD, the candidates receiving the highest number of votes up to the number of directors to be elected shall be elected. The biannual meeting of members for the purpose of electing directors shall be deemed a regular meeting.

Other meetings of the members shall be held as needed at a time and place designated by resolution of the BoD.

### **Section 3: Special Meetings of Members**

Special meetings of the members shall be called by the BoD, the chairperson of the BoD, or the president of AATA, or, if different, by the persons specifically authorized under the laws of this state to call special meetings of the members.

### **Section 4: Notice of Meetings**

Unless otherwise provided by the articles of incorporation, these bylaws, or provisions of law, notice stating the place, day, and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) nor more than fifty (50) days before the date of the meeting.

The notice of any meeting of members at which directors and the President are to be elected shall also state the names of the available nominees or candidates at the time notice is given.

### **Section 5: Quorum for Meetings**

At least 1/4th of the members constitute the quorum of the meeting. In case there are not enough members to meet the quorum, it should be adjourned for 15 minutes and restart the meeting. In such cases, the members present at any properly announced meeting shall constitute a quorum.

Except as otherwise provided under the articles of incorporation, these bylaws, or provisions of law, no business shall be considered by the members at any meeting at which the required quorum is not present, and the only motion which the chair shall entertain at such a meeting is a motion to adjourn.

**Section 6: Majority Action as Membership Action**

Every act done or decision made by a majority of voting members present in person at a duly held meeting is the act of the members, unless the articles of incorporation, these bylaws, or provisions of law require a greater number.

**Section 7: Voting Rights**

Each member is entitled to one vote on each matter submitted to vote by the members.

**Section 8: Voting Process**

Process for voting at duly held meetings can be by voice vote. Other methods such as show of hands, electronic voting/polling or paper ballots may also be used depending on the format of the GBM.

For the election of the BoD members, the voting method should provide quantification of votes received by individual candidates.

If there is no contest on any of the matters under consideration, that matter will not be voted on.

**Section 9: Conduct of Meetings**

Meetings of members shall be presided over by the president or, in his or her absence, by the vice president of AATA, in the absence of both of these persons, by a chairperson chosen by a majority of the voting members present at the meeting. The secretary of AATA shall act as secretary of all meetings of members, provided that, in his or her absence, the presiding officer shall appoint another person to act as secretary of the meeting.

Meetings shall be governed by Robert's Rules of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the articles of incorporation, these bylaws, or with provisions of law.

**Article IV : Duties of Executive Committee**

**Section 1: Duties and Power**

The EC shall be responsible for the day to day functioning of AATA including the financial management and all the activities. Every major decision should represent the majority view of the EC. Any decisions having a long term negative bearing on AATA, (for instance a decision extending beyond the current tenure of EC) will require an approval from the BoD.

## **Section 2: Duties of the President**

### **a. Responsibility**

The president shall be the chief execution officer and highest authority of the management team (EC), subject to the oversight of the BoD, supervise and control the affairs of AATA and the activities of the officers. Although he is accountable to the BoD, when it comes to the day-to-day running of the organization, the president bears the ultimate responsibility and decision making in the interest of the organization.

### **b. Power**

Meetings of EC shall be presided over, by the president or, in his or her absence, by the vice president or, a member of the EC delegated by the president.

The secretary shall act as secretary of all meetings of members, provided that, in his or her absence, the joint secretary shall act as secretary for the said meeting, in his or her absence, the president or the presiding officer shall appoint another person to act as secretary of the meeting.

Meetings shall be governed by Robert's Rules of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the articles of incorporation, these bylaws, or with provisions of law.

### **c. Duties**

The president shall perform all duties incident to his or her office and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be prescribed from time to time by the BoD. Except as otherwise expressly provided by law, by the articles of incorporation, or by these bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the BoD.

### **d. Knowledge**

The President should be familiar with the various state and federal laws, as well as AATA's articles of incorporation and bylaws related to charity organization, this is essential to carry out the duties of the office.

## **Section 3: Duties of the Vice President**

1. In the absence of the president, or in the event of his or her inability or refusal to act, the vice president shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions on, the president.
2. The event of vice president taking charge of president's duties can be triggered by one or more of the following:
  - a. When the President requests in writing to cover a short term absence.

- b. When the President's position becomes vacant. Change of guard in this situation should be initiated by BoD.

#### **Section 4: Duties of the General Secretary**

The secretary shall keep a full and complete record of all meetings and transactions of AATA. The secretary shall be responsible to execute with the help of other members all decisions taken by the EC. The secretary shall:

1. Ensure that the AATA registration is current.
2. Keep the original, or a copy, of these bylaws as amended or otherwise altered to date at the principal office AATA.
3. Keep minutes of all meetings of the BoD, and, if applicable, meetings of other committees constituted by the EC or BoD, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
4. Ensure that the minutes of meetings, any written consents approving action taken without a meeting, and any supporting documents pertaining to meetings, minutes, and consents shall be contemporaneously recorded in the corporate records of AATA. "Contemporaneously" in this context means that the minutes, consents, and supporting documents shall be recorded in the records of AATA by the later of (1) the next meeting of the body for which the minutes, consents, or supporting documents are being recorded, or (2) sixty (60) days after the date of the meeting or written consent.
5. Ensure that all notices are duly given in accordance with the provisions of these bylaws or as required by law. The General Secretary is responsible for reviewing all communications to the members of AATA.
6. Keep a membership directory containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership directory together with the date on which such membership ceased.
7. In general, perform all duties incident to the office of secretary and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be assigned by the BoD.
8. Report all the activities of AATA during the current term at the GBM.
9. In all above cases wherever an original or copy of any document pertaining to AATA is mentioned and required, all those documents can be stored in an electronic form in an electronic storage media like google drive or similar viable electronic data storage management platforms. In such cases, all documents mentioned as original documents need to be in an electronic form which is not editable once approved, like portable document format (pdf) form.

### **Section 5: Duties of the Joint Secretary**

The Joint Secretary shall assist in performing the duties incidental to the office of the Secretary and such other duties required from time to time. In the absence of the General Secretary, the designated joint secretary shall function as the General Secretary.

### **Section 6: Duties of the Treasurer**

The treasurer shall be responsible for the receipt, disbursement, recording, and safekeeping of all funds of the association. Please refer to the Finance section for the authority of the Treasurer.

The treasurer shall:

1. Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the EC.
2. Receive, and give receipt for, monies due and payable to AATA from any source whatsoever.
3. Disburse, or cause to be disbursed, the funds of AATA as may be directed by the BoD, taking proper vouchers for such disbursements.
4. Keep and maintain adequate and correct accounts of the properties and business transactions of AATA, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.
5. Exhibit at all reasonable times the books of account and financial records, when required, for a valid reason to any member of AATA, or to his or her agent or attorney, on request therefore.
6. Render to the president and chairperson of BoD, whenever requested, an account of any or all of his or her transactions as treasurer and of the financial condition of AATA.
7. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
8. Present financial report at GBM.
9. The Treasurer is responsible for filing tax returns to the IRS according to the IRS requirements. Please note that the AATA fiscal year may be different from the tax year.
10. In general, perform all duties incidental to the office of treasurer and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.

### **Section 7: Duties of the Joint Treasurer**

The Joint Treasure shall assist in performing the duties incidental to the office of the Treasure and such other duties required from time to time.

### **Section 8: Duties of Youth Ambassador**

The youth ambassador shall be responsible for coordinating youth activities, and furthering the youth agenda within AATA, in the manner prescribed by the EC.

### **Section 9: Member Privacy**

The EC will put every effort to maintain member privacy including the email address, mailing address and telephone numbers.

### **Section 10: External Representation**

The EC is empowered to appoint members to represent AATA at special events and meetings, only under special circumstances and on a temporary basis and cease to exist after the events or meetings. This empowerment has to be in writing by the president with appropriate limitations and used very Prudently.

### **Section 11. Regional Ambassador**

The President will work with the regions to nominate an ambassador to carry out the mission and objectives of AATA in the regions.

#### **1. Selection of the Regional Ambassador**

1. The Regional Ambassador must be a member of AATA.
2. The regional demarcation and number of Regional Ambassadors can be based on the number of members in that area
3. This needs to be reviewed for every EC term.
4. Regional Ambassadors need to go through the vetting process by the BoD for official approval or acceptance.

## **Article V: Meetings of Executive Committee**

### **Section 1: Number of meetings**

The EC shall meet at least four times between the biennial GBMs. The quorum for the EC meeting shall be the majority of the office bearer.

### **Section 2: Presider**

The president shall preside over all the meetings. The vice president, in the absence of the president, shall preside over such meetings.

### **Section 3: Record Keeping**

In the event decisions are made based on telephone, email, or personal discussions with members of the EC, such decisions and opinions should be properly documented. The documentation should be saved along with the minutes of the meetings.

#### **Section 4: Communication**

A copy of the minutes of the meetings shall be provided to the BoD within ten working days of the meeting.

### **Article VI: Committees and Subcommittees**

#### **Section 1: Need for Committees**

The EC is empowered to form and appoint members to sub-committees and ad-hoc committees to accomplish such tasks and operations as to realize aims and objectives of the association.

#### **Section 2: Purpose**

A committee can be formed to organize an event including but not limited to cultural programs, seminars, charity fundraising, sports events, talent shows.

#### **Section 3: Power**

These committees and subcommittees shall work under the guidance of the one or more office bearers of the EC. All financial decisions should be taken by the EC and pre-approval is required for spending by the committees.

#### **Section 4: Duration**

The committees and subcommittees cease to exist when the said purpose and duration of the event is over and financials are approved by the EC.

### **Article VII : Fiscal Year and Finance**

#### **Section 1: Fiscal Year**

The fiscal year of AATA shall be the new year day of Tulu calendar year as per solar calendar which falls on 15th day of April, to 14th day of April following year.

#### **Section 2: Responsibility**

The EC shall be responsible for the finances of AATA.

#### **Section 3: Financial Account**

A financial account in the name of AATA shall be maintained in a bank and operated by the treasurer and another member from either president or secretary of AATA. Of these two at least

one should be a tax paying Resident of the USA. In addition there can be multiple financial bank accounts for the management of the funds. All cheques should be signed by either of the bank account operators.

#### **Section 4: Financial Reporting**

1. The treasurer shall provide annual financial reports to the EC and the BoD, within 4 weeks of the ending of the fiscal year.
2. The treasurer shall provide the financial report on demand from the President of the AATA or the Chairperson of the BoD within 10 working days.

#### **Section 5: Financial Reporting in General body meeting and auditing**

The treasurer shall present the financial statements and accounts in the GBM. In addition if and as required by the local and federal laws, an independent auditor approved by the EC shall review the accounts of the association and certify, with his/her comments.

#### **Section 6: Financial Approval**

Any single expenditure beyond \$250 requires prior approval of the EC. All reimbursement made to any individual or individuals on behalf of AATA shall require the approval of the EC. The BoD shall authorize disbursement of funds for any cause from the general funds of AATA

#### **Section 7: Dues and Receivables**

1. All efforts should be made by the outgoing EC to pay all outstanding bills and collect all receivables for the current year before handing over the office to the new EC.
2. In the event any bills cannot be paid by the outgoing EC under conditions beyond their control, the new EC shall pay these bills provided these bills are individually identified with sufficient funds earmarked for these by the outgoing EC.
3. If money remains after an event that goes to the savings/main account of AATA.

#### **Section 8: Investment Decisions**

Any kind of investment decision of AATA funds has to be jointly approved by both the EC and the BoD.

#### **Section 9: Tax filing**

The EC shall be responsible for filing the taxes with the IRS every year during their term.



## **Article VIII : Duties of Board of Directors**

### **Section 1: Role of Board of Directors**

The role of the BoD will be limited to the ones explicitly stated throughout this constitution. The BoD acts as an ombudsman for AATA.

### **Section 2: Long-term strategic plan**

The BOD shall be responsible for developing a long-term strategic plan that extends beyond the two year time horizon of the EC. This vision may include initiatives related to increased youth participation, increasing & maintaining membership, new programs or services, fundraising, public relations, and organizational finances.

### **Section 3: Approval of Expenses**

The BoD shall authorize disbursement of funds for any cause from the general funds of AATA. Any disbursement of funds collected for the operation of AATA by the EC and/or committees do not require approval of the BoD.

### **Section 4: Financial Oversight**

The BoD shall be responsible for overseeing the fiscal discipline of the EC. The BoD shall monitor all finances of AATA at least once per year, including review of all accounts, tax returns, and audits. The BoD will be responsible for maintaining a master list of all accounts and contracts in conjunction with the EC. The BoD will oversee financial operations to confirm that tax and regulatory filings have been appropriately submitted, although the primary responsibility for these activities remains with the EC.

### **Section 5: Charitable Funds**

The BoD shall have discretion to authorize disbursement of charitable funds to causes or individuals in cases of dire need, maintaining at all times full compliance with relevant tax and legal requirements. The BoD shall only consider funding requests that have been submitted and approved by the EC.

### **Section 6: Advice on contracts & transactions**

While the EC shall have primary discretion and decision making powers for contracts and transactions related to the operations of AATA, the BoD may be consulted for advice at any time. In particular, the BoD shall maintain historical records of previous contracts/transactions that allow the BoD to provide guidance to the current EC.

### **Section 7: Documentation**

The BoD shall maintain a copy of all institutional documents, including certificates, tax documents, financial reports, contracts, and bank statements. This will serve as a backup copy in the case of loss or damage. The outgoing EC is responsible for delivering a copy of all documents to the BoD no more than two months after the GBM, and the BoD may request documents at any time.

### **Section 8: Constitution and Bylaws**

The BoD shall review the constitution and bylaws on a regular basis and recommend revisions to the General Body. All proposed changes must be approved by the General Body in accordance with Article 8 of the constitution.

### **Section 9: Fundraising**

The BoD shall work in conjunction with the EC to support operating fundraising efforts. The BoD may initiate separate efforts to raise funds for charitable or reserve purposes.

### **Section 10: Membership**

The BoD shall be responsible for monitoring membership levels, developing initiatives to increase membership, and ensuring that there is a master membership directory. It is the responsibility of the EC to furnish an updated membership list and membership counts to the BoD on a biannual basis.

### **Section 11: Reporting to the General Body**

The Chairperson shall report the activities of the board at the GBM.

## **Article IX : Meetings of Board of Directors**

### **Section 1: Meeting Frequency**

The BoD shall meet as often as required or at least two times in a fiscal year. Meetings may be held via teleconference.

### **Section 2: Quorum**

Attendance by at least 50% of the voting directors is required for a quorum. Approval of any action/transaction requires consent of the majority of the Directors who are present. The President, Secretary and Treasurer from the EC are required to attend the meeting.

### **Section 3: Meeting Logistics**

The Chairperson shall call and preside over all the meetings. The Chairperson can delegate this function to another voting member if (s)he is not able to attend the meeting.

### **Section 4: Meeting Agenda**

The chairperson should communicate the agenda of the meeting prior to the meeting. Attending members of the EC shall update the BoD on the activities and the finance details of AATA since the last BoD meeting.

### **Section 5: Meeting Minutes**

The minutes of the meeting shall be maintained by the secretary.

## **Article X : Vacancies**

### **Section 1. Executive Committee**

1. Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer other than the President shall be filled by the President.
2. In such cases of filling the vacant positions of officers, the nomination should follow the guidelines of the scrutiny of the candidate as recommended similar to the procedures followed during the formation of the EC as explained in Article IV of the Constitution.
3. In the event of the resignation or removal of the current entire EC including the President and all the officers due to any reason whatsoever, the current EC shall continue to work as Caretaker EC until alternative arrangements are worked out.
4. In such an event to occur, the Board of Directors (BoD) shall take the appropriate and necessary action as described below.
  - a. Guide the caretaker EC to complete the current term if the remaining term of the EC is less than half term.
  - b. If the term duration of the current EC is more than half of the full term, initiate the process of formation of a new EC as detailed in the election process explained in Article XI under bylaws/constitution.
  - c. Thus formed new EC shall complete the remaining portion of the current defined term as described in Article IV of the constitution.
5. A caretaker EC should not make any new decisions and function on the basis of the framework of constitution and bylaws.

### **Section 2: Board of Directors**

1. Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any of its members, the BoD has the right to fill the vacancy by simple majority, no later than one month of such occurrence. The newly selected director will serve the remainder of the term of the director.
2. The vacancy may be filled as follows:

- a. The first priority should be given to the candidates who got the most votes amongst the unelected candidates durings from the BoD election held at the most recent GBM.
- b. If no unelected candidates are available or none is willing to serve, then any member in good standing may be selected by the BoD.

### **Section 3: En Masse exit of the BoD and EC**

In the event BoD and EC decide to exit AATA en masse,

- a. It is the responsibility of the President of the EC and Chairperson of the board to call a special GBM to create a new EC and BOD.
- b. If the decision is to dissolve AATA, dissolution should be done according to Article VII of the constitution.

## **Article XI : Election Process**

### **Section 1: Election Policy**

This Election Policy and process of election should be communicated by the EC to the members no later than 4 months prior to the GBM. This communication will serve as a call for nominations for the upcoming election to the post of President and the BoD. At a minimum, this election policy should include:

1. An election committee to oversee the election process.
2. Procedures and requirements for submitting nominations
3. Deadline for nominations
4. Procedures to be followed at the time of the election
5. The number of elected positions to be filled
6. The process for voting, like ballet, online, voice vote, show of hands etc.
7. The deadline for submission of nominations shall be set no sooner than 2 months after the publication of the Election Policy.
8. All eligible nominations should be made public as soon as possible and at least the day before the elections.

### **Section 2: Election of President**

The President shall be elected at the GBM. The election of the president follows the **Plurality Voting** electoral system in which each voter is allowed to vote for only one candidate, and the candidate who polls more than any other counterpart (a **plurality**) is elected. Each candidate for the President must be nominated by a member and supported by at least one additional member. If there is a tie, a second election must be immediately held to break the tie. If the tie continues a suitable solution should be devised by the election committee and should be agreed upon by all the candidates. The outgoing EC shall be responsible for arranging an orderly execution of the election process. The members contesting the election to be the President must be present at the GBM to be eligible to be on the ballot and elected.

### **Section 3 : Election of Board of Directors and Chairperson**

a. **Directors:**

Each member is eligible to cast one vote for every vacant directors position. The candidate who polls more than any other counterpart (a plurality) is elected.

b. **Immediate Past President:**

The immediate past president will serve as a voting member of the BoD with a term of two years. This position will be automatically filled by the outgoing President at each GBM. If the immediate past president is unable to serve as a member of the BoD due to any reason whatsoever, then one member of the outgoing EC will be asked to serve in his/her place, in this order: Vice President if position exists, Secretary, and Treasurer.

c. **Chairperson:**

The chairperson shall be elected from the voting members of the BoD including the newly elected directors and the past president.

### **Section 4: No Multiple Positions**

A member cannot serve on the EC and the BoD at the same time. In the event that a member gets elected for both the bodies, the member has to resign from one of them.

### **Section 5: Residency Requirements**

The members of EC and BoD shall be residents of North America. However, at least one in the EC who has financial responsibilities for AATA as outlined in [Article VII](#) should be a tax paying resident of the USA.

## **Article XII: Records, Reports and Social Media**

### **Section 1: Maintenance of Records**

AATA shall keep the records at its principal office or in an electronic form:

- a. Minutes of all meetings of EC, BoD, committees, and GBM, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- b. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses;
- c. A record of its members, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;
- d. A copy of the articles of incorporation and bylaws as amended to date, which shall be open to inspection by the members of AATA.

## **Section 2: Corporate Logo**

AATA shall have a logo which represents its objectives and mission. Every effort shall be made to include it in all the forms of documents, video and records.

## **Section 3: Directors' Inspection Rights**

Members of BoD shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of AATA, and shall have such other rights to inspect the books, records, and properties as may be required under the articles of incorporation, other provisions of these bylaws, and provisions of law. A written request must be submitted to the General secretary with a reason to inspect any kind of records.

## **Section 4: Social Media**

AATA may have a presence in all relevant social media platforms to communicate and interact with the members as well as the Tulu community worldwide. EC with the recommendations from the BoD, shall draft, review and amend policies from time to time. AATA shall maintain social media presence which may include appropriate non-confidential information about the activities, plans and any important records of previous activities.

# **Article XIII: IRC 501(c)(3) Tax Exemption Provisions**

## **Section 1: Limitations on Activities**

No substantial part of the activities of AATA shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and AATA shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these bylaws, AATA shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

## **Section 2: Prohibition Against Private Inurement**

No part of the net earnings of AATA shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that AATA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of AATA.

### **Section 3: Distribution of Assets**

Upon the dissolution of AATA, its assets remaining after payment, or provision for payment, of all its debts and liabilities shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

### **Section 4: Private Foundation Requirements and Restrictions**

In any taxable year, as a private foundation according to Section 509(a) of the Internal Revenue Code, AATA shall:

- a. distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Internal Revenue Code;
- b. not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code;
- c. not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code;
- d. not make any investments in such manner as to subject the corporation to tax under Section 4944 of the Internal Revenue Code; and
- e. not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

## **Article XIV: Special Procedures**

### **Section 1: Confidentiality - Executive committee**

The internal communications of the EC, including the minutes of the meetings should not be made public, without express consent of the EC or the BoD. Violation of this rule can be grounds for disciplinary actions.

### **Section 2: Confidentiality - Board of Directors**

The internal communications of the BoD, including the minutes of the meetings should not be made public, without express consent of the BoD. Violation of this rule can be grounds for disciplinary actions.

### **Section 3: Initiating an action by a member**

Any member - can register issues or lodge complaints about the association, with the BoD. The BoD shall investigate the matter further and take appropriate action.

### **Section 5: Membership duration rider for Executive Committee**

In the event that qualified members are not available for the EC, the BoD has the authority to relax the “minimum of two years” rule (as listed in the article IV of the constitution).

### **Section 6: Executive Committee term duration rider**

In the event that qualified members are not available for the EC, even after relaxing the membership duration, the current EC shall continue in a caretaker role until required eligible nominations are received. The caretaker EC is under no obligation to conduct AATA events, and must perform all the activities to keep the organization in legal state. The caretaker EC along with the BoD should make every effort to form the new EC.

### **Section 7: Membership duration rider for BoD**

In the event that qualified members are not available for the BoD, it has the authority to relax the “consecutive term” and two years minimum membership requirement rule (as listed in the article V of the constitution).

### **Section 8: EC and BoD Disciplinary Actions**

1. A member of the EC or the BoD can be considered for disciplinary actions based on the complaint by any member with at least ten percent of the member signatories.
2. The BoD shall form an investigation committee with at least three members, one each from the EC, the BoD and distinguished general members.
3. The member in question should be provided the written notice and an opportunity to be heard either orally or in writing by the investigation committee.
4. Upon determination by the investigation committee that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the AATA, disciplinary action can be recommended.
5. A general body meeting should be held upon recommendation of the investigation committee for disciplinary action with at least four weeks notice to the members.
6. The quorum for this meeting shall be 1/4th of the members.
7. The member can be disciplined only with an approval of 2/3rd majority of the members present.
8. Upon decision for disciplinary action, the BoD can take suitable action, including expulsion from the organization and/or legal proceedings.



## **Article XV: Activities**

### **Section 1: Charitable Activities**

Any member of AATA can propose a project to the EC to get charitable funding from AATA. A member in the BoD or in the EC should sponsor the project after due diligence.

#### **1. Proposal of the Project**

The proposer should present the project to the BoD and EC.

- a. The project's commitment terms should include and clearly define a requested funding, start date, end date, applicable restrictions and termination clauses.
- b. The project's commitment duration should not exceed 12 months. Funding for long running projects should be taken for voting and renewal every year.

#### **2. Approval of the Project**

- a. The EC should notify and make available to the members the project proposal as submitted by the proposer.
- b. The EC should vote and if approved, recommend to the BoD.
- c. The BoD should vote and if approved, the source of funding shall be identified, including existing funds or new fundraising.

### **Section 2: Social/Cultural Activities**

Apart from the activities listed in article VI of the constitution, some of the other activities but not limited to in which the association can be involved are:

1. Sponsor Tulu culture related movies, plays, songs, yakshagana and dances etc.
2. Conduct Tulu culture related contests such as, poetry recitation, story writing, essay writing, debates, rangoli
3. Organize trips and camps involving members and their children
4. Recognize Tulu conversant children and academic achievements
5. Organize Tulu literature and performing art clubs
6. Organize and maintain a Tulu language or culture related library for member's utilization
7. Organize community and charitable work
8. Organize fundraisers to help the association and the community.

## **Article XVI Conflict of Interest Policy**

### **Section 1: Purpose of Conflict of Interest Policy**

The purpose of this conflict of interest policy is to protect the tax-exempt corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private

interest of an officer or director of the corporation or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## **Section 2: Definitions**

- a. **Interested Person.** Any member of BoD, member of the EC, or a member of a committee, or any other person who is a "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations, who has a direct or indirect financial interest on or in a position to exercise substantial influence over the affairs of the association, as defined below, is an interested person.
- b. **Financial Interest.** A person has a potential financial interest if the person has, directly or indirectly, through business, investment, or family:
  1. An ownership or investment interest in any entity with which the corporation has a transaction or arrangement;
  2. A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement; or
  3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

## **Section 3: Conflict of Interest Avoidance**

- a. **Duty to Disclose:** In connection with any actual or potential conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the President.
- b. **Determining Whether a Conflict of Interest Exists:** The President shall determine whether the existence of actual or potential conflict of interest of the interested person has any undue influence on the affairs of the association.
- c. **Procedures for Addressing the Conflict of Interest:**
  - i. The President may consult the Chairperson of the BoD or the EC or both to assess the impact of such conflict of interest on protecting the tax-exempt interest of AATA.
  - ii. If the interested person with potential conflict of interest is a member of the EC, that member should be excluded from the consultation.

- iii. If the President is the interested person with potential conflict of interest, the Chairperson of the BoD should be the assessor of the situation.
  
- d. **Violations of the Conflicts of Interest Policy:** If the President or the Chairperson of the BoD has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, they shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If the failure to disclose is confirmed and it is determined that such failure could jeopardize the protection of tax-exempt interest of AATA, the President or the Chairperson shall take appropriate disciplinary action, including removal of the interested person from their responsibility resulting in such conflict.

#### **Section 4: Records of Conflicts of Interest**

The President shall maintain the records of the notification of the potential conflicts of interest and its resolution, including any disciplinary action or corrective action taken to address the issue. Information on any person(s) consulted on the assessment of the impact of the conflict of interest and outcomes of that consultation should be documented.

Any conflicts of interest that resulted in undue influence on the association and associated disciplinary actions, if any, should be presented at the general body meeting.

#### **Section 5: Certification of Agreement**

The members of the executive Committee and Board of Directors and all members who are selected or nominated to perform activities that could create situations of potential conflicts of interest during the course of their term shall agree to abide by the Conflicts of Interest Policy of AATA prior to assuming such responsibility.

#### **Section 7: Annual Reviews**

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, annual reviews shall be conducted to ensure that any conflicts of interest that have the potential for jeopardizing the tax-exempt status of the association have been addressed appropriately.

### **Article XVII: Transfer of Power**

Chairperson of the BoD shall facilitate smooth transfer of responsibilities from the outgoing EC to the incoming EC.

### **Section 1: Transfer of Records**

The outgoing President and EC shall be responsible for transferring all relevant records mentioned in this Constitution and Bylaws to the incoming President and EC.

1. This should be completed within 30 days after assuming the office by the new Executive committee, unless agreed by both parties.
2. The outgoing president and executive committee are responsible for preparing all necessary documents, spreadsheets of all physical, electronic and any other form of the assets.
3. All the account details of electronic/social media accounts need to be archived wherever possible and the information need to be transferred to the new EC.
4. A physical meeting is recommended but any form of meeting agreed by both the outgoing EC and incoming EC is acceptable.
5. Outgoing EC should record all the activities done during the term and present them to the incoming EC and archive the details for future references.

### **Section 2: Transfer of Funds**

1. The outgoing EC shall transfer all funds and/or bank account ownership to the incoming EC within 30 days of assuming the office, unless agreed by both parties.
2. The transfer details like income, expenditures, assets etc should be scrutinized by the chairperson of BoD or designee.
3. Receipts for all the expenditure should be maintained.

### **Section 3: Transfer Completion**

The official transfer of the power happens when both the incoming and outgoing executive committees agree and attest their signature to the transfer of power document.

## **Article XVIII: Amendments To Bylaws**

The bylaws of the association may be amended, altered, or repealed by a majority of all the members at the general body meeting, provided the procedures mentioned in [Article VIII of the constitution "Amendments to the Constitution"](#) are followed.

## **Article XIX: Core Values and Code of Ethics**

### **Section 1: AATA Core Values**

We act with honesty, integrity, and in the best interests of the AATA, the cultural organization we serve. This is essential for preserving and promoting AATA. We act with integrity that promotes the trust of our stakeholders, mainly volunteers, donors, sponsors and members. We maintain the highest standards of excellence and accountability, including prudent use of finances, accurate and honest disclosures of information. We value new ideas, innovation and use of technologies in bringing the community together to effect positive change.

### **Section 2: Personal and Professional Integrity**

Communicate honestly and openly and avoid misrepresentation. Promote a working environment where honesty, open communication and all opinions are valued. Exhibit respect and fairness toward all those with whom we come into contact.

### **Section 3: Accountability**

Promote good stewardship of AATA resources, including membership fees, Donations and other contributions. Refrain from using organizational resources for non-AATA purposes. Observe and comply with all applicable laws and regulations.

### **Section 4: Solicitations and Voluntary Giving**

Promote voluntary giving in dealing with AATA members, donors and vendors. Refrain from any use of unethical practices and misrepresentations in fundraising activities.

### **Section 5: Fairness**

Promote fairness in all dealings. Refuse to engage in or tolerate in any other form of discrimination or harassment.

### **Section 7: Confidentiality and Privacy**

Ensure that no information - confidential, privileged or nonpublic, is shared or disclosed inappropriately. Refrain from use of information acquired in the course of work for personal gain. Respect the privacy rights of all individuals in the performance of their AATA duties. In case of any doubts consider the information as confidential, privileged or nonpublic and Seek clarifications and approvals from BOD or EC.

### **Section 8: Political and Religious Activities**

Refrain from engaging in political activities in a manner that may create the appearance that such activities are by or on behalf of AATA. Refrain from engaging in any kind of religious activities in a manner that may create the appearance that such activities are by or on behalf of AATA.

### **Section 9: Attendance, Volunteering and Participation**

All BOD & EC Office Holders are expected to attend all meetings and AATA events as applicable. All are expected to participate actively and handle their fair share of the responsibilities in organizational activities. In case of inability to attend the meetings or events, it is the expectation that they will properly notify the BOD & EC and respective teams as early as possible and make arrangements so that event programs are not adversely affected.

### **Section 10.: Guidance and Disclosure**

Seek guidance from BOD and/or EC concerning the interpretation or application of this code of ethics.

**Affidavit of AATA Executives**

**Current Position in AATA (please select one)**

\_\_\_Executive Committee \_\_\_Board of Directors \_\_\_Advisors\_\_\_ Other (please specify)\_\_\_\_\_

**Review of Constitution and Bylaws**

I have reviewed the constitution and bylaws of AATA and agree to abide by the requirements of the same.

**Confidentiality Agreement**

I agree to maintain confidentiality and privacy of AATA at all times.

**Conflicts of Interest**

I agree to abide by the Conflicts of Interest Policy of AATA prior to assuming such responsibility.

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

## **AATA Constitution Formation Committee**

A constitution formation committee was formed on 12/05/2020 in the All America Tulu Association meeting to come up with the initial draft of constitution and bylaws. Following people volunteered to work on the draft and present it to a wider audience of AATA.

### **The Team:**

1. Bhaskar Sherigar - NETK Boston, MA
2. Dr. Shridhara Alva - Tulu Koota, Bay area, CA
3. Umesh Asaigoli - Triangle Tuluvere Chavadi, Raleigh, NC
4. Subhas Shetty - Tulu Koota, Bay area, CA
5. Sudeep Hebbar - SKV Tulu Koota Atlanta, GA

### **Meetings:**

1. Meeting Date : 12/13/2020
  - a. First Meeting
  - b. Preparation,
  - c. Brainstorming
  - d. Concept
  - e. Structure
  - f. Reading other organizations' Constitution and bylaws.
2. Meeting Date : 01/03/2021
  - a. Formed the skeleton of the draft, starting from Triangle Tuluvere Chavadi, Raleigh NC.
  - b. Reviewed NETK, BANA, AKKA, NAVIKA, NKK, IAGB, IMV, KKS, OKS, NEKK etc online and offline.
  - c. Constitution and bylaws are used interchangeably, adapted both Constitution and Bylaws
  - d. The Constitution is like definition and bylaws are rules.
  - e. Distributed the tasks among the team.
3. Meeting Date : 01/06/2021
  - a. Reviewed Mainly Executive Committee



4. Meeting Date : 01/10/2021
  - a. Reviewed executive committee, membership etc
5. Meeting Date : 01/14/2021
  - a. Reviewed Board of Directors
6. Meeting Date : 01/17/2021
  - a. Reviewed mainly finance
7. Meeting Date : 01/20/2021
  - a. Reviewed Election Process.
  - b. General body meeting.

### **Contributions:**

1. Sudeep Hebbar : (Mainly Finance ++)
  - Constitution Article 7,8
  - Bylaws Articles (5),7,10,16, 17
2. Bhaskar Sherigar : ( Executive Committee ++)
  - Constitution Article : 4,
  - Bylaws Articles : (1),2,3,4,5,15
3. Dr. Shridhara Alva : ( BoD ++)
  - Constitution article 5,
  - Bylaws articles 1,6,7,8,9,10,14,
4. Subhash Shetty : (Election, Special activities)
  - Constitution Articles 1,2,3
  - Bylaws articles 9, 11,12
5. Umesh Asaigoli : ( Membership, Activities ++)
  - Constitution Article 6,
  - Bylaws articles 8,13,18