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**Constitution and By-laws for Chandana Kannada Sangha  
(EIN 20-8822858)**

**13280, Falmouth St. Leawood, KS -66209**

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## **Vision**

*Chandana Kannada Sangha shall be the foremost non-profit socio-cultural organization to foster the culture of the people of Karnataka, India, in the states of Kansas and Missouri.*

## **ARTICLE I – IDENTIFICATION**

### **Section 1 - Name**

The Official/Legal name of the Sangha shall be "Chandana Kannada Sangha", hereinafter referred to as the Organization or Sangha. In all internal, informal and non-legal communications the Organization shall be referred to as "<name> Kannada Sangha"

### **Section 2 - Seal**

< The seal is yet to be designed >

### **Section 3 - Official Address**

The official address of the Organization shall be in the Greater Kansas City Area (GKCA). The address for receiving postal mail and such other communication shall be established by the Executive Committee. The Organization shall carry out its activities only in places and premises, which have the prior written approval from the relevant authorities, where necessary.

## **ARTICLE II - AIMS AND OBJECTIVES**

The aims and objectives of the Organization shall be, as follows, to:

- Foster the culture of Karnataka and that of Kannadigas in the Kansas and Missouri states.
- Promote the spirit of friendship and co-operation among the people interested in the culture of Karnataka
- Collaborate with other associations in North America or elsewhere in matters of common interest
- Present performing artists, movies, sports activities, other cultural programs, cultural and business delegations, and visiting dignitaries, with a view to promote and propagate the culture of Karnataka
- Keep members informed by effective means of communication NM
- Encourage youth of Karnataka origin to develop, preserve and propagate cultural identity
- Assist newcomers to integrate into the Kannada society in the Kansas and Missouri area.
- Support Community Service and Charitable causes both in North America and India.
- Encourage the social, cultural, educational, recreational and welfare interests of members of the Organization and act as a primary forum to showcase the talents of the same
- Identify and showcase talent in the Kannada and Indian Community in Kansas and Missouri.

- Influence charity and community involvement by the Kannada community in Kansas and Missouri.
- Chandana Kannada Sangha is organized exclusively for charitable, socio-cultural, educational and scientific purposes, 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, or corresponding section of any future federal tax code.

Note: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set for in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal revenue Code, or corresponding section of any future federal tax code.

### **ARTICLE III - EXECUTIVE COMMITTEE**

#### **Section 1 - Executive Committee (EC) Members**

All members of the Executive Committee (EC) shall act in an honorary capacity and govern the Organization through its income from membership dues, collections at meetings, collections from sale of literature or accessories, any grants, sponsorships and donations.

The Executive Committee shall consist of the following officers plus all members of Cultural, Food, Sports, Media and Communications standing committees, the Youth group director of Youth committee, and designated University Representatives.

#### **Terms of the Members:**

The term for all the EC positions will be 1 year. A person cannot hold the position of President, Vice President, Secretary and Treasurer for more than 2 terms. The term for all the other EC members is 1 year and after the term expiry, these members shall follow the general guidelines to become members of EC.

#### **President**

- Provide leadership to the Organization
- Call and chair the Executive Committee Meetings
- Make new members aware of their responsibilities and of the Constitution and the By-laws

- Supervise the affairs and operations of the Organization
- Represent the Organization in external interface activities
- Be the spokesperson for the Organization
- Provide effective communication to the general membership
- Initiate and/or sign all external correspondence of the Organization
- Present the President's Report at the Annual General Meeting highlighting the achievements of the Organization during the preceding business year, any special contributions, recognition etc., and table amendments to constitution (if any), steer debates and discussions(if any)
- Have access to the CKS email groups and communicate important organization information to general members.
- Act as ex-officio member of any or all of the standing committees
- Ensure continuity of experience to the next Executive Committee
- Carry out other duties assigned by the Executive Committee from time to time

**Vice President:**

- Perform the duties of the President in his/her absence and/or as delegated by the President
- Serve as the chairperson of the Standing Committees and act on their recommendations.
- Maintain a complete Register of Membership detailing addresses, telephone numbers and e-mail addresses (where possible).
- Serve as the champion for fund raising activities of the Organization.
- Provide leadership for implementation of Special Projects recommended by the Executive Committee.
- Liaison with sister cultural organizations to promote the culture of India in general and Karnataka in particular.
- Have access to the CKS email groups and communicate important organization information to general members.
- Co-operate with sister Indian organizations in celebrating Indian Independence Day, Republic Day and other events of common interest.
- Carry out other duties assigned by the Executive Committee from time to time.

**Secretary:**

- Keep records of the Executive Committee activities and follow-up on the Executive Committee actions.
- Keep records of the General Body Meetings.
- Maintain a log of all equipment and properties belonging to the Organization and execute an effective hand-over to the next Secretary.
- Assist the President with external correspondence.
- Serve all notices on behalf of the Executive Committee, to the general Membership and the Committees.
- Be responsible for effecting required changes to the Constitution and the By-laws.
- At the AGM, Present the Secretary's Report summarizing all the events conducted during the preceding business year, table recommendations to next Executive Committee.

- Have access to the CKS email groups and communicate important organization information to general members.
- Act as ex-officio member of any or all, standing committees.
- Carry out other duties assigned by the Executive Committee from time to time.

**Treasurer:**

- Keep complete and accurate accounts of all receipts and disbursements of the Organization.
- Deposit all monies and other valuable effects in the name of and to the credit of the Organization in the bank or banks designated by the Executive Committee.
- Disburse the funds of the Organization under the direction of the Executive Committee, taking appropriate supporting documentation thereof.
- Provide statements of financial position of the Organization to the Executive Committee and to the general Membership, as and when required.
- Present the Treasurer’s Report at the AGM and submit the Annual Financial Statements of the preceding business year including unrealized expense/income.
- Keep proper books of accounts showing at all times the amount of funds and other property belonging to the Organization
- The books shall be open for review of the Executive Committee members and auditors as decided by the Executive Committee.
- Prepare a budget of revenue and expenditure for each function, event or program for approval by the Executive Committee.
- Have access to the CKS email groups and communicate important financial / membership information to general members.
- Carry out other duties assigned by the Executive Committee from time to time.

**Past President:**

- The Past President is an ex-officio (i.e. non-voting) member of the Executive Committee.
- Is encouraged to attend the Executive Committee meetings in an advisory role.
- Shall endeavor to provide continuation of policies and general guidance to the new committee to the best of his/her ability.

**STANDING COMMITTEES**

The Organization shall have the following Standing Committees with a term concurrent with that of the Executive Committee.

**Cultural Committee**

- The Cultural Committee shall consist of one or more members selected from the general Membership.
- A nominee of the Executive Committee shall chair the Cultural Committee.

- The main purpose of the Cultural Committee is to organize and execute a specific Cultural Program for the Organization, with appropriate approvals of the Executive Committee. The Cultural Committee will strive towards fostering true representation and celebration of Kannada language and culture.

### **Food Committee**

- The Food Committee shall consist of one or more members selected from the general Membership.
- A nominee of the Executive Committee shall chair the Food Committee.
- The main purpose of the Food Committee is to organize and execute supply of food at a specific function of the Organization, with appropriate approvals of the Executive Committee.

### **Sports Committee**

- The Sports Committee shall consist of one or more members selected from the general Membership.
- To coordinate, foster and promote sports activities in the Organization
- To co-ordinate competitive sports among sister organizations of GKCA
- To make recommendations to the EC on the resources required for planned sports activities
- To ensure that preparations by prospective participants are of a standard that would ensure participation with honor in all events

### **Media & Communications Committee**

- The Media & Communications Committee shall consist of one or more members selected from the general Membership.
- Obtain information to be communicated from the Executive Committee Meetings, from discussion with Committee chairs.
- Shall publish the official newsletter, be responsible for collecting all information, articles & data to publish them, and also be responsible for disbursing/posting them in good time.
- Be responsible for building and maintaining Organization's web site.
- Be responsible for updating the web page to reflect community requirements.
- Carry out other duties assigned by the Executive Committee from time to time.

### **Youth Committee**

- The Youth Committee is also a standing committee but consists of its own officers. The committee shall include offices of President, Vice President, Secretary and Treasurer. The holders of these offices are children of paid Chandana Kannada Sangha members between the ages of 12 to 18 years.

- The Youth Committee shall operate under the direction of an adult CKS EC member who will be designated as Youth Group Director.
- This committee shall act at the behest of the CKSEC.
- The powers of the committee can be drafted by the Youth Group Director who will coordinate with the CKSEC from time to time.
- The officers of the Youth Committee are selected by the Youth Group Director by soliciting resumes from children of the CKS paid members.

### **University Representative**

#### **Positions: 5 (One from each of these university - UMKC, KSU, KU, MU, WSU, UCM)**

- Act as CKS representative in influencing participation of Kannada Students in Kansas and Missouri Universities.
- Participate in Sports, Cultural, and Community Involvement activities organized by CKS.
- Facilitate networking among the Kannada students in the Universities and Kannada people in Kansas City.
- Bring student membership to CKS.

### **ADHOC COMMITTEES**

Ad-Hoc committees may be struck by a resolution of the Executive Committee from time to time to serve a specific purpose for specified period of time. These committees may include but are not limited to the following:

#### **Volunteers:**

Members & non-members of CKS can volunteer in organizing events conducted by CKS. The Executive Committee can send out communication asking for volunteers for a particular event.

#### **Awards Committee:**

- An Awards Committee shall be formed by the Executive Committee should a need arise to present awards/prizes.
- The Awards Committee shall consist of at least four members selected from the general Membership and shall work within the rules set by the Executive Committee.
- A nominee of the Executive Committee shall be a non-voting chairman for the committee. The Executive Committee shall have the right to cancel the awards presentation at any time.

### **Section 2 - Election of the Executive Committee**

- The supreme authority of the Organization is vested in a General Meeting (AGM) of the members presided by the President.

- The Office Bearers shall be elected at the Annual General Meeting of the Organization and shall hold office for terms as noted in the By-laws or until such time their successors have been elected. The Four Adult Members shall be nominated by the approval of the Office Bearers on receiving nominations from the general Membership. EC members are eligible for re-election after a break of at least one year following their applicable terms.
- A returning officer (election official ) shall be appointed by the Executive Committee prior to the annual general body meeting ( AGM )

### **Section 3 - Powers**

- The Executive Committee shall govern as per the By-laws i.e., the rules and regulations for the conduct of business.
- The Executive Committee shall be vested with titles/ownership of funds and movable property on behalf of the Organization.
- The Executive Committee shall receive funds and make disbursements as necessary with established signing authority.
- The Executive Committee shall appoint the other committees.
- Should all the positions not be filled in any given year, the Executive Committee shall have the right to appoint selected members in good standing. Positions vacated due to resignation of an EC member may also be filled likewise. The term of appointed EC members shall be the same as the elected members
- Any EC member, who fails to attend three consecutive organizational activities (including EC meetings) without approval from the President or EC at large, may be removed from office by a resolution of the Executive Committee. Such EC member who fails to show up is expected to provide an explanation in this regard.
- The President and the Secretary shall be ex-officio members of any and all standing committees and may attend any meetings of those committees. Other office bearers and EC members are also ex-officio members but are free to attend meetings of those committees only if the standing committee has no objection.

### **Section 4 - Quorum**

Fifty percent of the Executive Committee members constitute a quorum for the Executive Committee meetings. In the absence of a quorum, the meeting shall stand adjourned. The reconvened meeting shall be conducted with at least Two Office Bearers and Two EC Members present.

### **ARTICLE IV – MEMBERSHIP**

- Membership shall be available to anyone who subscribes to the aims and objectives of the Organization
- Membership shall be categorized into the following classes: Life, Individual, Student, Family, Honorary and Associate as defined in the By-laws.

- Membership fees shall be as set in the By-laws.
- Any member who has paid membership dues for the year is considered a member in good standing.
- The Executive Committee with a two-thirds majority vote may revoke membership for just cause such as working against the aims and objectives of the Organization. No member shall misuse or misrepresent their membership for undue personal gains. Such misuse could be the cause for revoking membership. See By-laws for more details.

## **ARTICLE V - GENERAL MEETINGS**

### **Section 1 - Annual General Meeting (AGM)**

- The AGM shall be held annually and no later than 365 days from the previous AGM.
- The agenda of the meeting shall include but not limited to:
  - Adoption of minutes of the preceding AGM
  - The President's Report
  - The Secretary's Report
  - The Treasurer's Report
  - Resolutions and amendments
  - Election of new officers
  - Any other business
- The Secretary shall announce the meeting and the agenda at least three weeks in advance of the meeting date.
- The quorum for the AGM is the presence of at least 50% of members in good standing. An AGM adjourned for the lack of quorum shall be re-convened within three weeks thereafter.
- In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form quorum, those present shall be considered a quorum.
- Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.
- Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one week before the due meeting is to be held.

### **Section 2 - Special General Meetings**

- A Special General Meeting may be called by a resolution of the Executive Committee or at the request in writing or email of not less than 25% members of the Organization to discuss any urgent business. Such a meeting shall be called within a month from the date of receipt of request by the members. The Secretary shall notify all members, 2 weeks in advance of such meetings and provide an agenda with a short discussion of the general nature of the special business at hand.
- If the Executive Committee does not within 2 months after the date of the receipt of the written request proceed to convene a Special General Meeting, the members who requested for the Special General Meeting shall convene the Special General Meeting by giving 10 days notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Sangha's notice board, Web site, e-mail lists etc.,

## **ARTICLE VI – AMENDMENTS**

- The Articles and clauses of the constitution shall not be altered, amended or repealed without the vote of consent of at least two thirds of the total number of EC members in good standing.
- Approval of amendments to the By-laws shall require a simple majority of consent of the EC members in good standing present at the meeting called for the purpose.
- The Organization shall not be dissolved without the vote of consent of three quarters (75%) of the total number of general members in good standing.

## **ARTICLE VII – TRUSTEES**

### **Section 1: Duties**

- a) Oversee the continuing establishment of the association's not-for-profit status
- b) Insure orderly transfer of the administration of the association from the retiring to the incoming Trustees and Executive Committee
- c) Formulate long-range plans of the association
- d) To keep the sangha in good standing and on firm ground.

### **Section 2: Number and Composition**

The Board of Trustees shall consist of minimum of two (2) and maximum of Seven (7) members of which Six (6) members will be elected by the Life Members and the seventh one will be the immediate past President of the Chandana Kannada Sangha (CKS) Executive Committee. The immediate past president shall be a voting member of the board of trustees for one year. The current president of the Executive Committee will attend all the meetings of Board of Trustees.

#### **2.1 Term of the Board of Trustees.**

The term of each of the 6 Trustees shall be generally two (2) calendar years. A trustee can be on the board for a maximum period of 2 consecutive terms. A trustee can come back to

the Board of Trustees after a break of 1 term i.e. (2 years). The immediate past president's one (1) year term will not be counted towards their term if and when they join the Board of Trustees. A third (2 members) of the Trustees will be replaced after the first term to make room for new Trustees selected by the nomination committee. The criteria for identifying the third of trustees will be asking/requesting the trustee members to volunteer to be replaced and if no one comes forward then the names of any 2 members will be decided by draw of lots.

For the purpose of forming the initial Board of Trustees, few members of the Kannada Sangha will be requested to join the board for a period of one year (2007). The Chairperson and Secretary will be elected by a majority vote of the incoming Board of Trustees.

### **Section 3: Qualifications**

To be a member of the Board of Trustees, the following minimum qualifications must be met

- a) A Legal resident of either Missouri or Kansas
- b) Must be a Life member of CKS. (Life Membership is \$300).

**Exception:** Requirement of \$300 is waived for first year of the formation of the Board of Trustees.

### **Section 4: Removal**

Any member of the Board of Trustees may be removed by the affirmative vote of two-thirds (2/3) of the voting members of this association at an annual or special meeting of the members duly called and convened

### **Section 5: Election of Board of Trustees**

Vacancies created on the Board of Trustees by retirements shall be filled by Nominations committee of the BOTs. The Board of Trustees will form a three (3) member Nominating Committee, including the Chairperson, who will preside.

#### **5.1 Process of selection of Board of Trustees.**

The nominations committee will send a notification to all members of the sangha whenever a vacancy arises by retirement on the Board of Trustees. The members can send in their nominations to the nominations committee within the times stipulated by the nominations committee. The nominations committee after screening the nominations duly will select and fill the vacancies to the Board of Trustees caused by the retirement of members.

**Note:** Nominations Committee does not mean that they will nominate members to the Board of Trustees. This committee will only oversee the selection of members to the Board of Trustees.

### **Section 6: Regular Meeting**

The Board shall meet annually to review functioning of the executive committee and to fill in the retiring trustee positions. However, the board of trustees can meet any number of times as needed. The meeting shall be chaired by the current Chairperson and proceedings shall be

recorded by the Secretary. The Chairman will notify about the meetings. Special meetings of the Board of Trustees may be called by or at the request of the President of the EC, Chairman of the Board of Trustees or any two trustees with a 7 day notice. However, the Board of Trustees shall meet to resolve any matters at any time during the year as necessary. The Board of Trustees should meet at least twice every year.

#### **Section 7: Quorum**

Two-third (2/3) of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees.

#### **Section 8: Vacancies**

The Board of Trustees will form a three (3) member Nominating Committee, including the Chairperson, who will preside. The Nominating Committee will be responsible to replace a vacancy caused by resignation, death or increase in the number of trustees. A trustee elected to fill a vacancy shall be elected for the unexpired term of his predecessor or remainder of the calendar year as approved by the trustees.

#### **Section 9: Compensation**

The Trustees shall not receive any stated salaries for their services.

#### **Section 10: Control of Property**

The Board shall have control of all the properties and funds belonging to association. The powers and authority to expend the funds of association will be delegated to the Executive Committee on a yearly basis.

#### **Section 11: Veto Power**

The Board of Trustees will have the ultimate responsibility to insure the continuing not-for-profit and charitable status of the association. Board of Trustees with a 2/3 majority will have the power to veto any action of the officers or membership of the association that would in any way jeopardize the not-for-profit or charitable status of the association.

### **ARTICLE VIII – RESTRICTIONS**

- Visitors and guests may be admitted into the premises of the Sangha but they shall not be admitted into the privileges of the Sangha. All visitors and guests shall abide by the rules and regulations of the Sangha.
- Gambling of any kind, whether for stakes or not, is forbidden on the Sangha's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

- The funds of the Sangha shall not be used to pay the fines of members who have been convicted in court of law.
- The Sangha shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in KS, MO and regions where Sangha has influence.
- The Sangha shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.
- The Sangha shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

## **BY-LAWS**

### **1.0 - Membership**

#### **1.1 Classes of Membership**

- 1.1.1 Life Member: Any person/family that contributes 10 times the prevailing family class annual membership fee or more shall be a life member.
- 1.1.2 Family Member: Those within a family unit of husband and wife with children below 18 years of age (a full-time student or dependent only), shall constitute family membership. Each person in the family over the age 18 shall have complete membership rights.
- 1.1.3 Individual Member: Those persons who are single and of age 18 years or above may constitute Individual Membership.
- 1.1.4 Honorary Member: The Executive Committee may confer Honorary Membership upon any person who has made significant and valuable service to the Organization or the community at large. The grant of honorary membership requires a simple majority decision of the Executive Committee. The Honorary member shall not have voting rights. An honorary member is encouraged to play an advisory role.
- 1.1.5 Associate Member: Any non-Kannada-speaking person interested in the activities of the Organization may be admitted to the Associate Membership. Associate members shall not be eligible to vote or stand for the elections to the Executive Committee.

- 1.1.6 Student Member: A student at any of accredited university with an identity card is eligible to become a member of CKS.

## **1.2 Membership Details**

- 1.2.1. A person wishing to join the Sangha shall abide by the aims and objectives of the Sangha.
- 1.2.2. A person willing to become the member may obtain membership information via website or by calling one of the EC members.
- 1.2.3. A new member must be proposed and seconded by existing members. His name will then be posted on Sangha's notice board, web site etc., to let the general membership know. After one week the committee will consider his membership taking into consideration any objections raised.
- 1.2.4. Membership dues: The amounts of Life, Family, Individual and Associate Membership dues for a given year shall be set by the Incoming Executive Committee and communicated to the general Membership via the newsletter, the web page and other means of communication.
- 1.2.5. Current annual subscriptions fee payable are as follows:
- |    |                   |                                     |
|----|-------------------|-------------------------------------|
| a) | Life Member       | \$300 or above (a one-time payment) |
| b) | Family Member     | \$30/year or above                  |
| c) | Individual Member | \$25/year or above                  |
| d) | Student Member    | \$10/year or above                  |
- 1.2.6. Annual subscriptions are payable in advance at the start of new fiscal year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer.
- 1.2.7. Any additional funds required by the Organization for special purposes may only be raised from members with the consent of general meeting of the members.
- 1.2.8. A copy of the constitution shall be furnished to every member of the Organization.
- 1.2.9. A non-member can participate in Sangha activities on an ad-hoc basis by paying an entry fee as determined by EC. The entry to the non-member is at the discretion of EC.

## **2.0 - Executive Committee**

### **2.1 Spending Limits**

- 2.1.1 President shall have the authority to commit spending up to \$ 100 and obtain approval of the Executive Committee within 30 days of such commitment. The limit is restored following the EC approval and could change based on EC approval and other monetary factors.
- 2.1.2 President in consultation with two other Office Bearers may commit spending up to \$ 200 and seek approval of the Executive Committee within 30 days of such commitment. The limit is restored following the EC approval and could change based on EC approval and other monetary factors.
- 2.1.3 Spending commitments beyond \$ 200 shall always require prior approval by the Executive Committee.

### **2.2 Terms of Office**

- 2.2.2 The term of office for the President, Vice President, Secretary and Treasurer shall be One (1) year i.e., once elected they may serve for a period of one fiscal year.
- 2.2.3 One can seek nomination for the above-mentioned positions after a break of two terms (i.e. 2 year).
- 2.2.4 Any member nominated by the Executive Committee to fill a vacancy in the Executive Committee shall hold office only till the end of that fiscal year. He/she has to contest the next election to continue in office.
- 2.2.5 Any EC member who decides to resign should communicate his/her decision to the President and the Executive Committee. The President shall have the authority to accept the resignation or refer it to the Executive Committee for a decision.
- 2.2.6 Any member of the Executive Committee absenting himself from three activities consecutively (inclusive of Executive Committee meetings) without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the committee to serve until the next AGM. Any changes in the Committee, if applicable, shall be notified to the concerned authorities within 2 weeks of the change.

- 2.2.7 Sitting members of the Executive Committee shall have the right to seek Office Bearer positions should they become vacant because of resignations, prior to these positions being offered to general membership.

### **2.3 Signing Authority**

- 2.3.1 The President and the Secretary have the joint authority to sign all legal documents pertaining to the Organization.
- 2.3.2 The Treasurer and one other Office Bearer not related to the Treasurer shall sign any disbursement check of the Organization.
- 2.3.3 The President, Vice President or Secretary may sign any outgoing routine correspondence.

### **2.4 Conduct of Business**

- 2.4.2 The fiscal year for the Organization shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.
- 2.4.3 The new Executive Committee shall fix an official address, in the greater Kansas City area, at the start of the new fiscal year.
- 2.4.4 Executive Committee Meetings shall be held at a frequency to suit the schedule of programs in any given year. A post-mortem (plus-delta) study shall be done if there is a need.
- 2.4.5 The Secretary in consultation with the President shall prepare and issue an agenda in advance of any given meeting. Any EC member may suggest items for inclusion in the agenda.
- 2.4.6 The meeting shall be conducted in a democratic fashion and the Secretary shall keep adequate notes of the meetings.
- 2.4.7 Approval of Executive Committee resolutions shall be by a simple majority of the members present at the meeting though working towards a consensus shall be the ideal goal.
- 2.4.8 Sub-Committee meetings shall be held informally at a frequency and timing to suit their purposes. The officer of the Executive Committee chairing the sub-committee shall facilitate Communication between the sub-committee and the Executive Committee.

- 2.4.9 Decisions/recommendations of the sub-committees shall be brought before the Executive Committee for ratification and action.
- 2.4.10 Decisions to deal with emergency situations shall be promptly made by the Executive Committee in a meeting called for the purpose and immediate actions taken as decided.

## **3.0 - Elections**

### **3.1 Eligibility**

- 3.1.1 Only members in good standing shall be eligible to contest and/or vote in the election.
- 3.1.2 To contest for the position of the President, the member must preferably be in good standing and must have at least one year experience on the Executive Committee, OR an active member in the organization for at least 3 years
- 3.1.3 To contest for an Office Bearer position, the member in good standing must have been a member of the Organization for at least one year.
- 3.1.4 To contest for the position of an Executive Member the member in good standing must have been a member of the organization for at least six months.
- 3.1.5 Any two EC members in good standing may nominate another member in good standing.

### **3.2 Nominations**

- 3.2.3 Call for nominations shall be issued well ahead of the date of the AGM, a month in advance preferably.
- 3.2.4 A nominee for any position shall have someone who proposes and the one who seconds it.
- 3.2.5 The prescribed form shall be completed and sent to the Executive Committee chairperson by someone who proposes or the one who seconds it before the scheduled closing date and time.
- 3.2.6 Acceptance of nominations shall close approximately one hour before the scheduled time for the election.

### **3.3 Conduct of Elections**

Elections shall take place if there is more than one candidate for a position satisfying the criteria mentioned above. Such an election shall take place per the following guidelines.

- 3.3.3 The Returning Officer chairperson or designate shall conduct elections at the AGM.
- 3.3.4 A slate of candidates shall be presented to the General Body of members.
- 3.3.5 Election for each position shall be conducted separately
- 3.3.6 Contesting candidates shall present their platform in a short speech or email. Nominated candidates absent on the Election Day should send in their speeches to the Returning Officer before the day of the elections.
- 3.3.7 Election will be by acclamation if there is only one candidate for a position.
- 3.3.8 Election will be by secret ballot if there are more than one candidate for a position.
- 3.3.9 A fair, standard democratic process for counting and scrutinizing the ballots shall be used. The outgoing President will use his discretionary vote only if there is a tie.
- 3.3.10 Ballots shall be destroyed following the announcement and recording of the results.
- 3.3.11 In case no nominations are received for a particular position/s before the scheduled closing time, elections will still be conducted for all the other positions. The incoming Executive Committee shall have 60 days to select members in good standing to fill a vacancy or vacancies.

### **3.4 Transfer of Power**

- 3.4.1 The outgoing President shall ensure that an orderly transfer of power takes place to the new Executive Committee by the out-going Executive Committee as soon as possible but no later than 30 days after the election, including transfer of signing authorities at the appointed bank.

### **4.0 Dissolution**

- 4.1 In the event of dissolution of CKS, the assets will be donated to a

charitable/educational institution. The outgoing president and the Board of Trustees have the responsibility for this action.

- 4.2 Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 ( c ) ( 3 ) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common pleas of the county in which the principal office of the organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## **List of Amendments**

### **1. Article II – Aims and Objectives amended on 03/15/2008. The following were added**

- Chandana Kannada Sangha is organized exclusively for charitable, religious, educational and scientific purposes, 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, or corresponding section of any future federal tax code.

Note: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set for in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 ( c ) ( 3 ) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 ( c ) ( 2 ) of the Internal revenue Code, or corresponding section of any future federal tax code.

### **2. By Laws – Section 4.0**

Section 4.2 was added on 03/04/2008

3. Below amendments were made on 3/14/2010

Article III – Following corrections were made:

Vice President: Serve as the chairperson of the Standing Committees (changed from Membership Committee)

The Standing Committees will consist of one or more members instead of a minimum-maximum number.

Media & Relations Committee was renamed as Media & Communications Committee.

University & Youth Representative was renamed as University Representative.

New Standing Committee – Youth Committee was added

4. Section 2 – Election of the Executive Committee

In the sentence .....The Four Adult Members and Two Youth Members shall be nominated,..... **the Two Youth Members** was removed.

5. Article V – Section 1

In the paragraph starting “In the event..... ” --- removed this part – **but they shall have no power to amend any of the existing rules.**

6. Section 2.4

2.4.2 The fiscal year for the organization shall be from January 1<sup>st</sup> to December 31<sup>st</sup> – Removed the Ugadi reference.

Below are the amendments were made on 6/1/2010

1. Replaced the “**religious**” word with “**socio-cultural**” in the aims and objectives in ARTICLE II.
2. In ARTICLE III, section 1, added this part: The Executive Committee shall consist of the following officers **plus all members of Cultural, Food, Sports, Media and Communications standing committees, the Youth group director of Youth committee, and designated University Representatives.**