

Articles and Bylaws of TAU (Telugu Association of Utah)

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ARTICLE I - NAME, PURPOSE

Section 1: Name

- The name of the organization shall be Telugu Association of Utah (TAU).

Section 2: Purpose

The Telugu Association of Utah is constituted primarily for

- Bringing Telugu speaking people in Utah together.
- Teaching core values of Telugu culture to children.
- To promote Telugu culture by organizing and promoting cultural, and charitable events.
- To preserve, maintain, and propagate the Telugu cultural heritage.
- **To promote Telugu language and literature through educational programs.**
- Welcoming Telugu speaking/loving persons into the association.
- Integrating the activities of association with other cultural organizations.
- Conduct or support charitable activities to bring positive change in the local community and thereby enabling team spirit among Telugu people as well as good will for Telugu community in Indian Diaspora as well as across Utah.

ARTICLE II - MEMBERSHIP

Section 1: Members

- A person who speaks or loves Telugu or a person who is of Telugu origin shall be referred as Telugu Person.
- A Telugu person aged 21 years or older, subscribing to the objectives of TAU as detailed in Article 1 and who is willing to abide by the by-laws of TAU can become a member of the organization.
- All members shall have privileges of TAU membership including the right to vote.
- Members shall have the privilege to run for TAU administrative positions with at least one year of membership with TAU. This term can be reduced by a consensus decision from election officer, existing executive committee, and patrons together on a case-by-case basis only. It shall not be treated as consensus for future occasions.
- Student members cannot compete for any administrative positions. These members are deemed temporary residents while they pursue their education.
- The persons who do not subscribe to the objectives of TAU and / or whose actions deemed to be detrimental to TAU will have their membership and/or any administrative position(s) of TAU that is held by them will be terminated with a simple majority of the General Body. If they are one of the existing patrons, their patronship will be canceled.

Section 2: Membership

Definition: Membership applies to an individual and their family. A family is defined as an individual, his/her spouse and their dependent children living in the same dwelling. A family is also defined as a family of up to 4 individuals.

General Terms:

- TAU membership is voluntary and open to all Telugu speaking persons.
- There will be a set membership fee revised sometimes when deemed necessary by the Executive committee.
- TAU memberships are renewable yearly.
- The memberships are NOT transferrable or refundable.
- The Executive Committee shall review all the information related to membership from time to time and any recommendations shall be implemented with a simple majority of the Board and patrons together.

Sign up process: A Telugu person residing in the state of Utah who submits TAU membership application in the prescribed form (paper copy/ online/ or in person) along with appropriate dues shall be a member after the approval of the membership application.

Exceptions/Annulments of membership: In the case of a family member losing his/her membership or his/her membership being annulled by the General Body, the membership is voided for the individual as well his/her dependents and other family members. A one-year annulment is a general term, but it could be subject to revise on a case-by-case basis.

Section 3: Membership Types

A type of Membership is necessary to participate in any activity or functions organized by TAU.

The following are available memberships for members of organization.

1. General membership
2. Student membership
3. Annual membership
4. Premium Annual membership

General Membership:

- This is the basic membership required to participate in any activity.
- The yearly fee for this membership is \$20.
- All family members will be covered with this membership.
- General members are eligible for discounted entry fee across all the activities/events of TAU.
- Members will have eligibility to vote in GBM and elections.

Student Membership:

- This is the general membership equivalent for students. University ID is required.
- Yearly membership is \$10 per year.
- Student members will pay an entry fee for all activities of TAU.

Annual Membership:

- This membership will have entry to at least 2 events throughout the year for all the family members.
- Yearly membership is \$100 per year.
- Student membership is \$60 per year. Proof of active university affiliation as a student is required.
- This is an effective way to pay once and get admissions to all family members and support the organization.
- Exclusion applies to major events. This is typically when TAU brings artists from India where we spend a fair amount of money to organize events.
- Patrons and any existing Lifetime members must pay for the events individually or get annual membership.
- Executive committee members' families are exceptions.

Premium Annual Memberships:

- Individuals (not business entities) could become annual sponsors with the following privileges.
- Business donations do not qualify for these memberships.
- Premium memberships are for each calendar year.

Annual Diamond member:

- Cumulative donation of \$800 or during a calendar year.
- Eight (8) reserved tickets for the family and/or friends for all TAU events. No exceptions.
- Names of spouses are displayed on TAU website all year long. Other family member names are NOT published.

Annual Platinum member:

- Cumulative donation of \$600 or during a calendar year.
- Six (6) reserved tickets for the family and/or friends for all TAU events. No exceptions.
- Names of spouses are displayed on TAU website all year long. Other family member names are NOT published.

Annual Gold member:

- Cumulative donation of \$400 or during a calendar year.
- Four (4) reserved tickets for the family and/or friends for all TAU events. No exceptions.
- Names of spouses are displayed on TAU website all year long. Other family member names are NOT published.

Patron Member:

Patron membership is an individual earned privilege and does not apply to their family members.

Patron Privilege is contingent upon fulfilling the following rules and conditions.

- Any TAU member (except a student member and honorary member) in good standing is eligible to become a Patron member.
- A Patron Member must be a resident of the State of Utah. Patron privilege will be automatically rescinded when a Patron member moves out of State of Utah.
- Telugu speaking Patron Members residing in the state of Utah shall be eligible to become a TAU Advisory Patron member.
- Any Patron member can withdraw their Patron privilege by authoring an email to TAU Executive Committee or by submitting a signed letter to TAU Executive Committee. Any such withdrawal will reset all member privileges and requirements to becoming a Patron member again.
- A member's Patron privilege can be rescinded by a simple majority of the General Body if the member and/or their family's actions are deemed detrimental to TAU interests.
- A Patron member cannot be a member of the TAU Executive Committee. If a Patron member wishes to contest Executive Committee elections or become a member of the TAU Executive Committee, he/she shall forego Patron privilege and eligibility for 3 years.
- A Patron member shall not have any personal or Business conflict of interest with TAU activities or events. A patron member found to have conflict of interest could be relieved from patron membership with simple majority of board and patrons together.

Patron Privilege Eligibility

- Be a TAU member in good standing.
- Be a resident of the State of Utah.
- \$1000 cumulative Personal donations to TAU in the past 3 years.
- Membership fees, Business donations and Business sponsorships do not count as donations.
- Donations made in family member names do not count.

- All donations shall be made directly to TAU.
- Continuing a rolling (consecutive) 3 years of service to TAU in any capacity.
- 100% GBM attendance.
- Patrons must continue to serve in TAU as a volunteer or in some capacity and perform the responsibilities of a Patron as described in Patron responsibilities below. Failing to serve shall be deemed as the patron violating membership and such patron shall be relieved as patron by simple majority. Such relieved patrons will get his/her patronship reinstated after he/she complete serving TAU for 2 years in a rolling 3 years after relieved from patronship.

Patron Member Responsibilities

When the Board picks 6 Patron members as Advisory Panel members every 2 years, they are expected to serve for 2 years unless they give a compelling reason to the board on why they are not able to serve.

Business Membership

All business memberships are restricted to established businesses with IRS EINs only.

- Personal donations are NOT considered for business membership.
- All memberships are recognized for calendar year.
- Patrons are NOT eligible for business membership or vice versa when there is a clear conflict of interest.
- If a business is established by a patron after he/she became a patron, he/she MUST notify TAU (to Executive Committee, or Advisory Panel Member) as soon as it is incorporated.
- Business owners could utilize the event benefits for their family or any other person(s) that do not belong to their family. No family membership is required.

There are three (3) types of business memberships. Following are the details of business memberships:

1. Platinum Business Membership
 - a. Cumulative donation of \$5000 or over during calendar year.
 - b. Eight (8) reserved front row tickets for the family and/or friends.
 - c. Banners on the TAU website is displayed all year long.
 - d. Business banners of up to 6ft x 3 ft size are displayed in all events. Banner must be provided by business.
2. Gold Business Membership
 - a. Cumulative donation of \$2500 or over during calendar year.
 - b. Six (6) reserved front row tickets for the family and/or friends.
 - c. Banners on the TAU website is displayed all year long.
 - d. Business banners of up to 4ft x 2 ft size are displayed in all events. Banner must be provided by business.
3. Silver Business Membership
 - a. Cumulative donation of \$1000 or over during calendar year.
 - b. Four (4) reserved front row tickets for the family and/or friends.
 - c. Banners on the TAU website is displayed all year long.
 - d. Business banners of up to 2ft x 2 ft size are displayed at all events. Banner must be provided by business.

Section 4: Membership Terms & Benefits

- Membership term for annual memberships (General/ student) shall be before the calendar year the membership was paid for.
- All Annual memberships will expire at the end of the calendar year on December 31st.
- If a member paid the membership fees mid-year, they will be considered a member for that full year.
 - Example 1: A new member pays the membership on 2/15/2023. The membership term would be from 01/01/2023 till 12/31/2023. In 2024, membership fees become due on 01/01/2024.
 - Example 2: A member renews their membership on 03/15/2023. January 1st will always be considered as the renewal date of membership.
- Membership benefits can only be claimed by an individual and their family if they have paid their annual membership by the time of the event / activity where these benefits can be applied for that year.

Section 5: Membership Dues

- The membership fees shall be recommended by the Board for the approval of most of the board and patrons together.
- Any revision in the membership fees shall be made only once in a calendar year.
- The annual membership fee for the General membership shall be \$20.
- The annual membership fee for the General membership with Event Admission (**Annual Membership**) Shall be \$100.
- The annual student membership fee is \$10.
- A one-time donation in a calendar year to claim the Life membership shall be \$250. This is subject to change, and change can be approved by the Board and patron members together with a simple majority.
- All membership dues shall be paid electronically. Cash and checks shall no longer be accepted.
- Contributions made by a business cannot be counted towards Annual/Life/Patron membership dues.

Section 6: Member Voting Rights

The following structure applies.

1. General Membership: Two votes, one for the head of the family and one for the spouse. Dependent children or dependent parents are not eligible to vote.
2. Divorced or legally separated families: Voting rights remain with the original partners unless advised otherwise by them in writing with mutual consent.
3. Student Membership: Not eligible to vote.
4. Life Membership: Two votes, one for the head of the family and one for the spouse. Dependent children or dependent parents are not eligible to vote.
5. Patron Member: One vote for the actual member.
6. One member shall have only one vote.
7. Only the members in Utah, as on the vote date, have voting rights.
8. Only the members in good standing shall have voting rights, as mentioned above.
9. Any member who has voting rights can avail themselves of the proxy voting with the prior approval of the person / committee responsible (election officer or the executive committee or the board).

Section 7: Member in good standing

A member who satisfies all the following shall be deemed a member in good standing. “Members in good standing” is a term used only for voting and nomination procedures.

1. Members must not have any dues to be paid to TAU.
2. Members must have paid the annual membership dues, if applicable, by the end of September 30th.
3. Members have not been detrimental to activities of TAU or have campaigned against TAU as per the determination of TAU board.

Section 8: Statutory Limitations on TAU Activities

- As a non-profit organization, TAU will NOT perform/encourage lobbying activities.
- The board shall not use the TAU money (such as condiments, food expense, recreational etc..) towards any board/executive committee meeting expenses.

ARTICLE III – ORGANIZATION STRUCTURE

- TAU organization shall be made up of the General Body, the Executive Committee, and the Advisory Panel members.
- The Executive Committee and the current Advisory Panel members shall be called the Board.
- The Board has all authority to make decisions on how to run the organization but will still be answerable to the General Body if any questions/concerns arise.
- The registered agent of TAU shall receive all communications from the government agencies and deliver them to the board as the government agencies will not deliver communications to PO boxes.
- The registered agent of TAU shall not have any ownership rights on TAU.
- The registered agent shall be changed in a General Body meeting with the absolute (2/3) majority of the attendance of the General Body Meeting.

Section 1: General Body

- The General Body determines the basic philosophy and policies of TAU.
- The General Body has power to elect, remove and impeach TAU officers (except as provided in Article V), amend bylaws, and revoke memberships.
- The General Body shall consist of all TAU members in good standing that have paid the membership dues for that year by the day of the event.
- The General Body shall be reached by the email distribution list.
- The General Body shall be part of the TAU social media.

Section 2: Executive Committee

- The Executive Committee provides leadership and executes the policies as approved by the General Body, and as per the directives provided in the Bylaws.
- The Executive Committee and current Advisory panel members shall set the membership fees for various memberships.
- The Executive Committee shall have the authority to act for and on behalf of TAU.
- The TAU Board as a team is jointly responsible to the General Body.

- All the members of the Executive Committee shall have the same privileges / powers, except otherwise mentioned in the bylaws, while executing their responsibilities. No one has any extra powers or privileges over others. They shall all work together as one team for the benefit of TAU.
- Members of the Executive Committee shall be ex-officio of any of the meetings organized by any committees (Cultural, Literary and Educational).
- The Executive Committee shall be reached by email distribution list.
- All the Executive Committee members taofu.org domain email ids shall be part of this email distribution list.
- The Executive Committee shall use their respective taofu.org domain email ids to communicate.
- The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, and Joint-Secretary.
- The term of office for all these positions shall be one calendar year i.e., from January 1 through December 31.
- The Executive committee should try to use the same formats (i.e., documents) used by the previous boards to improve the process and for better bookkeeping.
- The Executive Committee can decide on restricting any email sent to the community when deemed inappropriate.
- The Executive Committee shall handle day-to-day communications and activities of TAU.
- Any member chose to use their individual or business email ids to communicate official TAU communication to board, patrons, or general body is deemed violation of responsibilities, and such member could be relieved from committee with simple majority from Board members and patrons together.
- Any member of TAU Executive committee shall not have any personal or Business conflict of interest with TAU activities or events. A board member found to have conflict of interest could be relieved from committee with simple majority from Board members and patrons together.

President:

- President shall be the spokesperson for the association.
- The President shall be the coordinator of the Executive Committee and shall perform all duties pertaining to the office of the President.
- The President shall preside over all meetings of the TAU Executive Committee and call all General Body meetings.
- President along with approval from Board members shall appoint all ad hoc committees authorized by the by-laws with the approval of the Executive Committee.
- The President shall preside over all TAU functions along with others of the board.
- The President may sign any contracts, deeds, documents, and other instruments on behalf of TAU after satisfying the following conditions.
- The Executive committee has a limitation on expenses up to \$10,000 per event.
 - For any contract of expenditure between \$10,000 and \$20,000 per event, the President MUST get the approval from current Advisory Panel members.
 - For any contract of expenditure with more than \$20,000 per event, the President MUST present it to the General Body and obtain its approval.
- The Treasurer and President shall be the only authorized persons to sign the checks.
- The President shall use the email id of TAU President as an official email id for all the communications to board, patrons, members of TAU, any other third parties who deal with TAU and its activities.

Vice President:

- The Vice President shall assist the President.
- Fulfill the duties of the President in President's absence and hence will overtake all the responsibilities of the President for that absence period only.
- The Vice President shall lead the fund-raising activities and food services during TAU celebrational events such as Ugadhi, Diwali.
- The Vice-President shall assist the Election officer in elections by providing the members' list and any other duties as needed by Election Officer during election process.
- The Vice President shall use the email id tau.vicepresident@taofu.org as an official email id for all the communications to board, patrons, members of TAU, any other third parties who deal with TAU and its activities.

Treasurer:

- The Treasurer and President shall be the only authorized persons to sign the checks individually up to \$2000 upon the approval from the Executive Committee.
- Any check exceeding \$2000 shall require the signatures of both Treasurer and President upon the approval from the Executive Committee. For checks more than \$5000 it requires the approval of the current Advisory Patron Members.
- The treasurer is responsible for issuing notice and collection of all dues and for depositing the same in the bank.
- The treasurer shall maintain an updated list of all paid members.
- The treasurer shall operate all accounts as per Article VIII.
- The treasurer shall have custody of all accounts, receipts, and disbursements and related material.
- The Treasurer shall submit quarterly financial reports to the Executive Committee, active Advisory Panel members and provide this information to the General Body once in six months.
- The treasurer shall file tax returns with the Internal Revenue Service for the year in office and provide appropriate records for financial audits.
- Financial information should be transparent to the board and accessible to board members all the time.
- The treasurer shall transfer all records, documents, and accounts to the incoming Treasurer within 2 weeks after the end of his/her term.
- The Treasurer shall use the email id tau.treasurer@taofu.org as an official email id for all the communications to the board, patrons, members of TAU, any other third parties who deal with TAU and its activities.
- The TAU bank accounts shall have the official email ids of Treasurer, President and Secretary as contact email ids.
- The treasurer shall send receipts for every payment received within 4 weeks.

Secretary:

- The Secretary shall be the custodian of the Seal, Constitution, and Bylaws of the association.
- Secretary may call for meetings of the General Body, the Executive Committee at the directive of the president.
- Secretary may assist the president in preparing the agenda before each meeting.
- The secretary shall prepare the minutes of all meetings.

- The Secretary shall perform the official correspondence of the association and all correspondence shall be done as specified in Article XI with the approval from the Executive Committee.
- The secretary shall maintain an updated list of all paid members.
- Secretary shall be responsible for the maintenance of records, documents, accurate postal and email addresses, official correspondence of the organization, and reports of any Ad hoc Committees.
- The secretary shall be responsible for ensuring that all reports, documents, and records are kept and filed as required by law.
- The secretary shall be responsible for transferring all the records of TAU to the incoming Secretary within 2 weeks after the end of his/her term.
- The Secretary shall use the email id tau.secretary@taofu.org as an official email id for all the communications to board, patrons, members of TAU, any other third parties who deal with TAU and its activities.

Joint Secretary:

- The Joint Secretary shall assist the Secretary.
- The Joint Secretary shall assist the Secretary in taking the meeting minutes of the Executive Committee, Board, and General Body.
- The Joint Secretary fulfills the duties of the Secretary in the Secretary's absence and hence will have all the responsibilities of the Secretary.
- The Joint Secretary shall use the email id tau.jointsecretary@taofu.org as an official email id for all the communications to the board, patrons, members of TAU, any other third parties who deal with TAU and its activities.

Section 3: Advisory Panel

- The Advisory Panel of TAU shall constitute 3-5 Patron members in good standing for 2 years.
- Patron members in good standing will be requested by the current board to volunteer to be part of the active Advisory panel. In case of an unresolvable conflict, choose atleast the 3 active advisory panel members, then the Patron members choose with a majority vote. If there is lack of Advisory panel members to serve, the active Advisory panel member(s) may be requested to stay longer as determined by the 2/3 approval of the Patrons.
- The Advisory Panel members will elect a spokesperson within them that will be the point of contact to communicate with EC and back to them.
- The Advisory Panel shall look after the fiscal welfare and stability of TAU and oversee the audits of TAU accounts as needed.
- The Advisory panel shall take an active role in raising funds for the activities of TAU along with EC for their term with EC in the lead.
- Any member of the Advisory panel shall not have any personal or Business conflict of interest with TAU activities or events. An Advisory panel member found to have conflict of interest or not performing their duties properly could be relieved from board with simple majority from board members and patrons together.
- The Advisory panel members should not intervene in the day-to-day activities or event planning activities of EC unless there is a violation of By-Laws or any fiscal issues. They can intervene in case if EC asks for review or help.

Advisory Panel Member Qualification and Criteria:

- Must be a Patron member in good standing for over 5 years.
- The term of an Advisory Panel Member shall be 2 calendar years.
 - If an Advisory Panel member withdraws from the TAU Board or moves from the State of Utah, Patron Members shall choose another member among themselves to serve as Panel Member for the remainder of the term.

Section 4: Board

- The Executive Committee and the active Advisory panel together form the Board.
- The TAU Board shall be reached by email distribution list board@taofu.org. All the Executive Committee member email ids and the Active Advisory Panel' email ids shall be part of this email distribution list.
- The TAU Board shall send communications from tau.board@taofu.org if a communication needs to be sent from the board.
- Any member of TAU Board shall not have any personal or Business conflict of interest with TAU activities or events. A board member found to have conflict of interest could be relieved from committee with simple majority from board members and patrons together.
- No two members of a family can serve on the TAU Board simultaneously.

Section 5: Sub-Committees:

- The Executive Committee may appoint Sub-Committees as needed.
- Committees may be created for fundraising, cultural programs, service projects etc.
- All the committees shall be answerable to the Executive Committee.
- It is required that at least one board member be part of these above-said committees.
- No member of a Sub-Committee shall have any personal or Business conflict of interest with TAU activities or events. A committee member found to have conflict of interest could be relieved from Sub-Committee with simple majority from Board members and patrons together.

Section 6: Meetings:

Executive Committee Meetings:

- The Executive Committee shall meet at least once in two months.
- The meeting shall be planned to accommodate the presence of all the Executive Committee members.
- The Secretary, in consultation with the President/Executive Committee, shall prepare the agenda.
- If three or more of the Executive Committee members request in writing/email a special meeting of the Committee, the Secretary shall call for a special meeting within two weeks of the written/ email request.
- The special meeting agenda shall be limited to the topics mentioned in the written /email request. In case of such special meetings, the secretary should send at least 7 days' notice to all Executive Committee members.
- Attendance of two-thirds of Executive Committee constitute quorum.
- Decisions are based on a simple majority of the quorum.
- The Secretary, or Joint Secretary or any other Executive Committee member shall capture meeting minutes in as much detail as possible.

- The meeting minutes shall be published for all the Executive Committee members within a week of the meeting.
- The Executive Committee shall publish all the meeting minutes so that any interested member can access them.

Advisory Panel Meetings:

- The active Advisory panel shall meet at least once every 4 months, which can be combined along with Board meetings.
- Any active Advisory panel can call for a meeting if there is an urgent item at hand to be discussed.
- The meeting shall be planned to accommodate the presence of as many other Advisory Panel members.
- Any Advisory Panel member shall prepare the agenda.
- Attendance of two-thirds of Advisory panel members is quorum.
- Decisions are based on a simple majority of the quorum.
- Any one or more Advisory panel members shall capture meeting minutes in as detail as possible.
- The meeting minutes shall be published to the board within a week of the meeting.
- The Executive Committee shall publish all the meeting minutes so that any interested member can access them.

Board Meetings:

- The Board shall meet at least once in every quarter.
- The meeting shall be planned to accommodate the presence of all the Board members.
- The Secretary, in consultation with the President/Executive Committee, shall prepare the agenda.
- If three or more of the Board members request in writing/email a special meeting of the Board, the Secretary shall call for a special meeting within two weeks of the written/email request.
- The special meeting agenda shall be limited to the topics mentioned in the written /email request. In case of such special meetings, the secretary should send at least seven days' notice to all Board members.
- The attendance of two-thirds of the Board constitutes a quorum.
- Decisions are based on a simple majority of the quorum.
- The Secretary, or Joint Secretary or any other Executive Committee member shall capture meeting minutes in as much detail as possible.
- The meeting minutes shall be published for all the Board members within a week of the meeting.
- The Executive Committee shall publish all the meeting minutes so that any interested member can access them.

Patron Meetings:

- The patrons shall meet at least once a year.
- The meeting shall be planned to accommodate the majority (two thirds) of patrons.
- The board is responsible for coordinating the meeting.
- If two thirds of patron members including two Advisory panel members request via email to reschedule, the meeting shall be rescheduled within two weeks.
- The meeting minutes shall be published for all patrons within a week of the meeting.

- The secretary shall publish all the meeting minutes so that any interested member can access them.

General Body Meetings:

- The General Body shall meet at least once a year.
- A General Body meeting shall be called if the Board thinks that such a meeting is required to share/discuss information with the General Body.
- A General Body meeting shall be called if two-thirds of the Executive Committee or the Board request such a meeting in writing/email.
- A General Body meeting shall be called if ten percent or more of the General Body requests such meeting in writing/email.
- When a General Body meeting is called, a two-week notice shall be published with the date, time, venue, and the agenda.
- The General Body meeting shall be held during weekends or holidays to accommodate most of the General Body.
- The Secretary, in consultation with the President/Executive Committee, shall prepare the agenda.
- Thirty percent attendance by the memberships shall constitute a quorum. Student, Business and Honorary memberships and patrons not residing in Utah are not applicable to the quorum.
- A two-third majority vote shall constitute the meeting's decision. Students, Business, and patrons not residing in Utah shall not be part of the decision-making.
- Voting rights shall be as per Article II Section 6.
- All the information regarding the voting shall be documented and published to the General Body.
- If there is no quorum at the General Body, vote shall be taken via email with the signed softcopy of the vote form from the members who did not attend the General Body Meeting. These votes along with the votes collected at the General Body meeting shall be accounted towards the decision. This shall be completed within three weeks of the General Body meeting. One week shall be allowed for the members to return their vote forms via email. The responses from the email ids in TAU records will only be valid. The people who attended the General Body are not eligible to send their votes via email. All this information shall be documented and published to the General Body.
- The President shall preside over the General Body meeting. In the absence of the President, the Vice-President shall preside over the General Body meeting. In the absence of both the President and the Vice-President, one of the Executive Committee members shall preside over General Body meeting.
- The Executive Committee may appoint a parliamentarian to preside over the meeting.
- Robert's Rules of Order (<http://www.robertsrules.org>) may govern all meetings and procedures except where they are inconsistent with TAU bylaws.
- The Secretary, or Joint Secretary or any other Executive Committee member shall capture meeting minutes in as much detail as possible.
- The meeting minutes shall be published to the General Body within ten days of the meeting.
- The Executive Committee shall publish all the meeting minutes so that any interested members can access them.
- A General Body meeting need not always be conducted to get the approval of the members. The approval can be taken via emails or other electronic forms of communications.
- The following rules apply.
 - The question must be clear and discreet.

- Every member must be able to understand the question very clearly.
 - The question must not be an item of discussion.
 - The voting options MUST capture all possibilities.
 - The voting options must be very discreet and clear. Example: Yes, No.
 - A voting sheet, with the voting question and options/choices, must be communicated to all members.
 - More than one question can be part of the process.
 - 10 days (about 1 and a half weeks) must be allowed for members to return their votes/choices.
 - Members must send their vote/choice by submitting/emailing the signed copy of the voting sheet.
 - Voting sheets submitted from the email accounts that are in TAU records are considered valid.
 - Voting rights shall be as per Article II Section 6.
 - People participating in the voting process form the quorum.
 - A two-third majority vote shall constitute the decision.
- All the detailed information, like voting choices by member, must be documented and presented to the General Body at the end of the process.

ARTICLE IV - VACANCIES

- Vacancies may arise due to an existing member of the Board moving out of Utah, resigning from position, etc.
- In such instances, nominations are sought from TAU members in good standing.
- If only one nomination comes for an open position, the nominee shall be elected for it.
- If more than one nomination comes for an open position, then the election shall be conducted to choose one of the nominees for that position.
- If no nominations come for an open position, it shall be filled by the unanimous board decision.
- In the event of no nominations received for individual positions of the current executive committee in any given year, incumbent office bearers should be allowed to continue the extended period for an additional year, until the next nomination period. This process can continue again during the next nomination period and extended again if necessary.
- If the Treasurer position is not filled, any other Executive Committee member shall be officiating Treasurer for the remaining term.
- All vacancies are to be filled within two months of such an occurrence if it happens within the first three quarters of the year.
- Vacancies arising in the last quarter may not be filled.

ARTICLE V - RESIGNATION, ABSENCES AND TERMINATION

- Resignation from the Board must be in writing and received by the Board.
- A Board member absent for three consecutive meetings or four meetings in total during a year should leave the Board.
- A Board member can be asked to resign or terminated with most of the general body if most of the Board members express their lack of confidence or trust in the member in question.
- Most of the general body can also terminate a Board member if the member engages in disruptive behavior and/or manipulative activity that are not conducive to the healthy function and growth of the organization.

- A Board member terminated by the general body is not eligible to contest in election for the next three consecutive years.
- Any vacancies thus created shall be filled as stated in Article IV.

ARTICLE VI - EX-OFFICIO MEMBERS

- The President, Secretary, and the Treasurer ex-officio members, when requested by newly elected Board, shall be involved in the Association at least during the first quarter of the year to maintain continuity of projects or sharing information.
- The ex-officio members shall attend the regular Board meetings only if they are invited and needed to assist the current board in their duties.
- The ex-officio members shall not have voting rights in those meetings.

ARTICLE VII - AMENDMENTS

- The bylaws of TAU may be amended, when necessary, by two-thirds majority of the members in a General Body meeting.
- Proposed amendments shall be communicated to members at least two weeks in advance.
- Amendments to the Bylaws shall only be made after June 30th in a calendar year.
- The Bylaws shall also be amended by two-thirds majority of all members via electronic means, when conducting a General Body meeting is not feasible. In this instance, vote shall be taken on every specific amendment.
- The Bylaw Exhibits shall provide finer details on how to manage various aspects of Telugu Association of Utah.
- The Bylaw Exhibits shall be amended by most of the Board whenever deemed necessary. The changes shall be published to the General Body and the concerns raised, within 2 weeks of publishing, by the General Body shall be addressed prior to finalizing the changes.

ARTICLE VIII - TAU FINANCIAL ACCOUNTS

- TAU is registered as a 501 (c) (3) organization.
- Bank account(s) in the name of TAU, with the President and the Treasurer as the authorized signatories, shall be created to manage the all the money belonging to TAU.
- No member of the Board, individually or jointly, shall borrow money from the organization.
- 70% of the Patron money received must be deposited in CDs every six months and the interest earned shall be used.
- No part of the net earnings of TAU shall be distributed to its members, officers, or other private persons except in situations where a member incurs out-of-pocket expenses.
- Board members shall avoid conflicts of interest in carrying out their responsibilities.
- All the financial information shall be audited at the end of the year prior to the takeover by the newly elected board.
- Active Advisory Panel members shall execute the auditing process as per Exhibit 1 Section 6.
- Financial reports shall be published as per Exhibit 1 Section 7.
- All the financial transactions shall be managed as per Exhibit 1 Section 2.
- Every donation shall be timely acknowledged as per Exhibit 1 Section 4.
- All the expense management shall handle as per Exhibit 1 Section 3.
- Year-end tax statements shall be managed as per Exhibit 1 Section 5.
- All the financial documentation shall be maintained electronically as per Article XI.

ARTICLE IX - DISPUTES AND GRIEVANCE PROCEDURES

Board Members are expected to conduct business professionally with respect, trust, friendliness, humbleness, and team spirit with the sole purpose of promoting the TAU's growth. Working on the TAU Board should be considered as service with humility to the Telugu community, but not a sign of authority or power in the community.

In case of dispute among Executive Committee members, the majority opinion shall be binding. However, a person/member who is not satisfied with the majority opinion and has reasons to believe that he/she has been treated in an unjust manner has the right to seek grievance as follows.

1. A person filing a grievance may do so by submitting a written request to the President or to the Board to initiate Grievance Resolution Process (GRP).
2. Upon receipt of a GRP request, the President shall appoint a three-member ad hoc committee within 2 weeks after receiving the GRP request for resolving the grievance.
3. All parties involved with the grievance shall submit signed documentation indicating that they will abide by the resolution reached by the GRP ad hoc committee.
4. The accuser and the accused parties each may have one TAU member in good standing to be on the ad hoc committee with the third person being appointed by the consensus of the Executive Committee and shall be independent of the grievance. This third person shall be appointed as the chairperson for the GRP ad hoc committee.
5. The chairperson shall solicit any supporting documentation from accuser and accused parties. A series of interviews may be conducted with the accuser and the accused parties.
6. All information shall be reviewed, and a consensus shall be reached by the ad hoc committee and a report should be created with recommendations within 3 weeks of formation of their committee.
7. The report shall be presented to the President and to the Board. The President shall notify of the conclusions of the GRP ad hoc committee within 24 hours of receiving the report and implement recommendation(s) of the ad-hoc committee.
8. If the President is the subject of dispute, the function shall be performed by the Vice president with the help of Board.

Under no circumstances should the parties break the signed agreement and take the issues to public after the GRP ad hoc committee issues its report. Breaking the signed agreement by the dissatisfied party after the report is published will be considered as breach of trust and the concerned party shall automatically cease to be a member of the Board and shall not be eligible to contest for any position in the Board for the next 5 consecutive years.

ARTICLE X - ELECTION OF OFFICERS

Section 1: Election Process

- The Executive Committee shall be elected by the members of TAU.
- The Active Advisory Panel members of the current board shall execute and oversee the election process. The Executive Committee shall be involved, if required at the request of the Active Advisory Panel, as a rep of the current board.
- The Active Advisory Panel members of the current board shall appoint the Election Officer.
- The Election Officer shall be any TAU member in good standing.

- The Election Officer shall not campaign for any person contesting in the elections.
- The Election Officer shall not vote.
- The Election Officer shall not contest in the election.
- The Election Officer shall not nominate or second any nominee.
- The Active Advisory Panel members shall announce the election officer by October 1st.
- The Election Officer shall announce seeking the nominations on or before October 15th.
- The end date to accept the nominations shall be any date on or before November 1st.
- The election shall be conducted on or before November 25th.
- The Election Officer shall announce the election results on or before November 30th.
- The Active Advisory Panel members of the current board shall announce the new Board on or before December 1st.
- The new Board shall take office on January 1st.

Elections shall be conducted only when:

- More than one nomination was received and approved for one position on the Executive Committee.
- When only one nomination is received and approved for a position, the nominee will be elected for that position.
- If no nominations are received for a position, the person holding that position on the Board shall be eligible to continue for the next term.
- Member voting rights are as per Article II Section 6.
- Election shall be conducted in secret ballot voting only.

The following apply for proxy voting:

1. Members planning to use proxy voting shall communicate the same to the Election Officer and get the approval.
2. Members can communicate the proxy vote to the Election Officer using the email address that is present in TAU records.
3. The Election Officer shall verify the proxy vote by calling the member on the phone number in TAU records.

The Election officer may request the Active Advisory Panel members of the current board to appoint a maximum of 2 members to help the Election Officer in conducting the elections.

- All the members shall bring their photo identification and address proof to the election venue.
- The members using the proxy voting shall submit the electronic copies of the address proof. The Election Officer shall verify the members using the photo identification, address proof and TAU records. Only the members who submit valid photo identification and address proof shall be allowed to vote. The election officer may make informed exceptions to this rule.

Following are the acceptable photo identifications:

1. Utah state issued driver's license.
2. Passport
3. Utah State issued photo identification cards.

Following are the acceptable address proofs:

1. Any utility bill in the name of the member or member's spouse within the last 3 months from the date of election.

2. Any bank statement in the name of the member or member's spouse within the last 3 months from the date of election.

The Election Officer's decision to allow a member to cast the vote or not is final. The reasons shall be provided to the members in question, the Active Advisory Panel members of the current board and shall be documented.

The contestants can witness the ballot counting process. If any contestant is witnessing the ballot counting process, the Active Advisory Panel members shall be present too.

For proxy voting, the contestants shall not be allowed to see the name of the member who voted; instead, they can only see voting choices.

The contestants do not have any role or participation in the ballot counting process.

The Election Officer shall communicate the election results to all the members and the election results shall be deemed final.

If any member has any concern over the elections / election process, may submit a written complaint to the Active Advisory Panel members of the current Board.

At the end of the election process, if some of the positions are still vacant, the outgoing Board shall fill vacant positions based on their discretion with a simple majority of the Board.

In the event the outgoing Board cannot fill all the positions, the newly elected Board shall fill the vacant positions based on their discretion with a simple majority of the Board.

Section 2: Eligibility

Executive Committee:

Members intended to contest for the Executive Committee positions must satisfy all the following:

1. Members must be in good standing.
2. Members must have been a TAU member for at least one year as on the date of nomination announcement.
3. Member must be a Telugu speaking person.
4. Members must be staying in Utah for at least one year as of the nomination announcement date.
5. Members must have active/renewed TAU membership for the next year. If the member does not have active membership for the next year, the membership shall be renewed prior to submitting the nomination form.
6. Members must not be students.
7. Members must not have been on the elected Board for the last 2 consecutive years.

Section 3: Nominations

- Nominations shall be submitted only to the Election Officer after the Election Officer makes an announcement to seek nominations.
- Nominations shall be submitted in the prescribed format with the required information as announced by the Election Officer.
- Nominations shall be submitted to the Election Officer on or before closure of the nomination period as announced by the Election Officer.

The following applies to the nomination forms.

- The nomination form can be physical or electronic.
- A TAU member in good standing shall nominate the nominee, date, and sign the nomination form.
- A TAU member in good standing shall second the person nominating, date and sign the form.
- The Nominee must date and sign the nomination form.
- The submitted nomination shall be reviewed by the Election Officer against the eligibility criteria and deemed approved or rejected.
- The Election Officer may seek any information from the Board to review the nominations.
- The Election Officer shall communicate the nomination status to the nominees and the Active Advisory Panel members of the current Board.
- For the rejected nominations, the Election Officer shall provide the reasons to reject the nomination to the nominee and the Active Advisory Panel members of the current Board.

After closure of the nomination period, the Election Officer shall communicate the names of all the approved nominees to the TAU members.

Once nominated, the nominee may withdraw the nomination at least 1 week before the election date. The Election Officer may seek floor nominations if no nominations are received.

Section 4: Campaigning

- The approved nominees can campaign.
- The current board (Executive Committee and Active Advisory Panel members) shall not campaign for or on behalf of any nominee.
- The nominee may request the Executive Committee for names of all members in good standing for campaigning purposes. Phone numbers, email ids and address information may only be provided with consent from the members.
- The information collected by the nominees shall not be misused.
- The Election Officer shall not campaign for or on behalf of any nominee.
- The nominee shall respect the privacy of the members while campaigning.
- The nominee shall send a maximum of 1 email to the community via TAU social media email, and the email should explain them. The email should not have derogatory remarks on anyone.

ARTICLE XI - E-MAILS, WEBSITE, DIGITAL CONTENT AND TECHNOLOGY

- TAU shall establish a website and email list.
- <http://www.taofu.org> shall be the Telugu Association of Utah's website.
- "taofu.org" Google domain shall be the official domain of TAU.
- All the digital content that belongs to TAU shall be stored in the "taofu.org" domain.
- The domain "taofu.org" shall be managed as per Exhibit 2.
- TAofU@yahoogroups.com shall be the email group of Telugu Association of Utah.
- Being part of TAU social media shall not make a person a member of Telugu Association of Utah.
- Adding members to the TAU social media shall be monitored by the Executive Committee. Membership to TAU social media shall require the approval of the Executive Committee. Name and contact details must be collected and reviewed from the new membership requests before the approval. The board should be able to associate every member's information associated with TAU social media and the board should maintain the name and contact details of those individuals in TAU records.

- The Executive Committee shall moderate all the messages posted to TAU social media.
- TAU shall have sole proprietary rights to both the website and email list.
 - No individual person shall own any personal rights to website and the email list.
 - The information provided by members shall be respected and protected.
 - Only that information that the member agrees to be posted may be posted in public forum.
- The website and the email list may not be used for:
 - Personal glory
 - Airing grievances and internal conflicts in TAU or its Board.
 - Accusation, badmouthing, profanity, insults, derogatory, demeaning, slander, libel, or any other objectionable statements.
 - Any other purpose that is detrimental to TAU image and principles.
 - Failure to abide by these shall be construed as breach of membership agreement with the TAU and the member in violation shall be expelled from the TAU after 2 warnings from the Executive Committee.
- Website may be used for posting:
 - Upcoming events
 - Current activities
 - Sponsor information
 - Useful links to other Telugu sites, etc.
 - Useful information to the community members.

ARTICLE XII: CHARITABLE ACTIVITIES

The Board shall make charity a focus item on their agenda on equal footing with cultural events.

- All charity projects undertaken by Telugu Association of Utah shall fulfill the requirements of the Internal Revenue Service for not-for-profit organizations.
- When the funds are not directly disbursed through Telugu Association of Utah, all funds shall be disbursed only through organizations which comply with the provisions of Sections 501(C)(3).
- The charitable activities shall be conducted as per Exhibit 3.
- Any additional funds left from previous cultural, or charity fundraisers will go to the general pool and can be used for future charity activities or cultural activities.

ARTICLE XIII: INDEMNITY

- The Board members shall not be held personally liable for any actions and decisions taken on behalf of the association.
- The TAU members listing (mail address, e-mail address, and phone number) shall be used for distribution of TAU related information only.
- Member listing (mailing address, e-mail address and phone number), equipment, individual software, web pages developed photographs taken during different programs are TAU's property.
- No one shall sell, trade, exchange or utilize in any other way for personal or third-party gains without getting the general body's permission.
- The information may be shared with news agencies to promote organizations' activities with approval from the Executive Committee.

ARTICLE XIV: DISSOLUTION

The following process shall be followed to dissolve the Telugu Association of Utah.

- TAU Board shall communicate to all the members the reason to dissolve the Telugu Association of Utah.
- The decision to dissolve shall be approved by the following voting procedure.
 1. The member voting shall be as per Article II Section 6.
 2. The voting shall be conducted for YES and NO to dissolve the association.
 3. The majority vote of the Board shall be one dissolution vote.
 4. The majority vote of all the Advisory Panel members shall be one dissolution vote.
 5. The majority vote of the Patrons shall be one dissolution vote.
 6. The majority vote of the rest of the members shall be one dissolution vote.

The association shall be dissolved only when all the dissolution votes mentioned above vote for YES.

In the event of dissolution, the Executive Committee shall, after paying or making provision for the payment of all the liabilities of the association, dispose of all the assets of the association to a non-profit organization(s) in good standing that serves the interests and benefits the Telugu Community directly. The organization(s) that the funds will be disbursed to will be decided by the General Body.

*Remaining Changes:

Emails and websites will be updated once finalized.