



**By-laws of
Telugu Association of Minnesota
(TEAM)**

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This document details the by-laws of Telugu Association of Minnesota commonly referred to as TEAM in the rest of this document.

Organization

Telugu Association of Minnesota (TEAM) is a non-profit organization

Purpose

Telugu Association of Minnesota (TEAM) is a non-profit organization devoted to the awareness and promotion of Telugu culture and heritage in Minnesota. TEAM celebrates various Telugu festivals annually to preserve and promote our rich traditions and to pass on these traditions to our future generations.

Governing Bodies

TEAM is governed by a group of committees classified into 4 groups, namely Honorary Board, Board of Directors, Executive committee & Extended committee. The Leadership team consists of the President and the Vice President which is part of Extended Committee. The rest of the members of extended committee are referred to as extended members. All these groups function in accordance with pre defined set of by-laws, rules & regulations as mentioned in the rest of the document.

Honorary Board

Honorary Board consist maximum of 1 member. There is no tenure limit set for this post.

Eligibility Criteria

- Should be closely associated with TEAM for more than 3 years.

Selection Process

Honorary members are unanimously elected by the current Board of Directors taking inputs & guidance from the current honorary member. On situations where board of directors cannot make a unanimous decision, they, along with Leadership Team go for voting.

Responsibilities

- Guide the current Board of Directors and Leadership Team
- Provide insight to TEAM's vision & mission
- Resolve any disputes or ties occurring within TEAM

Board of Directors

Board of Directors consist maximum of 7 members. Each board member has a maximum tenure of 2 years.

Eligibility Criteria

- Should have served TEAM as Executive Committee member for at least a period of 2 years
- Should be part of current TEAM Executive committee

Selection Process

In situations where we have more contenders for the post of Board of Director than TEAM can accommodate, voting will be done by current board of directors and honorary member (if he/she chooses to). Each member will vote for "x" number of contenders where "x" is the number of open posts for the next year.

Responsibilities

- Provide assistance to leadership team and other members
- Define & guide TEAM's vision to achieve the long term goals
- Review By-laws annually and make any necessary amendments.
- Notify the updated by-laws to executive committee & Extended committee
- Current Board will decide on Leadership Team (President & Vice President) for next year
- Organize elections if required for electing Leadership Team of next year
- New Board (Board of Directors of next year) will work with new Leadership Team (President & Vice President of next year) to elect/select Executive committee & Extended committee for next year
- The presence of not less than 5 members (including Board of Directors & Leadership Team) constitute a quorum and needed for the decision making. Any invitee not showing up for a meeting will forfeit any say on the decisions made in that meeting.
- In situations where only Board of Members meet, the presence of 4 members constitute a quorum and needed for the decision making process. Any board member not showing up for a meeting will forfeit any say on the decisions made in that meeting.

Executive Committee

Executive committee consist maximum of 8 members with pre-defined role for each member. The size of this team can be altered by leadership team in consultation with the board of directors based on the growing needs. Each member of this committee has a maximum tenure of 3 years in same or different roles with the exception to leadership team where the maximum tenure is limited to 1 year.

Leadership Team

- President
- Vice President

Executive Members

- General Secretary
- Treasurer
- Cultural Secretary
- Marketing Secretary
- Event Coordinator
- Web Coordinator

Leadership Team - President

Eligibility Criteria

- Should have served at-least two years as Executive committee member
- Should have demonstrated good organizational and leadership skills in the committee

Selection Process

- Election Officer(s) notify via email all the eligible candidates to find their interest to take up the post. Board member also sends out the roles and responsibilities that come up with the designation.
- Interested candidates notify the election officer(s) via email their willingness to contest for the post along with a filled in nomination form supplied by the election officer(s).
- Board of Directors & Executive Committee meets in a neutral location to decide on the person for the post.
- If there is only one contestant, the post would be given to the contestant without any election process.
- If there is more than 1 contestant for the post, then Board of Directors and Executive committee cast their vote following the voting procedures outlined.
- If the voting results in a single winner, then the winner is declared for the post on the spot.

- If the result of voting ends up in a tie among two or more candidates, then honorary member will choose one of those persons for the post. Honorary member's decision is final and is not debatable.
- In situations where none of the qualified persons are willing to contest for the post or situations where none of the candidates are eligible for the post, then Board of Directors with or without consultation with honorary member can choose a person from board members or the executive committee for the role.

Responsibilities

- Project and promote TEAM to Telugu community and as well as to larger Indian community in Minnesota.
- Keep a close contact with other Indian organizations in twin cities
- Explore the opportunities to attract and broaden the TEAM member ship base.
- Keep a close watch on TEAM expenses while looking for new avenues of revenue.
- Supervise individual team events by monitoring critical areas and time lines through area coordinators.
- Keep a close watch on new and active members of the community for making them a part in future TEAM cmt. This should be an ongoing process right from the beginning.
 - o Back up for member list updates
 - o Look for new avenues for bringing in new revenues in view of current TEAM budget situation.
 - o Guide and lead the TEAM to be careful about any spending – specially this year.
 - o Provide all resources and information needed for marketing execs to attract new business ads.
 - o Convince the TEAM execs to accept a self goal to bring in 5 new members and 1 or 2 new ads.

Leadership Team - Vice President

Eligibility Criteria

- Should have served at-least one year as Executive committee member
- Should have demonstrated good organizational and leadership skills in the committee
- Prior experience serving TEAM is preferable

Selection Process

- Two of the Board members (Election Officers) notify via email all the eligible candidates to find their interest to take up the post. Election officer(s) also sends out the roles and responsibilities that come up with the designation.

- Interested candidates notify the election officer(s) via email their willingness to contest for the post along with a filled in nomination form supplied by the election officer(s).
- Board of Directors & Executive Committee meets in a neutral location to decide on the person for the post.
- If there is only one contestant, the post would be given to the contestant without any election process.
- If there is more than 1 contestant for the post, then Board of Directors and Executive committee cast their vote following the voting procedures outlined.
- If the voting results in a single winner, then the winner is declared for the post on the spot.
- If the result of voting ends up in a tie among two or more candidates, then honorary member will choose one of those persons for the post. Honorary member's decision is final and is not debatable.
- In situations where none of the qualified persons are willing to contest for the post or situations where none of the candidates are eligible for the post, then Board of Directors with or without consultation with honorary member can choose a person from board members or the executive committee for the role.

Responsibilities

- Project and promote TEAM to Telugu community and as well as to larger Indian community in Minnesota.
- Follow up with President in keeping close contact with other Indian organizations in twin cities
- Help TEAM choosing event locations while making sure the convenience of the members and cost effectiveness and logistics for the TEAM.
- Maintain TEAM master member list and make sure the privacy of the members is well protected.
- Lead the TEAM effort in phone campaigns by distributing the member list among Execs/volunteers and monitor the task.
- Take lead in identifying new talented and active personalities with in the community for making them a part in future TEAM cmt. This should be an ongoing process right from the beginning.
 - o Backup for TEAM communications
 - o Shadow, guide and help Cultural Secy in organizing events
 - o Impart the knowledge over to new execs and train them in terms of organizing cultural events, and stage coordination
 - o Monitor TEAM event calendar and alert the team.
 - o Follow up with marketing efforts to present a senior exec face to business community to get fruitful results.

Executive Members

Eligibility Criteria

- Should have preferably served at-least one year as Extended committee member
- Should have demonstrated good enthusiasm and volunteer ship in various TEAM activities

Selection Process

- The newly elected leadership team requests current executive committee & current extended committee via email for volunteers to fill up various posts in executive committee. This only serves as source of information for the board and leadership to make a judgment and does not guarantee the post in any way.
- Interested candidates respond with the post they would like to hold in the coming year along with the filled in nomination form if any.
- Board of Directors and Leadership Team meet to decide on who is likely the best fit for each post available in the executive committee.
- This decision can be done unanimously and/or by debate/discussion.
- If they still cannot reach a unanimous decision, Board and leadership team goes for voting.
- The issue of tie in this case is resolved by lottery.

Responsibilities

The responsibilities of this committee members vary based on the role played by them. This document however only outlines the high-level responsibilities of the whole team. Detailed list of responsibilities for each role are documents and are available with the leadership team.

- Work closely with leadership team
- Co-ordinate with extended committee for various event activities
- Maintain, monitor and alert TEAM with scheduled events
- Guide & train extended committee members
- Document all the important details for forthcoming events/years
- Dedicate time to handover the job to next year's committee members

Extended Committee

There are no hard and fast rules regarding the size & nature of Extended committee. However there are few guidelines drawn here on how the extended committee should look like and what their responsibilities include. The new leadership team has some flexibility in re-defining this committee structure based on the changing trends and commitments made by TEAM. These changes however needs to be communicated the board in advance. The Extended committee can at the minimum have the following structure for the smooth running of various events.

- Marketing Coordinator
- Stage Coordinator
- Food Coordinator
- Lights
- Audio
- Front Desk
- Volunteer Coordinator

Each member of this committee is assigned a particular role but he or she is not limited to the assigned role. Each member of this committee has a maximum tenure of 3 years in same or different roles.

Eligibility Criteria

- Should have preferably served TEAM in the past as volunteer.
- Should have demonstrated good enthusiasm and volunteer ship in various TEAM activities in the past
- Preferably served/volunteered other non-profit organizations.

Selection Process

Executive committee seeks the list of candidates who are interested in being part of TEAM to server reach its goal. This can be by word of mouth and/or by announcement in public gatherings and/or via email.

Leadership team & Board interact with some members of executive committee and extended committee especially volunteer coordinator to make decisions on who should be the ideal person for each role. Preference is given to candidates who contributed in the past by volunteer ship but no assurance is given.

Responsibilities

The responsibilities of this committee members vary based on the role played by them. This document however only outlines the high-level responsibilities of the whole team. Detailed list of responsibilities for each role are documents and are available with the leadership team. Extended committee members are however not limited to the list of responsibilities assigned to each role. TEAM expects this team to show complete commitment and go beyond their role taken by each member.

- Assists Executive committee
- Proactively volunteer for the pending tasks
- Learn the logistics from executive committee.

Election Process

Two of the volunteered board members will act as the Election Officers for the given year. Election officers will take the complete responsibility of all communications, meeting setups, set up of required materials for the elections to take place. He/She will be the chair person of all these meetings and will still have his/her right to vote as any other board of director.

The election process for all the defined posts should start no later than September 1st and conclude by September 30th. Due to the limited availability of time, all members are requested to dedicate time for emails and meetings. Please be prepared to vote in these meetings as the need may arise at any movement. Election Officer(s) will however make all attempts to give 1 week notice before he/she expects to meet or receive an email response. Election officer(s) sees if the number of attendees meets the required quorum for holding the elections. He/she will try a rescheduled meeting to a maximum of two times. He/She will continue with the attendance received in the final meeting schedule and will no longer wait to meet the quorum. Persons not being able to attend the meeting forfeit their voting right. Due to the delicacy of the situation, voting via email or phone will not be considered. On any circumstance, the meeting team will wait 30 minutes after the scheduled meeting start time for all the attendees to show up before the election process begins. The team can wait longer if they unanimously chose to if any of the expected attendees are delayed further.

Election Officer(s) will come prepared for the meeting with voting ballots, pens and a ballot box. The voting ballot will contain a list of contenders with a check box across each name which the voter is supposed to cross to cast his/her vote. The ballot box will be opened in the same meeting in front of the voters and result is openly declared. The final result may get delayed in case of tie which involves honorary member to make final decision. In such cases election officer(s) co-ordinate with honorary member and communicate the result to the entire list of voters.

Election Timelines

Following are the timelines established for the complete election process. The order of tasks executed is vital as the new teams would get involved in later tasks. Delay in one task would result in slippage of all the tasks following it. The order of execution and their associated timelines are:-

- Election of Honorary Member – Aug 15th – Sep 30th
- Election of Leadership Team – Aug 15th – Sep 10th
- Election of Board of Directors – Sep 1st – Sep 15th
- Finalize Executive Committee – Sep 16th – Sep 30th
- Finalize Extended Committee – Sep 16th – Sep 30th

TEAM Activities

TEAM, every year is committed to organize minimum of three events. The events and likely timelines are listed below.

- Ugadi Event - March – April of every year
- Summer Picnic - July – August of every year
- Deepavali Event – Oct – Nov of every year

TEAM is not limited to only these three events. Leadership team can co-ordinate with executive and extended members to come forward to take up more activities which could include TEAM volunteering for non-profit and/or religious organizations. These decisions will however be communicated to Board of Directors for their approval. In case of conflicting opinions, Board and executive members meet to make a decision. This process could even lead to an extent of voting and in this situation the election officer (one of the board member) would take initiative in organizing the voting process. In any meetings of such sort, every invitee should expect a voting to take place and be prepared to attend the meeting for voting. The members eligible for voting in these situations are Board of Directors, Executive committee and honorary member (if he/she chooses to). All members who are considered to be in the category of “Conflict of Interest” will forfeit their right to vote in this regards. The same process is to be followed for any decisions on TEAM’s interaction & involvement with any profit, non-profit or religious organizations.

Conflict Of Interest

In dealing with interaction & involvement of TEAM with other parties be it profit or non-profit or religious organizations, any eligible decision maker, who directly or indirectly is involved with those parties, are considered to fall under the category “Conflict of Interest” and those members lose their right to say or vote in this regards.

Rules and Regulations

There are few rules and regulations defined so as to assert smooth running for TEAM activities. The list is not complete but however provides guidelines to some extent. Any concern outside the list should be brought to the attention of Board of Directors and Leadership Team and/or Executive members to make a situational judgment.

Voting Rights

1. Extended Committee will not have any voting or decision making rights.

Tenure

1. Any member can be part of executive committee and/or extended committee for a maximum of 3 years in same or different role with the exception of President and Vice President where the maximum tenure is 1 year.
2. Board of Directors tenure is limited to a maximum of 2 years.

Free / Discounted offers

TEAM being a non-profit organization would like to promote other non-profit, religious organization by providing free or discounts marketing packages. However, TEAM does not make any such promises and would offer to a limited set of organizations per event, year based on various driving factors. The decision on who to offer such packages is solely based on existing committee members who make the best possible judgment with given circumstances.

Commitment

Given the fact that TEAM is a non-profit organization and every committee member is a volunteered member, management cannot compel any member more than what he or she wishes to contribute.

In situations where the President feels that there is little or not enough contribution from any member of his/her team, then the President in accordance with Board of Directors and find a replacement for this post in the middle of his/her term. The new member should however should meet the eligibility criteria and in most cases follow the same election procedure.

In the same terms, if any committee member or the board of directors feels that the President is not meeting the expectations, they can bring this matter forward to Board of Directors and Board of Directors in accordance with honorary member meet to decide on what could possible be done. They have the right to even find a replacement for the post if need be. The new member should however should meet the eligibility criteria and in most cases follow the same election procedure.

Contestants

1. Any candidate should not contest for more than one post in a given year.
2. Spouse of the current Board, Executive / Extended committee member cannot contest for a position in the Executive / Extended committee unless one of them steps down.

By-Laws Amendment

By-laws will be reviewed by board of Directors and Honorary member every year and changes if any will be communicated to the entire committee.

By-Laws Version History

Version Number	Year	Changes Made
1	2009	This is the initial public release of By-Laws. Drafted by Board of 2009 on July 31 st 2009. Published on August 3 rd 2009