

**Telugu Association of Minnesota (TEAM)
Bylaws**



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Bylaws Document**

Telugu Association of Minnesota (TEAM) Bylaws

1. Organization

- The name of the organization shall be Telugu Association of Minnesota, referred to as TEAM henceforth.
- TEAM is a 501c (3) non-profit organization devoted to the awareness and promotion of Telugu culture and heritage in Minnesota.

2. Purpose

Mission

TEAM's mission is to:

- Preserve and perpetuate the cultural heritage of Telugu speaking people of Greater Minnesota.
- Assist and promote cultural, charitable, educational, social and community affairs of the Telugu speaking people in Greater Minnesota (Twin Cities, and surrounding cities of Minnesota).
- Foster harmony within the Telugu community and to share our diverse culture with the Greater Minnesota community.

Activities

TEAM conducts several activities each year to fulfill its mission. Typical activities are listed below:

- Cultural programs (Example: Festival celebrations, programs by artistes, cultural competitions).
- Social events (Example: Picnic in summer, Sports events/competitions).
- Charitable events (Example: Volunteering to help the needy, or by collecting donations/goods).
- Community events (Example: Events in collaboration with other profit/non-profit organizations).
- Educational events (Example: Seminars, classes, workshops, newsletter, periodicals).

TEAM events are described in detail in a separate "TEAM Operations Manual" document. TEAM is not limited to only these events. TEAM can conduct any event that fulfills its mission, is agreed upon by the Board and Executive Committee, and is affordable. If necessary, the Board, Executive Committee and the Extended Committee will vote to get agreement on what programs to conduct. In all cases, the event must fulfill TEAM's mission, and is financially feasible.

3. Governing Bodies

TEAM is governed by a group of four (4) committees, namely Honorary Member, Board of Directors, Executive committee & Extended Committee.

All the four committees function in accordance with the guidelines as mentioned in the rest of this document.

General Guidelines

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- No candidate should contest for more than one post in a given year.
- 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.

Honorary Member

Honorary Member is an optional position with no tenure limit.

Eligibility Criteria

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

Selection Process

- Honorary Member is unanimously elected by the current Board of Directors after taking input and guidance from the current Honorary Member and the Executive Committee.
- In situations where Board of Directors cannot make a unanimous decision, they, along with President and Vice-President go for voting.

Responsibilities

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

Board of Directors

Board of Directors consist a maximum of seven (7) members. Board of Directors is referred to as "The Board". Each Board of Director has a tenure of 2 years. The tenure can be extended to 3 years for existing Directors if not enough Directors remain in the Board.

Eligibility Criteria

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

Selection Process

- If more candidates exist for the post of Board of Director than TEAM can accommodate, voting will be done by the current Board of Directors, TEAM Executive Committee and the current Honorary Member. Each member will vote for "x" number of candidates where "x" is the number of open posts for the next year.

Responsibilities

- Define & guide TEAM's vision to achieve the long-term goals.
- Set and drive the strategy for the direction of TEAM.
- Review By-laws annually and make any necessary amendments.
- Notify the updated by-laws to Executive Committee & Extended Committee
- Conduct elections for selection of the President and Vice-President for the next year.
- The presence of not less than 5 members (including Board of Directors & President and Vice-President) constitute a quorum and needed for the decision making. Any invitee not

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showing up for a meeting will forfeit any say on the decisions made in that meeting.

- In situations where only Board of Directors 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.
- Provide assistance to Executive and Extended Committee members as required

Executive Committee

Executive Committee consist maximum of eleven (11) members with pre-defined role for each member. The size of this team can be altered by President and Vice-President in consultation with the Board of Directors based on the growing needs of the organization. Each member of this committee has a maximum tenure of 3 years in same or different roles with the exception of President and Vice-President, who each have a maximum tenure of 1 year.

- President
- Vice President
- General Secretary
- Treasurer
- Cultural Secretary
- Marketing Secretary
- Event Secretary
- Web Secretary
- Food Secretary
- Membership/Volunteer/Front-Desk Secretary
- Media/Literary Secretary

President

Eligibility Criteria

- Should have served at-least two (2) 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 responsibilities of the role.
- 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 (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

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- 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

These are high-level responsibilities. Detailed responsibilities will be documented in a document called 'TEAM Roles and Responsibilities'.

- Ensure TEAM is meeting its mission and vision at all times.
- Play a key leadership role in projecting and promoting Telugu culture in Minnesota
- Promote and project TEAM organization to Telugu community and as well as to larger Indian community in Minnesota.
- Establish relationships with local organizations (Indian and non-Indian, Profit and Non-Profit) to bring services/benefits to the Telugu community
- Accountable for establishing a sound financial plan and for the judicious use of TEAM funds to meet goals.
- Accountable for efficient organization of TEAM events. This includes ensuring that the funds used, resources utilized, and schedules of these events are meeting TEAM's mission and vision.
- Explore the opportunities to attract and broaden the TEAM membership base.
- Interact with Telugu community to solicit individuals as volunteers, and to serve as future TEAM Committee members.
- Collaborate and work closely with the Vice-President, the rest of the Executive Committee, and the Extended Team members to ensure all areas are functioning efficiently.
- Resolve any conflicts within TEAM by working with appropriate TEAM Committee members as appropriate.

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 s) notify via email all the eligible candidates to find their interest to take up the post. Election (s) also sends out the roles and responsibilities that come up with the designation.
- Interested candidates notify the election (s) via email their willingness to contest for the post along with a filled-in nomination form supplied by the election (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

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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 of Directors or the Executive Committee for the role.

Responsibilities

These are high-level responsibilities. Detailed responsibilities will be documented in a document called 'TEAM Roles and Responsibilities'.

- Ensure TEAM is meeting its mission and vision at all times.
- Play a key leadership role in projecting and promoting Telugu culture in Minnesota
- Promote and project TEAM organization to Telugu community and as well as to larger Indian community in Minnesota.
- Establish relationships with local organizations (Indian and non-Indian, Profit and Non-Profit) to bring services/benefits to the Telugu community
- Explore the opportunities to attract and broaden the TEAM membership base.
- Interact with Telugu community to solicit individuals as volunteers, and to serve as future TEAM Committee members.
- Collaborate and work closely with the President, the rest of the Executive Committee, and the Extended Team members to ensure all areas are functioning efficiently.
- Resolve any conflicts within TEAM by working with appropriate TEAM Committee members as appropriate.

Executive Committee

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
- Any member can be part of executive 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.

Selection Process

- The newly elected President and Vice-President request 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 President and Vice-President to make a judgment and does not guarantee the post in any way.

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- Interested candidates respond with nomination forms.
- Board of Directors and President and Vice-President meet to decide on who is likely the best fit for each post available in the executive committee. This decision will be done with two-thirds majority.
- The issue of tie in this case is resolved by coin toss.

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 President and Vice-President.

- Work closely with President and Vice-President
- 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

The size and nature of the Extended Committee is flexible. A few guidelines are listed here regarding the composition and responsibilities of the Extended Committee. The new President and Vice President have flexibility in re-defining this committee structure based on the changing trends and commitments made by TEAM. These changes need to be communicated to the Board of Directors in advance. The Extended committee can, at a minimum, have the following structure for the smooth running of various events.

- Marketing Coordinator
- Stage Coordinator
- Food Coordinator
- Lights Coordinator
- Audio Coordinator
- Front Desk Coordinator
- Volunteer Coordinator
- Literary Coordinator
- Public Relations 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

- Any member can be part of Extended Committee for a maximum of 3 years in same or different role
- Should have preferably served TEAM in the past as volunteer.
- Should have demonstrated good enthusiasm and volunteered in various TEAM activities in the

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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. This can be by word-of-mouth and/or by announcement in public gatherings and/or via email.
- President, Vice President and Board interact with Executive Committee and Extended Committee, especially the Volunteer Coordinator, to make decisions on who should be the ideal person for each role.
- Preference is given to candidates who have volunteered in past TEAM events.

Responsibilities

The responsibilities of these committee members vary based on the role played by them. This document outlines the high-level responsibilities of the whole team. Detailed list of responsibilities for each role are documented in 'TEAM Roles and Responsibilities' document. Extended Committee members are not limited to the list of responsibilities assigned to each role. TEAM encourages the Extended Committee members to demonstrate initiative and enthusiasm to volunteer in other areas as well.

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

4. Election Process

One or two Board of Directors will volunteer to be the Election Officers for the given year. Election Officers will take the complete responsibility for communications, meetings and election materials. The Election Officer(s) will be the Chair Person(s) of all the meetings and will still have the right to vote as any other Board of Director.

The election process for all the defined posts for the subsequent year conclude in the 4th quarter. All officers of the TEAM governing bodies are expected to actively participate in order to complete the elections in a timely fashion. Election Officer(s) ensures the number of voters meets the required quorum for holding the elections, else voting will be rescheduled a maximum of two times. The second/final meeting will happen even without the quorum. TEAM officers not at the meeting will forfeit their voting right. Voting via email or phone will not be permitted. If necessary, the Election Officer will push out the scheduled election meeting by 30 minutes for expected attendees to arrive before the election process begins. Election can be pushed out further if all attending members unanimously chose to wait for the expected attendees.

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 contestants with a check box next to each name which the voter checks to cast the 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

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to make final decision. In such cases election (s) co-ordinate with Honorary Member and communicate the result to the entire list of voters.

5. Decision Making

- Extended Committee will not have any voting or decision making rights.
- Voting will be method to make decisions -- majority vote will determine the decision.
- Any concern outside the list should be brought to the attention of Board of Directors and President and Vice-President and/or Executive members to make a situational judgment.

6. Conflict Of Interest

- TEAM officer bearers (Honorary Member, Board of Directors, Executive and Extended Committee) who play a major role in any non-profit organization are not eligible to contest or hold similar roles in TEAM. For example cultural secretary in any organization may not hold cultural secretary in TEAM.
- TEAM officer bearers (Honorary Member, Board of Directors, Executive and Extended Committee) with significant roles in any major organizations need to disclose their role during the election process, or immediately after taking up such a role in a different organization.
- In dealing with interaction and involvement of TEAM with other parties, be it profit or nonprofit 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". TEAM officer bearers (Honorary Member, Board of Directors, Executive and Extended Committee) with conflict of interest should refrain from participating in the decision-making process in that situation/decision.
- From time to time, TEAM may choose to conduct additional events. In case of conflicting opinions on what events to conduct, 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. All members who are considered to be in the category of "Conflict of Interest" will forfeit their right to vote in this regard.
- Termination of a member can happen if a person is not deemed to be having conflict of interest, not performing the responsibilities satisfactorily or shows unprofessional behavior– this applies to ALL roles.
- Documentation and testimonials will be used as evidence towards a case for termination.

Termination process

- If there are issues of conflict of interest, non-performance or unprofessional behavior issues by any member (Board, Leadership, Executive and Extended), the following procedure will be followed for termination
 - a. Board member can be terminated by two-thirds majority vote of Board of Directors, President and Vice President.

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- b. President or Vice-President can be terminated by two-thirds majority vote of Board of Directors and Executive Committee combined.
- c. Executive Committee member can be terminated by two-thirds majority vote of President, Vice-President and Executive Committee combined.
- d. Extended Committee member can be terminated by two-thirds majority vote of Executive Committee.
- Replacement office bearers (to fill the post vacated by terminated office bearers) will be identified immediately, and should meet the eligibility criteria and election will follow the same procedures as new contestants. However, if the Board of Directors and Executive Committee can decide to keep the post open for the remainder of the year in the following circumstances:
 - It takes a long time to find a replacement office bearer
 - A replacement office bearer could not be found
 - The remaining tenure period is less than 1 quarter

Appeal Process

- The TEAM office bearer whose tenure is being terminated has the right to appeal. Documentation and testimonials can be used as evidence to defend the case, and to overturn the decision. Again, the same voting rules apply to overturn the decision, and to re-instate the office bearer to the role.

7. Compensation

Compensation, Stocks, Assets, and, earnings

- All TEAM committee members, including Board of Directors, President, and, Vice President, Executive Committee and Extended Committee members of TEAM shall receive no compensation.
- All the assets and earnings of the TEAM shall be used exclusively for its exempt purposes, including the payment of expenses incidental thereto. No part of any net earnings shall inure to the benefit of any Director, President, Vice President or be distributed to its Directors, Executive Committee, Extended Committee, or any private person,.
- Notwithstanding any other provision of these bylaws, the Corporation will not carry on any activities not permitted by an organization exempt under Section 501(c) (3), Internal Revenue Code, 1986, or the corresponding provision of any future federal law, or organizations whose contributions which are exempt under Section 170(c) (2), Internal Revenue Code, 1986, or the corresponding provision of any future federal law. The
- TEAM shall have no capital stock, pay no dividends, distribute no part of its net income or assets to any Directors, President, Vice President, members of Executive and Extended Committees, and private property of the subscribers, Directors, President, Vice President, and, members of Executive and Extended Committees team shall not be liable for the debts of the TEAM.
- No substantial part of the TEAM's activity shall be for the carrying on of a campaign of propaganda or otherwise attempting to influence legislation. The Corporation shall not participate in any political campaign, will not engage in political campaigns or attempt to influence legislation or interfere with any political campaign on behalf or in opposition to any

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candidate for public office.

Contracts, Checks, Deposits and Funds

- The Directors may authorize, by general resolution, a President or Directors, in addition to persons authorized by these bylaws to enter into any contract on behalf of TEAM.
- All checks, drafts, notes, or orders of payment or other evidence of indebtedness issued in the name of the TEAM shall be signed by the Treasurer or President or President's agent such as the Directors .
- All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Treasurer or President or Director may designate.
- The Directors, collectively or President and, Vice President or designated agent may accept contributions, bequests, or devise of any property on behalf of the TEAM.
- Only President or Vice President, on agreement of the Board of Directors and the Executive Committee, shall have the authority, on behalf to the TEAM, to enter into a loan or any other contract of indebtedness.

Dissolution

Upon dissolution of the Corporation, the Directors shall, after paying or making provision for payment of all liabilities of the Corporation, including the costs and expenses of such dissolution, dispose of all the assets of the Corporation exclusively for the exempt purposes of the TEAM or distributed to an organization described in Section 501 (c)(3) or 170 (c)(2) of the Internal Revenue Code, 1986 or the corresponding provisions of any future federal law, as shall be selected by the last Directors. None of the assets will be distributed to President or Vice President or director of the TEAM. Any such assets so disposed of shall be disposed of by, and in the manner designated by, the state court having jurisdiction over the matter.

Indemnification

- Unless otherwise prohibited by law, TEAM shall indemnify any and all of its Board, Executive and Extended Committee members, or any and all former Board, Executive and Extended Committee members or any person who may have served at its request against any and all expenses and liabilities incurred by him or her in connection with any claim, action, suit, or proceeding to which he or she is made a party by reason of being a Board, Executive or Extended Committee member. However, there shall be no indemnification in relation to matters as to which he or she shall be adjudged to be guilty of a criminal offense or liable to TEAM for damages arising out of his or her own gross negligence in the performance of a duty to TEAM.
- TEAM will authorize the purchase of insurance on behalf of Board, Executive and Extended Committee members or elected office bearers against any liability incurred by him/her which arises out of such person's status as a Board, Executive and Extended Committee members or elected office bearer.

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8. Finances

Revenues

TEAM draws its revenues from two sources – membership, and sponsorships.

Membership

TEAM has different types of memberships:

- Single/Student: Allows entry to TEAM events. Renewable yearly.
- Family: Allows entry to TEAM events. Renewals yearly.
- Event Fee: Entry fee for an event for non-members.

Sponsorship

- TEAM promotes profit and non-profit organizations at its events, website and brochures for a fee.
- TEAM offers several promotional packages to meet the requirements of sponsors.

Expenses

TEAM typically incurs the following types of expenses.

Administrative Fees

- Fee for website hosting
- Fee for renting storage space for TEAM assets (decorations, banners, cash boxes, microphones, stationery etc)
- Fee for phone service for event campaigns and general messages to the community
- Fee for billing services

Professional Fees

- Fee for accountants, auditors, lawyers etc.,

Event-related Expenses

- Venue rental
- Liability insurance
- Decorations
- Audio/Video/Lighting equipment rental
- Hired event staff: Technicians, janitors, cooks etc
- Food and snacks

9. Meetings

- Board Meetings will be held on a regular-basis, typically once every quarter. Additional meetings will occur as needed. Minutes of the meetings will be documented.

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- Executive Committee Meetings will be held on a regular-basis, typically once every month. Additional meetings will occur as needed. Minutes of the meetings will be documented.
- Event-related Meetings will occur as needed to coordinate various aspects of the event.

10. By-Laws Amendment

- Changes proposed by Board, Honorary Member, Executive and Extended Committee members to the Bylaws will be reviewed annually by the Board of Directors.
- Board of Directors, in consultation with the Executive Committee will make the necessary changes.
- Board will then publish the updated Bylaws documents to the all TEAM committees, and its members.
- The updated Bylaws document will be published to the TEAM website for everyone’s reference.

11. 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
2	2013	The Bylaws have been totally revamped – new sections Compensation, Meetings, Finances, Decision-Making have been added. Other sections have been updated to meet the growing needs of TEAM.