

# **ARTICLES OF INCORPORATION**

In Compliance with Chapter 617, F.S., (Not for Profit)

## **Telugu Association of Greater Orlando Inc. (TAGO)**

### **Constitution**

#### **Preamble**

We, the people of the Telugu-speaking community of Central Florida, join to form an active Association with the aim of preserving, maintaining, and promoting the heritage of Telugu Culture, inculcating the Culture in our children, and continuing the Culture through our future generations, do ordain and establish this Constitution and Bylaws for the Association.

#### **Article 1: Name of the Association**

The name of the Association shall be “Telugu Association of Greater Orlando Inc.” and in abbreviation “TAGO”.

#### **Article 2: Objectives of the Association**

- To preserve, maintain, and promote the Telugu Culture through social, literary, and cultural activities;
- To inculcate the Telugu Culture and Heritage in our children;
- To create and promote awareness of the Telugu Culture among local communities through social and cultural activities;
- To solicit, collect, and disburse funds for cultural, educational, and humanitarian purposes, either directly or in cooperation with other relevant registered non-profit organizations in the U.S. and abroad; and
- To foster understanding and friendship among all Telugu-speaking people.

#### **Article 3: Life Time**

The Association shall be of perpetual duration and shall be a non-profit entity.

#### **Article 4: Organization Calendar Year**

The fiscal and membership year of the Organization shall be the calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>).

#### **Article 5: Membership**

The membership of the Association shall be open to all those who subscribe to the objectives listed under Article 2 by paying the membership dues. There shall be individual and family memberships. Each individual member shall be entitled to one vote. Each family membership is entitled to a maximum of two votes one for each spouse.. Such members shall constitute the

General Body of the Association. Individuals age of 25 above should have their own membership irrespective of their own parent's membership status.

*Definition of family: Only the immediate members of the family will be considered as the unit of family. (Example: Member, spouse and their children).*

## **Article 6: Organization**

### *Section – I: Executive Committee:*

*The activities of the Association shall be organized by an 11-member Executive Committee, consists of:*

- *President*
- *President-Elect*
- *Secretary*
- *Treasurer*
- *Cultural Secretary*
- *EC Member North*
- *EC Member South*
- *EC Member East*
- *EC Member West*
- *Youth EC Member1 (Female)*
- *Youth EC Member2 (Male)*

### *Section – II: Advisory Board:*

*The five-member advisory board shall be formed with immediate past president and the members of past executive committees. One of the members shall be elected as the chairman by the rest of the board members.*

## **Article 7: Dissolution**

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations, which themselves are exempted as organizations described in 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code of the Federal, State, or Local Government for exclusive purposes.

## **Article 8: Tax**

Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on by (a) an association exempt from Federal Income tax section 501 (c) (3) of the Internal revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law, or (b) an association, contributions to which are

deductible under 170 (c) (2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

### **Article 9: Indemnity**

The Executive Committee members and Advisory Board shall not be held personally liable for any actions and decisions taken on behalf of the Association.

### **Article 10: Amendments**

All revisions to the Constitution and/or Bylaws shall be approved at a General Body meeting. Revisions to the Constitution shall be approved by three fourth (3/4) of the members present at that General Body meeting. Revisions to the Bylaws shall be approved by two third (2/3) of the members present at that General Body meeting.

### **Article 11: Meetings of the Executive Committee**

The EC shall meet at least six times a year and at least once in a quarter. More than half of the members of the Executive Committee shall constitute a quorum and need majority votes of the members attended to approve any business transaction. President shall exercise his vote only when there is a tie among the Executive Committee members. The latest edition of the Robert's Rules of Order shall be the authority on all questions of procedure.

### **Article 12: TAGO GO GREEN**

All communication by TAGO to its members will be sent electronically. This includes Annual General Body Meeting communication. It is members' responsibility to update their email addresses with the TAGO Executive Committee from time to time.

## **Bylaws**

### **Bylaw 1: Membership and Dues**

There shall be three types of memberships- Family, Individual and Life

1. Family
  - a. Family members shall pay an annual membership fee defined by Executive Committee. A maximum of two adult members of a family living in the same household are eligible for casting one vote each in TAGO meetings, and are eligible to run for office, as outlined in the election procedure. The annual family membership shall be \$35 per organization calendar year
2. Individual
  - a. Individual members shall pay an annual membership fee defined by Executive Committee. The individual member can cast a single vote in TAGO meetings and is eligible to run for office, as outlined in the election procedure. The annual individual membership shall be \$25 per organizational calendar year
3. Life Members
  - a. Life members shall pay life membership fee of \$ 300. A maximum of two adult members of a family living in the same household are eligible for casting one vote each in TAGO meetings, and are eligible to run for office, as outlined in the election procedure.

### **Bylaw 2: General Body Meetings**

- There shall be at least one General Body meeting in an Organizational calendar year.
- At least a two-week notice to the members is mandatory to call for a General Body meeting
- President of the Executive Committee shall preside over the general body meeting except the during the time elections being conducted
- The general body meeting shall be independent of any other events
- At least, thirty members shall constitute as a quorum to proceed with a General Body meeting
- The secretary shall be responsible for issuing the general body meeting notice
- Special meetings of the general body may be called to discuss and vote on specific issues. These meetings may be called by Executive Committee resolutions or by a petitions from one third of the current membership
- The latest edition of the Robert's Rules of Order shall be the authority on all questions of procedure.

### **Bylaw 3: Executive Committee**

The Executive Committee shall be governing body of the association and shall oversee the activities of the community. It shall consist of eleven members as follows:

- **President**
- **President Elect**
- **General Secretary**
- **Treasurer**
- **Cultural Secretary**
- **Member North**
- **Member South**
- **Member East**
- **Member West**
- **Youth Member 1(Female)**
- **Youth Member 2(Male).**

All Executive Committee members, shall serve in the Committee per the following duration:

1. The President-Elect shall be as President-Elect for the first year, and as President in the second year.
2. All others EC members shall serve for a term of two years

#### **Section 1:**

- The Executive Committee shall plan and conduct events/activities as per the organization objective mentioned in the article 2.
- The Executive Committee shall be responsible for the finances of the organization. A financial account in the name of the Association shall be maintained in a bank and operated by the Treasurer. The signers on the bank account shall be the President and the Treasurer. Any expenditure of more than fifty dollars made by an individual for the Association shall require prior approval of the Executive Committee for reimbursement of the expenses. All expenditures will require proper receipts. The Executive Committee shall make financial statements from the last year(AGB) till current AGB available to all the General Body members at least two weeks before the annual general body (AGB) meeting of the year.
- Financial statements after filing the taxes shall be made available for the members of the organization on the website.
- The Executive committee shall be responsible to communicate the progress of each committee in the form of a newsletter to the community at least every even month. In addition to that any event related communication shall be sent to the community on timely basis.

- Executive committee shall communicate any unforeseen event or any confrontational issues within the executive committee to the advisory board.
- Executive committee shall ensure that life-member contributions are not used for yearly expenses. In the event of a contingency, the amount used for such drop-in expenses shall not exceed 10% of the life-member contributions for the whole organizational calendar year.

## **Section 2:**

- The President shall preside over all the meetings and serve as the official spokesperson of TAGO. He/ She shall be responsible to the General Body and execute the policies and plans of executive committee.
- The President-Elect shall act as the President in the absence of the President and shall be responsible for Program Coordination and Venue Management.
- The Secretary shall circulate the agenda, record the minutes of the meetings of the Executive Committee, General Body Meetings and distribute as necessary by the policies and guidelines to the members. He/ She shall be responsible for Communication, Media and Public relations. In the absence of the Secretary, the President-Elect shall act as the Secretary.
- The Treasurer shall manage the finance of the association as directed by Executive Committee. He/ She shall be responsible for budget allocation for events of association as ratified by the Executive Committee. He/ She will chair the Membership Committee. In the absence of the Treasurer, the Secretary shall act as the Treasurer.
- The Cultural Secretary shall coordinate Cultural programs of the Association in accordance with the directions of Executive Committee. He/ She shall Chair the Cultural Committee.
- Executive Committee Member North, Executive Committee Member South, Executive Committee Member East and Executive Committee Member West shall be responsible for their respective committees. In addition, they shall be responsible to promote Community active participation in the literacy events, cultural events, Community service events and sports events from their respective regions. They may perform additional duties as assigned by Executive Committee.
- Youth Member Male and Youth Member Female shall be responsible to promote and organize events relevant to the youth community.

## **Bylaw 4: Election Process**

The elections will be held for the following positions as described below.

Every year: President elect

Even year: Treasurer

EC Member North

EC Member South

Youth Member2 (Male )

Odd year: General Secretary

Cultural Secretary

EC Member East

EC Member West

Youth Member2 (Female)

Executive Committee shall send the election notification to the Telugu Community at least one month in advance of the election date. Executive Committee shall provide a two-week period for the nominations acceptance and a one-week period for any withdrawals.

### **Election Committee**

- The elections shall be conducted by an Election Committee (comprising of 3 non-Executive Committee members) appointed by the Executive Committee on or before October 1 of that year
- The Executive Committee shall maintain an updated list of eligible members and that list shall be made available to the Election Committee by October 1
- The election shall be conducted before October 31<sup>st</sup> of the calendar year
- Nominations shall be filed in a prescribed form with the consent of the candidate to serve the full term of the office and submitted to the Election Committee
- A member shall NOT file nomination for more than one position
- EC Member North, EC Member South, EC Member East and EC Member East shall be elected based on the member primary residence address. The details of each position zip codes are outlined in annexure. A person outside of these zip codes eligible to apply for any of these positions.
- Youth Members shall be under 25 years old and shall be attending highs school or college at the time of nomination.
- In the event of EC planning to cancel the elections already announced approval from general body meeting required

### **Nomination Advisory Committee**

- The Nomination Advisory Committee shall be appointed by Executive Committee on or before October 1st of the election year.

- The Nomination Advisory Committee shall work with Election Committee to make sure all the positions are nominated by reaching out to the community. During the election schedule, the Election Committee shall communicate about the status of the positions to the Nomination Advisory Committee.

## Eligibility

- All members of good standing for the prior two years of the election year, shall be eligible to vote/contest in the elections, and nominate/second the contestants
- In the event of two or more people nominated for the same position an election needs to be held by a ballot vote. A Proxy form shall be sent with the election notification to the Community. The formal Proxy-Votes will be added to the ballot votes to decide the final winner.
- Past Executive Committee members are eligible to contest for any position provided his/her election term does not make him/her serving on the Executive Committee for more than four years.
- This four-year term rule shall be applicable for the committee members who are part of executive committee from 2016 and served full two-year term.
- Any member contesting for executive committee position should not be an office bearer of any national or local organization. If any executive member joins a different organization as an office bearer while serving with the TAGO executive committee, he/she shall be issued a show cause notice by the executive committee and the termination process shall be initiated.
- If an officer resigns from a position or a position falls vacant for any reason, the Executive Committee shall fill the vacancy by assigning additional duties to another Executive Committee Member and/or appointing a member from the General Body members until the immediate election date. The position shall be filled by election for the remaining tenure of the position during the next election process.

## **Bylaw 5: Advisory Board**

The Advisory Board shall consist of five members with a past president. Each member's tenure is limited to a two-year term. The remaining 4 members shall be appointed on a non-elected basis, based on the year he/she is part of previous Executive Committee(s.) The oldest Executive member gets the first priority in case more people seek the available positions. If two members are from the same year, then a coin-toss shall decide the winner. In case a past Executive member is unavailable to fill the position, community members are eligible to apply.

The Nomination Advisory Committee shall come up with names for the Advisory Board to present during the general body meeting for the approval. The selection to the Advisory Board shall be approved by general body meeting.



The Advisory Board shall be responsible to provide advice on any issue sought by the Executive Committee. Executive Committee shall be the final authority in any decision making and the Advisory Board provides advice mainly on events, conflicts, and culture related matters. Advisory Board shall review progress of the Literacy and Cultural Activities and then make recommendations to Executive Committee on any new approaches to conducting cultural events. They may also recommend, when needed, any humanitarian events to help the Community.

In the event the Executive Committee fails to perform its responsibilities as per the bylaws then the Advisory Board may request the Executive Committee to call for a General Body meeting. If the Executive Committee fails to call for the General Body meeting the Advisory Board itself can call for the General Body meeting. Executive Committee shall be responsible to ensure the availability of communications resources to the Advisory Board to facilitate its reach to the Community.

## **Bylaw 6: Committees**

The Executive Committee shall constitute the following Committees by appointing individuals who are of good-standing with their membership at the time of appointment.

Executive Committee shall meet before the 1<sup>st</sup> week of January to review the vacant positions in the below 8 Committees and ensure their filling. Each Committee shall be headed by a member of the Executive Committee with a maximum three members. Secretary shall Chair the Stage and Media Committee. Cultural Secretary and Treasurer shall be the chairs for the Cultural and Membership Committees, respectively. The President shall nominate the Chairs for the remaining committees from the Executive Committee members. The Executive Committee shall nominate members to these eight Committees from the paid-membership roster. If a member of a Committee resigns or defaults on the membership dues, he/she shall be dropped from the Committee and a good-standing member shall be nominated to fill the vacancy.

1. Cultural Committee
  - a. Headed by cultural secretary
  - b. Up to 3 -5 members
  - c. Plan and collaborate big festival events like Sankranti, Ugadi , Batukamma and events related to Telugu literacy and cultural events
2. Membership Committee
  - a. Headed by Treasurer
  - b. Up to 3-5 members
  - c. Conducting membership drives
  - d. Fund raising drives
3. Stage and Media Committee
  - a. Headed by Secretary

- b. Up to 3-5 members
  - c. Plan and collaborate stage decorations, manage photography & video and Sound system for the events
4. Food Committee
  - a. Headed by EC Member
  - b. Up to 3-5 members
  - c. Plan and collaborate food for events and distribution of food at the events
5. Sports Committee
  - a. Headed by EC Member
  - b. Up to 3-5 members
  - c. Conduct sports events throughout year for members and special sports events for youth
6. Asset and Technology Committee
  - a. Headed by EC Member
  - b. Up to 3-5 members
  - c. Enhance the website, self-service sites, email systems and asset tracking systems
7. Community Service Committee
  - a. Headed by EC Member
  - b. Up to 3-5 members
  - c. Conduct community service events throughout year for members and involve youth members
8. Youth Committee
  - a. Headed by Youth Members
  - b. Up to 3-5 members
  - c. Encourage youth participation in cultural, sports and community service events

### **Bylaw 7: Usage of Proxy**

For the purposes of satisfying quorum and voting requirements either in General Body meetings or elections, members shall use if they are unable to attend the meeting use the proxy form. “Sample Proxy Form” is attached below as part of Annexure.

This proxy shall be considered valid only if all of the following requirements are met:

- The Proxy conforms to the published proxy form by Executive Committee
- The Proxy is signed by the Proxy giving member
- Submitted with a copy of ID
- A member can carry only 3 proxies

**Annexure:**

**Transitional Plan:** For the year 2016 alone election will be held for all positions; and all the odd number year positions will be for one-year duration. A part from that President will be elected for one-year duration.

<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
President (1)				
President Elect	President Elect	President Elect	President Elect	President Elect
General Secretary(1)	General Secretary		General Secretary	
Treasurer		Treasurer		Treasurer
Cultural Secretary(1)	Cultural Secretary		Cultural Secretary	
EC Member North		EC Member North		EC Member North
EC Member South		EC Member South		EC Member South
EC Member East (1)	EC Member East		EC Member East	
EC Member West (1)	EC Member West		EC Member West	
Youth Member2 (Male) (1)	Youth Member2 (Male)		Youth Member2	
Youth Member1 (Female)		Youth Member1 (Female)		Youth Member1 (Female)

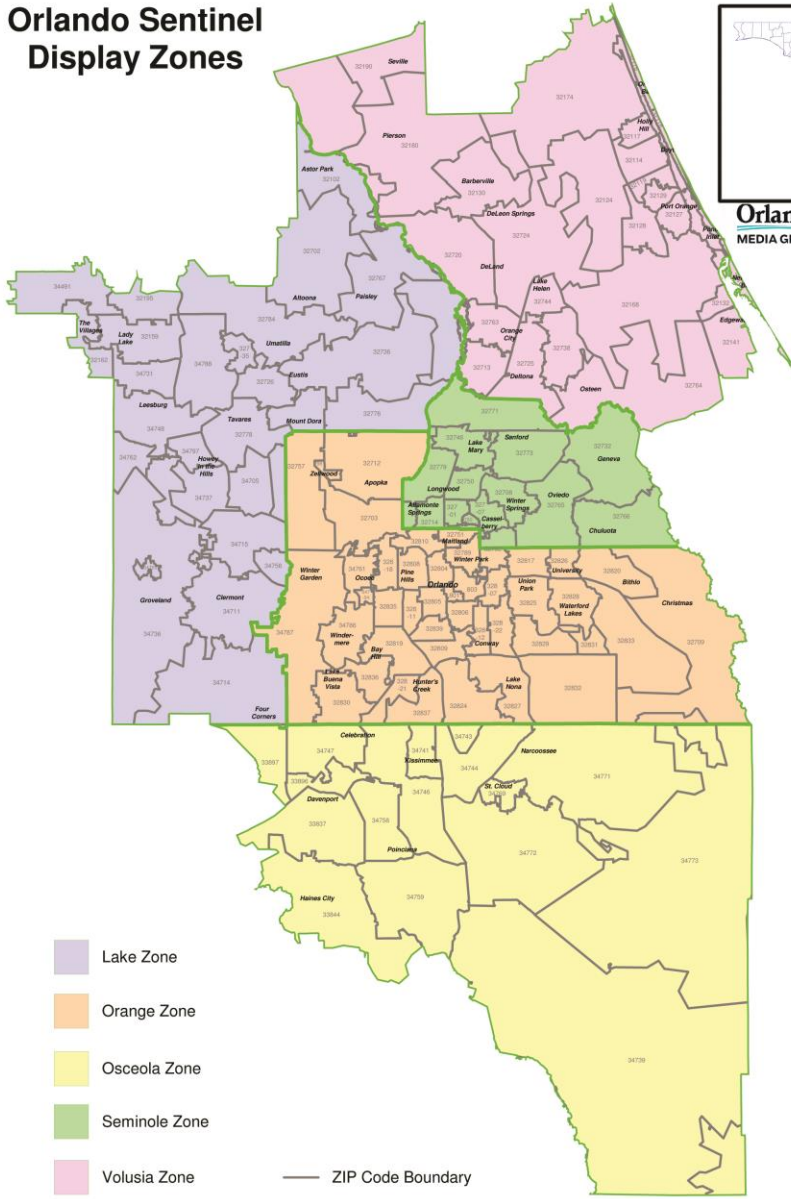
### Zones for North, South, East and West

Orlando West	Orlando North	Orlando East	Orlando South
32804	32776	32732	32822
32806	32757	32765	32812
32805	32712	32751	32809
32839	32703	32789	32829
32811	32771	32792	32831
32808	32746	32817	32832
32818	32773	32826	34771
32835	32779	32820	32827
34786	32750	32709	32824
34734	32708	32833	32837
34761	32707	32828	32821
34787	32730	32826	32819
32715	32701	32825	32836
34756	32714	32807	32830
34711	32810	32801	34741
		32803	34743

# Orlando Sentinel Display Zones



**Orlando Sentinel**  
MEDIA GROUP



**Telugu Association of Greater Orlando**

PROXY FORM

KNOWN ALL BY THESE PRESENTS, that I,

\_\_\_\_\_, the undersigned, being the member in good standing having paid my membership dues TAGO in full, for this calendar year, whose address is \_\_\_\_\_ City of \_\_\_\_\_, FL

\_\_\_\_\_, do hereby constitute and appoint \_\_\_\_\_ as my true and lawful Attorney-in-fact, for and in my name, place and stead, to act as a proxy of attendance for \_\_\_\_\_ on \_\_\_\_\_ (day) \_\_\_\_\_ (date) \_\_\_\_\_ (time) or such other day and time as the meeting may be thereafter held by adjournment or otherwise. This limited Proxy is only to effectuate my presence at the above referenced purposes only and shall not be used for any other purpose whatsoever.

This Proxy is to continue in full force until \_\_\_\_\_ (date) after which it shall be deemed invalid.

I have hereto set my hand and seal this Day of ( \_\_\_\_\_ ) Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

Name \_\_\_\_\_

Signature: (Proxy giver) \_\_\_\_\_