



San Antonio Tamil Sangam (SATS)

Constitution and By-laws

Version 3.7

Revised and amended on: April 12, 2025

Highlights of our Constitution and Bylaws:

1. A complete Constitution has been framed.
2. Formation of Board of Trustees to oversee our Sangam's growth and objectives.
3. Role and responsibilities – an outline for future office bearers.
4. Common guidelines for issue resolution and operational conduct.

A. Constitution

1. Principles of Existence

- 1.1.1 The name of the association shall be San Antonio Tamil Sangam, Inc., hereinafter referred to as SATS.
- 1.1.2 SATS shall be primarily a cultural, social, educational, and charitable organization. The purpose of SATS shall be to encourage those people Tamil speaking ancestry and those interested in Tamil heritage to form a cohesive group with the objective of retaining, felicitating, and fostering this heritage of Tamil language. SATS shall be non-political and non-sectarian. It shall not subscribe to any religion and shall not discriminate against any person because of religious beliefs or ethnic background.
- 1.1.3 SATS shall be a charitable and non-profit organization. Its income shall be derived from the membership dues, donations, grants and from revenue generating functions and fund-raising events.
- 1.1.4 The organizational structure of SATS shall consist of three elements (1) the General Body of Members (2) a duly elected / selected Executive Committee (EC) and (3) a duly elected Board of Trustees (BOT). Each organizational element shall enjoy specific rights and shall discharge its responsibilities in accordance with the Constitution and Bylaws of SATS.
- 1.1.5 SATS shall exist in accordance with the principles outlined in this Article and the provision of this Constitution, and additional provisions in the Bylaws of SATS created in accordance with the spirit and letter of this Constitution.

2. Membership

- 2.1.1 The membership of SATS shall be open to all persons of legal residence in USA, 18 years or older, who believe in SATS's mission and purpose and are willing to abide by its Constitution and Bylaws.
- 2.1.2 All members shall have the right to participate in SATS's affairs, attend General Body Meetings (GBM), cast ballots, and contest for office, subject to certain restrictions and eligibility criteria set in the Bylaws of SATS.
- 2.1.3 The Bylaws of SATS may define categories and types of membership and may set qualifying criteria or eligibility for membership.

3. General Body

- 3.1.1 The General Body of SATS shall consist of all current active members. Active Members are annual dues paying or life in good standing.
- 3.1.2 The General Body shall have the power to elect or recall the EC and the BOT and elect or recall any Member of the EC or the BOT. It shall have the power to make specific recommendations to the EC. It shall have the power to change the provisions of SATS's Constitution and Bylaws, and the power to dissolve SATS as an entire organization. The General Body shall exercise these powers according to the procedures outlined in this Constitution.
- 3.1.3 The annual General Body Meeting (GBM) of SATS shall be held during the month of April each year in conjunction with Chithirai Thiruvizha celebrations. The business carried out at the annual GBM shall include the election of members of the EC for upcoming term, the members of the BOT, receive and review the annual reports of SATS activities, financial status and any other matter related to SATS as deemed necessary.
- 3.1.4 If extenuating circumstances prevent holding of the annual GBM in April, then by approval of the BOT, the annual GBM may be postponed by no more than 60 days but must be held at any time thereafter

but no later than end of June of the same year. The date of the postponed meeting shall be announced in April.

- 3.1.5 A special GBM to discuss a specific agenda may be called by a majority vote of the EC or by a majority vote of the BOT, or by a written petition signed by at least one third of all current dues-paying members of SATS. The petitioners must present a convincing argument before the EC and the BOT as to why it is necessary and why it cannot wait for the following annual meeting of SATS. The decision to call a special meeting when petitioned by the members of SATS must receive the majority approval of the joint memberships of the EC and the BOT. The President of EC shall call the special GBM within four weeks from the date such request is approved.
- 3.1.6 The quorum of the GBM shall be one third of the active membership, physically present at the meeting. A simple majority vote of all present in the meeting shall be used for passage of all transactions except those specified explicitly.
- 3.1.7 If a GBM fails to achieve the quorum, then any transaction that are essential for the normal and routine functioning of SATS may be approved by a majority vote of all present in the meeting and with a subsequent approval by majority vote of the members of the BOT.
- 3.1.8 Amendments to Constitution and Bylaws may be proposed, by the EC, BOT or by the members of SATS when at least 20 members of SATS propose such amendments in writing. All such requests for amendments must be presented to the BOT. Only BOT approved amendments shall be presented to the General Body. The notice to amendments must be given to all members at least 15 days prior to the GBM. The secretary of the EC shall distribute written notices of such amendments to the SATS members by e-mail on the record or postal mail.
- 3.1.9 The motions to amend the Constitution or Bylaws of SATS shall require two thirds vote of the active members present at the GBM.
- 3.1.10 The motion to dismiss the EC or the BOT shall require an affirmative vote of two third of active members present at the GBM.

4. Executive Committee (EC)

- 4.1.1 EC of SATS shall be a body of elected and selected members entrusted with the task of planning, developing, organizing, and executing all necessary activities to fulfil the mission, goals and objectives of SATS. The EC shall be responsible for developing and managing the financial and membership resources of SATS. It shall be responsible for planning and executing SATS's programs. It shall work with the BOT to formulate policies, procedures, and long-range development plans for SATS.
- 4.1.2 The EC shall consist of the President, a President Elect, a Secretary, a Joint Secretary, a Treasurer, and selected members as designated by the Bylaws of SATS.
- 4.1.3 The President of SATS shall be the Chair of the EC. The EC members shall be jointly and individually responsible for the successful and orderly conduct of SATS's activities and programs.
- 4.1.4 The EC shall have the authority to appoint and dismiss standing committees, sub-committees and ad-hoc committees formed to help variety of tasks, functions, and initiatives of SATS. The EC shall also have the power to dismiss or re-constitute such committees partially or entirely.
- 4.1.5 The Bylaws of SATS may further specify the term, roles and responsibilities, and the eligibility criteria for the members of the EC.

5. Board of Trustees (BOT)

- 5.1.1 The BOT shall be an elected body of members entrusted with the task of protecting and preserving SATS and ensuring that SATS functions according to the provisions of its Constitution and Bylaws. The BOT shall not have day-to-day executive responsibility but shall exercise an overseeing and advisory role over

the EC. The BOT shall have the power to initiate a motion to dismiss the EC following the procedures outlined in this Constitution. The final authority to dismiss the EC rests with the General Body.

5.1.2 The Bylaws of SATS shall define the composition, term, and the process of electing the BOT and may further specify the roles and responsibilities of the BOT and the qualifications for BOT members.

5.1.3 The BOT shall be responsible for creating and maintaining an up to date SATS's Asset Dispersion Plan. The BOT shall be responsible for keeping the plan current by making periodic updates and obtaining the approval of the General Body after each update.

6. General Election

6.1.1 The Bylaws of SATS shall make provision for an Election committee, which shall be responsible for an orderly conduct of the selection/election process.

6.1.2 BOT Chair shall form an Election Committee comprising all BOT, President, and President Elect of SATS by February 10th of the election year. Refer Section 5 (Election Committee) for procedural outlines in forming the Election committee.

6.1.3 The election committee shall call for nomination for all the SATS roles (except President) from Active members by February 21st. All communications by the Election Committee shall be sent to the registered email address of all active members. There will be adequate notification.

6.1.4 The election committee shall accept nominations for a full 14 days, not including the day on which the call for nominations was communicated but including the day on which the nomination ends.

6.1.5 Withdrawal shall be permitted at any time of this election process, provided the nominee emails the election committee with their intention to withdraw their nomination.

6.1.6 Self-nomination is required for all Executive Officer and Executive Committee member roles. Individuals who self-nominate for an Executive Officer role may also nominate themselves for an executive committee member role. Candidates self-nominating only for Executive Committee Member role are restricted to a single nomination.

6.1.7 Once the nominations are frozen, the election committee validates the nominations. While validating, the Election committee shall use the criteria mentioned in section B 2.3.(Eligibility criteria). Election committee shall communicate to the nominee about any invalid nominations if any.

6.1.8 Election committee shall consolidate the list of nominations for each role. If single nominations are received for each role, then the election committee would present the list to the President Elect of the current term (to be president) to form a team and President Elect may introduce his team in any upcoming SATS event.

6.1.9 In case of multiple nominations for elected roles (President Elect, Secretary, Joint Secretary, Treasurer), the election committee would confirm with nominees for their willingness to continue or withdraw their nominations.

6.1.10 In case of multiple nominations for each of the elected roles and willing to continue their nomination and undergo the election process, then the Election committee shall invoke the election process for those contested roles only.

6.1.11 If an individual nominated for the same role two consecutive terms and was unsuccessful in the election process, he/she will be able to contest again for the same role only after serving a cooling period of two terms.

6.1.12 In case of multiple nominations for Executive committee roles, the election committee will select the able candidate from the nomination list. These selections will be completely a collaborative decision of the election committee.

6.1.13 The voting shall be conducted by a secret ballot. Election committee shall determine the election date and the best secret ballot election methodology based on the current situation, tools, and technologies

available to conduct the election in a transparent way and provide opportunity for all active members in electing the candidate of their choice.

- 6.1.14 The Election Committee shall be responsible for forming Election officers and establishing the electoral rolls. Electoral rolls formed shall be presented to the candidates and shall proceed only after candidates agree. The Election Committee shall declare the slate of selected or elected members prior to the next SATS event and the incoming team shall be introduced to our community in that event along with GBM.
- 6.1.15 All elected/selected members should be provided with a latest copy of SATS by laws. He/she should submit a statement that having read the By-laws of SATS, he/she understands the responsibilities and is willing to serve the term.
- 6.1.16 During the selection/election process, the election committee shall send regular updates to its members.
- 6.1.17 In case there are no nominations for any of the role; the election committee shall reach out to the members and appoint an able person suitable for the role, irrespective of any eligibility or tenure criteria.
- 6.1.18 For the post of Honorary Executive committee member role; post the election/selection of all the other roles; the Incoming President can appoint individuals for this role.
- 6.1.19 In the event an elected/selected post becomes vacant before the term of the post expires due to uncontrollable circumstances, then the post shall be filled temporarily by appointment by a majority vote of the EC and BOT.

7. Finance/ Asset Management

- 7.1.1 The income of SATS shall be derived from sources outlined in Section 6 (Finance / Asset Management).
- 7.1.2 The EC shall present/submit a written annual financial report to the General Body during the annual GBM.
- 7.1.3 The EC shall demonstrate utmost responsibility in managing and maintaining SATS's funds and assets. The Bylaws of SATS shall further specify procedures for expanding SATS's funds.
- 7.1.4 SATS's funds shall be categorized and maintained as follows:
 - **General or Unrestricted Funds:** These funds are generated from membership dues, and gifts or donations made when such functions and gifts and donations generate revenues to be used expressly for general or unrestricted use. These funds may be utilized to fund SATS's day to day activities and other purposes necessary for fulfilling the goals and objectives of SATS.
 - **Restricted Funds:** These funds are generated and received expressly for specific purposes or given by donors for specific causes. These funds may be used only for the purposes stipulated by the donors.
 - **Endowment Funds:** These funds may be created to provide long-term financial strength to SATS. Only the interest income of the endowment funds may be accessed for use, as designated by the donor or by general support of SATS activities if stipulated by the donor.

8. Dissolution of SATS

- 8.1.1 If at any time the BOT and the EC are convinced that SATS is not fulfilling its mission and the mandates of this Constitution, a motion to dissolve SATS may be made with a two-thirds majority vote of combined EC and BOT. SATS may be dissolved using the procedure outlined below.
- 8.1.2 The BOT and the EC shall jointly circulate a notice of the intent of dissolution to all active members.
- 8.1.3 Sixty days after such a notice is circulated, a special GBM shall be called and the motion for the dissolution of SATS shall be placed before the General Body. If the motion is passed by two third majority votes of all active members of SATS, then SATS can be dissolved.
- 8.1.4 Immediately following the dissolution of SATS, the EC as well as the General Body shall be disbanded. The BOT, however, shall continue to function for a period of 60 days. During this period, it shall payoff all

liabilities of SATS from SATS's assets according to the Asset Dispersion Plan previously approved by the General Body.

B. Bylaws of San Antonio Tamil Sangam

1. Membership

- 1.1 Following the provisions of membership qualifications and criteria described in the Constitution article no. 2, the membership of SATS shall fall into three categories, namely General Member, Life Member and Honorary Member
- 1.2 General Member:
General Membership consists of 3 sub-categories:
 - 1.2.1 **Family Member(s):** An individual (primary member) can elect family membership for his/her family. Family is defined as the primary member's spouse, dependent children, and dependent parents. The dependent parents of the primary member's spouse also qualify as family members. The voting rights of family members shall be limited to the primary member and the primary member's spouse.
 - 1.2.2 **Single Member:** A single person over 18 years of age and not qualifying as a family member.
 - 1.2.3 **Student Member:** A person over 18 years of age enrolled as a full-time student in a school or a college.
- 1.3. Life Member: Any individual or a family may become a Life Member of SATS by paying one time Life Membership dues. Life Members can hold their membership in SATS, until SATS as an organization continues to exist. Life members will be treated as family members or as a single member as outlined in Provision above.
- 1.4. Honorary Members: The EC may confer an Honorary Membership upon any distinguished individual who shares the goals and aspirations of SATS and who has made a significant contribution to SATS. Honorary members shall not be assessed any membership dues.
- 1.5. Membership fiscal year is May to April. Annual (Family/Single/Student) membership will expire at the end of April month every year irrespective of when the membership is enrolled.
- 1.6. All members in the 'general' and 'Life' member categories shall be eligible for voting, if they meet the eligibility described under Constitution- section 6-general election. Honorary members shall enjoy all privileges of paid membership but are not a part of the quorum and do not have the rights to vote.
- 1.7 The EC shall have the authority to decide upon appropriate dues for the different categories of membership subject to the approval of the general body at the annual GBM.
- 1.8 Members' benefits are a) right to receive information about SATS activities by E-mail or by regular mail, b) right to elect office bearers of SATS, c) contest for SATS offices, if qualified, d) discounted admission for SATS functions.
- 1.9 Members shall indicate their preferences for receiving communications from SATS on the membership form. They are responsible for communicating to SATS of any changes in their mailing address, phone number and/or email address.

2. Executive Committee (EC)

- 2.1 General: Following the provisions of SATS Constitution Section 4.5 the Executive Committee (EC) shall consist of the below listed roles & specified count:
 - Executive officers:

- o President (1)
- o President Elect (1)
- o Secretary (1)
- o Joint Secretary (1)
- o Treasurer (1)
- Executive committee members (12)
- Honorary Executive committee members (as needed)

Term: The term of EC shall be for a period of one year (from April 15 or the day following the Chithirai Thiruvizha).

The EC shall cease to exist after its one- year term. For each of the roles, an individual can serve for a maximum consecutive term as listed below.

- President - 1 term.
- President Elect - 1 term.
- Secretary - 2 terms
- Joint Secretary – 2 terms
- Treasurer - 2 terms
- Executive committee Members – 4 terms

Individuals wishing to serve again after completing their term must observe a cooling-off period of 3 terms following their last tenure in the role.

Executive committee members, Secretary, Joint Secretary, Treasurer once the term limit is reached, they will need to either move to another higher position OR they will need to take a break of 3 years and return.

2.2 President Elect, following his/her one-year term will serve as a President of SATS in the new EC.

2.3 Eligibility criteria:

Executive Officer Roles (President, President (Elect), Secretary, Joint-Secretary, and Treasurer)

- Must be an Active SATS Member
- Must have completed at least six months of membership by the date the election nomination is called for.
- Must serve / serving as Executive Council Member for minimum of three terms or served minimum one term in any of the Executive Officer roles.
- Must be a good standing member.
- Proficient to speak (Mandatory), read (Preferred) & write (Preferred) in Tamil Language

Executive Committee Members (EC)

- Must be an Active SATS Member
- Must have completed at least six months of membership by the date the election nomination is called for.
- Must be a good standing member.
- Proficient to speak (Mandatory), read (Preferred) & write (Preferred) in Tamil Language

Honorary Executive Committee Members (EC)

- Must be an Active SATS Member • Must be a good standing member.
- Proficient to speak (Mandatory), read (Preferred) & write (Preferred) in Tamil Language
- Excelled in their field and have willingness to support SATS.
- This role will not have any voting rights on any strategic or day today decision making.

2.4 Exception to the above rule: If there are no nominations with the above criteria, Election Committee will start accepting nominations from any eligible member.

2.5 Responsibilities of President:

- 2.5.1 The President of SATS shall be the presiding officer of all SATS events.
- 2.5.2 Operate the association based on its principle and ensure the association is operated in a smooth & fair manner.
- 2.5.3 Final decision authority on decision making proposed by Secretary, President (Elect) and team.
- 2.5.4 Mentor the team and ensure the association has strong leaders identified for the future years.
- 2.5.5 Stay connected with the community and work on initiatives that will serve the community & members.
- 2.5.6 Stay connected with all other regional organizations, IASA, FETNA (Not limited to the list provided in this point)
- 2.5.7 Encourage the team to enable community services in States & outside States.
- 2.5.8 Strategize to attract new sponsorship for SATS and sustain the existing sponsors with value delivered to the sponsors.
- 2.5.9 Work on strategic initiatives to uplift the brand image of the association.
- 2.5.10 When the President is on leave of absence due to personal emergencies, he/she shall have the authority to delegate the work to Secretary or appoint an interim President from the existing EC with approval from BOT.

2.6 Responsibilities of President Elect:

- 2.6.1 Shadow President on long term goal of the association & strategic initiatives
- 2.6.2 Guide and mentor Secretary on regular activities
- 2.6.3 Support current team & plan for the next tenure and publish the roadmap.
- 2.6.4 In the absence of the President for any unforeseen scenario, assume President role with approval from BOTs until the President resume the duty.

2.7 Responsibilities of Secretary:

- 2.7.1 Ensure day to day operations of SATS, which includes regular meeting within the teams.
- 2.7.2 Ownership to conduct all the SATS events with the approval of President.
- 2.7.3 Co-ordinate and ensure smooth conduct of all events and performances.
- 2.7.4 Act as primary point of contact for all the EC Members in the team
- 2.7.5 Work closely with Executive team on smooth execution of all SATS events
- 2.7.6 Ensure SATS operates within the boundaries of By Laws
- 2.7.7 Recommend Bylaw changes on need basis in concurrence with President and President (Elect) to BOT's review and approval.
- 2.7.8 Build the proposal (Verbal / Written) that involves financial quotient and seek final approval from the President.

- 2.7.9 First line of approver for all the proposal that comes from the executive committee members and present his views to the President for the final approval.

2.8 Responsibilities of Joint-Secretary:

- 2.8.1 Assist the Secretary in the affairs of the Sangam.
- 2.8.2 Perform all the duties of the Secretary in his/her absence or discharge.
- 2.8.3 Support the day-to-day operations of SATS under the guidance of Secretary.
- 2.8.4 Co-ordinate with the EC members to conduct the SATS events/performances with the approval of Secretary and President.
- 2.8.5 Help the Secretary in building up the proposal (Verbal / Written) that involves financial quotient.

2.9 Responsibilities of Treasurer:

- 2.9.1 Maintain accurate financial records and present the same to President & Secretary, at least on a quarterly basis.
- 2.9.2 Pay Bills/Vendors, reimburse expenses submitted by the team in a timely manner and ensure the relevant receipts are maintained digitally.
- 2.9.3 All expenses must be approved post the consensus with President & Secretary
- 2.9.4 Has check signing authority for all the expenses.
- 2.9.5 Present the financial details in the General Body Meetings & publish the financials at the end of every tenure.
- 2.9.6 File Taxes in a timely manner & ensure SATS is compliant with regulations.
- 2.9.7 Maintain accurate records of all sponsors/donors and ensure donation receipts are issued within 30 days of donation.

2.10 Responsibilities of EC Members:

- 2.10.1 Partner with Team and share responsibilities based on the directions from President and Secretary

2.11 Common Responsibility: The above list of work separation is to help facilitate easy operations in SATS's EC. It is expected that the Executive committee will work with each other without having any role barriers in mind.

- 2.11.1 The EC shall meet at least three times in a year (once in 4 months). The business conducted at the meeting may include review and planning of SATS's activities, review of financial status and authorization/ratification of payments for the outstanding bills of SATS.
- 2.11.2 Secretary shall record and keep the minutes of each meeting with clearly mentioned agenda and end results. He/she shall forward the minutes of the meeting to the BOT within 15 days of the meeting.
- 2.11.3 In case of an emergency, the President may use telephone consultation with members of the EC, in lieu of an EC meeting. Full transcript of such discussions and decisions made shall be documented and included as part of minutes in the next EC meeting. However, President is solely responsible for recording and distribution of the transcripts of this emergency meeting.
- 2.11.4 The quorum of EC shall consist of at least six members. A simple majority vote of all present in the meeting shall be used for the passage of all transactions.
- 2.11.5 EC shall extend invitations for BOT for all committee meetings. If a BOT member attends the EC meeting, he/she will not have any operational vote in day- to-day affairs of the committee resolutions and is present only as a consulting member.
- 2.11.6 All members of EC (includes President, Elect, Secretary, Joint Secretary, and Treasurer) shall be advised that all assets including SATS database with all information about members and non-members are classified private and confidential. Any misuse of this personal data for their own benefit might entail legal action from SATS.

2.11.7 An EC member (includes President, President Elect, Secretary, Joint Secretary, and Treasurer) may be removed from office upon failing to attend two consecutive meetings held in a calendar year. The committee member may present reasons for such absence. If the reasons given are not convincing the EC jointly with the BOT by majority vote may remove the member from office. The general membership will be notified of this change in the next scheduled communication.

2.12 Conflict of Interest:

- 2.12.1 Executive Officers, Honorary EC Members, EC Members, BoT Members, their spouses, and their business partners cannot engage in business oriented financial transactions with SATS during their term.
- 2.12.2 Executive Officers, Honorary EC Members, EC Members, BoT Members, and immediate family members cannot hold any other roles within SATS during their term.
- 2.12.3 Executive Officers, and EC Members shall not hold any positions in other organizations with competing objectives. The competing organization(s) will be determined by the President and the BoTs.

3. Board of Trustees (BOT)

- 3.1. General: Following the provisions of the Constitution Section 5, the BOT, shall consist of three (3) elected members. In addition, the President of SATS shall be a non-voting ex-officer member of the BOT.
- 3.2. The term of a BOT member shall be for 1 year (from June 1 to May 31). No member can serve on the BOT for more than three consecutive terms. If they need to serve more, they shall take a break for at least the same duration of their latest tenure. Only Former Presidents shall act as a collegium to elect the BOTs for each year.
- 3.3. While electing BOTs, all the past presidents of SATS including the outgoing president will have the right to exercise their vote for three BOT positions. Based on the votes casted by the past presidents and the outgoing president, each of the votes will have weightages as listed below:
 - First 3 presidents have weightage of 3 times. (Their 1 vote is equivalent to 3 votes for each candidate)
 - Presidents who completed 3 full terms post their presidential service will have a weightage of 2 times. (Their 1 vote is equivalent to 2 votes for each candidate).
 - Other Past Presidents will have weightage of 1 (their 1 vote is equivalent to 1 vote for each candidate)The candidates who have received the most number of votes based on the weightage method as described above, shall serve as the BOT for the upcoming term.
- 3.4. If a member of BOT vacates his position due to personal or professional reasons, the collegium of Former Presidents shall elect a replacement. This mid-term elected BOT member will have all voting rights like a regular BOT member.
- 3.5. Eligibility: BOT members should have served at least one full term as a President of SATS.
- 3.6. All members of the BOT shall be advised that the SATS database with all information about members and non-members are classified as private and confidential. Any misuse of this personal data for their own benefit might entail for a legal action from SATS. To avoid real or perceived conflict of interest, BOTs shall not personally promote any brands they manage or have investments or interests with SATS database data. Like any other Business, SATS shall promote any sponsor's businesses based on their sponsorship level.
- 3.7. The elected BoT can nominate Honorary BoT's based on the recommendation from the Executive Committee. Honorary BoT's will not have any voting rights, but they will be an advisor and observer along with the BoT's. The eligibility criteria for this role is the person should be an active member in SATS for at least 2 years and should be proficient in reading; writing & speaking the language Tamil.
- 3.8. Responsibilities of BOT:
 - The BOT shall oversee the performance of the EC's and shall not indulge in routine Executive tasks. They shall oversee the EC Team activities to make sure that they align with SATS Vision and Mission. The

BOT shall ensure that the provisions of SATS's Constitution and Bylaws are upheld and the goals and objectives of SATS are fulfilled.

- The BOT shall oversee the asset development, procurement and management and assist in raising funds for SATS.
- The BOT shall take initiative and play a leadership role in planning and formulating long term strategies for SATS.
- In the event the EC fails to function according to the provisions of SATS's Constitution, the BOT may initiate a motion to dismiss an EC member or the entire EC in accordance with the procedures outlined in the Constitution. An absolute majority of 2 out of 3 is required for this motion to be passed.
- In the event that the General Body dismisses the EC, the BOT shall assume the responsibilities of the Executive function for SATS until such time a new EC is elected but not exceeding 90 days. The President of the existing committee will automatically become non-members of the BOT.

- 3.9. BOT Operating Procedures: The BOT shall select one of their members as a chairperson of the BOT within 30 days after each election. The term of the BOT chair shall be for one year. The BOT shall meet at least one time a year.

Quorum for the BOT shall be two voting members while all attempts should be made to encourage all 3 voting BOTs. Simple majority vote shall be used to pass all normal transactions, except those identified in the Constitution and the Bylaws as requiring BOT approval, such transactions shall require unanimous vote of BOT.

- 3.10. The BOT shall be an elected body of members entrusted with the task of protecting and preserving SATS and ensuring that SATS functions according to the provisions of its Constitution and Bylaws. The BOT shall not have day-to-day executive responsibility but shall exercise an overseeing and advisory role over the EC. The BOT shall have the power to initiate a motion to dismiss the EC following the procedures outlined in this Constitution.

- 3.11. The final authority to dismiss the EC rests with the General Body.

4. Committee& Sub-committees

SATS may have several standing committees to fulfill basic purposes of SATS. All committees shall report to the EC. EC shall appoint all members of Committees/sub-committees. None of these committees will have any financial authority to conduct business on behalf of SATS. All committees shall expire with a particular standing EC.

5. Election Committee

5.1.1 The election committee shall be responsible for an orderly conduct of SATS elections in accordance with the provisions of the constitution and Bylaws. It shall be responsible for soliciting nominations for all elected positions of SATS that are open for election. It shall be responsible to prepare and present a slate of candidates to the GBM.

5.2.1 The election committee shall comprise of members of BOT, President, and President Elect of SATS.

6. Finance/Asset Management

6.1.1. The EC shall be accountable to the BOT on all the funds collected in the name of SATS.

6.1.2. All reimbursements for expenses incurred on behalf of SATS must be claimed within 10 weeks of when the actual expense was incurred. All bills will have to be accompanied with a statement of expense describing in detail the purpose of expense.

6.1.3. The treasurer is authorized to issue checks on behalf of SATS. However, the President shall issue a check in the absence of a treasurer. No check can be issued without a proper receipt and/or document.

6.1.4. Members of the EC have full right to audit all financial transactions and are expected to give quality feedback to the Treasurer or the President.

6.1.5. The final annual report shall be prepared by the Treasurer and be fully agreed upon by the EC.

7. FeTNA Delegates:

The delegates for FeTNA have to be nominated for each term. The President of the SA Tamil Sangam will be the responsible for sending the nomination in consultation with the BoTs. The nomination should be split between the Executive Council (President, President(elect), Secretary, Treasurer, & Joint – Secretary) and Past-Presidents.

Based on FeTNA' allocation of the delegate count, the guidelines for the President for the selection process:

When the number of delegates count is an odd number (n):

- $(n+1)/2$ delegations must be from the Executive Council or Executive Committee
- $(n-1)/2$ delegations must be from the Past-Presidents of SA Tamil Sangam

When the number of delegates count is an even number (n):

- $(n/2)+1$ delegations must be from the Executive Council or Executive Committee
- $(n/2)-1$ delegations must be from the Past-Presidents of SA Tamil Sangam

8. Grievances Procedure

In the event of a grievance or complaint, a member may write to the President of SATS, The EC shall review and respond to such complaints within 60 days of the receipt. In the event of no reply was received within 60 days, the member may make a complaint in writing to the chairperson of the BOT. In the event of dispute with EC, a member may write to the chairperson of the BOT. The BOT shall then try to resolve the dispute in an expeditious manner.

9. Membership Revocation

SATS may suspend / revoke a member or life member by two-thirds majority of the votes from the BoTs and Current Team (henceforth called as Board) who has voting rights as per the by-law can determines that the member's conduct is detrimental to the objectives or interests of SATS. Suspension or Revocation of a member automatically revokes the membership rights, without any refund.

C. SATS YOUTH WING (SATSYW)

1. Purpose

San Antonio Tamil Sangam Youth Wing (SATSYW) is affiliated to the parent organization San Antonio Tamil Sangam (SATS). To support and mentor our youth and to ignite their power and potential. In addition, will provide a safe, productive, and social environment to youths and promote self-growth.

The Executive Committee (EC) of the SATSYW shall consist of the below listed roles & specified count:

- President (1)
- Vice President (1)
- Secretary (1)
- Joint Secretary (1)
- Treasurer (1)
- Executive Committee members (6)

Tenure period: 1st day of June and ends on 31st day of May each year.

Tenure for the entire team: 1 year.

General eligibility: His/her family should hold an active SATS membership for at least 6 months prior to the nomination process. Office bearer positions will be limited to Senior and Junior high schoolers. EC positions will be open to Senior, Junior, and Sophomore.

2. Selection process:

Once the new term begins, the incoming youth wing coordinator will call for nominations for all youth wing roles. All youth wing leadership roles should be self-nominated. SATS leadership committee (President, President-Elect, Secretary, Joint-Secretary, Treasurer, and SATS Youth Wing Coordinator(non-voting)) will review and select the youth wing leaders following their established due diligence process by May 3rd week. If there is no unanimous decision in candidate selection, the majority vote shall prevail.

3. President (1)

Eligibility: The individual should be attending high school (Junior and Senior) and should have contributed more than 50 hours of certified volunteering hours and should have served in some active capacity for at least two years.

Responsibilities:

- He / She have can recommend replacing or remove any committee member with due justification with a written approval from Mentor and SATS President
- He / she has the right to assign the responsibilities to all the youth wing members and officials.
- He / she is responsible for strategizing the activities and making the necessary arrangements.
- When the tenure ends, the outgoing president must take the responsibility, along with the secretary and other members to hand over all the documents by proper due transition to the incoming team.

4. Vice President (1)

Eligibility: The individual should be attending high school (Junior and Senior) and should have contributed more than 40 hours of certified volunteering hours and should have served in some capacity for at least one year.

Responsibilities:

- In the event of the President's absence due to unforeseen circumstances, take on the role of President with approval from the SATS leadership committee (President, President-Elect, Secretary, Joint-Secretary, Treasurer, and Youth Wing Coordinator) until the President resumes their duties.
- Guide and mentor Secretary on regular activities.

5. Secretary (1)

Eligibility: The individual should be attending high school (Junior and Senior) and should have contributed more than 30 hours of certified volunteering hours and should have served in some capacity for at least one year.

Responsibilities:

- He / she is responsible to lay out plans to execute the strategy laid out by President and making the necessary arrangements. Guide and mentor Secretary on regular activities.
- He / She shall collaborate closely with SATS youth wing volunteers to ensure seamless execution of SATS events including youth wing initiatives.

6. Joint Secretary (1)

Eligibility: The individual should be attending high school (Junior and Senior) and should have contributed more than 30 hours of certified volunteering hours and should have served in some capacity for at least one year.

Responsibilities:

- Assist the Secretary in youth wing initiatives. ○ Perform all the duties of the Secretary in his/her absence. ○ Support the day-to-day operations of SATS youth wing under the guidance of Secretary.

7. Treasurer (1)

Eligibility: The individual should be attending high school (Junior and Senior) and should have contributed more than 30 hours of certified volunteering hours and should have served in some capacity for at least one year.

Responsibilities:

- Act as a delegate for youth wing coordinator in maintaining financial records of youth wing activities.
- Present the financial details in the youth wing meetings and assist youth wing coordinator in publishing the financials at the end of term.
- Support day-to-day operations of SATS youth wing.

8. Executive committee Members (6)

Eligibility: The individual should be attending high school (Sophomore, Junior, and Senior) and should have contributed more than 20 hours of certified volunteering hours.

Responsibilities:

- He / She is responsible for executing the plans laid out by youth wing leadership team (President, Vice President, Secretary, Joint Secretary, and Treasurer.