

THE CONSTITUTION AND THE BY-LAWS

OF

KANNADA SANGHA, TORONTO

President; Shamaiah Setty

FOR ADOPTION BY THE GENERAL BODY AT THE MEETING

TO BE HELD ON JULY 21, 2002

As Reviewed & Authenticated By:

Mr. Sim Murthy

Mr. Mohan Rao

Mr. B S N Rau

Remarks: This constitution was adopted without any further

Changes at the general body meeting held at the above date.

Also this adoption has been minuted.

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MISSION

Kannada Sangha, Toronto shall be the foremost non-profit socio-cultural organization to foster the culture of the people of Karnataka, India, in the Greater Toronto Area.

ARTICLE I: IDENTIFICATION

Section 1 **Name**

The Official name of the Association shall be "KANNADA SANGHA, TORONTO", hereinafter referred to as the Organization.

Section 2 **Seal**

The seal of the Organization shall be as shown below:



Section 3 **Official Address**

The official address of KANNADA SANGHA, Toronto shall be in the Greater Toronto Area.

The address for receiving mail and such other communication shall be established by the Executive Committee.

ARTICLE II: AIMS AND OBJECTIVES

The aims and objectives of the association shall be, as follows, to:

- foster the culture of Karnataka in the Greater Toronto Area
- promote the spirit of friendship and co-operation among the people interested in the culture of Karnataka.
- collaborate with other associations in North America in matters of common interest.
- present performing artists, movies, sports activities, other cultural programs, cultural and business delegations, and visiting dignitaries, with a view to promote and propagate the culture of Karnataka.
- keep members informed by effective means of communication.
- encourage youth of Karnataka origin to develop cultural identity.
- assist newcomers to integrate into the Canadian society.
- provide assistance to the larger communities in times of need.
- encourage the cultural and social interests of members of the Organization.

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ARTICLE III: EXECUTIVE COMMITTEE

Section 1 **Executive Committee (EC) Members**

All members of the Executive Committee shall act in an honorary capacity and govern the Organization through its income from membership dues, collections at meetings, collections from sale of literature or accessories, any grants, sponsorships and donations.

The Executive Committee shall consist of the following officers:

- President
- Vice President
- Secretary
- Treasurer
- Past President
- Editor
- Webmaster
- Four Adult EC Members
- Two Youth EC Members

The President, the Vice President, the Secretary and the Treasurer shall be known as the Office Bearers and the rest as the EC Members. The term Past President shall be taken to mean Past President or a nominee of the outgoing Executive Committee. Any member in good standing and 15 to 25 years of age qualifies to be a Youth Member at Large.

Section 2 **Election of the Executive Committee**

- The Office Bearers shall be elected at the Annual General Meeting of the Organization and shall hold office for terms as noted in the By-Laws or until such time their successors have been elected. The Four Adult Members and Two Youth Members shall be nominated by the approval of the Office Bearers on receiving nominations from the General Membership. EC members are eligible for re-election after a break of at least one year following their applicable terms.
- A returning officer shall be appointed by the Executive Committee prior to the A G M

Section 3 **Powers**

1. The Executive Committee shall ratify any decisions taken by the Office Bearers in the absence of the rest of the Executive Committee.
2. The Executive Committee shall govern as per the By Laws i.e., the rules and regulations for the conduct of business.
3. The Executive Committee shall be vested with titles/ownership of funds and movable/immovable property on behalf of the Organization.
4. The Executive Committee shall receive funds and make disbursements as necessary with established signing authority.
5. The Executive Committee shall appoint sub-committees.

6. Should all the positions not be filled in any given year, the Executive Committee shall have the right to appoint selected members in good standing. Positions vacated due to resignation of an EC member may also be filled likewise. The term of appointed EC members shall be the same as the elected members.
7. Any EC member, who fails to attend three consecutive meetings without approval from the President, may be removed from office by a resolution of the Executive Committee.
8. The President and the Secretary shall be ex-officio members of any and all standing committees and may attend any meetings of those committees.

Section 4 Duties

President:

- Provide leadership to the Organization.
- Call and chair the Executive Committee Meetings.
- Make new members aware of their responsibilities and of the Constitution and the By-Laws.
- Supervise the affairs and operations of the Organization.
- Represent the Organization in external interface activities.
- Be the spokes-person for the Organization.
- Provide effective communication to the general membership
- Initiate and/or sign all external correspondence of the Organization.
- Formulate the Advisory Committee (see Article IV) in consultation with the Executive Committee, chair its meetings and act on its recommendations.
- Present the President's Report at the Annual General Meeting highlighting the achievements of the Organization during the preceding business year, any special contributions, recognitions etc and table amendments to constitution (if any), steer debates and discussions (if any).
- Act as ex-officio (i.e. non-voting) member of any or all of the standing committees.
- Ensure continuity of experience to the next Executive Committee.
- Carry out other duties assigned by the Executive Committee from time to time

Past President:

- The Past President is an ex-officio (i.e. non-voting) member of the Executive Committee.
- Is encouraged to attend the Executive Committee meetings in an advisory role.
- Shall endeavor to provide continuation of policies and general guidance to the new committee to the best of his/her ability.

Vice President:

- Perform the duties of the President in his/her absence and/or as delegated by the President
- Serve as the chairperson of the Membership Committee and act on their recommendations.
- Maintain a complete Register of Membership detailing addresses, telephone numbers and e-mail addresses (where possible).
- Serve as the champion for fund raising activities of the Organization.
- Provide leadership for implementation of Special Projects recommended by the Executive Committee.
- Liaise with sister cultural organizations to promote the culture of South Asia in general and India in particular.
- Co-operate with sister organizations in celebrating Indian Independence Day, Republic Day and other events of common interest.
- Carry out other duties assigned by the Executive Committee from time to time.

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Secretary:

- Keep records of the Executive Committee activities and follow-up on the Executive Committee actions.
- Keep records of the General Body Meetings.
- Maintain a log of all equipment and properties belonging to the Organization and execute an effective hand-over to the next Secretary.
- Assist the President with external correspondence.
- Serve all notices on behalf of the Executive Committee, to the General Membership and the Committees.
- Be responsible for effecting required changes to the Constitution and the By-Laws.
- At the AGM, Present the Secretary's Report summarizing all the events conducted during the preceding business year, table recommendations to next Executive Committee, and present vote of thanks.
- Act as ex-officio member of any or all, standing committees.
- Carry out other duties assigned by the Executive Committee from time to time.

Treasurer:

- Keep complete and accurate accounts of all receipts and disbursements of the Organization.
- Deposit all monies and other valuable effects in the name of and to the credit of the Organization in the bank or banks designated by the Executive Committee.
- Disburse the funds of the Organization under the direction of the Executive Committee, taking appropriate supporting documentation thereof.
- Provide statements of financial position of the Organization to the Executive Committee and to the General Membership, as and when required.
- Serve as a member of the Membership Committee.
- Present the Treasurer's Report at the AGM and submit the Annual Financial Statements of the preceding business year including unrealized expense/income.
- Keep proper books of accounts showing at all times the amount of funds and other property belonging to the Organization.
- The books shall be open for review of the Executive Committee members and auditors as decided by the Executive Committee.
- Prepare a budget of revenue and expenditure for each function, event or program for approval by the Executive Committee.
- Carry out other duties assigned by the Executive Committee from time to time.
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Editor:

- Obtain information to be communicated from the Executive Committee Meetings, from discussion with Committee chairs
- Shall publish the official newsletter, be responsible for collecting all information, articles & data to publish them, and also be responsible for disbursing/posting them in good time.
- Serve as chair of the Editorial Committee.
- Carry out other duties assigned by the Executive Committee from time to time.

Webmaster:

- Be responsible for maintaining Kannada Sangha Website
- Interact with E.C. and membership for all electronic communication
- Be responsible for updating the web page to reflect community requirements
- Carry out other duties as assigned

Adult EC Members:

- Serve as chair-persons/members for one or more sub-committees.
- Provide an effective link between E.C. and members/membership
- Obtain volunteers to assist in Kannada Sangha activities.
- Carry out other duties assigned by the Executive Committee from time to time.

Youth EC Members:

- Be the co-chairpersons of the Youth Sub-Committee.
- Promote youth participation in the activities of the Organization.
- Take leadership in organizing activities specifically dedicated to the youth.
- Carry out other duties assigned by the Executive Committee from time to time

Section 5 Quorum

Fifty percent of the Executive Committee members constitute a quorum for the Executive Committee meetings. In the absence of a quorum, the meeting shall stand adjourned. The reconvened meeting shall be conducted with at least Two Office Bearers and Two E.C. Members present.

ARTICLE IV: OTHER COMMITTEES

Section 1 Standing Committees

The Organization shall have the following Standing Committees with a term concurrent with that of the Executive Committee.

Membership Committee:

- The Membership Committee shall consist of the Vice President, Treasurer and three or more members chosen from the General Membership by the Executive Committee and shall be chaired by the Vice President.
- The Membership Committee shall have the responsibility for the growth of general membership throughout the year and shall employ innovative measures to enroll new members.
- The Membership Committee shall develop and maintain a register of information pertaining to the members and ENSURE that the information is not used for purposes other than that of the Organization.
- The Membership Committee shall assist in collecting dues or notifying those members who are in arrears.

Advisory Committee:

- The Advisory Committee shall be formed and chaired by the President.
- The membership of the Advisory Committee shall include volunteers from the Executive Committee and the General Membership and recruits from outside organizations. There is no particular limit to the number of members. However, the majority of the Advisory Committee shall be drawn from the Kannada Sangha membership.
- The Advisory Committee, in consultation with the Executive Committee, shall help to formulate and update the Vision for the Organization and set terms for Special Projects that the Organization plans to embark on.

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Youth Committee:

- The Youth Committee appointed by the Executive Committee shall be chaired by the Youth Member appointed by the executive committee
- The Purpose of the Youth Committee is to promote continued involvement of the youth in the activities of the Organization.
- The Youth Committee shall recommend youth oriented programs for approval by the Executive Committee.

Editorial Committee:

- Chaired by the Editor, the Editorial Committee shall take responsibility for contents of all communications, disbursement of official Newsletter, updating the web page and other duties assigned by the Executive Committee from time to time.
- The Editorial Committee shall consist of at least three members taken from the Executive Committee and the General Membership.
- The Editorial Committee shall promote the Organization by such modern means as Internet Web Page and Email.

Section 2 Ad-Hoc Committees

Ad-Hoc committees may be struck by a resolution of the Executive Committee from time to time to serve a specific purpose for specified period of time. These committees may include but are not limited to the following:

Cultural Committee:

- The Cultural Committee shall consist of at least three members selected from the General Membership.
- A nominee of the Executive Committee shall chair the Cultural Committee.
- The main purpose of the Cultural Committee is to organize and execute a specific Cultural Program for the Organization, with appropriate approvals of the Executive Committee.

Food Committee:

- The Food Committee shall consist of at least three members selected from the General Membership.
- A nominee of the Executive Committee shall chair the Food Committee.
- The main purpose of the Food Committee is to organize and execute supply of food at a specific function of the Organization, with appropriate approvals of the Executive Committee.

Awards Committee:

- An Awards Committee shall be formed by the Executive Committee should a need arise to present awards.
- The Awards Committee shall consist of at least FOUR members selected from the General Membership and shall work within the rules set by the Executive Committee.
- A nominee of the Executive Committee shall be a non-voting chairman for the committee.
- The Executive Committee shall have the right to cancel the awards presentation at any time.

ARTICLE V: MEMBERSHIP

- Membership shall be available to anyone who subscribes to the aims and objectives of the Organization

- Membership shall be categorized into the following classes: Life, Individual, Family, and Honorary, as defined in the By-Laws.
- Membership fees shall be as set in the By-Laws.
- Any member who has paid membership dues for the year is considered a member in good standing.
- The Executive Committee with a two-thirds majority vote may revoke membership for just cause such as working against the aims and objectives of the Organization,. No member shall misuse or misrepresent their membership for undue personal gains. Such misuse could be the cause for revoking membership.

ARTICLE VI: GENERAL MEETINGS

Section 1 Annual General Meeting (AGM)

- The AGM shall be held annually and no later than 365 days from the previous AGM
- The agenda of the meeting shall include but not limited to:
 - Adoption of minutes of the preceding AGM
 - The President's Report
 - The Secretary's Report
 - The Treasurer's Report
 - Resolutions and amendments
 - Election of new officers
 - Any other business
- The Secretary shall announce the meeting and the agenda at least three weeks in advance of the meeting date.
- The quorum for the AGM is the presence of at least Fifty (50) members in good standing. An AGM adjourned for the lack of quorum shall be re-convened within three weeks thereafter.

Section 2 Special General Meetings:

- A Special General Meeting may be called by a resolution of the Executive Committee or at the request in writing of not less than 25 members of the Organization to discuss any urgent business. Such a meeting shall be called within a month from the date of receipt of request by the members.
- The Secretary shall notify all members, 2 weeks in advance of such meetings and provide an agenda with a short discussion of the general nature of the special business at hand.

ARTICLE VII: AMENDMENTS

- The Articles and clauses of the constitution shall not be altered, amended or repealed without the vote of consent of at least two thirds of the total number of members in good standing.
- Approval of amendments to the By-Laws shall require a simple majority of consent of the members in good standing present at the meeting called for the purpose.
- The Organization shall not be dissolved without the vote of consent of three quarters (75%) of the total number of members in good standing.

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BY-LAWS

1.0 MEMBERSHIP

1.1 Classes of Membership

Life Members: Any person/family that contributes 10 times the prevailing family class annual membership fee or more shall be a life member.

Family Member: Those within a family unit of husband and wife with children below 25 years of age (a full-time student or dependent), shall constitute family membership. Each person in the family over the age 15 shall have complete membership rights.

Individual Member: Those persons who are single and of age 15 years or above may constitute Individual Membership.

Honorary Member: The Executive Committee may confer Honorary Membership upon any person who has made significant and valuable service to the Organization or the community at large. The grant of honorary membership requires a simple majority decision of the Executive Committee. The Honorary member shall not have voting rights

1.2 Membership Dues

1.2.1. The amounts of Family and Individual Membership dues for a given year shall be set by the Incoming Executive Committee and communicated to the General Membership via the newsletter and the web page.

2.0 Executive Committee

2.1 Spending Limits

2.1.1 The President shall have the authority to commit spending up to \$ 500 and obtain approval of the Executive Committee within 30 days of such commitment. The limit is restored following the EC approval.

2.1.2 President in consultation with two other Office Bearers may commit spending up to \$ 1000 and seek approval of the Executive Committee within 30 days of such commitment. The limit is restored following the EC approval

2.1.3 Spending commitments beyond \$ 1000 shall always require prior approval by the Executive Committee.

2.2 Terms of Office

2.2.1 The term of office for the Executive Committee Members shall be One (1) year i.e., once elected they may serve for a period of one year.

2.2.2 No member shall be eligible for contesting in elections for more than two consecutive terms.

2.2.3 Any member nominated by the Executive Committee to fill a vacancy in the Executive Committee shall hold office only till the end of that business year. He/she has to contest the next election to continue in office.

2.2.4 Any EC member who decides to resign should communicate his/her decision to the President and the Executive Committee. The President shall have the authority to accept the resignation or refer it to the Executive Committee for a decision.

2.2.5 Sitting members of the Executive Committee shall have the right to seek Office Bearer positions should they become vacant because of resignations, prior to these positions being offered to general membership.

2.3 Signing Authority

2.3.1 The President and the Secretary have the joint authority to sign all legal documents pertaining to the Organization.

- 2.3.2 The Treasurer shall sign any disbursement cheques of the Organization and one other Office Bearer not related to the Treasurer.
- 2.3.3 The President shall sign all outgoing routine correspondence.

2.4 Conduct of Business

- 2.4.1 The fiscal year for the Organization shall be July1 to June30. The new Executive Committee shall fix an official address, in the GTA, for the new fiscal year.
- 2.4.2 Executive Committee Meetings shall be held at a frequency to suit the schedule of programs in any given year.
- 2.4.3 The Secretary in consultation with the President shall prepare and issue an agenda in advance of any given meeting. Any EC member may suggest items for inclusion in the agenda.
- 2.4.4 The meeting shall be conducted in a democratic fashion and the Secretary shall keep adequate notes of the meetings.
- 2.4.5 Approval of Executive Committee resolutions shall be by a simple majority of the members present at the meeting.
- 2.4.6 Sub-Committee meetings shall be held informally at a frequency and timing to suit their purposes. The officer of the Executive Committee chairing the sub-committee shall facilitate communication between the sub-committee and the Executive Committee.
- 2.4.7 Decisions/recommendations of the sub-committees shall be brought before the Executive Committee for ratification and action.
- 2.4.8 Decisions to deal with emergency situations shall be promptly made by the Executive Committee in a meeting called for the purpose and immediate actions taken as decided.

3.0 Elections

3.1 Eligibility

- 3.1.1 Only members in good standing shall be eligible to contest and/or vote in the election.
- 3.1.2 To contest for the position of the President, the member must preferably be in good standing and must have at least one year experience on the Executive Committee, OR an active member in K.S. Toronto for at least 3 years
- 3.1.3 To contest for an Office Bearer position, the member in good standing must have been a member of the Organization for at least one year.
- 3.1.4 To contest for the position of an Executive Member the member in good standing must have been a member of the organization for at least six months..
- 3.1.5 Any two members in good standing may nominate another member in good standing

3.2 Nominations

- 3.2.1 Call for nominations shall be issued well ahead of the date of the AGM.
- 3.2.2 A nominee for any position shall have a proposer and a seconder.
- 3.2.3 The prescribed form shall be completed and sent to the Executive Committee chairperson by the proposer or the seconder before the scheduled closing date and time.
- 3.2.4 Acceptance of nominations shall close approximately one hour before the scheduled time for the election.

3.3 Conduct of Elections

- 3.3.1 The Returning Officer chairperson or designate shall conduct elections at the AGM.
- 3.3.2 A slate of candidates shall be presented to the General Body of members.
- 3.3.3 Election for each position shall be conducted separately.
- 3.3.4 Contesting candidates shall present their platform in a short speech. Nominated candidates absent on the Election Day should send in their speeches to the Returning Officer before the day of the elections.
- 3.3.5 Election will be by acclamation if there is only one candidate for a position.
- 3.3.6 Election will be by secret ballot if there are more than one candidate for a position.
- 3.3.7 A fair, standard democratic process for counting and scrutinizing the ballots shall be used. The Outgoing President will use his discretionary vote only if there is a tie.
- 3.3.8 Ballots shall be destroyed following the announcement and recording of the results.

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3.3.9 In case no nominations are received for a particular position/s before the scheduled closing time, elections will still be conducted for all the other positions. The incoming Executive Committee shall have 60 days to select members in good standing to fill a vacancy or vacancies.

3.4 Transfer of Power

3.4.1 The outgoing President shall ensure that an orderly transfer of power takes place to the New Executive Committee by the out-going Executive Committee as soon as possible but no later than 30 days after the election, including transfer of signing authorities at the appointed bank.

3.4.2 In the event of dissolution of the Organization the assets may be transferred to Kannada Sahithya Parishat, Bangalore, India after the accounts have been subjected to an independent audit. The outgoing President has the responsibility for this action.