

KANNADA SANGHA OF SACRAMENTO: AMENDED BY LAWS

November 2016



Recommended by Adhoc Committee:

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PREAMBLE:

We, the Kannada-loving community of the Greater Sacramento Area in California, interested in promoting literary, educational, and cultural activities, and in enhancing intercultural understanding between the people of the United States of America and Kannadigas in other parts of the world, do hereby join together to form an Association.

ARTICLE I. NAME

The name of the Association shall be **Kannada Sangha of Sacramento (KSS)**, hereafter referred to as KSS. The KSS is a not-for-profit PUBLIC BENEFIT CORPORATION and is not organized for the private gain of any person or group. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes. It is organized and operated exclusively for cultural, recreational and charitable purposes within the meaning of section 501(c)(3), Internal Revenue Code. No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the association shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

ARTICLE II. GOALS, AIMS AND OBJECTIVES

The main goal of the organization is to cater to the cultural, social, literary, and charitable interests of the residents of the Greater Sacramento area in the United State who have an affinity for the Kannada language or the heritage of the State of Karnataka in India.

The KSS charter shall consist of, but not be limited to, the following, in no priority order.

To promote the Kannada language and Kannada literature, KSS shall:

1. Use the Kannada language in the conduct of its operations. However, giving due respect to members who may not be conversant or fluent in Kannada, English may be used as an alternate language. Use of other languages shall be strictly on

an absolute-need basis.

2. Encourage all community and board members to write for/contribute to/read/review/discuss publications connected to the Kannada language.
3. Support organizations that support Kannada literature and activities.

To support cultural activities derived from Karnataka, India, KSS shall support:

1. Performing arts such as music, dance, folklore, drama, etc.
2. Screening of Kannada movies and staging of Kannada plays.
3. Sponsoring culinary art-related activities from different regions of Karnataka.
4. Conducting traditional festivals of Karnataka such as, but not limited to, Sankranti, Yugadi, Deppavali, Dasara, Kannada Rajyotsava, etc.
5. Arranging traditional and local activities related to sports, camping, charitable work, etc.

To spread competency in Kannada among community members, KSS shall conduct language and art classes for children and adults.

To recognize and encourage members, KSS shall recognize members' achievements such as members' personal, professional, academic, artistic and creative work, and encourage children to exhibit their talents in all KSS activities.

To promote sports activities, depending on level of community interest, KSS shall organize a "Sports Day" for both indoor and outdoor games and competitions.

To promote recreational and socializing opportunities for the community, KSS shall arrange picnics, movie nights, camping and other activities as requested.

To raise funds or support for charitable causes, KSS shall:

1. Participate in charitable activities that directly or indirectly help underprivileged

- communities in the Greater Sacramento area or in Karnataka.
2. Sponsor fundraising activities that directly or indirectly help underprivileged communities in Karnataka, elsewhere in India, or other places, as decided by the KSS Board.
 3. Support and participate in activities that will help people affected by natural calamities as decided by the KSS Board.

Apart from the activities listed above, additional activities that the KSS may undertake or participate may include:

1. Sponsoring movies, plays, songs, and dances
2. Conducting contests such as for poetry recitation, short stories, essays, debate, trivia quizzes, etc., based on Karnataka culture, arts, and traditions.
3. Organizing trips and camps for members.
4. Recognizing Kannada-conversant children and their academic achievements.
5. Maintaining a Kannada book library for the benefit of the community.
6. Organizing community service work like blood drives and food drives.
7. Organizing fundraisers to help the Association and the community

KSS shall not be obligated to implement every item listed above every year, but shall strive to accomplish as much as is feasible through the efforts of subcommittees and with the collaboration of other organizations, and depending on the level of interest and support from the community in the Greater Sacramento area.

ARTICLE III. KSS BOARD

SECTION A. Board Composition

The KSS Board shall include a maximum of five Executive Committee Members, five Directors, and eleven Committee Members. The total number of members on the KSS Board shall not exceed 21. No KSS Board Member shall receive salary or remuneration of any kind for their services.

SECTION B. General Membership

Any person eighteen years or older who subscribes to the objectives of the association and pays the annual dues, if any, as decided jointly by the Executive Committee and the KSS Board, is entitled to be a member of KSS.

SECTION C. Eligibility

Anyone who can speak in Kannada and has attended most KSS events in the previous one to two years is eligible to be a member of the KSS Board.

Eligible members who wish to serve on the Board must be physically present at the venue on the day of the election unless prior permission has been obtained from the President or the Election Officer. Health and family emergencies or being out of town for emergency needs are the only reasons under which the above permission shall be granted.

SECTION D. Term

The term of office for the Board shall be two consecutive calendar years beginning from January 2017.

- 1) With the exceptions noted below for the President, the term of office for a member in any particular position on the KSS Board or KSS committees shall be limited to two terms of two years; the total duration of service on the KSS Board shall not exceed eight consecutive years.
- 2) Under exceptional circumstances, the duration of the term to any position on the Board may be modified by unanimous vote of the KSS Board.

ARTICLE IV. EXECUTIVE COMMITTEE

SECTION A.

On or before the end of October of the year elections are scheduled, at the general body meeting, members of the outgoing KSS Board shall elect the new Executive Committee (refer to Article XVII, Election).

SECTION B.

The Executive Committee shall consist of five members serving in the positions of President, Vice President, Secretary, Treasurer, and Joint Treasurer. All shall have demonstrable fluency in speaking and writing in Kannada.

SECTION C.

- 1) The maximum term of office for the President shall not exceed one term of two consecutive years. For other members of the Executive Committee, the term shall not exceed two terms of two consecutive years.
- 2) The President must be reelected in order to serve a second consecutive one-year term.
- 3) The term begins on the first day of January and ends on the last day of December.
- 4) The Executive Committee shall actively seek volunteers to fill all vacant position(s) when a member leaves the Board during the term of service.
- 5) If any Executive Committee Member leaves during the term of service, the vacant position shall be filled by standard secret ballot process.

SECTION D.

Under exceptional circumstances, with unanimous approval of the KSS Board in a face-to-face meeting, the term of office or the process for filling a vacant slot for any position on the KSS Board may be temporarily modified.

ARTICLE V. DIRECTORS

SECTION A. Maximum Number

The number of directors on the KSS Board shall not exceed five, and shall be selected as per the election process explained in Article XVII.

SECTION B. Eligibility

- 1) The member shall previously have served as KSS President.

- 2) The member shall have served on the KSS Board for a minimum of four previous years, of which one year must have been as an Executive Committee Member.

SECTION C. Term

The maximum duration for any member to serve as a Director is two consecutive terms of two years, totaling four consecutive years. The same person is eligible to return to the position after a gap of one year.

Should the number of eligible KSS Board members expressing interest in serving as a Director exceed five, the following criteria shall be applied in the order listed:

- 1) Directors who have served the maximum term shall step down, making room for newcomers; or Should the number of current Directors who have served the maximum term exceed the number of eligible individuals who wish to serve as Directors, the current Directors shall step down in order by number of total years served in any capacity on the Board, with the individual who has served the greatest total number of years stepping down first.
- 2) The outgoing President is automatically eligible to be a Director. Should the existing number of Directors already be at five, the first Director to have joined the Board of Directors shall leave to make room for the outgoing President, even if that person's term has not expired. However, the person is eligible to serve as a regular member of the KSS Board should the total number of board members not exceed 21.
- 3) In a deadlocked situation, the Executive Committee shall decide on the individuals to serve as Directors.

ARTICLE VI. MEETINGS AND ATTENDANCE

SECTION A. Annual General Meeting

The annual general meeting shall be held in the month of October, at which time annual elections shall also be conducted. All community members shall be invited beforehand via mail, email, or other announcements during events sponsored by KSS.

SECTION B. Monthly Board Meetings

The KSS Board meeting shall be held on a monthly basis to plan and discuss upcoming events and activities. Additional meetings shall be held as necessary and decided by the Executive Committee. An earnest attempt shall be made to use Kannada as the language of choice in the conduct of meetings.

SECTION C.

All decisions at any meetings shall be approved by a majority vote of members in attendance. The Secretary shall be responsible for recording notes of the meetings and for circulating meeting minutes to all members of the KSS Board within a week after each meeting.

SECTION D.

Attending monthly meetings is mandatory for all KSS Board Members. Any KSS Board Member who misses three consecutive monthly meetings shall relinquish his or her position on the Board to facilitate another volunteer taking up the position and maintain the functionality of the team.

ARTICLE VII. DISSOLUTION

SECTION A.

Dissolving the Association shall be a unanimous decision of the sitting KSS Board. A general body meeting shall be held with a minimum of four weeks' notice, inviting all current and former KSS Board Members. The Association may be dissolved only with the approval of a minimum of 66 percent of the members attending the general body meeting.

SECTION B.

Upon dissolution of the association, the KSS Board in office at the time shall, after paying or making provision for the payment of all liabilities of the Association, distribute all of the assets of the association to an organization or organizations established or operated exclusively for the benefit of Kannadigas, irrespective of their location within the United

States (operated as a tax exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law) or in Karnataka, India.

ARTICLE VIII. AMENDMENTS TO THE BYLAWS

Amendments to these bylaws shall be approved by a simple majority vote of the KSS Board.

SECTION A.

Amendments must be recommended by an ad-hoc committee that consists of an equal number of members representing the Board of Directors, the Executive Committee, and other current or past members of the KSS Board.

SECTION B.

Proposed amendments shall be submitted in writing by the ad-hoc committee lead to all members of the KSS Board.

SECTION C.

The KSS Board shall approve the recommendations as submitted or modify them by a majority vote after providing a minimum of two weeks' time for members to review the recommendations.

ARTICLE IX. LOCATION OF THE ASSOCIATION

SECTION A. Headquarters and Mailing Address

For official purposes, the headquarters of the KSS shall be located in the Greater Sacramento area in the State of California, where the Association is duly registered. Until such time as a permanent location is established for KSS, the residential address of the President or the member nominated by the President and approved by the Executive Committee shall serve as the mailing address of KSS. A P.O. Box address shall not be used as per Internal Revenue Service guidelines.

SECTION B. Local Chapters

- 1) KSS can have Local Chapters as affiliates of KSS.
- 2) All KSS Local Chapters shall conduct their activities in accordance with KSS bylaws and shall use the same Tax ID and nonprofit status as KSS.
- 3) The KSS Board shall designate a representative for each Local Chapter.
- 4) The KSS Board shall appoint one or more persons as necessary to oversee the day-to-day activities of Local Chapters.
- 5) All Local Chapters shall maintain a membership roster and a copy shall be given to the Secretary of the KSS Board.
- 6) The KSS Board shall make necessary updates to the KSS website announcing the formation of new Local Chapters as well as providing contact information for the Chapter(s).
- 7) Local Chapter representatives shall attend monthly KSS Board meetings.
- 8) All activities related to Chapter(s) require approval by the KSS Board.

SECTION C. Existing Local Chapter

On October 10, 2008, the KSS Board approved the Davis Chapter.

ARTICLE X. EXECUTIVE COMMITTEE ROLES

SECTION A.

The Executive Committee shall be responsible for the day-to-day functioning of the Association, including its financial management and all Association activities. Every major decision should represent the majority view of the Executive Committee and not that of a few individuals. Any decision(s) having long-term implications for the Association or its activities (extending beyond the current term of the KSS Board) shall require approval from the KSS Board.

SECTION B.

The Executive Committee shall ensure maintaining all members' privacy, including

mailing addresses, email addresses and telephone numbers.

SECTION C.

Serving on the Executive Committee requires commitment. The Executive Committee's activities and tasks shall be coordinated and assigned by the President working with the Executive Committee as a whole. The time commitment may require attending additional meetings besides the monthly KSS Board meeting; handling various aspects of events, activities, membership, and accounting; and coordinating with external entities.

SECTION D.

Under special circumstances and on a temporary basis, the Executive Committee is authorized to appoint community members to represent KSS at special events and meetings. This authority must be in writing, with appropriate limitations, and shall be used prudently with the approval of the executive Committee

SECTION E.

Should any Executive Committee Member find they cannot devote the time required or are unable to perform their duties, he or she shall inform the KSS Board and voluntarily relinquish their position.

SECTION F.

The Executive Committee shall enforce Article VI. D. and require that any Board member who misses three consecutive monthly board meetings relinquish their position on the KSS Board. Exceptions to this policy may be made in consideration of health problems, family situations, and employment issues, but needs prior approval of the Executive Committee.

SECTION G.

- 1) The President shall be the spokesperson and chief executive of the Association. Should the President be unavailable, the Vice President shall perform the duties of the President.

- 2) The Vice President shall be responsible for physical material asset management.
- 3) The Secretary shall keep and distribute summaries of all meetings and transactions of the Association. The Secretary, with the help of other members, shall be responsible for executing all decisions taken by the Executive Committee or by the larger KSS Board.
- 4) The Treasurer shall be responsible for the receipt, disbursement, recording, and safekeeping of all funds of the Association. The Treasurer shall pay bills that have been approved in the manner prescribed previously followed by the KSS Board and shall be responsible for the KSS annual tax filing.
- 5) The Joint Treasurer shall work with the Treasurer and share the workload and responsibilities of the Treasurer. In addition, he or she shall be responsible for conducting semiannual audits in the months of June and December.

SECTION H. Meetings

- 1) Executive Committee meetings shall be held on an as-needed basis.
- 2) The President shall preside over all meetings. The Vice President in the absence of the President and the Secretary in the absence of both the President and the Vice President shall preside over such meetings. An agenda of the list of items to be discussed shall be circulated at a minimum one day before the meeting.
- 3) The Secretary shall prepare the meeting minutes of the Executive Committee.
- 4) Each Executive Committee member except the President shall have one vote.
- 5) The President shall vote only when there is a tie.
- 6) In the event decisions are made based on telephone, email, or personal exchanges between members of the Executive Committee, such decisions and opinions shall be properly documented by the Secretary and shall be saved and distributed along with meeting minutes.
- 7) A copy of the minutes shall be provided to the KSS Board within 10 days of each meeting. All Executive Committee decisions shall be communicated to the KSS Board before taking action, in order to ensure a transparent, open, and streamlined process. Should four or more SS Board Members express concerns over any decision, the decision shall be revisited at the following KSS Board meeting, with

the exception of event-related spot decisions.

ARTICLE XI. FUNCTIONAL COMMITTEES

KSS shall conduct its activities and events through the following functional committees, whose responsibilities shall include but not be limited to those listed:

SECTION A. Marketing and Public Relations

- 1) Marketing KSS events and activities through in-person meetings, mailings, emails, posters, fliers, telephone calls, social media outreach, or other means of communication.
- 2) Planning and conducting fundraising events and obtaining sponsorships from local businesses.
- 3) Establishing and maintaining good public relations with the members and officers of local community, charity, and non-profit organizations.
- 4) Developing and maintaining good relationships with other Kannada organizations in the United States, in Karnataka, India, and in other parts of the world.
- 5) Resolving any communications issues in the operation of the Association's events and activities in general.

SECTION B. Community and Philanthropy Activities

- 1) Identifying and collecting information on charities that are meeting the charitable goals established by the KSS Board.
- 2) Selecting the KSS "Charity of the Year" by evaluating charitable organizations and discussing with the Directors and the Executive Committee.
- 3) Planning and organizing fundraising, specifically for the "Charity of the Year".
- 4) Communicating and coordinating with the selected charity and understanding their basic needs and charitable activities, in order to provide the best help.
- 5) Awarding the funds raised for the "Charity of the Year" by the end of the year.

Guidelines for Selecting the Charity of the Year

- 1) The chosen charity should help physically challenged people, needy women, needy children, or older people (senior citizens); provide education to underprivileged children; or engage in similar causes.
- 2) The charity must serve different demographics and geographic areas in Karnataka.
- 3) Whenever possible, a KSS committee member shall visit the charity and investigate first-hand the quality and scope of its work
- 4) The charity must demonstrate ease and transparency in disbursing funds, with minimal overhead expenses.
- 5) The charity must be able to verify that it is a secular organization.
- 6) The charity must be able to make an impact on people's lives even when the size of the raised funds is relatively small.
- 7) The charity must guarantee that it has no connection with any anti-social or political activity.

Fundraising Options may include but are not limited to the following:

- 1) Placing donation boxes on the ticket counter at the entrance to events.
- 2) Announcing the availability of donation boxes at events.
- 3) Rotating or passing donation boxes among the audience.
- 4) Accepting pledges in our programs.
- 5) Conducting marathons or similar fundraising activities.
- 6) Encouraging other organizations or individuals to help the KSS Charity of the Year.

SECTION C. Education

- 1) Researching, designing, and developing teaching materials for Kannada language classes.
- 2) Securing a clean and safe place for conducting classes.
- 3) Planning and conducting Kannada language classes for children and adults, if necessary.
- 4) Organizing field trips for students and parents.

- 5) Purchasing and distributing Kannada textbooks and reading material for children.
- 6) Training children to participate in cultural programs by teaching art, dance, songs, culture, and tradition.
- 7) Ensuring the safety and security of students.
- 8) Conducting quizzes and tests, and administering puzzles for the children.
- 9) Organizing inaugural and graduations ceremonies for the Kannada classes each year.

SECTION D. Youth

- 1) Conducting youth-related activities such as yoga, meditation, sports, debate, etc.
- 2) Organizing local community service projects such as community clean-up, planting, and serving food to senior citizens, the physically challenged, or the needy.
- 3) Volunteering at hospitals or community centers.
- 4) Helping the children in Kannada classes.
- 5) Assisting KSS committees in organizing and conducting activities, events, and programs focused on youth interests.

The Executive Committee shall appoint members to subcommittees and ad-hoc committees as needed in order to accomplish tasks and activities designed to realize the aims and objectives of the Association.

ARTICLE XII. FINANCES AND FISCAL YEAR

SECTION A.

- 1) The Executive Committee shall be responsible for the finances of the KSS.
- 2) The fiscal year shall be the calendar year.
- 3) A bank account in the name of the Association shall be maintained and operated by the Treasurer and Joint Treasurer.
- 4) After every KSS event, the Treasurer shall provide a financial report to the Board.
This shall be done within 15 days of receiving all income and disbursements of

amounts due.

- 5) The Treasurer shall provide financial updates within one week at the request of the President.
- 6) The Treasurer shall present financial statements and details at the annual meeting.
- 7) Upon request by any KSS member, the Executive Committee shall make available the financial statements of the preceding fiscal year at a mutually convenient manner, time and location.
- 8) The members of the Executive Committee shall have the authority to make decisions regarding expenditures on behalf of the Association.
- 9) The expenditure amount for an event shall not exceed by more than 25 percent the previous year's expenditure for a similar event. Any exception to this amount shall require approval the KSS Board.
- 10) All expenditures made by any individual(s) on behalf of the Association shall require approval by the Executive Committee for reimbursement.
- 11) All efforts shall be made by the outgoing Executive Committee to pay all outstanding bills for the current year before handing over the office to the incoming Committee.
- 12) In the event of bills not paid by the outgoing Executive Committee under conditions beyond their control, the new Executive Committee shall pay these bills, provided the bills are properly documented, individually identified, and approved by the outgoing Board with sufficient funds earmarked for this purpose by the outgoing Executive Committee.
- 13) Any reasonable bills that cannot be accounted for or identified, as bills to be paid by the outgoing Executive Committee shall be paid by the new Committee provided the amount of each bill is less than or equal to \$200. For bills for amounts larger than \$200, the Board must approve payment.
- 14) In addition to semiannual audits, if and as required by local and federal laws, an independent auditor approved by the Executive Committee shall review the accounts of the Association and certify with his or her comments.
- 15) There shall be separate bank accounts or portfolios within the accounting process for the various activities of the KSS such as Charity, Education, etc.
- 16) KSS shall annually publish financial statements of the current year and preceding three

years, and more often as deemed necessary by the Board or in accordance with local and federal laws.

ARTICLE XIII. DUTIES OF DIRECTORS

SECTION A.

The role of the Directors is advisory to the Executive Committee. Additionally, as members of the KSS Board they shall share the workload with other volunteer Board Members.

SECTION B.

As outlined in Article VIII, all amendments to these bylaws must be approved by simple majority vote of the KSS Board, including the Directors.

ARTICLE XIV. VARSHADA VYAKTI (Person of the Year)

SECTION A. Selection Team

- 1) The Selection Team shall consist of two Directors, two members of the Executive Committee, and one member from the rest of the Committee. The Selection Team shall select the Person of the Year.
- 2) Each of the three groups shall discuss among themselves and nominate their respective representative(s).
- 3) This Team's unanimous or majority decision shall be final and binding.
- 4) Appendix C as originally written is deleted and shall be redrafted and approved by the KSS Board before the end of 2017.

SECTION B. Criteria

The following criteria shall be followed to select the Person of the Year:

- 1) A Kannadiga and able to speak Kannada.
- 2) Current or previous resident of the Greater Sacramento area during the time of the

community service which is under consideration.

The Person of the Year shall have distinguished himself or herself in at least one of the following ways:

- 1) Recognizable service performed for the benefit or promotion of Karnataka, the Kannada language, or local Indian, Kannada or larger communities.
- 2) Recognizable contribution to the Kannada language through writing (journalism, fiction, poetry, drama, essays, etc.) or artistic efforts such as film, music, drama, visual art, etc.
- 3) Recognizable contribution to the KSS Board but not a current KSS Board Member.

SECTION C. Selection Process

The following process shall be utilized to select the Person of the Year:

- 1) The Selection Team shall seek nominations from the KSS Board and from community members along with a brief justification in writing for the recognition.
- 2) The KSS President and Secretary or their designees shall provide necessary logistical and communication support as needed to the Selection Team.
- 3) The Selection Team shall collect biographical information and other relevant details from various sources and through talking to the person(s) nominated.
- 4) The Selection Team shall meet and discuss the merits of nominated individuals.
- 5) The Selection Team shall seek additional information as necessary. The Selection Team shall meet again and make a final decision to select a person for the recognition or to not select a person for that year and communicate their decision to the KSS Board President by email sent by the group's Lead person.
- 6) The President shall inform the person selected by calling and following up by email.
- 7) The awardee's name shall be included in the award ceremony during the annual program.
- 8) At the award ceremony, the person shall receive "Sanmana Patra" as a framed certificate with KSS logo, a shawl from the Chief Guest or KSS President, and an honorarium as decided by the KSS Board, and shall be given an opportunity to

address the audience for five to ten minutes.

ARTICLE XV. MEETING OF DIRECTORS

SECTION A.

Directors Meetings shall be called on an as-needed basis. The Director who calls for the meeting shall preside over the meeting(s), shall communicate the intent of the meeting to the President prior to the meeting, and shall forward the meeting minutes within one week after the meeting.

SECTION B.

The minutes of the meeting shall be shared with the KSS Board and filed by the Secretary. The KSS Board shall follow up with necessary action after an open discussion of the minutes at the monthly Board meeting.

ARTICLE XVI. VACANCIES

The Executive Committee and the Directors shall make every effort to fill any vacant positions on the Board within one month of such occurrence. If no eligible member is willing to serve on the KSS Board, the Executive Committee may nominate any current or previous Committee Member agreeing to fill the vacant position for approval by the KSS Board. The process for filling vacancies on the Executive Committee shall follow the procedures outlined in Article IV, Section C (5).

ARTICLE XVII. ELECTIONS

SECTION A.

Candidates for the Executive Committee shall not be serving on the executive committee(s) of other tax-exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

SECTION B.

All Kannadigas who can speak in Kannada and are residents of the Greater Sacramento area shall be eligible to serve on the KSS Board. Only one person from any family shall be eligible to serve on the Board at one time, with the exception of Youth Committee Members. The KSS Board shall consist of five Directors, five Executive Committee Members and 11 At-Large Members. The outgoing President shall serve as the Election Officer.

The Executive Committee shall include the President, Vice President, Secretary, Treasurer and Joint Treasurer. Some Directors and other KSS Board Members shall act as leads for different groups as decided by the Executive Committee. The groups may include, but are not limited to, the following: 1) Marketing and Public Relations; 2) Facilities; 3) Food; 4) Sports, Recreation, and Movies; 5) Cultural Activities; 6) Web; 7) Photography; 8) Education; 9) Community and Charity Work; and 10) Youth activities.

SECTION C. Eligibility Criteria for Director

- 1) Member must have previously served as the President of KSS.
- 2) Member must have served as a member of the KSS Board for a minimum of four years, of which one year must have been as an Executive Committee Member
- 3) The outgoing President is expected to serve on the Board of Directors for a minimum of one year.

If the eligible number of KSS officers for the Board of Directors exceeds five, the selection criteria listed below will be followed in the order listed:

- 1) Director(s) who have served on the Board for more than four years as a Director shall exit the KSS Board.
- 2) Should the number of people interested in serving as a member on the Board of Directors exceed five, the longest serving Member(s) shall step down, making room for newcomer(s).

- 3) The Election Officer may call for a vote by the Executive Committee Members or the full KSS Board in a deadlock situation to select the Board of Directors.

SECTION D. Procedure

The Election Officer shall send out an email to the entire Community requesting people to come forward to serve as Board Director with the above-listed eligibility criteria.

SECTION E. President

ELIGIBILITY

- 1) Must be able to speak, read and write in Kannada.
- 2) Must have previously served as KSS Board Member a minimum of three years.
- 3) Must have served as KSS Board Member in the preceding year or have served previously as an Executive Committee member for a minimum of one year.

PROCEDURE

- 1) In the month of October, the Election Officer shall ask each Member of the current Executive Committee, by email, phone, or in-person, if he or she is interested in continuing on the following year's Executive Committee.
- 2) The Election Officer shall prepare a list of members who have expressed interest in serving as President of KSS
- 3) The Election Officer shall ask KSS Board Members to indicate their top three choices for President from the list of qualified members who have expressed interest in serving as President, in order of preference, on a piece of paper and give the paper to the Election Officer.
- 4) If a Board member is out of town and unable to attend the meeting, the member should indicate his or her top three choices to the Election Officer by e-mail.
- 5) The Election Officer will work with one or two Directors to verify and count the votes from the ballots.
- 6) The Election Officer shall announce the new President based on the votes counted.

SECTION F.

VICE PRESIDENT, SECRETARY, TREASURER & JOINT TREASURER

ELIGIBILITY

- 1) Must have served on the KSS Board a minimum of two years.
- 2) Must have served on the Committee the preceding year.
- 3) Must be physically present on the scheduled election date. If they are unable to come, they should notify the Election Officer of their absence in advance.

PROCEDURE

- 1) Before October 30 of the year in the biennial election cycle, the Election Officer shall, through email, phone or in-person, ask each member of all Committees or the KSS Board if he or she is interested in continuing to serve for another term.
- 2) The Election Officer shall prepare the list of members who have expressed interest in serving.
- 3) The Election Officer shall ask KSS Board Members to write four names (need not be in order of preference) from the list as their choices for the next term's Executive Committee.
- 4) If the officer is out of town, unable to attend the meeting, and is interested in continuing in the next year's committee, he or she should indicate his or her choice of four names to the Election Officer in advance.
- 5) The Election Officer shall work with any two Directors to verify the ballots.
- 6) The Election Officer and the two Directors shall count the ballots and announce the results.
- 7) Among the four elected officers, the President-elect shall discuss and select the persons to the positions of Vice President, Secretary, Treasurer, and Joint Treasurer.
- 8) The Election should be held on the same day as the President's Election.

SECTION G. KSS COMMITTEE MEMBERS

ELIGIBILITY

- 1) Must be able to speak in Kannada.
- 2) Attended most of KSS events in the previous one to two years.
- 3) Must demonstrate organizational skills and past experience, and be able to provide references. Past organizational skills, experience, and reference are exceptions.
- 4) Must attend Election Day in person or have communicated in advance his or her inability to attend in advance to the President.

SECTION H. Committee Leads

The newly elected President, in consultation with the new KSS Board, shall select Committee Leads. The Leads can select their team members. Previous Leads shall not continue to serve as Leads of the same Committee after serving two consecutive years, but may be part of the team if he or she does not want to lead another team.

SECTION I. Timeline

The election process shall be initiated early enough to complete the process by the end of October during the calendar year of the biennial election cycle, and the newly elected KSS Board shall have all positions and leads in place before the two-year term begins on January 1 of the following year.

Article XVIII. SPECIAL PROCEDURES

SECTION A.

The internal communications of the Board, including the minutes of meetings, should not be made public without written consent of the Board. Violation of this rule can be grounds for expulsion.

SECTION B.

The following conduct by a Board Member is grounds for initiating the proceedings by which their Board membership may be revoked.

- 1) Activities that work against the goals and objectives of the organization (see Article II).
- 2) Activities that hinder the functioning of the Board.
- 3) Making representation on behalf of the organization without authorization.
- 4) Fiscal impropriety

SECTION C.

Any member with at least 10 member signatories may register concerns or lodge complaints about any member of the KSS Board. The KSS Directors or the President not named in the complaint shall, within two weeks of receiving the complaint, investigate the matter and take appropriate action. Under exceptional circumstances, as in the case of an issue that is unusually complicated, the investigating parties, may, with the Executive Committee's consent, take longer than two weeks. Every effort will be made in every case to conduct such investigations as quickly as practicable.

SECTION D.

In the event that qualified members are not available for the Executive Committee, the KSS Board or the Executive Committee shall have the authority to modify the eligibility criteria or to take appropriate steps to fill the position(s).

Section E.

A member of the Board may be considered for impeachment proceedings based on investigations conducted by the Executive Committee and the Directors. The Executive Committee and Directors may take suitable action, including expulsion from the organization to legal proceedings.

Glossary of Terms:

Kannada: Kannada is one of the official languages of the Republic of India, used by more than 60 million people as their primary language.

Sangha: Means “organization” in Kannada language.

Karnataka: Name of one of the states of the Republic of India.

Kannadigas: Kannada-speaking people.

KSS Board or Board – The KSS governing board, including an Executive Committee comprised of officers (President, Vice President, Secretary, Treasurer, and Joint Treasurer), Directors, and at-large members.

Association: Kannada Sangha of Sacramento (KSS)

Election Officer: The outgoing President

Appendix A:

Checklist for committee formation:

1. All outgoing officers must attend the new committee formation meeting.
2. If unable to attend, they should notify the Election Officer in advance about their absence.
3. The outgoing officers must hand over responsibility to the new committee members.
4. The new Executive Committee shall pass resolutions to determine the following:
 - a. Membership fee.
 - b. The address of the KSS committee for that year. [per IRS guidelines]
 - c. Confirmation that all KSS Board Members shall attend 75% of the monthly meetings, and that failure to do so may result in forfeiting the position.
 - d. Nomination of the representative for KSS local chapters.

Appendix B: KSS Finance Summary- Consolidated Annually.

| KSS Finance Summary - Consolidated Annually | | | | | | | | | | |
|------------------------------------------------------------------------------|--------|--------------|-------|---------|-------------|------------|------------|------|--------------|---------|
| Receipts | Events | | | | | | | | | |
| | DSSS | Rangavasanth | Movie | Camping | Blood Drive | Sports Day | Rajyotsava | Misc | Kannad Class | Charity |
| Bought forward from previous year | | | | | | | | | | |
| Gifts | | | | | | | | | | |
| Grants | | | | | | | | | | |
| Contributions recd | | | | | | | | | | |
| Fund raising | | | | | | | | | | |
| Membership Income | | | | | | | | | | |
| Non Membership Income | | | | | | | | | | |
| Membership dues and assessments | | | | | | | | | | |
| Other business income | | | | | | | | | | |
| Gross Investment Income | | | | | | | | | | |
| Gross Royalty Income | | | | | | | | | | |
| Gross Rental Income | | | | | | | | | | |
| Gross receipts from admissions | | | | | | | | | | |
| Gross receipts from commissions | | | | | | | | | | |
| Gross receipts from sale of merchandize | | | | | | | | | | |
| Gross receipts from service provided | | | | | | | | | | |
| Gross receipts from furnishing of facilities | | | | | | | | | | |
| Gain or loss from sale of capital assets | | | | | | | | | | |
| Other income (attach sheet itemizing each type) | | | | | | | | | | |
| TOTAL RECEIPTS | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Expenses | Events | | | | | | | | | |
| | DSSS | Rangavasanth | Movie | Camping | Blood Drive | Sports Day | Rajyotsava | Misc | Kannad Class | Charity |
| Fund raising | | | | | | | | | | |
| Contributions, gifts, grants and similar amounts paid | | | | | | | | | | |
| Disbursements to or for member benefit | | | | | | | | | | |
| Compensation to officers | | | | | | | | | | |
| Compensation to directors | | | | | | | | | | |
| Compensation to Trustees | | | | | | | | | | |
| Rental Expenses | | | | | | | | | | |
| Other salaries and wages | | | | | | | | | | |
| Occupancy(rents) | | | | | | | | | | |
| Other (including all operational and administrative expenses - attach sheet) | | | | | | | | | | |
| TOTAL EXPENSES | | | | | | | | | | |
| Excess of receipts over expenses | | | | | | | | | | |
| Bought Forward to Next year | | | | | | | | | | |

| KSS Finance details | | | | | |
|------------------------------------------------------------------------------|--------------|----------------------------------------------|--|--|-------|
| <u>Receipts</u> | Current year | 3 Preceding years for each year in existence | | | Total |
| | | | | | |
| Gifts | | | | | |
| Grants | | | | | |
| Contributions recd | | | | | |
| Fund raising | | | | | |
| Membership Income | | | | | |
| Non Membership Income | | | | | |
| Membership dues and assesments | | | | | |
| Other business income | | | | | |
| Gross Investment Income | | | | | |
| Gross Royalty Income | | | | | |
| Gross Rental Income | | | | | |
| Gross receipts from admissions | | | | | |
| Gross receipts from commissions | | | | | |
| Gross receipts from sale of merchandize | | | | | |
| Gross receipts from service provided | | | | | |
| Gross receipts from furnishing of facilities | | | | | |
| Gain or loss from sale of capital assets | | | | | |
| Other income (attach sheet itemizing each type) | | | | | |
| TOTAL RECEIPTS | | | | | |
| <u>EXPENSES</u> | | | | | |
| Fund raising | | | | | |
| Contributions, gifts, grants and similar amounts paid | | | | | |
| Disbursements to or for member benefit | | | | | |
| Compensation to officers | | | | | |
| Compensation to directors | | | | | |
| Compensation to Trustees | | | | | |
| Rental Expenses | | | | | |
| Other salaries and wages | | | | | |
| Occupancy(rents) | | | | | |
| Other (including all operational and administrative expenses - attach sheet) | | | | | |
| TOTAL EXPENSES | | | | | |
| Excess of receipts over expenses | | | | | |
| | | | | | |