

**BHARATHIYAR TAMIL SCHOOL ORGANIZATION
BYLAWS**

REVISION HISTORY

Date	Revised By	Comment
2/15/16	Volunteer	Draft 4
2/10/16	Volunteer	Draft 3
2/04/16	Volunteer	Draft 2
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Article I: Name

The name of this Organization is the Bharathiyar Tamil School Organization (BTSO) of Cockeysville, Maryland.

Article II: Articles of Organization

The articles of organization include:

1. The bylaws of such organization.
2. The articles of association.

Article III: Objectives

1. The objectives of the Bharathiyar Tamil School Organization are developed through committees, projects, and programs, and are governed and qualified by the basic policies set forth in Article IV.
2. The objectives of the Bharathiyar Tamil School Organization (BTSO) are to:
 - a) Provide school functions for the purpose of promoting fellowship among parents, students, and teachers.
 - b) Provide funds for extra materials and programs in addition to what is provided by the Parents, as determined by the Organization.
 - c) Assist in the Organization of a volunteer program as deemed beneficial to the students.

Article IV: Basic Policies

The following are basic policies of the Bharathiyar Tamil School Organization (BTSO):

1. This Organization shall be non-commercial, non-sectarian, and non-partisan.
2. This Organization shall work with the school and administration to help provide quality education for all students
3. This Organization shall work with the school administration, faculty, and students in an effort to:
 - a) Provide quality experiences and activities for all members of Bharathiyar Tamil School
 - b) Promote the welfare of the children attending Bharathiyar Tamil School in home, school, and community.
 - c) Maintain a well-informed membership regarding issues directly related to the school and community.
 - d) Bring closer relationship between home and school so that parents and teachers may cooperate in the education of the students.
4. This organization shall not, directly or indirectly, participate or intervene any political campaign on behalf of or in opposition to any candidate for public office (including publishing or distributing statements).

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5. This Organization may cooperate with other organizations and agencies concerning child welfare, but persons representing the Organization in such matters shall make no commitments that will bind the Organization.

6. The records of this Organization are open for public review. A BTSO Book of Record will be with Board officer made available upon request for public inspection. This notebook will contain:

- a) The original bylaws, revised bylaws, and amendments to bylaws.
- b) Articles of organization.
- c) Minutes of all meetings.
- d) Operating budget, approved revisions, and monthly financial reports.
- e) Current membership enrollment list of names.
- f) Articles of Incorporation.

Article V:

Membership and Dues

Membership in the Bharathiyar Tamil School Organization shall be made available with the following terms:

1. All parents, teachers, and students of Bharathiyar Tamil School, willing to uphold the policies and subscribe to these bylaws, shall be known as an enrolled member of this Organization upon:

- a) The payment or waiver of dues as determined by the Executive Board.
- b) Registration of name, address, and telephone number with the membership chairperson.

2. Membership in this Organization shall be made available without regard to race, color, creed, or national origin.

3. This Organization shall conduct an annual enrollment of members but may admit persons to membership at any time. The membership year shall be for July 1st to June 30th.

4. Member of the Organization shall pay annual dues if applicable as established by the incoming Executive Board.

5. Members must be enrolled at least 30 days prior to the election of board members in order to vote in the election. Information concerning this policy and the procedure for joining the Organization must be published and made available in the school office to all at least 30 days prior to an election.

6. Only enrolled adult members of this Organization shall be eligible to vote in the business meetings, election of officers, board members or to serve in any of its elective or appointive positions.

7. Each parent or guardian in joining family, if the Organization provides for family memberships, will be allowed voting privileges.

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Article VI: Board Members and their Election

1. Officers of this Organization will consist of elected offices of: a) President b) Vice-President c) Secretary d) Joint-Secretary e) Treasurer
2. All parents of BTS students, who served in any one of the BTS committees, for a minimum of three (3) months in the past two (2) years from the current election date [24 Months prior to the election date], are eligible to contest for the Officers position.
3. Elective officers and Board members shall be elected by secret ballot at the election. In the event there is but one candidate for an office, the ballot for that office may be dispensed with and the election may be held by voice vote.
4. Every enrolled BTS student's parents (a maximum of two votes per family) shall have the voting rights to elect the Board members. Board members shall be nominated and selected by parents, past parents, grandparents, alumni, patrons, and community members by criteria defined by the Executive Board. The voting privilege of other volunteer members is at the discretion of the Board.
5. All newly elected Officers, Board members shall serve for a term of one two (2) years beginning on July 1st. Following the first term of service, Officers and Board members may be re-elected to serve a second two (2) year terms. Except as provided above, Officers and Board members shall serve a two (2) year term of office and will be eligible, if nominated and elected, to serve one successive two (2) year term. No Officer or Board member may be elected to term beyond the second term without first having been off the board for at least one year. The Board shall be divided into staggered classes so that the terms of only approximately one-third of the Board members shall expire each year. In the event that a Board members does not complete his or her term on the Board, a new member may be elected to fill out the unexpired term and then that member is eligible to be nominated for one or more full terms
6. If a vacancy occurs in the office of President, the Vice President shall assume the office of the President. If a vacancy occurs in any other office, a person elected by a majority vote of the Executive Board shall fill it for the unexpired term until it is duly filled by the Election Committee process. The Election Committee shall start an election / selection process for the vacant role within 60 days.
7. There shall be an Election/Nominating committee composed of an uneven number, no less than three members. The Election Committee shall not have any member of the Board. The Executive Board shall appoint the Election/Nominating committee one month prior to elections. The nominating committee shall ensure that:
 - a) Nominations are received, verify eligibility of nominees and conduct of the elections
 - b) Nominations shall be in writing, which may include a statement of the nominee's willingness to serve and the signature of the proposer. Except the election committee members any BTSO member can be a proposer. Proposer can sign any number of nomination forms but not more than once in same form.
 - c) Members of the Election Committee shall not contest in the election.
 - d) A member of the BTS shall not contest for more than one position on the Board in a given year.

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- e) The deadline for closure of nomination shall be one week prior to the Election Day and the deadline for withdrawal of nomination shall be three days prior to the scheduled election. The election committee may choose to add additional time for nomination and withdrawal if deemed necessary.
- f) Only those members consenting to serve, if elected, shall be nominated.
- g) A nominating report is submitted to the membership prior to the elections.
- h) Following their report, nominations may be submitted from the floor with the consent of the nominee.
- i) Those nominated are enrolled members prior to the election.
- j) Information on all of the candidates is distributed without bias and/or endorsement (campaigning is not appropriate).
- k) At no time shall more than one member from the same family can serve in the Board
- l) Members of the same family shall not hold the signature authority on finances of the BTS in the same term or for two consecutive terms.
- m) Board member can be the Principal of the school, this decision is subject to executive board approval.

8. A member must appear in person to cast a vote. The Executive Board will determine the voting arrangement.

9. Conflict of Interest Policy: The Executive Board affirms that the Board members, officers, administrators, faculty, chairpersons and other employees (volunteers) of the School have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of the School. They should avoid placing themselves in positions in which their personal interests are, or may be, in conflict with the interests of the School. Where a potential conflict of interest exists, it shall be the responsibility of the person involved or any other person with knowledge to notify the Executive Board of the circumstances resulting in the potential conflict so that the Executive Board can provide such guidance and take such action as it shall deem appropriate. Areas of potential conflict of interest are:

1. Financial Interest

- (A) Ownership by the individual directly or indirectly of a material financial interest in any business or firm (i) from which the School obtains goods or services, or (ii) which is a competitor of the School.
- (B) Competition by the individual, directly or indirectly, with the School in the purchase or sale of property or any property right or interest.
- (C) Representation of the School by the individual in any transaction or activity in which the individual, directly or indirectly, has a material financial interest.
- (D) Any other circumstance in which the individual may profit, directly or indirectly, from any action or decision by the School in which he or she participates, or which he or she has knowledge.

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2. Inside Information

Disclosure or use by the individual of confidential information about the School, its activities or intentions, for the personal profit or advantage of the individual or any person.

3. Conflicting Interests other than Financial

Representation as director, officer, agent or fiduciary of another company, institution, agency or person in any transaction or activity which involves this school as an adverse party or with adverse interests.

4. Gifts and Favors

Acceptance of gifts or favors from any firm or individual which does or seeks to do business with, or is a competitor of, the School under circumstances which imply reasonably that such action is intended to influence the individual in the performance of his or her duties.

No Member who directly or indirectly is involved in a potential conflict of interest shall be counted in determining the existence of quorum at any meeting of the Board where the potential conflict is considered, nor shall the member vote on any action of the Board regarding that potential conflict.

Article VII:

Duties of Officers

1. The President shall:

- a) Preside at all meetings of the Organization and the Executive Board.
- b) Be versed and communicate the articles of incorporation and bylaws to the Executive Board and committee chairperson
- c) Coordinate the work of officers and committees of the Organization so that the objectives and policies may be promoted.
- d) Be a member ex-officio of all committees, with the exception of the nominating committee.
- e) Be one of the Board members authorized to sign the checks of the Organization.
- f) Perform such other duties as may be assigned by the Organization.

2. The Vice President shall:

- a) Act as an assistant to the President and perform the duties of the President in the absence or inability of that officer to act.
- b) Commit to the duties of President in the event the President vacates office for any reason.
- c) Gather monthly reports from the other committees.
- d) Perform other delegated duties as assigned.
- e) Have the option of serving as committee chairman.

3. The Secretary shall:

- a) Keep an accurate record of the proceedings of all the meetings of the Organization.

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- b) Distribute official minutes to each Executive Board member and others determined by the Executive Board.
- c) Maintain the BTSO Book of Record.
- d) Be prepared to refer to minutes of previous meetings.
- e) Conduct necessary correspondence for the Organization in cooperation with the Executive Board.
- f) Perform other delegated duties as assigned.
- g) Have the option of serving on a committee.

4. The Joint-Secretary shall:

- a) Act as an assistant to the Secretary and perform the duties of the Secretary in the absence or inability of that officer to act.
- b) Commit to the duties of Secretary in the event the Secretary vacates office for any reason.
- c) Perform other delegated duties as assigned.
- e) Have the option of serving as committee chairman.

5. The Treasurer shall:

- a) Establish and/or maintain a checking account and other accounts as determined by the Executive Board.
- b) Have custody of all financial records and funds of the Organization.
- c) Verify and be responsible for, along with the event chairperson, all monies received, as counted by two committee members. Each shall keep an accurate account of all monies from the event.
- d) Keep a full and accurate account of receipts and disbursements as authorized by the President, Executive Board, or Organization as in accordance with the budget adopted by the Organization.
- e) See that checks or vouchers properly signed by two persons (the Treasurer and the President).
- f) Prepare financial statement each month, with copies to be distributed to each Executive Board member and others determined by the Executive Board.
- g) Arrange an end-of-year audit with an auditing committee consisting of not fewer than three members who shall be appointed by the Executive Board.
- h) Make sure that at least \$500.00 is left in the treasury for the next school year.
- i) Shall have the option of serving on a committee.

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All officers shall perform the duties outlined in these bylaws and those assigned from time to time.

Any member of the Executive Board can serve as the Principal of the School.

Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds pertaining to the office.

Article VIII: Executive Board

1. The Executive Board will consist of the officers of the Organization, the Principal of the school, one faculty representative, and one Parent representative.

2. The duties of the Executive Board shall be to:

- a) Transact necessary business in the interval between organizational meetings and such other business as may be referred to it by the Organization.
- b) Create special and standing committees.
- c) Appoint the chairperson of standing committees.
- d) Approve the plans of the standing committees.
- e) Present a report at the regular meetings of the Organization.
- f) Select an auditor committee to audit the Treasurer's accounts.
- g) Prepare and approve a budget for the year.
- h) School Principal appointment.

3. The duties of the Principal are to:

- a) Provide council to the Executive Board regarding school
- b) Raise issues affecting Bharathiyar Tamil School faculty and student.

4. The duties of a teacher representative are to:

- a) Inform the staff and faculty of events and activities.
- b) Act as a liaison between the BTSO and the faculty.

5. The duties of a Parent representative are to:

- a) Inform the Parents of events and activities.
- b) Act as a liaison between BTSO and Parents.

6. The Principal of the School shall be a nonvoting, ex-officio member, whose term shall be renewable each year until terminated by action of the Board or by resignation

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7. The Parent representative and Faculty representative are entitled to vote.
8. Honorary Members may be elected by the Executive Board from among former Members who shall have served with distinction and from among distinguished friends and major contributors to the School who shall not have served previously as Executive Board Member. Honorary Members shall be invited to attend all meetings of the Executive Board but shall not be entitled to vote.

Article IX: Board Meetings

1. The annual Board meeting shall be held in June of each year.
2. Special meetings of the Executive Board may be called by or at the request of the President or any two (2) voting members of the Board. The person or persons calling such meeting may fix any place as the place for holding any special meeting of the Board called by them.
3. Members of the Executive Board or any committee designated by the Executive Board, including any sub-committee, may participate in a meeting of the Board or such committee by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute presence in person at such meeting.
4. Notice of any special meeting of the Executive Board shall be given at least Two (2) days previously thereto by written notice delivered personally or sent by mail or telegram to each member of the Board at this address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by electronic means, such notice shall be deemed to be delivered when the notice is sent.
5. Any member of the Board may waive notice of any meeting. The attendance of a member at any meeting shall constitute waiver of notice at such meeting, except where a member of the Board attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of such meeting, unless specifically required by law or these by-laws.
6. A majority of the voting members of the Board as from time to time constituted shall constitute a quorum for the transaction of business at any meeting of the Board, provided that if a quorum shall not be present at such meeting, a majority of the voting members of the Board present may adjourn the meeting from time to time without further notice until a quorum shall be present.
7. Any action required or permitted to be taken at any meeting of the Executive Board or of any committee thereof may be taken without a meeting, if (i) a written consent thereto is signed by all the voting members of the Board or by all the members of such committee, as the case may be, and (ii) such written consent is filed with the minutes of proceedings of the Board or such committee.
8. Any member of the Board may be removed at any regular or special meeting of the Board by an affirmative vote of two-thirds of the voting members of the Executive Board as from time to time constituted whenever, in their judgment, the best interest of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. The member being removed shall be notified of the meeting at which the removal action will be taken, and the specific charges against him or her, at least five (5) days prior to the meeting

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9. The Executive Board may fill any vacancy occurring in the Executive Board at any regular or special meeting.
10. Members of the Board as such shall not receive any stated salaries for their services, but by resolution of the Executive Board a fixed sum and expenses, if any, may be allowed for attendance at each regular or special meeting of the Board; provided that nothing herein contained shall be construed to preclude any member from serving the School in any other capacity and receiving compensation therefore
11. A member of the Executive board who is present at a meeting of the Executive Board at which action on any School matter is taken shall be conclusively presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by e-mail to the secretary of the Executive Board immediately after the adjournment of the meeting. Such right to dissent shall not apply to a member who voted in favor of such action.
12. Board voting shall be by show of hands or a voice vote unless any Board member requests a written ballot on an issue.
13. Any executive Board member who has been absent from three consecutive Board meetings without prior notice to the President and Secretary, shall be considered resigned.

Article X: General Meetings

1. General meetings of the membership will be held on the dates selected by the Executive Board. Special meetings may be called by 10% of the members. Meeting requests must be submitted in writing to the Secretary at least 72 hours in advance of the requested meeting. At least two general membership meetings shall be held on days established by the Executive Board.
2. Meetings shall be open to the public.
3. Members present shall constitute a quorum. A majority vote of members present shall be deemed adequate and acceptable to conducting or transacting business, provided that at least two separate notifications when home with the students, one within the past two weeks and the latter not to be sent the same day as the meeting.
4. The last meeting of the year in June shall be an annual meeting at which time reports shall be received and new officers (if applicable) shall be installed.

Article XI: Committees

1. Standing and special committees shall be created as deemed necessary by the Executive Board.
2. A standing committee is one that will continue to exist from year to year. Each standing committee must have a written description of goals and responsibilities of the committee. This description can be amended to these bylaws according to Article XIII.
3. The chairperson of each committee shall be totally responsible for planning and initiating all the necessary requirements to fulfill the assigned purpose of the committee.

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4. The chairperson shall report committee progress to the President and members of the Organization and shall submit a monthly report to the Executive Board.

Suggested Standing Committee Positions:

Festival Chairman
Membership Chairman
Bylaws Chairman
Public Relations Chairman
Budget Chairman
Fundraising Chairman
Audit Chairman

Article XII: Fiscal Year

The fiscal year of this association shall begin July 1st and end June 30th. The previous year's budget will stand until the first general meeting

Article XIII: Amendments

These by-laws may be altered, amended or repealed and by-laws may be adopted by a majority of the voting members of the Executive Board present at any regular meeting or at any special meeting, provided that at least Two (2) days written notice is given of intention to alter, amend, or repeal or to adopt new by-laws at such meeting. Any amendment to the By-laws will be voted only after examination of any possible conflicts with the interest of the School.

Article XIV: Distribution of Resources

In the event of school attendance boundaries changes and the membership is divided, a fair and equitable amount of funds and resources may be divided among the schools. "Fair and equitable" distribution will be determined by the BTSO and should be based on the particular circumstances involved. Monies should be allocated by the end of the fiscal year.

Article XVI: Miscellaneous Provisions

All members of this organization, Governing Board, and its committees are for the discussion of Organization business and parent members shall not use any of these meetings as a means of discussing the problems or progress of their children with members of the staff.