

# San Francisco Bay Area Tamil Manram

## Bylaw Phase 2 Voting Ballot

Aug 17, 2022

<b>Vote #1 Name &amp; Objectives</b>	<b>3</b>
<b>Article I – Name</b>	<b>3</b>
Article II – Objectives Section -1	3
<b>Vote #2 Secular</b>	<b>3</b>
Article II – Objectives Section -1	3
<b>Vote #3 Seven executive officers</b>	<b>3</b>
<b>Article VI – Section -1</b>	<b>4</b>
<b>Article VI – Section -2</b>	<b>4</b>
<b>Article VI – Section -5</b>	<b>4</b>
<b>Vote #4 Executive Committee Role and Responsibilities</b>	<b>4</b>
Article VI Section – 6	4
Article VI Section – 8	5
Article VI Section – 12	5
Article VI Section – 11	6
<b>Vote #5 Two Term for Executive Committee member</b>	<b>6</b>
Article VI Section -3	6
Article VI Section – 4	6
<b>Vote #6 Elected City Representative</b>	<b>6</b>
Article VI Section – 14	6
Article VI Section – 15	7
Article VI Section – 16	7
Article VI Section – 17	7
Article VII Section - 14	8
<b>Vote #7 Advisory Board</b>	<b>8</b>
Article VI Section – 18	8
Article VI Section – 19	9
<b>Vote #8 Election Officers</b>	<b>9</b>
Article VII Section – 2	9
<b>Vote #9 Sharing Members Information</b>	<b>9</b>
Article VII Section – 4	9
<b>Vote #10 Candidate Qualification &amp; Election Rules</b>	<b>10</b>
Article VII Section – 5	10

**Legend:**

- Black Text: Current bylaw content
- Green Text: Proposed changes

*Note: We ensure the amendment proposal has been done as per the bylaw guidelines.*

## Vote #1 Name & Objectives

### Article I – Name

The **legal** name of the organization shall be 'TAMIL MANRAM' or 'TAMIL ASSOCIATION', or 'BAY AREA TAMIL MANRAM' **or 'SAN FRANCISCO BAY AREA TAMIL MANRAM'** hereinafter called the Association.

### Article II – Objectives Section -1

1. Serve **and support** the Tamil Manram members in the Greater San Francisco Bay Area **in promoting the wellbeing of the Tamil Community in general including but not limited to providing emergency assistance in case of a death or incapacitation of a member or member's family during the period of bereavement.**

## Vote #2 Secular

### Article II – Objectives Section -1

The Association shall be a **Secular**, nonprofit, non-political, and nonpartisan organization. The Association shall have the following objectives:

**11. The Bylaw should not cripple the activities of Tamil Manam by the word 'secular' and doesn't discourage the sitting Executive Committee from celebrating any popular festivals or events. Nevertheless, it prohibits display or exhibition of religious symbols; it prohibits religious activities and prayers. It encourages people of all-faiths; including atheism, to come together and celebrate. The sitting Executive Committee should be able to freely decide their activities and events within this framework.**

## Vote #3 Seven executive officers

## Article VI – Section -1

The association shall have **seven executive** officers elected by the general membership and **non executive officers elected by the members from corresponding cities in the Bay Area.**

**The executive officers** titles are as follows: President, **Executive Vice President,** Vice President Cultural, **Vice President Operations,** Treasurer, Secretary and Convener.

## Article VI – Section -2

The Executive Committee shall have **seven voting members.** The President with the approval of the Executive Committee may appoint non-voting members for executing specific tasks.

## Article VI – Section -5

1. If the President leaves the committee midterm, **the Executive Vice President** shall become the President for the remaining period. If the **Executive Vice President** leaves the committee midterm, the Secretary shall become the **Executive Vice President** for the remaining period. If the Secretary leaves the committee midterm, a new Secretary shall be appointed by the Executive Committee for the remaining period by a simple majority vote.
- ~~2. If the Honorary Member leaves the committee midterm, the Executive Committee by a simple majority vote shall appoint one of the past Presidents of the Association to serve for the remaining period. If one of the past Presidents is not available the Executive Committee by a simple majority vote shall appoint one of elected members of the previous year's committee.~~

## **Vote #4 Executive Committee Role and Responsibilities**

### Article VI Section – 6

#### The President

1. Shall be responsible for initiating and running all activities of the association.
2. Shall preside over, or arrange a master of ceremonies for all functions.
3. Shall have the authority to appoint subcommittees to carry out any activities of the Association.
4. Shall represent and act as the Executive Officer of the Association at public functions.

5. Shall have authority to sign documents and checks
6. Shall serve in the board of Tamil Cultural Center
7. Primary liaison between Executive Committee and Elected City Representative
8. Should play a key role to resolve conflict of interest between ECRs or any issues raised against any ECR who does something that is not acceptable for Tamil Manram
9. Shall be responsible for supporting the Election Officer in conducting the elections at the proper time.
10. Shall have Admin access to any applications or any work related to Tamil Manram
11. Shall facilitate the decision making of other Executive Committee members' functions, like, reaching out to our sponsors, booking facilities, working with CPA/Tax consultant, and other functions as deemed necessary.
12. Shall be responsible smooth transition from outgoing to incoming committees

#### Article VI Section – 6

##### The Executive Vice President

1. Shall carry out the activities of the Association in the absence of the President
2. Shall assist the President in accomplishing the purposes of the association
3. Shall be responsible for community relations, bulletins, publicity, membership drives, fund raising, marketing, educational and other activities.

#### Article VI Section – 8

##### The Cultural Vice President

1. Shall be responsible for cultural, social, and entertainment activities
2. Shall coordinate with Vice President Operations for cultural committees
3. Shall Initiate and lead all the cultural, social, and entertainment activities and work and coordinate with Convener for smooth execution.

#### Article VI Section – 12

##### ~~The Honorary Member~~

- ~~1. Shall act as an advisor to committee~~
- ~~2. Shall extend his/her knowledge gained from the experience in serving in the past committees of the Association.~~

##### Vice President Operations

1. Shall be the liaison between the Executive Committee and Elected City Representatives
2. Shall form and govern the Elected City Representative committees with the approval of the Executive Committee

#### Article VI Section – 11

##### The Convener

1. Shall be responsible for arranging places and equipment.
2. Shall coordinate with VP-Cultural on event execution.
3. Shall be responsible for reception of members and of guests
4. Shall be responsible to manage Tamil Manram inventories and storage items

## **Vote #5 Two Term for Executive Committee member**

#### Article VI Section -3

The term of officers in the Executive Committee shall be for two years from January 1 to December 31 of the following year

#### Article VI Section – 4

Any one person shall not serve as the President for more than one term. Any past President who served one year term can serve a second term as a President. The candidate shall go through the normal election process to be elected as the President.

Executive Committee members other than the position of President shall not serve more than two terms either consecutive or non consecutive.

## **Vote #6 Elected City Representative**

#### Article VI Section – 14

The association shall have non executive members officers titled as Elected City Representatives (ECRs) elected by the members from corresponding cities in the Bay Area.

1. Elected City Representative shall be elected by members residing in the respective cities
2. The number of Elected City Representatives for a city will be decided based on the number of members in that city.
  - a. If a city has members between 25 to 50, 1 Elected City Representative for a given city
  - b. If a city has more than 50 members, 2 Elected City Representatives for a given city. Out of the two positions one position is reserved for women.
  - c. Cities with less than 25 members will be combined with the nearest city or cities to have a Elected City Representative (ECR) representation

#### Article VI Section – 15

Elected City Representative shall be in office for one term of two years from January 1 to December 31 of the following year. The terms of Elected City Representative (ECRs) can be either consecutive or non consecutive to a maximum of two.

#### Article VI Section – 16

### **Elected City Representative Election Rules**

Any lifetime member 90 days prior to the election shall run for Elected City Representative position. The candidate should be a resident of the city and shall go through the normal election process. The candidate will be elected by the members of the city where the candidate resides.

#### Article VI Section – 17

### **Elected City Representative Roles & Responsibilities**

The Elected City Representative responsibilities are as follows:

1. The primary contact in the city for all members' and the tamil communities needs in their city
2. Event Promotion in their city
3. Bringing local members to Manram
4. Facilitate Members drive in the city
5. Work in close coordination with Executive Committee
6. Shall serve in the various committees created by the Executive Committee

## Article VII Section - 14

A nominee for the post of the Elected City Representative must be a resident of the city. This can be waived if no other nomination is available.

1. If there is no nomination received for the Elected City Representative, Executive Committee will appoint from the same city
2. Executive Committee can appoint a replacement for Elected City Representative who left the board before the term expiration
3. Such Appointments or replacements will be done with a majority vote from the Executive Committee

## **Vote #7 Advisory Board**

### Article VI Section – 18

The association shall have non executive Advisory Board members comprising seven members, headed by a chairperson who is the outgoing President.

If the outgoing President is not available for the chairperson position, the outgoing Executive Vice President will be the second in line followed by the outgoing Secretary as third in line.

Advisory Board members will be selected via lottery system from the past Executive Committee members who express interest to serve the advisory board.

If very few or no members are willing to participate in the Advisory board the sitting Executive Committee can solicit from life members via lottery system and select them into the Advisory Board.

The term for the Advisory Board will be for 2 years.

An Advisory Board member shall be removed by a majority vote of the Executive Committee in the event of any bylaw violation or any in-appropriate event which may lead to a conflict or controversy.



## Article VI Section – 19

The Advisory Board members responsibilities as follows:

1. The Advisory Board shall be appointed within 30 days after the incoming Executive Committee assumes position. ~~within 30 days after the Executive Committee election.~~
2. Responsible for supervising the smooth transition between the incoming and outgoing Executive Committees
3. Shall provide guidance for any bylaw changes and amendments
4. Shall peruse any tax or financial matters or 501(c) status if required on Executive Members request
5. Shall make appropriate recommendations to the Executive Committee about matters of interest to the local community or membership

## Vote #8 Election Officers

### Article VII Section – 2

The Executive Committee of the Association shall appoint an Election Officer ~~and two joint Election Officers~~ at least 42 days prior to the date of the election

## Vote #9 Sharing Members Information

### Article VII Section – 4

6. The Election Officer will provide the member contact information to each contestant after their written consent via a contract stating that they will use it only for campaign purposes and agree to destroy the same along with any copies made immediately after the elections.

Any violation or written complaints from members will result in disqualification and revocation of their position, if proven, by an independent committee appointed by the Executive Committee.

## Vote #10 Candidate Qualification & Election Rules

### Article VII Section – 5

A nominee for the post of the President must have served in the Executive Committee for a full term. This can be waived if no other nomination is available. In this case the candidate preferably shall have held office in any non-profit organizations.

### Article VII Section – 6

1. The candidate for each position must be a **life member** of the Association in good standing at least 13 months prior to the date of the election and the membership must be active on the day of the election.

6. The candidate for each position should be a resident of the San Francisco Bay Area

7. The candidate for each non-President Executive Committee position should have at least served in the Executive Committee for one full term or should have served as an Elected City Representative (ECR) for at least one full term.

Also any member who volunteered for 3 years in the duration of the past 4 years, are eligible to run for Executive Committee position after producing the volunteer recognition certificate or the commendation letter they received from the respective Presidents.

### Article VII Section – 12

The outgoing Executive Committee must transfer assets, documents, and knowledge to the incoming Executive Committee within 30 days after the election. The outgoing Treasurer and President must transfer bank account access and signing rights to the incoming Treasurer and President within 10 business days after December 31.

### Article VII Section- 13

If the Secretary submits nomination for the next term election, the President with the advice of the Executive Committee can nominate any current non contesting Executive Committee member as the first choice or any Advisory Board member to help the Election Officers in conducting the election.