



సాల్లూండ్ తెలుగు సంఘం (టాస్)
TELUGU ASSOCIATION OF SCOTLAND (TAS)
Integrate and Enrich Telugu Culture - (A Scottish registered charity: SCO39542)

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రాజ్యాంగం

TAS - BY-LAWS

&

CONSTITUTION

7 Weavers Knowe Crescent, Edinburgh EH14 5PJ, United Kingdom

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PREAMBLE - OBJECTIVES

- Telugu Association of Scotland (TAS), a Scottish registered charity.
- TAS is an ethnic minority cultural organization comprising Telugu speaking people living in Scotland (originated from the state of Andhra Pradesh and Telangana, India).
- TAS is a voluntary non-profit, non-religious and non-political organization representing and serving majority of Telugu community in Scotland since the year 2002.
- To preserve, maintain, and perpetuate the cultural heritage of the people of Telugu origin in Scotland. To assist and propagate cultural, education, social, economic and community affairs of the people of Telugu origin in Scotland.
- To collaborate in the organization of Telugu literary, cultural and educational conferences in other countries.
- To foster friendship and understanding among Telugu people, and between people of Telugu origin in other places. To help people who need information on various opportunities at Scotland.
- To raise, solicit, collect and disburse funds, charities and donations for cultural, education, and charitable purposes either directly or in cooperation with other not-for-profit organizations in the United Kingdom and abroad.

TAS is organized under the Scottish Charitable Commission laws and all other applicable laws within Scotland, as they may be from time-to-time amended.



ORGANISATION

Article I. Name and Incorporation

TAS is referred as Telugu Association of Scotland, established in the year 2002 and the original by-laws and constitution were adopted in the same year.

Article II. Geographical Area and Registered Office

The area represented by the TAS shall be within the Scotland and across the United Kingdom. Since the incorporation of TAS the registered office is located at 7, Weavers Knowe Crescent, Edinburgh EH14 5PJ.

The registered office must be located within geographical region of the Scotland, shall not have any other office anywhere else. The current executive committee may change the mailing address or the location of the office of TAS to any other location stated as per Article 2 with a prior notification to the members of TAS and concerned authorities.

Article III. Official Seal and Affiliation

The Executive Committee members shall maintain official seal for TAS, that will represent the objectives and language along with the Indian and Scottish flags representation.

TAS shall not be affiliated with, or a member of, any other national or international Telugu Association or community unless such a representation has been deemed appropriate by the Executive Committee and is approved by the majority vote with a documented proof.

Article IV. Business Collaboration and Tenure

TO conduct day-to-day business activities and objectives, the TAS will comprise an Executive Committee along with sub-committees and supporting volunteers. The Executive Committee members shall maintain official seal for TAS, that will represent the objectives and language along with the Indian and Scottish flags representation.

TAS will comprise the Executive Committee, advisory committee, sub-committees within the geographical region of Scotland and elected volunteers to support the organisation.

The tenure of all committees within the TAS shall be two (2) years only, and no individual can serve the same post within the committee for more than two consecutive terms. FURTHER, no two members from the same family will not be eligible to continue/conduct within the Executive Committee.

Among all the committees, only the Executive Committee is essential to function TAS businesses and objectives, all other committees may be initiated based on the interest and eligibility of the members.



Article V. The Committees

(a) Executive Committee

The Executive Committee will comprise the posts as: Chairman, Vice-Chairman, President, Vice-President, General Secretary, Treasurer, Joint Secretary, Sports Secretary, Women's Secretary, Youth Secretary, Cultural Secretary and IT/PR Secretary.

IN order to continue Article 4 purposes, the key posts are: Chairman, President, General Secretary, Treasurer, Cultural Secretary and IT/PR Secretary. All other posts referred above will be positioned only if any individual is eligible and available to serve the committee.

The Executive Committee is responsible and to perform all the duties of TAS.

All the Executive Committee positions stated in Article 4.01 will have the right to cast their vote (whenever necessary) within the day-to-day business of TAS.

(b) Roles and Responsibilities

All the members constitute within the Executive Committee are classified as the Office Bearers and performing individual responsibilities in the TAS.

The Chairman shall be the main point of contact of TAS and shall be a sole signatory on all official documents of TAS. Will preside over all general body meetings.

The Vice-Chairman shall represent the office and responsibilities in the absence of Chairman during the tenure of Executive Committee.

The President shall be the Executive Officer of TAS to conduct Executive Committee affairs and the business of TAS. Will preside over all Executive Committee meetings. Will implement all the decisions made by the Executive Committee and abide by the TAS constitution.

The General Secretary shall be custodian of the communication, records and papers belonging to TAS exempt those that properly belong to the Treasurer and keep minutes of all meetings; maintain a correct list of all members with the help of Treasurer and Joint Secretary, He/she shall also maintain proper notice and communication of all the General Body meetings to the members of the Association.

The Treasurer shall maintain all monies received to TELUGUSCOT and shall be the official book-keeper of finances. The Treasurer shall manage and submit the accounts to such examinations as the Executive Committee may direct.

The Sports Secretary shall be responsible to manage any extra-circular activities related to the sports and well-being, whenever they are planned.

The Women's Secretary shall be a main point of contact and backbone for the women force of TAS. She will be supporting General Secretary and Cultural Secretary

The Cultural Secretary shall be a main point of contact for all cultural related activities that will be planned during an event. He/she is authorised to co-ordinate with appointed Event Managers and Representatives in their respective areas. Also it will appoint any additional nominated Representatives to serve across the Scotland on behalf of the Association.



The Youth Secretary will plan and co-ordinate the communication between the Executive Committee and Cultural Secretary along with the appointed representatives during the pre, present and post occasion of events and meetings of the Association.

The IT Secretary is responsible to manage TAS website, email management and any other social media/PR management. He/She is responsible to keep members database and website up to date, shall assist the Executive Committee to keep up the communication in tact.

(c) Advisory Committee and Geographical Sub-committees

The appointment of an additional committee named as 'Advisory Committee', the eligibility for this committee will be founding TAS members and any experienced individual served the TAS Executive Committee during the past years for a minimum of 2 terms.

Any discrepancy or unresolved topic within the Executive Committee meetings will initiate a referral to the Advisory committee for further advice and resolution with no voting rights. All the referrals and resolution information must be documented within minutes of the meeting and communicated via email to respective Advisory Committee members.

Additionally, the Cultural Secretary and Sports Secretary are authorised to co-ordinate with appointed Event Managers and Representatives in their respective regional areas on behalf of the TAS.

The appointment of geographical sub-committees such as Edinburgh based or Glasgow based will be elected by the Executive Committee and managed by General Secretary and Joint Secretary collectively. Further there will be an appointed in-charge for these sub-committees within respective region.

(d) Eligibility for Committee Nomination

Only working members are eligible to be the officials in the Association's Executive Committee. Any new member who is interested to stand for the Executive Committee must serve as a Representative for a minimum of one year.

Further that member must satisfy the conditions such as (a) holding a valid work permit with a minimum of 2 years of validity period or (b) having a permanent job within the geographical area of Scotland or (c) having own house and living within the Scotland. Any member who satisfies the above conditions of eligibility shall stand for election to any of the office posts of the Executive Committee.

(e) Voting Rights

In case of any consensus decision to be taken, only the Executive Committee members that have been in the membership terms shall be eligible to vote. All other selected committees and representatives will not have any voting privileges.

(f) Committee Notification

All the registered members shall be notified by email in advance about the committee position vacancies before their end of tenure by convening a formal process to select the interested



member individuals to form a new the new committees stated in the Article V – The Committees.

During this election period in any case if there are no notes of interest for the referred office vacancies then the existing Executive Committee are bound to and will be continued for another one year.

(g) Committee Membership – resignation/reinstatement/transfer

Any responsibility of a member who is a part of any committee in TAS is not transferable or assignable. Such role and responsibility automatically terminates upon the dissolution of TAS or death of a member.

A former member in a committee may submit a written request for reinstatement of membership. Upon such request the designated Executive Committee to handle the matter may reinstate membership on any reasonable terms that deems appropriate.

In any situation if a member decides to leave the committee due to personal situation or a grievance, such intention must be notified to the Executive Committee in writing (email or postal letter to the registered office). Upon the receipt of such notification the Executive Committee is designated to review and decide on any terms about the decision with a response to that individual member. Any communication of responses regarding the matter must be validated in writing for the record purpose.

(h) Term and Tenure

The term of the Executive Committee and all other appointed committees shall be two (2) years and no individual can serve the same position within the Executive Committee for more than two (2) consecutive terms.

Every year the Executive Committee shall review the Executive Member's performance during the past events and shall take action if necessary with a prior majority of decision within the Executive Committee.

(i) Non Discrimination Policy

TAS and its members shall not discriminate against any individuals on the basis of race, colour, creed, religion, national origin, gender, education, occupation, sexual orientation and age.

(j) Disciplinary Action

Activities against the purpose and objectives of the TAS as defined in this documentation shall constitute grounds for suspension and/or revocation of membership. The accused member shall be communicated by the Executive Committee by email or by a certified email, shall be entitled to a hearing in writing. Any grievances and discrepancies shall call a hearing within 30 days from the receipt of request. The Executive Committee may impose reasonable sanctions on a member, or suspend or expel from TAS, for a good cause after a hearing.

Good cause includes the default of an obligation to TAS to pay fees or dues.

Any member who is part of the committee must maintain good attendance and responsive to the communication from the committee's mailbox. For any reason if that member is absent without leave for two consecutive meetings then the Executive Committee is authorised to



obtain an explanation and grant such leave or temporary relief from duties until the matter is resolved.

(k) Financial Compensation and Personal Gains

Members of the Executive Committee are prohibited from receiving any financial compensation from TAS and are forbidden to gain financial benefits by virtue of their elective offices within TAS. Tangible services offered, such as food provided at TAS events and programs, are exempted from above if vendors are approved by a majority of the Executive Committee, in accord with these Bylaws. Violation of this policy will result in an immediate suspension followed by an inquiry by a committee appointed shall remove the member(s) under investigation if the evidence justifies such removal.

Article VI. Amendments and Approval

Any amendment to the by-laws and constitution is possible with a simple majority of quorum (60%) as tallied by the Executive Committee, at a properly called TAS Members General body meeting approving the amendments. All the changed & approved amendments shall be available and communicated via email or postal mail and additionally via TAS website. After adoption, the amendment or change shall become effective from the date of TAS Members Annual General Body meeting, unless otherwise specified in the measure adopted.

Any such adopted amendment is considered final upon its adoption.

Article VII. Medium and Means of Communication

In this fast paced age, all the activities and information about the TAS will be communicated via email and/or TAS Facebook page. Unless there is a compulsory requirement of managing information in paper form, all the information will be communicated using paperless method, such as emails and attachments.

IT is member's responsibility to provide a valid mailing address, primary or secondary email address and a telephone number (wherever necessary). IT is the Executive Committee responsibility to secure and manage email information of every member for the communication purpose. No information about a member shall not be sold or communicated for monetary or business purpose.

All the selected committees shall comprise a group mailbox using Google/Yahoo/Live mailing technologies.

Article VIII. Committee Meetings

(a) Minutes of the Meeting

The minutes of each meeting (general body, Executive Committee meeting) shall be recorded by the General Secretary or Joint Secretary, and shall be submitted to the committee group mailbox within five business days after the meeting is held. Within next 5 days, if there is no



deviation or changes to the minutes of the last meeting then it is presumed that they have been accepted and effective immediately unless otherwise specified in the resolution that were adopted for record purpose.

IT is a good practice that every other member in the Executive Committee is encouraged to circulate the responsibility to manage minutes of the meeting, not just a responsibility of General Secretary or Joint Secretary.

(b) Meeting and Attendance

TAS shall have minimum 2 public events in a year, they are UGADI (Telugu New Year) and DEEPAVALI (Festival of Lights). Any other events such as Sports/Remembrance/Gardening/Cycling shall be convened based on the energy and availability of concerned Executive Committee members.

The Executive Committee must have a minimum of 1 meeting in a calendar month, depending upon the quorum of committee members. Every member in such committee is expected to participate in all the meetings called. Any possible absence may be conveyed in advances to the rest of the members or attempt should be made to be available via email. Nonparticipation or non-communication from that member will invoke steps stated within the Article V(j) above.

Article IX. Proposals to Amend

Any member can obtain a copy of the Constitution with a prior communication to the Executive committee, subject to the confidentiality of the organisation. No information from this document must not be communicated to the public without prior authorisation from the Executive Committee.

Any proposals to amend the constitution may be submitted in writing to the General Secretary along with the clear explanation of such need for the amendment. Such proposal for a change to the Constitution may be brought before the Executive Committee upon a majority vote of the committee with a supportive explanation and validated arguments in writing.

Article X. Deliberation Violation and Crime

Membership of any member may be revoked for deliberate violation of the Articles of Organization and Bylaws of TAS. Without limiting the generality of the foregoing, it shall be a violation of the Bylaws of TAS for any member to knowingly or intentionally engage in conduct which is intended to compete with or cause harm to TAS or which, in the opinion of the Executive Committee in its sole discretion, is likely to injure the reputation of TAS.

If no quorum is present, the hearing on the petition shall be continued to the next regular meeting of the Executive Committee or a special meeting called for such purpose at which a quorum is present and voting. The Chairperson of the Executive Committee shall notify the affected member of the date, time and place of the continued hearing. After the hearing at which a quorum is present, the EC shall decide by two-thirds affirmative vote of those present and voting whether to revoke the membership under question. The President shall notify the



affected member of the action of the EC electronically and/or in hardcopy, when reasonably possible. The decision of the EC shall be final and binding.

Conviction of a Governing Board member for any criminal offense involving moral turpitude shall constitute reason for automatic revocation of his/her position. No further notice or hearing is required in such cases.

Article XI. Dissolution and Indemnification

TAS may be dissolved by members of TAS in accordance with the Scottish Charities Commission and any rules set out by the OSCR or subsequent applicable law. In the event of dissolution, TAS shall, after paying or providing for the payment of all liabilities, dispose of all the assets in accordance with the law governing dissolution of tax--exempt organizations. The net assets of TAS shall be transferred or contributed to an organization which shall have in effect tax--exempt status under the HM Revenues and Custom Code, with purpose similar to that of TAS as determined by the Executive Committee.