

**VIDYARANYA  
KANNADA KUTA\***

# **CONSTITUTION**

**&**

# **BYLAWS**

**Amended 2008 – Final Version**

*(Amendments approved by  
VKK General Body in April 2008.)*

**\*VIDYARANYA KANNADA KUTA  
is herein referred to as "Kuta"  
in this Constitution & Bylaws.**

## ARTICLE 1 NAME & OFFICES

- Section 1** The name of the organization shall be "**VIDYARANYA KANNADA KUTA**". It shall be a not-for-profit organization registered under the laws of the State of Illinois.
- Section 2** The principal office of the organization for each year shall be the Illinois residential address of the President of the Kuta in office that year.

*\*Kannada is a regional language spoken by the people of Karnataka State in India.*

## ARTICLE II OBJECTIVES

- Section 1** To organize meetings for the Kannadiga\*\* population of Illinois at least three to four times a year.
- Section 2** To promote cultural activities related to the Kannadiga\*\* population.
- Section 3** To provide an educational forum through which children can participate in cultural and social activities representative of Karnataka's regional traditions.
- Section 4** To support humanitarian causes through the Vidyaranya Kannada Kuta Charitable Fund.

**\*\* Kannadigas are defined as persons hailing from the Karnataka State or those whose ancestors hailed from Karnataka State.**

## ARTICLE III MEMBERSHIP

- Section 1 Membership Eligibility**  
Membership shall be open to anyone who supports the objectives of the organization. Knowledge of the Kannada language, and, being born in Karnataka, are not prerequisites. Any person who is 21 years or older, has paid the annual membership dues and agrees to abide by the objectives of the Kuta, is eligible to become a member.
- Section 2 Type of Membership**  
There are three types of membership: Family, Student and Individual. Family Membership: Member with a Spouse, dependent children below 22 years of age as well as parents of the member and spouse. Student Membership: For students aged 21 years or above and who are full-time students. Individual members: All others are considered as individual members. All such members together constitute the "**General Body**" of the organization.
- Section 3 Application for Membership and Approval**  
A prospective member shall: a) be over 21 years of age, b) fill out an application and pay the membership dues The Executive Committee shall have the right to review and approve all membership applications. Once approved, he/ she/ family shall become member/members of the Kuta.
- Section 4 Membership Dues**  
The annual membership dues for each calendar year shall be determined by the Executive Committee of that year.

The membership dues may be revised from time to time to keep up the costs of running the organization but such revision may be made only once in each calendar year. Each year at the Annual General Body Meeting, the membership dues shall be reassessed as part of the Treasurer's Report. Guests are welcome to participate in all functions of the Kuta. There shall be an entrance fee for guests for each function, which shall be previously determined by the Executive Committee.

**Section 5 Membership Period**

Annual membership shall begin in January of each year. Membership dues shall be paid on or before the Ugadi Function of each year. The membership shall be valid for the calendar year. However, the membership shall remain valid until Ugadi function of the following year in situations including signing petitions to call special General Body meetings, exercising voting power in special General Body meetings, and admission to special functions, which may be held before the Ugadi function.

A person may also become a member of the Kuta after Ugadi function. The membership in such cases shall expire in December of the same year. Such a person shall still have all other rights stated above

**Section 6 Membership Privileges**

A person holding a family membership shall be eligible to bring that member's spouse, parents (of both spouse and member) and children of member and spouse below 22 years to the four "family get-together" activities without paying additional fees. These four activities shall be Ugadi/New year's day, annual picnic, Ganesha festival and Deepawali. All others who wish to participate in any function of the Kuta shall be considered as guests and shall be required to pay guest charges. (Article III, Section 4).

Membership dues must have been paid by October 1<sup>st</sup> of a given year for exercising voting franchise in the same year and to be selected as President or to be selected as members of the Executive Committee in that year.

**Section 7 Member in Good Standing**

To be considered as "a member in good standing" for a given year, a member shall have had at least one full year of Vidyaranya Kannada Kuta membership status in the year immediately preceding the given year. Members in good standing shall be eligible to be elected as members of the Standing Committees of the Kuta or as President of the Kuta.

**Section 8 Disqualification of Membership Rights and Reinstatement**

a) Nonpayment of the annual dues shall automatically disqualify a member of his or her rights to participate in any of the Kuta activities. Any member disqualified due to nonpayment of annual dues shall be eligible for reinstatement after paying the membership dues.

b) The Executive Committee shall have the right to suspend a member from all membership rights if that member demonstrates activities against the purposes, objectives, and goals of the organization. Suspension of membership rights will require two-thirds majority votes in the Executive Committee. The Executive Committee shall refer such a case to the urgent attention of the General Body.

The General Body shall evaluate the situation and decide for or against reinstatement. Such decisions will require two-thirds majority of the General Body quorum voting in favor of the suspension or reinstatement.

**ARTICLE IV VOTING RIGHTS**

Family membership for a given year (with dues paid by October 1<sup>st</sup> of the year) shall entitle two members of the family to have voting franchise in the given year. Likewise, a single member shall be eligible for one vote. Student members shall have full voting rights. Minors shall be ineligible to vote.

Votes shall not be transferable to other family members. Proxy votes shall not be allowed. While youth below 22 years shall be considered under family membership for admittance to events, such youth shall not have any voting rights. However, if they choose to become independent members (over 21 years of age) with payment of membership dues as a single member or as a student member, they shall be eligible for voting rights.

**ARTICLE V OFFICERS AND EXECUTIVE COMMITTEE**

**Section 1** All the activities of Vidyaranya Kannada Kuta except the three Standing Committees shall be under the direction and control of a number of office bearers who shall constitute the Executive Committee.

**Section 2** The General Body shall elect the President by simple majority vote. The President shall form the Executive Committee with no more than ten additional voting members.

Juniors below the age of 21 years are not eligible to serve on the Executive Committee but may be appointed to the Youth Committee, which shall meet under the auspices of the Executive Committee. Youth Committee members shall not have the right to vote on committee proposals or policies.

**Section 3** The President shall appoint the Executive Committee as follows:

- a) Officers: The other Officers of the organization shall be Vice-President, Secretary, Joint-Secretary, Treasurer and Joint-Treasurer.
- b) Term of Office: No officer shall hold the same office for more than one year.
- c) The President shall also appoint no more than five additional members to the Executive Committee.
- a) d) No more than one family member of a given family shall serve on the Executive Committee in the same year.

## **ARTICLE VI DUTIES AND RESPONSIBILITIES OF OFFICERS**

**Section 1 Duties of the General Body**  
The General Body shall elect the President (Article IX, Section 1) and the prescribed three Committees (Bylaw VII, Section 1) at the Annual General Body Meeting each year.

**Section 2 Duties of the Executive Committee**

- a) The Executive Committee shall carry out the resolutions passed by the General Body.
- b) The Executive Committee shall meet at least once in each quarter of the year.
- c) The Executive Committee shall arrange to call for the General Body meeting at least once every year.
- d) Any decisions by the Executive Committee shall have the approval of at least a simple majority, i.e. at least six voting members. Exception is made to a membership suspension case, where two-thirds majority vote of the Executive Committee is required, i.e., at least 7 voting members. The President shall not vote on any motions except to split a tie vote.
- e) e) The Executive Committee may decide to carry out religious/cultural/social activities such as Dasa day (started in 1990) and Bhakti-Sangama day (started in 1999). Special committees appointed by the Executive Committee shall carry out these activities. These activities should be self-supporting and no more than 10% of the expense of these activities shall come from the operational budget of the Kuta. The Executive Committee shall not be mandated to carry out these activities.

**Section 3 Duties of Office Bearers**

- a) Duties of President:
  - i) Shall open the session when the assembly meets by taking the chair and calling the members to order.
  - ii) Shall announce the business before each assembly in the order in which it is to be acted upon.
  - iii) Shall recognize members entitled to the floor.
  - iv) Shall state and put to vote all those questions that are regularly moved or necessarily arise in the course of the proceedings and to announce the results of the vote.
  - v) Shall assist in the expediting of business in every way compatible with the rights of the members.
  - vi) Shall restrain the members when engaged in debate, within the rules of the order.
  - vii) Shall authenticate by his or her signature when necessary all acts, orders and proceedings of the assembly declaring its will and in all things obeying its command.
  - viii) Shall run the day-to-day administrative matters for the Kuta.
  - ix) Shall ensure smooth transitioning of all documents and holdings to the newly elected Kuta President for the following year by January 30 of the following year.

- x) Shall file any registration statements as required by the State of Illinois; shall renew and shall submit documents related to the Internal Revenue Service (IRS), and shall report updates on the status at the Annual General Body meeting.
- b) Duties of Vice-President:
  - i) In the event of the absence or other inability of the President, the Vice-President shall perform all of the duties and exercise all of the powers of the President.
  - ii) The Vice-President shall have such further powers and duties, as may be prescribed by the General Body from time to time.
- c) Duties of the Secretary:
  - i) Shall be the custodian of the official records.
  - ii) Shall keep accurate records of the minutes of the meetings and present the Minutes in writing for approval at the next meeting.
  - iii) Shall maintain the list of names, telephone numbers and addresses of active members and send notices for membership dues and meetings.
  - iv) Shall communicate with active members the activities of the Kuta.
  - v) Shall assist the President in filing any registration statements as required by the Secretary of State of Illinois; shall assist in renewing & submitting documents related to IRS, and shall assist in reporting on the updates status at the Annual General Body meeting.
  - vi) In the absence of the Vice-President, the Secretary shall assume his/her duties.
  - vii) Shall assist the President in the smooth transition of all documents and holdings to the new Secretary of the following year within 30 days after the year is completed.
- d) Duties of the Joint Secretary:
  - i) Shall assist the Secretary in performing the duties.
  - ii) In the absence of the Secretary, the Joint Secretary shall function as the Secretary.
- e) Duties of the Treasurer:
  - i) Shall receive dues and deposit in an account approved by the Executive Committee.
  - ii) Shall keep accurate accounts of receipts and expenses and maintain appropriate books.
  - iii) Shall submit a financial status report of the organization every quarter to the Executive Committee and annually to the General Body.
  - iv) All checks issued shall have signatures of at least one of the following officers: President, Secretary, or Treasurer. Check disbursements up to \$ 500 shall be signed by the Treasurer with the approval of the President; checks in the amounts of over \$500 shall be approved by the Executive Committee. Any payments made to third parties in excess of the amount of \$3,000 shall be brought to the attention of the General Body. All approvals shall be documented in the Executive Committee meeting minutes and in the General Body meeting minutes. *The Charitable Fund Committee has its own guidelines for fund disbursal. (Bylaw VII, Section 5, j)*
  - v) Shall cooperate with and provide all necessary records for review by the Internal Audit Committee.
  - vi) Shall assist the President in the filing of any required Income Tax returns for Federal and State within the calendar year due, without incurring any penalties for late filing or improper filing.
  - vii) Shall pay reasonable premiums and maintain adequate liability insurance to protect the Kuta Office Bearers, Committee members and VKK members performing assigned or voluntary activities for all the events in the Kuta from any monetary claims or losses attributable to normal activities of the Kuta, unless the loss or the liability was incurred as a result of gross and deliberate negligent acts by the person concerned. The treasurer shall have the Certificate of Insurance available for the members' viewing at the Annual Ugadi function.
  - viii) Shall assist the President in the smooth transition of all documents and holdings to the new Treasurer of the following year within 30 days after the year is completed.
- f) Duties of the Joint-Treasurer:
  - i) Shall assist the Treasurer in the performance of his/her duties.
  - ii) In the absence of the Treasurer, the Joint Treasurer shall serve as the Treasurer.

## **ARTICLE VII REMOVAL AND REPLACEMENT PROCEDURES**

- Section 1** Should a member of the Executive Committee misuse the office or is proven of misconduct to the detriment of the objectives and interests of Kuta, the General Body shall, either on recommendation of the Executive Committee or at the request of ten percent of the total membership, meet, discuss, and decide on the matter by two-thirds majority.
- Section 2** Failure to attend meetings of the Executive Committee for a continuous period of six months shall automatically constitute grounds for removal from the office.
- Section 3** The President shall have the authority to replace the members of the Executive Committee as and when the need arises. If there is a vacancy in any Standing Committee, it is the responsibility of the individual committee chairperson to fill the vacancy for the same term.

## **ARTICLE VIII GENERAL BODY MEETINGS**

- Section 1 Annual Meetings**  
An Annual General Body Meeting shall be held in the last quarter of each year concurrent to the Deepawali program of the organization. The meeting shall be called to order immediately preceding dinner to ensure maximum attendance. Elections for the position of the President and the Standing Committees for the following year shall be held at this meeting. The annual budget, accounts, and audit report shall be presented at this meeting along with any other matter that the Executive Committee wishes to apprise the General Body.
- Section 2 Special Meetings**  
Special General Body meeting may be petitioned with signatures of 10% or more of the total members. The President or his/her designee in the Executive Committee shall call special meetings within forty-five (45) days of the receipt of such request. The members shall receive notice at least twenty days before the meeting.
- Section 3 Notice of Meetings**  
Written or printed notice stating the place, day and time of any meeting of members, in the case of a special meeting, the purpose of the meeting and the proposals to be presented for which the meeting has been called, shall be delivered either personally or by postal mail, to each member not less than twenty (20) days prior to the date of such meeting by the President or Secretary of the Organization. If mailed, such notice shall be deemed to have been delivered when it is deposited in the United States mail, addressed to the member at the address as recorded in the organization's books, with postage prepaid thereon.
- Section 4 Quorum**  
The quorum constitutes one third (1/3) of the membership registered in person for that particular General Body meeting . Proxy votes shall not be allowed.
- Section 5 Proposals**  
Approval of any proposal shall be with a simple majority of the members present with the exception of a constitutional amendment, which requires two-thirds majority, as per Article XI.
- Section 6 Committees**  
At each Annual General Body Meeting, the General Body shall elect three Standing Committees for the following year.  
a) Three members in good standing shall be elected to the Internal Audit Committee to audit the income and expenditures (or finances) of the Kuta as well as the Kuta Charitable Fund.  
b) Three members in good standing shall be elected to the Election Committee to organize and oversee the election process.  
c) Seven members in good standing shall be elected to the Charitable Fund Committee to organize fund-raising events, identify and prioritize eligible organizations for receiving charitable funds.  
d) The President shall serve as an Ex-Officio on all committees (with no voting rights) except on

the Internal Audit Committee and the Election Committee which will directly answer to the General Body.

e) The President shall appoint other adhoc committees consisting of members in good standing as needed for specific purposes. (Refer to Bylaws for details on committee functions.)

## **ARTICLE IX ELECTIONS**

**Section 1** The President shall be elected at the Annual General Body Meeting scheduled as per Article VI, Section 1.

**Section 2** **Eligibility for the President's Office** a) Any member of the Kuta in good standing (Article III, Section 7) shall be eligible to contest the election. b) Shall have a residential address in the State of Illinois. c) Shall not have been the President of the Organization for two years in the preceding ten years.

**Section 3** **Election Committee**

a) At the Annual General Body Meeting each year, an Election Committee consisting of three members of the Kuta in good standing shall be elected for organizing and conducting the following year's election.

b) When there are more than three contestants, the three members of the Kuta in good standing receiving the highest number of votes shall be declared elected to the committee.

c) Contestants who receive the fourth fifth and sixth highest number of votes shall be named alternates. Alternates will be called upon to serve in succession on the committee in the event that one or more of the elected three members resign from the committee.

**Section 4** **Duties of the Election Committee**

a) The Election Committee shall conduct the election of the President of the Organization and members of the Standing Committees as follows:

- i) Invite nominations for the office of the President and for members of the Standing Committees in the following year. The nominations shall be received in writing either in person or by regular postal mail at least ten days before the annual General Body meeting in order to have nominee's name preprinted on the ballot. Announcements and call for nominations shall require information on deadline "postmarked by date".
- ii) The nominations for the various posts (President of the Kuta and members of the Kuta's Standing Committees) shall be proposed and seconded by members of the Kuta in writing and submitted prior to the set deadline for the year along with the signed consent of the nominee to serve as the President or as a Standing Committee member. Nominations without the nominee's signature shall be deemed invalid. No exceptions shall be allowed in this regard. It is highly encouraged that the nomination be seconded, but, this shall not be considered essential for validating the nomination. The abilities and past contributions or accomplishments of the nominee shall be documented on the form.
- iii) The Election Committee shall screen and validate the nominations received prior to the General Body meeting.
- iv) At the time of the General Body meeting, the Election Committee shall check the membership status and document the names of the Kuta members present for the meeting. This registration of the members attending the meeting shall be continued until 15 minutes before the commencement of the elections. The Election Committee Chairperson shall announce the commencement of the election process to the General Body.
- v) The Election Committee Chairperson assisted by the Election Committee members shall conduct the election.
- vi) Any floor nominations of Kuta members in good standing shall be duly proposed and seconded.

- vii) After the floor nominations are received, the Election Committee Chairperson shall allow five minutes for any withdrawals.
  - viii) The nominees for the President shall be present at the election time and shall be required to address the General Body as to their vision of Kuta programs for the following year or submit the same in writing on transparencies for overhead projection.
  - ix) The Election Committee shall also call for names for the various Standing Committees and announce them at the General Body meeting.
  - x) The election shall be by written ballots only and with only one vote per individual. Proxy ballots shall not be allowed.
  - xi) The Election Committee Chairperson shall announce the name of the winning candidate for President and the names of the elected candidates for the three Standing Committees after counting of the ballots has been completed.
  - xii) Contestants who receive the fourth, fifth and sixth highest number of votes for the Internal Audit Committee shall be named alternates for the Internal Audit Committee. Alternates will be called upon to serve in succession on the committee in the event that one or more of the elected three members resign from the given committee.
  - xiii) Contestants who receive the eighth through the fourteenth highest number of votes for the Charitable Fund Committee shall be named alternates to the Committee. Alternates will be called upon to serve in succession on the committee in the event that one or more of the elected seven members resign from the given committee.
- b) The Election Committee for a given year is automatically dissolved at the end of the calendar year after submitting the election proceedings of the General Body in writing to the President.
- c) The Election Committee members of a given year shall be ineligible to contest for election to the office of the President and/or to be appointed to the Executive Committee for the following year.

## **ARTICLE X INDEMNIFICATION**

The organization shall indemnify any and of all its current or prior Officers and Executive Committee members, against the expenses actually or necessarily incurred by them in connection with the defense or settlement by any action, suit or proceeding in which they, or any of them, are made parties or a party, by reason of having been a member or office-bearer of the Kuta, unless there is willful misconduct in the performance of duty, and to such matters as shall be settled by agreement predicated on the existence of such liability.

## **ARTICLE XI AMENDMENTS TO THE CONSTITUTION**

- Section 1** The constitution may be amended, modified or repealed at the duly held General Body meeting pursuant to the procedure listed below.
- a) Any member can propose an amendment to the constitution provided it is supported by ten percent (10%) of the members with voting rights. Such proposal shall be submitted to the Secretary at least thirty days before the General Body meeting. Amendments to the constitution proposed for a special meeting shall be called for as per Article VIII, Section 2.
  - b) The proposals for the constitutional amendments must be circulated to the members at least 7 days before the General Body meeting.

- Section 2** The duly proposed and seconded amendments to the Constitution shall be placed and discussed before the General Body meetings. Approval of two thirds (2/3) majority of the ballots cast is required for passing any proposed amendment.

## **ARTICLE XII ROBERT'S RULES OF ORDER**

Except as otherwise herein expressly provided, all matters of procedure shall be governed by Robert's Rules of Order, Revised, as the same shall, from time to time, be revised and amended.

## **Article XIII RELATIONSHIP WITH EXTERNAL ORGANIZATIONS**

During the year, if there is a need for VKK to deal or associate with an external organization, for any activity or project, initiated and scheduled to be completed during the term of that President, the President, in consultation with the Executive Committee, can use his discretion and best judgment to take the proper course of action. Any such relationships should not subject VKK to any financial or otherwise commitment and/or obligations without express authorization by the Executive Committee. The President shall report the details of any such relationships to the General Body during the annual General Body Meeting. The president's action should be in alignment with goals and missions of VKK.

## **BYLAWS OF VIDYARANYA KANNADA KUTA**

### **BYLAW I ORDER**

Latest edition of Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated by this Constitution and Bylaws.

### **BYLAW II PURPOSE**

Vidyaranya Kannada Kuta is organized primarily for charitable and educational purposes within the meaning of section 501© (3) of the Internal Revenue Code.

### **BYLAW III INUREMENT OF INCOME**

No part of the net earnings of the organization shall inure to the benefit of, or distributable to its members, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

### **BYLAW IV LEGISLATIVE OR POLITICAL ACTIVITIES**

No substantial part of the activities of the organization shall be the carrying on of propoganda or otherwise attempting to influence legislation and the organization shall not participate in or intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

### **BYLAW V OPERATIONAL LIMITATIONS**

Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax 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 (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding portion of any future United States Internal Revenue Law).

### **BYLAW VI DISSOLUTION CLAUSE**

Upon the dissolution of the organization, the organization shall, after paying or making provisions for the payment of all the liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for such charitable or educational purpose as shall be at the time qualify as an exempt organization or organizations under Section 501 © (3) of the Internal Revenue Code of 1954 (or the corresponding portion of any future United States Internal revenue Law), as the Executive Committee shall determine. Any such assets not so disposed off shall be disposed off by Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for which purposes or to such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.

### **BYLAW VII COMMITTEES**

- a) There shall be three different types of committees. These shall include:
  - i) Standing Committees
  - ii) Adhoc Committees
  - and
  - iii) Sub-Committees of the Executive Committee.

- b) The President of a given year shall be an Ex-Officio member of all committees of the Kuta with no voting rights except the Kuta's Election Committee and the Kuta's Internal Audit Committee.

**Section 1 STANDING COMMITTEES**

The General Body each year shall elect three Standing Committees for the following year. These shall include:

- A) The Charitable Fund Committee  
B) The Election Committee  
and  
C) The Internal Audit Committee.

Each year, the General Body shall elect three members in good standing to the Election Committee, three members in good standing to the Internal Audit Committee and seven members in good standing to the Charitable Fund Committee. Each committee shall elect its own Chairperson.

All the three Standing Committees are directly answerable to the General Body.

**Section 2 ADHOC COMMITTEES**

The General Body and the Executive Committee may appoint Adhoc Committees. When the Executive Committee chooses to appoint an Adhoc Committee for any express purpose, the Executive Committee shall disseminate such information to the General Body at the next meeting of the Kuta or through the Kuta mailings. The Executive Committee or the General Body, whoever appoints such a committee, should exactly define the duration of the Adhoc Committee and its scope. Such committees are dissolved once the function of the committees is completed.

**Section 3 SUB-COMMITTEES**

The Executive Committee shall have full privileges to form any Sub-Committees including Bhakti Sangama Committee, Cultural Committee, Dasa Day Committee, Editorial (Sangama) Committee and Youth Committee. Each of these sub-committees must report to the Executive Committee through the President.

**Section 4 GENERAL RESPONSIBILITIES OF EACH STANDING COMMITTEE**

- a) The membership of each committee and selection of the Chairperson shall be constituted as stated under Vidyaranya Kannada Kuta Bylaws VII, Section 1.
- b) All committee members must be members of the Kuta in Good Standing as defined in Article III, Section 7.
- c) The fiscal year of each Committee will be the same as that of the Kuta's Treasury for that year.
- d) All Chairpersons of Committees shall submit their respective budgets to the Executive Committee through the President at least 6 weeks before the Annual General Body Meeting of each year held at the Deepawali function of that year.
- e) All committees are required to maintain accurate records of their income and expenses and submit a written report every month/every quarter to the Executive Committee through the President.
- f) All expenses in excess of \$100 will require prior approval of the President and Treasurer and all expenses in excess of \$500 will require the approval of the majority of the Executive Committee even if already approved in the Budget by the Executive Committee. ***This restriction does not apply to the Kuta's Charitable Fund Committee.***
- g) No individual member shall enter into any contracts, agreements or other instruments whether written or oral, with any other individual or organization at any time with the exception of the President by virtue of such authority conferred on him/her per Article VI, Section 3, a), vii of the Constitution. The President is granted this authority with the knowledge that he/she will seek full approval of the Executive Committee on such matters at the earliest convenient time.

**Section 5 INDIVIDUAL COMMITTEES AND FUNCTIONS**

**A. STANDING COMMITTEES**

**The Charitable Fund Committee:**

The Charitable Fund Committee (CFC) shall consist of seven members of the Kuta in good standing. The charge of the committee shall be to raise and maintain funds for charitable causes, identify and prioritize the organizations who are deserving to receive such funds, and

finally to disburse the raised funds. The President shall serve as an Ex-Officio with no voting rights.

The CFC members shall:

- a) Elect the Chair for their committee for a one-year term of office.
- b) Identify date(s) and venue(s) for event(s) along with the Executive Committee in order to ensure early hall booking for the events.
- c) Distribute forms to Kuta members early in the year through the President for eliciting names of deserving organizations to receive charitable funds.
- d) The chairperson shall lead the fund-raising activities of the committee, shall help formulate the theme for the year in the selection of beneficiary organizations to receive such funds and shall ensure adequate fund-raising towards humanitarian causes.
- e) The CFC shall outline a list of all organizations suggested by the Kuta members for that year and reveal the names of the organizations prioritized at the Kuta's Ganesha Festival get-together.
- f) Each year, a minimum of three and a maximum of five organizations shall be selected for receiving the funds.
- g) To qualify as a Charitable Fund recipient, the recipient organization shall meet the following minimum criterion:
  - Shall be not-for-profit, non-sectarian, non-religious, non-political, non-quasi political organizations, solely dedicated to healthcare / to job creating training for economically deprived backward tribal or minority populations and / to those supporting the causes of socially and/or physically and/or mentally handicapped children or adults.
  - Organizations managed and funded by Governmental arm or Family or Private trusts shall not qualify.
  - Institutions dedicated to furthering Literature, Fine Arts and Culture to primarily general and able-bodied students or public shall not qualify.
  - With the conceptual principle of "EMPOWERING THE DISDAVANTAGED TO BECOME SELFRELIANT", the contributions shall preferably be made for encouraging self-sustenance programs.
  - Application forms for the Kuta's Charitable Funds shall require the following:
    - i. Type of Organization & Board Members
    - ii. Mission of the organization
    - iii. Statement of audited finances for two preceding years if available
    - iv. List of recent activities and fund-raising efforts
    - v. Proposed utilization of funds received
    - vi. Name of the Kuta member recommending the funding and disclosure of any direct beneficial relationship or membership in the recommended beneficiary organization
  - While the Charitable Fund Committee shall utilize, encourage and consider information, leads and recommendations from the Kuta General members as to potential recipients to be considered, it shall not entertain any form of donations solely as a medium to be transferred to a recipient of donor's choice. All donations to be received for Charitable Fund shall be unconditional donations to be disbursed per decisions of the Committee.
  - Challenge grants or matching donations shall be encouraged as long as the funds received are without any conditions as to the ultimate receiver of donations from the Charitable Fund.
- h) The CFC shall maintain and operate a separate bank account for deposits and disbursements related to the Charitable Funds raised by the Kuta.
- i) Shall work closely with the President and the Executive Committee for negotiating contracts for services, food and supplies, and facility rentals, and other relevant purchases for the benefit of activities organized for fund-raising. The Treasurer of the Kuta shall assign a fair share of such expenses to each fund-raising activity and shall appropriately arrange for any fund transfers between the two separate funds.
- j) In any given fiscal year, the net disburseable funds ( total funds collected less total funds expended in fund-raising) shall be distributed as follows:
  - 10% shall be kept in the bank as an emergency reserve account for emergency disbursements by the Charitable Fund Committee (Disaster Relief Fund).
  - 20% shall be disbursed to qualifying organizations in the US (qualifying as stated under g – *minority populations*). All recipient organizations in the US shall receive equal amounts of contributions with no maximum or minimum limit.
  - 70 % shall be disbursed to qualifying organizations in the State of Karnataka, India (qualifying as stated under g).

- The amount of funds to be disbursed shall be equally distributed to the recipient organizations in that state and each recipient organization selected shall receive a minimum of \$1,000. There is no maximum limit, but, all recipient beneficiaries shall receive equal disbursements.
  - Any emergency disbursements to recipient organizations qualifying for Disaster Relief shall be discussed with the Executive Committee; simple majority approval by the Executive Committee and by the Charitable Fund Committee shall be required for emergency disbursements. The General Body shall be duly notified of any emergency disbursements at the next convened meeting of the Kuta.
  - Emergency disbursements shall be made from within the specified Disaster Relief Fund only. *The CFC shall require approval from the Vidyaranya Kannada Kuta General Body in order to transfer the funds apportioned for other US and Karnataka organizations to the Disaster Relief Fund.*
  - No recipient organization shall stand to receive contributions more than once in three years from the Vidyaranya Kannada Kuta.
  - Each recipient organization shall be notified that funds are to be used only for implementing or executing direct benefit of the ultimate intended beneficiaries and not towards the organization's administrative or capital expenditure.
  - Each recipient organization shall be asked to complete a form to denote how the funds were actually utilized. The CFC granting the disbursal of the fund to the recipient organization shall forward this information to the Treasurer and to the Internal Audit Committee upon receipt.
  - For any major deviations from the above set guidelines for disbursement of funds, the CFC shall procure prior permission from a duly convened General Body meeting of the Kuta.
- k) All plans, evaluations, prioritizations, selections and disbursements shall be approved by a simple majority of the seven-member Charitable Fund Committee.
- l) The Chairperson shall submit written progress reports as well as minutes of the committee's meetings to the Executive Committee and to the Internal Audit Committee on a quarterly basis.
- m) The Chairperson shall submit all necessary documents related to budget and expenses, summary statements on funds raised as well as expenses, the recipient organization prioritization list and minutes of meetings to the Internal Audit Committee and to the Treasurer for the Annual General Body meeting and for inclusion in the following year's Sangama Publication (Ugadi edition).
- n) The Charitable Fund Committee shall comply with all US Federal and Illinois State guidelines regarding charitable contributions.

**The Election Committee:** (Under Article IX Section 4)

(Details for this committee are covered under Vidyaranya Kannada Kuta Constitution Article IXSection 4).

The Election Committee members of a given year will be ineligible to contest for election to the office of the President and to be appointed to the Executive Committee of that year.

**The Internal Audit Committee:**

The Internal Audit Committee shall consist of three members of the Kuta in good standing who are endowed with intuitive analytical skills and who are preferably familiar with the auditing and accounting process. The Treasurer and the Joint Treasurer in a given year shall not be eligible to serve as members on this committee. The committee's functions include:

- a) Shall audit the corporation accounts for the main Kuta account and for the Charitable Fund Account at least twice a year.
- b) Shall review accounting procedures, receipts and disbursements, disbursement authorization procedures, and provide duly signed written reports of all findings and recommendations to the Executive Committee through the President on a semi-annual basis.
- c) Shall review documents to assure that all required Governmental filings to State Departments and Revenue (Income Tax) departments were filed without incurring any late filing penalties
- d) Shall submit all audited information and papers required by all External Auditors as required on the Kuta Main Account as well as on the Charitable Fund Account.
- e) Shall advise the Treasurer in formulating the budget for the next fiscal year. Ensure high

- quality functions that will help maintain tradition. And
- f) Shall Submit Annual Report to the General Body at the Annual General Body Meeting through the Treasurer.

## **B. COMMITTEES ENCOURAGED, BUT NOT MANDATED**

### **The Bhakti Sangama Committee:**

The Bhakti Sangama Committee shall consist of at least three members in good standing who are familiar with the literary and music compositions reflecting such devotional music. They should be skilled in organizing this event coordinating any of the performing arts related to celebration of such a day. Their functions include:

- a) Shall identify date and venue for event along with the Executive Committee.
- b) Shall report progress of the Committee's function on a quarterly basis to the Executive Committee.
- c) Shall discuss the necessary budget including revenues and expenses with the Executive Committee.
- d) Shall organize and ensure high quality program that will help maintain tradition.

### **The Dasa Day Committee:**

The Dasa Day Committee shall consist of at least three members in good standing who are familiar with the literary and music compositions reflecting such devotional music. They should be skilled in organizing this event coordinating any of the performing arts related to celebration of such a day. Their functions include:

- a) Shall identify date and venue for event along with the Executive Committee.
- b) Shall report progress of the Committee's function on a quarterly basis to the Executive Committee.
- c) Shall discuss the necessary budget including revenues and expenses with the Executive Committee.
- d) Shall organize and ensure high quality program that will help maintain tradition.

### **The Sangama Committee:**

This committee:

- a) Shall produce the Sangama journal / newsmagazine for the year.
- b) Shall assist the Executive Committee of the Kuta in distributing the same to the members.
- c) Shall ensure that costs are defrayed through advertisement collections to the extent possible.
- d) Shall discuss the necessary budget including revenues and expenses with the Executive Committee.

### **Youth Committee:**

This committee shall comprise of youth members who are interested in organizing youth events for the Kuta.

- a) The Youth Committee members must conform to the objectives mentioned in Article II of the Kuta's Constitution.
- b) The Youth Committee shall discuss Revenue and Expenses of activities sponsored with the Executive Committee and seek approval for execution.

## **The End**

At the direction of the Vidyaranya Kannada Kuta General Body (at its annual meeting in 2006), an Adhoc Committee was appointed consisting of Jagannath Nayak (Chair), Usha Kolpe, N. Siddalingaiah, Ramanujam Prasad and Rajini Chandramouli to make amendments to the Kannada Kuta Constitution. An Open Forum held in September 2007 allowed for interested members to provide input to the Adhoc Committee. The Adhoc Committee completed the initial draft in December 2007. The draft was mailed to all members by the 2008 President Jagannath Nayak for their review before the Kuta's Ugadi meeting on April 5, 2008. On April 5, President Jagannath Nayak, with assistance from Ramanujam Prasad, presented six proposals as Amendments to the Constitution. These Amendments as approved by the General Body are incorporated in this version.