

# CONSTITUTION & BY-LAWS

## San Diego Tamil Sangam

### A. CONSTITUTION

#### A.1 Principles of Existence

A.1.1. Name of the association shall be San Diego Tamil Sangam, Inc, herein after referred to as SDTS.

A.1.2. SDTS shall be primarily a cultural, social, educational and charitable organization. The purpose of SDTS shall be to foster and promote Tamil language and culture in the San Diego region and to undertake projects that would be useful to people living in Tamil speaking areas of the world. SDTS shall be non-political and non-sectarian. It shall not subscribe to any one religion and shall not discriminate against any person because of his/her religious beliefs, ethnic background, nationality, or sexual orientation.

A.1.3. SDTS shall be charitable and non-profit as defined under section 501-C. Its income shall be derived from the membership dues, and grants from members, corporations, foundations/friends of SDTS, and from varieties of other revenue generating functions and fund raising events.

A.1.4 The organizational structure of SDTS shall consist of four elements (1) the General Body of Members (2) a duly elected Executive Committee (3) a duly elected Board of Trustees and (4) various elected or appointed committees and sub-committees. Each organizational element shall enjoy specific rights and shall discharge its responsibilities in accordance with this Constitution and By-laws of SDTS.

A.1.5. SDTS shall exist in accordance with the principles outlined in this Article and the provisions of this Constitution, and additional provisions in the By-laws of SDTS created in accordance with the spirit and letter of this Constitution.

#### A.2 Membership

A.2.1 The membership of SDTS shall be open to all persons of legal residence in USA, 18 years or older, who believe in SDTS's mission and purpose and are willing to abide by its Constitution and By-laws.

A.2.2. All members shall have the right to participate in SDTS's affairs, attend General Body Meetings, cast ballots, and contest for an office of SDTS, subject to certain restrictions and eligibility criteria set in the By-laws of SDTS.

A.2.3. By-laws of SDTS may define categories and types of membership and may set qualifying criteria or eligibility for membership

#### A.3 General Body

A.3.1. The General Body of SDTS shall consist of all current active members. Active Members are defined as members of SDTS who are currently paying their dues and in good standing, or a Life Member.

A.3.2. The General Body shall have the power to elect or recall the Executive Committee and the Board of Trustees elect or recall any Member of the Executive Committee or the Board of Trustees. It shall have the power to make specific recommendations to the Executive Committee. It shall have the power to change the provisions of SDTS Constitution and By-laws, and the power to dissolve SDTS as an entire organization. The General Body shall exercise these powers according to the procedures outlined in this Constitution.

A.3.3. The Annual General Body Meeting of SDTS shall be held during the month of April each year. The business carried out at the Annual General Body Meeting shall include the election of members of the Executive Committee, the members of the Board of Trustees, members of the nominating committee, receive and review the annual reports of SDTS's activities, financial status and any other matter related to SDTS as deemed necessary.

A.3.4. If extenuating circumstances prevent holding of the Annual General Body meeting in April, then by approval of the Board of Trustees, the Annual General Body Meeting may be postponed by no more than 60 days but must be held any time thereafter but no later than end of July of the same year. The date of postponement shall be announced in March.

A.3.5. A special General Body Meeting to discuss any special agenda may be called by a majority vote of the Executive Committee or by a majority vote of the Board, or by a written petition signed by at least 1/3rd of all current dues-paying members of SDTS. When such petition comes from general membership, the petitioners must present a convincing argument why such special meeting is necessary and why such matter could not wait for the annual meeting of SDTS. In any event, the decision to call a special meeting when petitioned by general members must receive the majority approval of the joint memberships of the executive committee and the Board. The President of Executive Committee shall call the special General Body meeting within four weeks from the date such request is approved.

A.3.6. The quorum of the General Body Meeting shall be 1/3rd of the active members, physically present at the meeting. A simple majority vote of all present in the meeting shall be used for passage of all resolutions except those specified explicitly.

A.3.7. If a General Body Meeting fails to achieve the quorum then any resolution/s that are deemed essential for the normal and routine functioning of SDTS may be approved by a majority vote of all present in the meeting and with a subsequent approval by majority vote of the members of the Board.

A.3.8. Amendments to Constitution and By-laws, where appropriate, may be proposed, by the Executive Committee, the Board of Trustees or by the members of SDTS when at least 20 members of SDTS petition for such amendments in writing. All such requests for amendments must be presented to the Board of Trustees. Only Board approved amendments shall be presented to the General Body. The notice to amendments must be given to all members at least 15 days prior to the General Body Meeting. The Executive Committee Secretary shall distribute such notice by official US Postal Mail.

A.3.9. The motions to amend the Constitution or By-laws of SDTS shall require 2/3rd vote of the members present at the meeting.

A.3.10. The motion to recall or dissolve the Executive Committee or the Board of Trustees shall require an affirmative vote of 2/3rd of all the voting members present at the meeting.

## A.4 Executive Committee

A.4.1. Executive Committee of SDTS shall be an elected body of members entrusted with the task of planning, developing, organizing and carrying out all necessary activities and functions to fulfill the mission, goals and objectives of SDTS. The Executive Committee shall be responsible for developing and managing the financial and membership resources of SDTS. It shall be responsible for planning and executing SDTS programs. It shall formulate policies and procedures for SDTS. It shall work with the Board in formulating the long-range development plans for SDTS.

A.4.2. The Executive Committee shall consist of President, a General Secretary, a Treasurer and elected members as designated by the By-laws of SDTS.

A.4.3. The President of SDTS shall be the Chair of the Executive Committee. The Executive Committee members shall be jointly and individually responsible for the successful and orderly conduct of SDTS activities and programs.

A.4.4. Except otherwise stipulated by the Board of Trustees, the Executive Committee shall have the authority to appoint and dissolve standing committees, sub-committees and ad-hoc committees to help it carrying out variety of tasks, functions and initiatives of SDTS. The Executive Committee shall also have the power to dissolve or re-constitute such committees partially or entirely.

A.4.5. The By-laws of SDTS may further specify the term, roles and responsibilities, and the eligibility criteria for the members of the Executive Committee.

## A.5 Board of Trustees

A.5.1. The Board of Trustees, herein after referred to as the Board, shall be elected body of members entrusted with the task of protecting and preserving SDTS, and ensuring that SDTS functions according to the provisions of its Constitution and By-laws. The Board shall not have day-to-day executive responsibility but shall exercise an overseeing and advisory role over the Executive Committee. The Board shall have the power to initiate a motion to dismiss the Executive Committee under extenuating, appropriate and convincing circumstances following the procedures outlined in this Constitution if the Executive Committee fails to maintain and carry forward fundamental purposes of SDTS. However, final authority to recall or dissolve the Executive Committee rests with the General Body.

A.5.2. The By-laws of SDTS shall define the composition, term and the process of electing the Board members and may further specify the roles and responsibilities of the Board and the qualifications for Board Members

A.5.3. The Board shall be responsible for creating and maintaining an up-to-date SDTS Asset Dispersion Plan. This plan shall be used for an orderly disposal of all SDTS assets in the event General Body passes a motion to dissolve SDTS. The Board shall be responsible for keeping the plan current by making periodic updates and obtaining the approval of the General Body after each update.

## A.6 General Election

A.6.1 Election of all elected office bearers of SDTS shall be held during the Annual General Body Meeting.

A.6.2. By-laws of SDTS shall make provision for a Nominating Committee, which shall be responsible for an orderly conduct of the election process.

A.6.3. Nominating committee shall send out nomination requests to all members and seek nominations in writing from members that are interested in serving on the Executive Committee at least 6 weeks prior to the general body meeting. The nominations for all office bearer positions open for election shall be submitted to the Nominating Committee at least 2 weeks prior to the election date. The nominating committee shall declare the slate of officers 1-week prior to the General Body Meeting. The members of the General Body, however, may make nominations, from the floor.

A.6.4. Voting shall be conducted by a secret ballot for positions receiving multiple nominations.

A.6.5. If the general body meeting fails to achieve the quorum, the election of the office bearers may be completed by a majority vote of the members present at the meeting and shall be validated by the majority vote of the Board of Trustees. If this process fails to complete an election process, a special General Body meeting shall be called within 30 days to hold new elections.

A.6.6. In the event an elected post becomes vacant before the term of the post expires, then the post may be filled temporarily by appointment by a majority vote of the committee which has such vacant post. The General Body at the Annual General Body Meeting shall subsequently approve such appointment.

## A.7 Finance / Asset Management

A.7.1. Income of SDTS shall be derived from sources outlined in Section 1.

A.7.2. SDTS Executive Committee shall present/submit a written annual financial report to the General Body during the annual general body meeting.

A.7.3. The Executive Committee shall demonstrate utmost responsibility in managing and maintaining SDTS funds and assets. The By-laws of SDTS shall further specify procedures for expending SDTS funds.

A.7.4. SDTS funds shall be categorized and maintained as follows:

A.7.4.1. General or Unrestricted Funds: These funds are generated from membership dues, SDTS functions or gifts or donations when such functions and gifts and donations generate revenues to be used expressly for general or unrestricted purposes. These funds may be utilized to fund SDTS day to day activities or any purposes necessary for fulfilling the goals and objectives of SDTS.

A.7.4.2. Restricted Funds: These funds are generated and received expressly for restrictive purposes or given by donors for restricted causes. These funds may be used only for the purposes for which they are collected and /or as stipulated by the donors.

A.7.4.3. Endowment Funds: These funds may be created to provide a long term financial strength to SDTS. Endowment funds may be restricted or quasi-restricted depending upon the nature of the fund and the wishes of the donor. Endowment funds shall be maintained in a separate investment account. Only the interest income of the restricted endowment funds may be accessed for the purposes specified by the endowment donors. The interest income of the quasi-restricted endowment funds may be accessed for the general support of SDTS activities. Only under extenuating circumstances, following the recommendation of the Executive Committee, the Board of Trustees, by a majority vote may authorize the use of a portion or the whole endowment fund for supporting SDTS.

## A.8 Dissolution of SDTS

A.8.1. If at any time the Board and the Executive Committee are convinced that SDTS is not fulfilling its mission and the mandates of this Constitution, a motion to dissolve SDTS shall be in order. If the Executive Committee and the Board of Trustees in a joint session pass the motion by 2/3rd majority for the dissolution of SDTS, then SDTS may be dissolved using the procedure outlined in 8.2 through 8.4.

A.8.2 The Board and the Executive Committee shall jointly circulate a notice of the intent of dissolution to all active members.

A.8.3. 60 Days after such a notice is circulated, a special General Body Meeting shall be called and the motion for the dissolution of SDTS shall be placed before the General Body. If the motion is passed by 2/3rd majority vote of all active members of SDTS physically present at the meeting and by proxies received by an independent agent, then SDTS can be dissolved.

A.8.4. Immediately following the dissolution of SDTS, the Executive Committee as well as the General Body shall be disbanded. The Board of Trustees, however, shall continue to function for a period of 60 days. During this period it shall payoff all liabilities of SDTS from SDTS assets according to the Asset Dispersion Plan previously approved by the General Body.



## A.9 Robert's Rule of Order

A.9.1. The rules contained in the edition of the "Robert's Rules of Order, Newly Revised" , in effect at the time, shall govern conduct of all meetings of SDTS in all cases where they are applicable and in where they are not inconsistent with the Constitution and the By-laws of SDTS or under all applicable Laws of the State of California.

## B. BY-LAWS

### B.1 Membership

B.1.1. Following the provisions of membership qualifications and criteria described in the Constitution article no. 2, the membership of SDTS shall fall into three categories, namely General Member, Life Member and Honorary Member.

B.1.2. General Member: Any individual over 18 years of age shall be eligible to become General Members of SDTS. General Members shall enjoy voting privileges (subjected to eligibility specified in section B.1.7) as well as the right to run for an elected post of SDTS. Individuals living with his/her spouse, dependent children under 18 years of age and dependent parents shall qualify as family members. The voting rights of family members shall be limited to the primary member only. If children member(s) in the family over 18 years of age or parent member(s) desire to have voting rights, then they may register with SDTS as a General Member. Individuals over 18 years of age who are enrolled as a full-time student in a school or a college shall qualify as a student member.

B.1.3. Life Member: Any individual or a family may become a Life Member of SDTS by paying one time Life Membership dues. Life Members can hold their membership in SDTS, until SDTS as an organization continues to exist. If SDTS is merged with other organization, a Life Member will be given equal member status in the new merged Organization. A Life Member is required to notify SDTS in writing or email, if he/she moves out of San Diego area. This will put their membership on hold status and it will be made active when they return back to San Diego permanently.

B.1.4. Honorary Members: The Executive Committee may confer an Honorary Membership upon any distinguished individual who shares the goals and aspirations of SDTS and who has made a significant contribution to SDTS.

B.1.5. Each General Member shall pay the annual membership dues by end of June every year to maintain his/her membership current for the next year. Membership fiscal year is April of current year through May of next year.

B.1.6 Honorary members shall not be assessed (for regular) any membership dues. They shall enjoy all privileges of paid membership but shall not have the right to vote.

B.1.7. Voting Member: Any member who is a resident of San Diego County shall be considered a Voting Member. Only Voting Members are eligible to vote in an election.

B.1.8 The Executive Committee shall have the authority to propose appropriate dues for the different categories of membership, but will have to be tabled as a proposal in annual General Body Meeting and approved.

B.1.9. Cancellation of General Membership: General Members of SDTS can cancel their membership at any time by informing the Executive Committee in writing. However, the dues paid for the current year shall not be refunded to the member. Once a General Member cancels his/her membership, he/she will forfeit all rights to exercise their membership privileges. General Members can reinstate their

membership status at anytime by requesting the Executive Committee in writing. Reinstated General Members will be required to pay appropriate dues to SDTS at the time of reinstatement.

B.1.10. Cancellation of Life Membership: Life Members of SDTS can cancel their membership at any time by informing the Executive Committee in writing. However, the life membership dues paid by the member shall not be refunded to the member. Once a Life Member cancels his/her Life Membership, he/she will forfeit all rights to exercise their membership privileges. Life Members can reinstate their life membership status at anytime by requesting the Executive Committee in writing. Reinstated Life Members will not be required to pay any additional due to SDTS.

B.1.11. Membership Dues (for 2005 onwards):

Corporate Member: \$300 (yearly)

Life Member: \$300 (one time)

General Member: \$20 (yearly)

Family Member: \$30 (yearly)

Student Member: \$10 (yearly)

## B.2 Executive Committee

B.2.1 General: Following the provisions of SDTS Constitution Section 4.5 the Executive Committee will consist of the following six members: President, General Secretary, Treasurer, Communications Coordinator (Web and E-mail), Vice President Cultural Activities (Picnic, Cultural Events, Dance, Drama, Speech, etc) Vice President Public Relations.

B.2.2 Term: The term of Executive Committee shall be for a period of 1 year. Any member of the executive committee will have an option to continue for another 1 year without any formalized election with formal approval from Board of Trustees. A member of executive committee shall not serve for more than two consecutive terms in the same position.

B.2.3. Basic Eligibility: A person nominated for a position in the Executive Committee shall be a voting member in good standing or Life member of SDTS for at least six months prior to the election date. In addition, a person nominated for the position of President shall meet the following requirements:

B.2.4. President: Minimum two years experience as a member of the Executive Committee or Board of Trustees or as a Coordinator of a standing committee. This restriction shall be waived for the initial two years of the existence of SDTS.

B.2.5. Responsibilities of President: The President of SDTS shall be the presiding officer of SDTS. President shall convene, conduct and preside over SDTS functions, the General Body Meetings and the Executive Committee Meetings. President shall ensure that the decisions of the Executive Committee are implemented in a timely manner. President shall brief the Board of Trustees about the status of SDTS in each Board Meeting. The President of SDTS shall be an ex-officio member of the Board without voting rights. President is responsible for setting up the list of events and projects at the beginning of every membership year (April), so those Executive Committee members are clear in their goals to accomplish. This has to be captured in Minutes of Meeting and also will have to be subsequently communicated to Members about SDTS's intent on events and programs. When a president is on leave of absence due to personal emergencies, he/she shall have the authority to appoint an interim care-taking president from the existing Executive Committee.

B.2.6. Responsibilities of General Secretary: General Secretary shall be responsible for scheduling and sending of notices of Executive committee meetings and keeping the minutes of executive committee and general body meeting. General Secretary shall be responsible for all correspondences of SDTS. General Secretary shall assist the President in coordinating the activities of the Executive Committee. General Secretary shall be jointly responsible with Treasurer for sending out notices of membership renewals, collection of membership dues and other assessments. General Secretary is also responsible for

Membership IDs, renewal coordination and smooth conduct all events and performances. When a General Secretary is on leave of absence he/she shall recommend a member from the existing Executing Committee to perform the duties of a secretary. Presidents shall accept/deny or nominate another sitting executive committee member to perform the role of an interim secretary. However, in both the cases, executive committee will have to vote on a majority to accept any interim positions.

B.2.7. Responsibilities of Treasurer: Treasurer shall be the custodian of SDTS's funds and finances. He/she shall maintain accurate records of SDTS's receipts and expenses. Treasurer shall be responsible for all re-imbursments authorized by the Executive Committee. Treasurer shall be jointly responsible with General Secretary for sending out notices of membership renewals, collection of membership dues and other assessments. Treasurer shall be an ex-officio member of the Board of Trustees without any voting rights.

B.2.8. Responsibilities of Communications Coordinator (CoC): CoC shall be responsible for timely update to members via mail, e-mail and the maintenance of the official website of SDTS (<http://www.sdts.org/>). Frequent reminders to members and prospective members are also part of this responsibility. CoC shall be responsible for maintaining SDTS's web site free of race, religion, or any other bias. CoC shall be jointly responsible (with Secretary) for maintaining distribution lists (mailing addresses, e-mails for both members and non-members). These lists shall be kept private and shall not be shared with anyone other than the Executive Committee/ Board of Trustees operating under provisions of B.2.12.6 and B 3.6 of the By-laws.

B.2.9. Responsibilities of Vice President Cultural Activities (VPCA): VPCA is responsible for all social and cultural activities that SDTS will undertake. This includes Annual Picnic, Dance, Drama, and other cultural events. VPCA is not restricted to spearhead only these activities and can be allocated additional responsibilities in consultation with the Executive committee.

B.2.10. Responsibilities of Vice President Public Relations (VPPR): VPPR is responsible for all external contacts, memberships, fundraising activities, advertisements, and other public relations activities. VPPR is not restricted to spearhead only these activities and can be allocated additional responsibilities in consultation with the Executive committee.

B.2.11. Common Responsibility: The above list of task organization is to help facilitate easy operations in the SDTS's Executive Committee. At the commencement of a term or during mid-term, the Executive Committee has the authority to change or amend work assignments.

B.2.12. Executive Committee Procedures:

B.2.12.1 The Executive Committee shall meet at least once a month during the course of any one year tenure. While it is not mandatory to have a physical meeting every month, meetings may be organized and conducted over medium such as the telephone, the internet or any other appropriate telecommunication tools. The business conducted at the meeting may include review and planning of SDTS activities, review of financial status and authorization/ratification of payments for the outstanding bills of SDTS.

B.2.12.2. General Secretary shall publish and record the minutes of each meeting with clearly mentioned agenda, resolutions approved, motions on the table, old business and new business

B.2.12.3 In case of an emergency the President may consult telephonically with members of the Executive committee, in lieu of an Executive Committee Meeting. Full transcript of such discussions and decisions shall be documented and included as part of minutes in the next Executive Committee Meeting. The President is responsible for recording and distribution of the transcripts of this emergency meeting at the next Executive Committee Meeting but such transcripts shall be approved by a majority vote in the Executive Committee for the proceedings to be considered as formal meeting minutes.

B.2.12.4 The quorum of any Executive Committee meeting shall consist of at least four (4) members. A simple majority vote of all present in the meeting shall be used for passing resolutions. In the event of a tie, the visiting Board member who is the Chairman of the Board or any Board member who has been authorized to vote by the Chairman of the Board shall cast the tie-breaking vote.

B.2.12.5 Executive Committee shall extend invitations for the Board of Trustees to be present at all Executive Committee meetings. The Board should ensure that at least one of their members is present for all Executive Committee meetings. The Board of Trustee member will not have any functional vote in day-to-day affairs of the committee resolutions, and is present only as an observer/consulting member unless authorized to vote to break a tie.

B.2.12.6 All members of Executive Committee shall be advised that all assets including SDTS database with all information about Members and Non-members are classified Private and Confidential. Any misuse of this personal database for unethical activities shall result in any such member/s being subject to legal action from SDTS.

B.2.12.7 Any Executive Committee member may be removed upon failure to attend two (2) consecutive meetings held in a tenure year. Any Executive Committee member failing to maintain the requisite attendance record as described above shall be required to justify such absences and in the event of failure to convince a majority of the other Executive Committee Members, is liable for removal from the Executive Committee after due approval from the Board of Trustees and with due notice.

### B.3 Board of Trustees

B.3.1. General: Following the provisions of the Constitution Section A.5 the Board of Trustees, shall consist of five (5) elected members. In addition, the President and the Treasurer of SDTS standing committee shall be non-voting ex-officio members of the Board.

B.3.2 The General Body during the annual General Body Meeting shall elect each member of the Board.

B.3.3. The term of a Board Member shall be for 3 years. A retiring member shall be re-elected following the formal nomination process. Each Board Member has an option to continue for another one full term if he/she decides to continue his/her service. Members cannot serve on the board for more than two consecutive terms.

B.3.4 If any member of Board vacates his/her position due to personal or professional reasons, the remaining Board Members in consultation with the Executive Committee, shall appoint an interim Board Member. This Interim Board member will have all voting rights like any other regular Board member. However, this Interim member has to be confirmed by the General Body in the next Annual General Body Meeting or else a separate election shall be called.

B.3.5. Eligibility: Any person nominated to the Board of Trustees shall be an active voting member or a life member of SDTS for the preceding 2 years. The nominee shall be in good standing and shall have shown dedication and strong support towards the success of SDTS. The nominee shall be well-versed in SDTS affairs and shall show capacity to protect and preserve SDTS and its Constitution and By-laws.

B.3.6. All members of the Board shall be advised that SDTS database with all information about Members and Non-members are classified Private and Confidential. Any misuse of this personal database for unethical activities shall result in any such member/s being subject to legal action from SDTS.

B.3.7 Responsibilities of Board of Trustees:

B.3.7.1 The Board shall strategically oversee the performance of the Executive Committee and shall not indulge in routine executive tasks which are the responsibilities of the Executive Committee.

B.3.7.2 The Board shall ensure that the provisions of SDTS Constitution and By-laws are adhered to and the goals and objectives of SDTS are fulfilled.

B.3.7.3 The Board shall oversee the asset development, procurement and management and assist in raising funds for SDTS

B.3.7.4 The Board shall take initiative and play a leadership role in planning and formulating long term strategies for SDTS.

B.3.7.5 In the event the Executive Committee fails to function according to the provisions of SDTS's Constitution, the Board may initiate a motion to recall or dissolve the Executive Committee in accordance with the provisions outlined in the Constitution. An absolute majority of 4 out of 5 is required for this motion to pass.

B.3.7.6 In the event that the General Body recalls or dissolves the Executive Committee, the Board shall assume the responsibilities of the executive function for running SDTS until such time a new Executive Committee is elected to a maximum of 90 days. The president and secretary of the existing committee will automatically cease to be members of the Board of Trustees.

#### **B.3.8 Board Operating Procedures:**

B.3.8.1 The Board shall appoint one of their members as a chairperson of the Board within 30 days after each election. The term of the Board chair shall be three years with possibility of additional three-year term.

B.3.8.2 The Board shall meet at least four (4) times a year. Quorum for the Board shall be two (2) members. Simple majority vote shall be used to pass all normal transactions, except those identified in the Constitution and the By-laws as requiring Board approval, in which case such transactions shall require majority vote of the full Board.

B.3.8.3 Board shall designate one person from their group to participate in all Executive committee meetings. The designated individual shall cast his/her vote to break a tie when required.

B.3.8.4 Any Board member may be removed upon failing to attend more than 50% of the meetings held in the year of the Board tenure. This is inclusive of the Executive Committee meetings. Any Board member failing to maintain the requisite attendance record as described above shall be required to justify such absences and in the event of failure to convince a majority of the other Board Members, is liable for removal from the Board with due notice.

### **B.4 Committees & Subcommittees**

B.4.1. SDTS may have several standing committees to fulfill the basic purposes of its existence. All committees shall report to the Executive Committee. The Executive Committee with the exception of the Coordinators will have to be elected by the General Body. The Executive Committee shall appoint all members of Committees/sub-committees. None of these committees will have any financial authority to transact business on behalf of SDTS.

B.4.2. All committee tenures shall expire with expiry in the tenure of the particular standing executive committee.

### **B.5 Nominating Committee**

B.5.1 The Nominating committee will be responsible for an orderly conduct of SDTSs elections in accordance with the provisions of the Constitution and the By-laws. It will be responsible for soliciting



nominations for all elected positions of SDTS that are open for election. It will be responsible to prepare and present a slate of candidates to the general body meeting. It will also present the same slate of candidates in the Annual General Body Meeting.

B.5.2 Composition: The Nominating Committee shall comprise of 3 members elected jointly by Executive Committee and Board of Trustees.

## B.6 Finance/Asset Management

B.6.1 The Executive Committee shall be accountable to the Board of Trustees for all funds collected on behalf of SDTS. Any such funds shall remain under the control of the Executive Committee and shall be dispersed in consultation with and recommendations of, the chairperson of any SDTS subcommittee following normal business practices of SDTS in meeting its entire financial obligation for any day today activities necessary to keep the organization functional.

B.6.2 All invoices received in the name of SDTS or expenses incurred on behalf of SDTS shall have to be claimed within 6 weeks from the date of incurring any such expense. Payment of any such invoices received above shall have to be accompanied with a detailed statement that includes purpose for which such expense was incurred.

B.6.3 The President or the Treasurer is authorized to issue check on behalf of SDTS. However, no check can be issued without proper receipts and written documentation with statement of purpose.

B.6.4 Members of the Executive Committee have the right to audit all financial transactions.

B.6.5 The final annual report shall be prepared by the Treasurer and be fully voted upon by the Executive committee members.

## B.7 Grievances Procedure / Dispute Resolution

B.7.1 In the event of any grievance or complaint being reported by members/s, such member/s shall, in writing, put forth any such grievance or complaint addressed to the President of SDTS. The executive committee shall review and respond to such complaints within 30 days of the receipt of any such grievance or complaint notice.

B.7.2. In the event of any disagreements with the Executive Committee decision on any such grievance or complaint, such member/s may petition the chairperson of the Board of Trustees. The Board shall try to resolve the dispute in an amicable and expeditious manner.

B.7.3 In the event of a dispute among/between the executive committee and any of SDTS committees or subcommittees, or individual members in such committees, the aggrieved party may write to the Chairperson of the Board of Trustees. The Board shall then try to resolve the dispute in an amicable and expeditious manner.

B.7.4 The Board of Trustees is the highest level of arbitration that any member/s can seek to redress their grievances. The final recourse for any such member/s would be to petition for holding a special general body meeting subject to requirements under provision A.3 of the SDTS Constitution.