

American Telugu Association

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BYLAWS

Revision Date: September 11, 2021



American Telugu Association

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ACKNOWLEDGMENTS

We would like to thank all the board of trustees for their valuable input in revising the ATA bylaws during 2021.

Rajeshwar Rao Tekmal
Chairperson
Constitution & Bylaws Committee

Bhuvanesh Boojala
President, ATA

Dated: September 11, 2021

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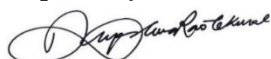
Annexure H1: ATA official Logo

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Amendments

Amendments and Date of Approval	Amended Items	Prepared By: Reviewed By:
Original Bylaws September 1995	Conference Guidelines	Vidyasagar Annam & Madhava B.M. Reddy Charan G. Reddy
Amendments to Bylaws October 1996	Bylaws 1 thru 7	G.L.N. Reddy Hanmanth Reddy
Amendments to Bylaws May 15, 1999	Bylaw 7	Mohan Mallam Srinivas P. Reddy
Amendments to Bylaws May 31, 2000	Bylaw 7	Mohan Mallam Adishesha Reddy
Amendments to Bylaws January 20, 2001	Bylaw 5, Section 13 and 14	Mohan Mallam Sandhya Gavva
Amendments to Bylaws September 27, 2003	Bylaw 2(Sections 2,3) , Bylaw 3, Bylaw 5 (Sections 1,2,3,5,8,9,12,15,16), Bylaw 6 thru 10	G.L.N. Reddy and Committee members A.V.N. Reddy
Amendments to Bylaws September 10, 2005	Bylaw 5, Section 18 (new section)	Rajeshwar Rao Tekmal Mohan Mallam
Amendments to Bylaws March 18, 2006	Bylaw 5, Section 5 and 15	Rajeshwar Rao Tekmal Mohan Mallam
Amendments to Bylaws September 22, 2007	Bylaw 5- Section 1 and 5D, Bylaw 9-Section C, Annexure C	Rajeshwar Rao Tekmal Chandra Reddy Gavva
Amendments to Bylaws September 27, 2008	Bylaw 4- Sections B, E, F, G, and K; Bylaw 9- Section D	Madhava Reddy & Rajeshwar Rao Tekmal Chandra Reddy Gavva
Amendments to Bylaws September 17, 2011	Bylaw 7; Items 1, 5, & 13.1	Srinivas Pinnapureddy Rajender R. Jinna
Amendments to Bylaws March 17, 2012	By law Section 5C	Srinivas Pinnapureddy Rajender R. Jinna
Amendments to Bylaws January 19, 2013	Bylaw 8, addition of item E	Rajeshwar Rao Tekmal Karunakar Madhavaram
Amendments to Bylaws October 19, 2013	Bylaw 7, Conference Guidelines Item 1 & Organization Chart	Rajeshwar Rao Tekmal Karunakar Madhavaram
Amendments to Bylaws September 13 & 24, 2014	By law 5 Section 5B, C, Section 15 E	Rajeshwar Rao Tekmal Karunakar Madhavaram
Amendments to Bylaws June 27, 2015	Removal of previously approved section E of bylaw 5, 7 correction of annexure B of Bylaw 5, section 15	Rajeshwar Rao Tekmal Sudhakar Perkari
Amendments to bylaws September 8, 2018	Bylaws 2 (removal of Section 1 and reordering), 3 (section D); 4 (section E); 5 (Section 5D, G, H, E; 15 , 16 & new sections 18-21 and reordering))	Rajeshwar Rao Tekmal Karunakar Asireddy
Amendments to bylaws September 26, 2020	Bylaw 5, section 5 C, D and Nomination form (Annexure F)	Rajeshwar Rao Tekmal Parmesh Bheemreddy
Amendments to bylaws September 11, 2021	Bylaw 5, section 22 (new section)	Rajeshwar Rao Tekmal Bhuvanesh Boojala

Prepared by: Constitution and Bylaws Committee



Rajeshwar Rao Tekmal
Chair, Constitution & Bylaws Committee

Approved by:



Bhuvanesh Boojala
President

BYLAWS

Bylaw 1: Bylaw

Functioning of this organization shall be in accordance with these Bylaws except otherwise noted in the constitution. Latest edition of Roberts Rules of Order shall be the authority on all questions of procedures not specifically stated by this Constitution and Bylaws.

Bylaw 2

Bylaw 2- Section 1. Election of the Officers: The president shall nominate the candidates for election of the officers, shall seek the nominations from the board of trustees and conduct the election at the first regular board meeting of the newly elected trustees once in every two years. The candidate who receives the majority of votes of all trustees, in person, shall be declared elected to the position.

Bylaw2- Section 2. Executive Committee: The Executive Committee shall provide a collective platform for leadership, communication, deliberation, and execution of responsibilities as assigned to the officers by the Board of Trustees and the General Body from time to time. The President shall serve as Chairperson of the Executive Committee and shall execute all contracts, deeds, documents and instruments.

Executive Committee shall meet periodically, but not less than twice a year. Special Executive Committee meetings via teleconferences may be called for by the President or by the Secretary or at the written request of two or more members of the Executive Committee. All regular meetings shall require minimum of fourteen (14) days of written notice by either US mail or by electronic media. All special meetings shall require minimum of three (3) days of written notice by either US mail or by electronic media.

Bylaw 3: Membership Dues

- A. Life Member:** Any person who pays \$100.00 or more in one installment payment towards membership is a Life Member.
- B. Patron Member:** Any person who pays \$1,000.00 or more in one installment payment towards membership during a calendar year is a Patron Member.
- C. Grand Patron Member:** Any person who pays \$5,000.00 or more in one installment payment towards membership during a calendar year is a Grand Patron Member.
- D. Associate Member:** There is no membership fee for Associate members

Bylaw 4: General Responsibilities of Executive and Standing Committees

- A.** The fiscal year of the committee shall correspond to the calendar year and the term of the committee shall coincide with the term of the officers of the organization.
- B.** Each standing committee shall have at least three members unless otherwise stated in the specific committee bylaws or guidelines.
- C.** All chairpersons of various committees shall submit their written reports to the board through the

President.

D. All committees are required to maintain accurate records of their income and expenses and submit a written report to the board through the president.

E. All expenses in excess of \$500.00 (five hundred) shall require prior approval of the Treasurer and the President, and all expenses, in excess of \$5,000.00 (five thousand) shall require the approval of the majority of the board, unless already appropriated in the budget by the board.

F. All financial transactions should be handled by the treasurer as stated in the Article V, Section 7. Treasurer is authorized to initiate wire/electronic transfer of funds from ATA accounts for prior board authorized or approved sponsored projects for approved or authorized budgeted amounts only and such transfer should be initiated only after obtaining appropriate approved invoice/bill/voucher. All the accounts opened for transacting regular ATA or ATA conference or ATA sponsored/approved activity either in ATA office region, conference city or any other location requires board approval and should be opened and operated by treasurer only.

G. Either Trustees or Executive Committee member or any other committee member is not authorized to open and use a credit card issued in the name of the organization or on behalf of the organization without the prior approval of the board.

H. At least two quotations shall be obtained for purchases of \$1,000.00 or more.

I. All members of the committees shall be members of ATA in good standing.

J. The committee functions can be modified by the board as needed.

K. No individual member shall enter into any contracts, agreements or other instruments, whether written or oral with any other individual or organization without the approval of the board or other board approved mechanism.

Bylaw 5: STANDING COMMITTEES

Section 1: Membership Committee: The primary function of this committee shall be to solicit membership, advertisements for the directory, update membership addresses, prepare membership directory. The chair or co-chair should be from ATA home office area to facilitate the appropriate documentation related to membership committee. The printing and distribution of the directory shall be approved by the executive committee. The committee shall update the membership list as of last day of the month, 3 months prior to the next election of board of trustees, or any General Body Meeting. The committee shall also update the membership list as at the end of calendar year within 30 days. Membership Committee's Procedures and Guidelines Annexure –G, shall be part of this section.

Section 2: Constitution and Bylaws Committee: The primary function of this committee shall be to provide the interpretation of the constitution and bylaws, solicit the proposals for amendments, and propose the amendments for board's review and approval. At the direction of the board, committee shall seek the approval of the general body. Prepare and distribute the latest version of the constitution and bylaws to all the trustees soon after the approval of the amendments and no later than the end of the year.

Section 3: Finance Committee: The primary function of this committee shall be to solicit donations, provide the financial planning, and coordinate all fundraising activities.

Section 4: Planning Committee: The primary function of this committee shall be to advise the board on long range goals and plans.

Section 5: Nominating Committee:

A. President with the approval of the board shall activate the Nominating Committee (NC) at least 60 days

before the next election, for the purpose of electing new trustees.

B. Seek nominations from members as certified by secretary, either by publishing the Nomination Form (Annexure F or unless board approved a different Nomination Form) in America Bharathi or by US mail or by electronic on-record member's emails along with a notice on website.

C. In order for the nomination to be valid, a non-refundable fee of \$1000 (one thousand dollars) must be enclosed.

D. Person proposing and seconding the nominee shall be a member of ATA in good standing as per the certified membership list prepared prior to the next election in the category he/she is proposing. Nominee shall be a member in good standing for 90 days prior to the election in the Category he/she is seeking the nomination and shall be member for two full calendar years in any Membership Category. In addition to being a member in good standing, nominee shall have demonstrated service to community at large and particular to American Telugu Association by serving as a Trustee, Chairperson of any standing committees as listed in Article VI (section-2) of the constitution or as a regional coordinator (Article XIV, Section 1) or Convener/co-convener/coordinator of a conference or other board approved committee chair position. Furthermore, any trustee who is consecutively serving his/her second four-year term is not eligible for nomination as a slated candidate without a gap of at least two years.

E. Members of Nominating Committee are not eligible for nomination as trustees.

F. All correspondence shall be sent to ATA official address, unless board approved a different address.

G. For all regular elections, the following nomination process schedule may be used with approved deadlines by EC, unless board approved a different schedule:

	Regular Election
Activate NC	At least 45 days prior to the proposed election date
EC to furnish Certified Membership List to NC	Within two weeks from the closing of membership list
Mail or publish the Nomination Form	Within two weeks after receiving the certified membership list
Deadline for Receipt of the Nominations	Fifteen days from the date of mailing or publishing of the nomination form
Verify eligibility and inform the nominees about their eligibility and Deadline for withdrawal	Within one week after the deadline for receiving the nominations
Deadline for withdrawal	Within 5 days after the notification of eligibility by E-mail or telephone or postal notification
Submit the Report with slated list to the president and board for declaring the results or conducting the election.	Within one month from the date of mailing or publication of solicitation for nominations

H. For all special elections, President, with the approval of the board, shall provide the election process schedule to Nominating Committee at least 45 days prior to the special election.

I. Other materials that should be part of the nomination form are: **1.** A brief profile (maximum of 15 lines) of the candidate that emphasizes his/her community service and service to this organization. **2.** A passport size color photograph. These documents can be mailed **separately but they should be within one week from dead line for the submission of nomination form.**

Section 6: Community Service Committee: The primary function of this committee shall be to organize the community service events.

Section 7: Language and Cultural Committee: The primary function of this committee shall be to coordinate the cultural and language programs.

Section 8: Trust Fund Committee:

- A. The primary function of this committee shall be to monitor and operate the trust fund; to safe guard the fund for long term viability and to make appropriate recommendations to the Executive Committee for long term growth of the fund, by safe guarding the principal in tact.
- B. The purpose of this trust fund is to provide monetary resources for emergencies and to support the organization in perpetuity.
- C. The Trust Fund accounts shall be opened in a FDIC bank, under the joint custody of Treasurer and Trust Fund Chairperson. To safe guard the funds unforeseen bankruptcies of banks, the account balances in each bank may be limited to \$100,000, in view of FDIC coverage limits.
- D. At least 1% of total ATA regular yearly revenues, plus minimum of 50% of the left over money from the conferences, shall be deposited into this account.
- E. Withdrawals from this account shall require majority approval by trust fund committee and also approval from at least two thirds (2/3) of full board of trustees.
- F. All fund withdrawals must require the signatures of Treasurer and the committee chairperson.

Section 9: ATA Foundation Committee: The primary function of this committee is to seek donations, review, approve and coordinate the charitable projects. At minimum the following guidelines must be followed. All other guidelines must be approved by the board.

A. The Objectives:

1. To promote developmental projects in areas of the Telugu Speaking People and to improve educational, cultural, literary, health and quality of life of these people.
2. To encourage people to participate in the above projects.

B. Guidelines:

1. A written proposal for each project shall be submitted by an individual or group of people.
2. There shall be no conflict of interest or personal benefit to any member of ATA.
3. The project sponsor shall be member of ATA.
4. The project shall meet the criteria of Internal Revenue Service (IRS) under section 501(c) (3).
5. The ATA treasurer should be a member of the ATA Foundation Committee and he/she will disburse the funds, as decided by the committee.
6. Each project shall be monitored and its status shall be reported to the ATA Board periodically.
7. The project cost should be at least \$10,000.00

C. Operation:

1. The committee shall review and recommend to the President/ Board for approval of the projects based on the above guidelines.
2. A administration fee of 5% of the project cost shall be allotted to the general fund of the ATA.
3. The ATA board may exempt or change the above deductions based on the project merits.
4. If a project sponsor wants the committee to disburse the funds electronically, additional expenses should be paid by the sponsor.

Section 10: America Bharathi Committee: The primary function of this committee shall be to solicit articles, news worthy items for publication, preparation of material for printing, proof reading and mailing to the general membership.

Section 11: Public Relations Committee: The primary function of this committee shall be to coordinate public relations activities and to organize, promote and coordinate ATA activities during all special occasions, such as conventions.

Section 13: Youth Activities Committee: The primary function of this committee shall be to plan youth activities and coordinate all youth activities with other committees.

- The Primary Function of this committee shall be to Plan Youth Activities and coordinate all Youth Activities with other committees.
- This committee should contain at least 5 active members of ATA the term of which shall conclude with the other committees. Chair of this committee shall be appointed by the President and approved by the majority of the Board of Trustees. The main Function of this committee is to maintain a data base of the ATA Youth and organize events involving children of all ages. Emphasis shall be placed on Indian culture (Telugu in particular) being part of the mainstream U.S.A., yet preserving our identity with Pride, Education, Career opportunities, marriage etc. this committee can serve in an advisory capacity to the parents of the youth.
- This committee shall also coordinate/combine its activities with Youth Forum and Youth Conference committee described in Bylaw 7: Conference guidelines.

Section 14: Continuing Education Committee: This committee shall deal with continuing Education activities for Professionals of Telugu origin in different fields, living in U.S.A., INDIA and other countries. The chair of this committee shall be appointed by the President and approved by the majority of the Board of Trustees. To assure the continuity, the chair shall serve for at least Four Years and other four members shall serve staggered terms of two years.

This committee shall perform the following duties:

- A.**
 1. Identify the Educational needs of the Telugu Professionals
 2. Formulate clear statements of objectives for each program
 3. Assess the effectiveness of each Program
 4. Choose appropriate teaching methods and Knowledgeable faculty for each program and
 5. Document attendance of participants at each program
- B.** Solicit appropriate sponsors for the program
- C.** Maintain close liaison with alumni committee activities described under conference guidelines
- D.** Make recommendations to the Executive committee regarding the needs of continuing Education for Professionals of Telugu origin
- E.** All Financial needs require ATA Board's approval.

Section 15: Archives and Records Committee: Archives and Records Committee's Guidelines-Annexure –C, shall be part of this section.

Section 16: Election Committee: The primary function of this committee shall be to conduct elections as if required as directed by the Article XII of the constitution and with the following guidelines.

- A.** Election Process/ Guidelines - Annexure B, shall be part of this section.
- B.** For all regular elections, the following election process schedule may be used with approved deadlines by EC, unless board approved a different schedule:

	Regular Election
Activate Election Committee	At least 45 days before the set election date
Receive the Nominating committee slated list along with other candidates if any and certified membership list from the President for conducting the election.	At least 30 days before the set election date
Mail Ballots and Candidates Bio-data	15 days before the dead line for the receipt of ballots
Dead Line for return of ballots	15 days from the date of mailing of ballots
Ballot Counting / Election of Trustees Report	Same as the deadline for the receipt of ballots or next postal working day

C. For all special elections, President, with the approval of the board, shall provide the schedule for conducting elections to Election Committee at least 90 days prior to the special election.

D. Election committee in consultation with Nominating committee should set up the deadlines and complete the election process before December 15 or three weeks before the Scheduled ATA board meeting intended for the inauguration of new board and office bearers.

Section 17: Audit Committee: The purpose of Audit committee is to provide independent assessments of ATA programs and operations to reduce waste, abuse and mismanagement and to promote economy and efficiency throughout the organization. The Treasurer should make the records and monthly financial statements available to the committee, periodically to coincide with the BOT meetings, at least 30 days in advance of such Board meetings, to allow the committee to review and submit report directly to the Board. The Treasurer is also required to prepare annual financial report before March of the following year and should send a copy to the committee for review and report to the Board. The Treasurer's annual financial report should be prepared well in advance of the Board meetings to allow the audit to be completed before the report is made at a board of trustees meeting.

Section 18: Business Committee: This committee shall deal with conducting regular business seminars and meetings and other events to educate/mentor/promote about entrepreneurship, leadership and management skills among people of Telugu origin in the US. Business committee chair with input from its members and ATA EC will decide the scope of these meetings/events. Committee will invite Speakers/educators who are leaders in their fields. Committee shall foster cooperation between business communities in India, especially in Telugu speaking states and the US by conducting periodic meetings/seminars etc.

Section 19: Media Committee: The main function of this committee is to promote ATA events across the print/electronic media and web portals. Committee will work with ATA EC, Regional Coordinators and other standing committees to promote and disseminate their activities and events. Committee with input from ATA EC will coordinate sharing contents of ATA events and conferences with TV and web media.

Section 20: Technology/Web Committee: The primary purpose of this committee is to develop and maintain ATA and ATA conference websites with input from ATA EC and ATA conference teams. Committee will assist in designing web, America Bharathi, ATA conference and other all ATA events. Committee shall also promote and educate through webinars and Audio and Video materials.

Section 21: Spiritual Committee:

The primary function of this committee shall be to organize the spiritual activities and events. The scope of this committee will be:

1. To provide various activities that promote overall spiritual development.
2. To provide a platform with a comfortable, serene atmosphere to discuss and participate, to bring more awareness about the importance of practicing spirituality in daily life.
3. To provide a network for individuals seeking spiritual direction regardless of organizational boundaries.
4. To organize demonstration or training sessions, periodical retreats, discourses, discussions and may be even trips to destinations that have spiritual significance.
5. To provide opportunity to grow spiritually and attain greater happiness and freedom in every aspect of life.

Section 22: Fund Management Committee

The primary function of this committee shall be:

- to monitor and operate the Scholarship fund investment account, and
 - to monitor and operate the Membership Revenue investment account
 - to safeguard the fund for long term viability, and
 - to make appropriate recommendations to the Executive Committee for long term growth of the fund, by safeguarding the principal intact.
- A. Fund Management Committee consists of Five (5) Members: President, President Elect, Treasurer and 2 board appointed members either from the trustees or members at large for the term of 2 years with experience in investments in managing brokerage accounts. One of the members will be the Chairperson of the Committee.
 - B. The purpose of this committee is to provide monetary resources for the annual ATA Youth scholarships and ATA Office/Operating expenses, by safeguarding the principal intact.
 - C. Withdrawal from the 'Scholarship Fund Investment Account' for purposes other than the scholarship distribution shall require approval by the two-thirds (2/3) of the members of this committee and requires the approval by the two-thirds (2/3) of the full board of trustees.
 - D. Withdrawal from the 'Membership Revenue Investment Account' shall be only from the earnings on Investment and shall be used only for the ATA office/operating expenses. Withdrawal for purposes other than for the ATA office/operating expenses shall require approval by the two-thirds (2/3) of the members of this committee and requires the approval by the two-thirds (2/3) of the full board of trustees.
 - E. All approved withdrawals must require the signatures of Chairperson of this committee and Treasurer.

Bylaw 6: Amendments to the Bylaws

The Bylaws may be altered, amended or repealed by the Board of the Trustees if approved by two-thirds of the full Board of Trustee in person or by proxy.

Bylaw 7: Conference Guidelines

Conference Guidelines Annexure: A shall be part of this section.

Bylaw 8: Regional Coordinators

- A. Definition of geographic regions: Major metropolitan City and with minimum of 25 ATA members in good standing in the state.

B. Eligibility of Coordinator: a) Member of ATA in good standing for one year, b) Reside within 50 miles radius of the region.

C. Regions: a) Atlanta area, b) Boston area, c) Chicago area, d) Dallas Area, e) Detroit area, f) Houston area, g) Indiana area h) Los Angeles area, i) New Jersey area, j) New York area, k) San Francisco area, l) St. Louis area, m) Other areas not mentioned above with the approval of the board

D. Functions of Regional Coordinators:

1. Responsible for all ATA activities in their respective regions, including, but not limited to solicit ATA membership, organize and coordinate ATA programs with the officers of ATA.
2. Send newsworthy items or articles from the respective regions for publication in the organization newsletter.
3. Submit yearly budget (Income/ expenses) for board approval for organizing ATA activities.
4. Make every effort to ensure income from membership dues, donations etc., shall offset the expenses.
5. Maintain working relationship with all regional Telugu associations.

Bylaw 9: ATA logo, official seal and other standard stationary and official correspondence and communications

All the ATA formal official correspondence, conferences and any other events undertaken by the ATA should follow standard procedures and norms to represent organization name and its identity. ATA logo shall not be used for any other events that are not officially associated with the organization or sponsored by the organization.

Section A: All the formal correspondence, communications, newsletters, awards/certificates stationary shall carry official logo (see Annexure H1). All the official certifications and endorsements shall have affixed official seal (see Annexure H2). Official logo and seal shall be revised only with the approval of board.

Section B: ATA biannual conference shall always be referred as “ x (number, for example 8th) American Telugu Association Conference and Youth Convention” as main title. Individual conference can have additional working title (for example ATA 2004) in addition to main title. All the conference correspondence, advertisements, banners, forms and publications shall have both ATA official logo and conference logo. ATA logo should go on the top left corner, and conference logo should go on the top right corner. Both logos should be of the same size. All the promotional material for the conference should also use both logos.

Section C: All the correspondence related regular activities of ATA (to membership at large as well as to board of trustees, standing committees, regional coordinators and other official committees) should follow proper chain of command. All the correspondence should be routed through Secretary or Joint Secretary in the absence of Secretary or Executive Director in that order. Secretary or Executive Director in consultation with President or in consultation with Executive Committee if required will communicate to appropriate individuals.

Section D: All the transactions handled by the ATA office should be routed through ATA Office Coordinator and should follow proper chain of command.

Bylaw 10: Forms

A) Membership Form: Refer to the Annexure E

B) Nomination Form: Refer to the Annexure F

C) Mail Ballot for Amendments to the Constitution: Refer to the Annexure G

Appendices Materials to Bylaws Follow this Page

List of Appendices

- **Annexure A: Conference Guidelines**
- **Annexure B: Election Guidelines**
- **Annexure C: Archives and Records Guidelines**
- **Annexure D: Membership List Preparation Guidelines**
- **Annexure D1: Member Index Card**
- **Annexure E: Membership Form**
- **Annexure F: Nomination Form**
- **Annexure G: Ballot for Amendments to the Constitution**
- **Annexure H1: ATA official Logo**
- **Annexure H2: ATA official seal**

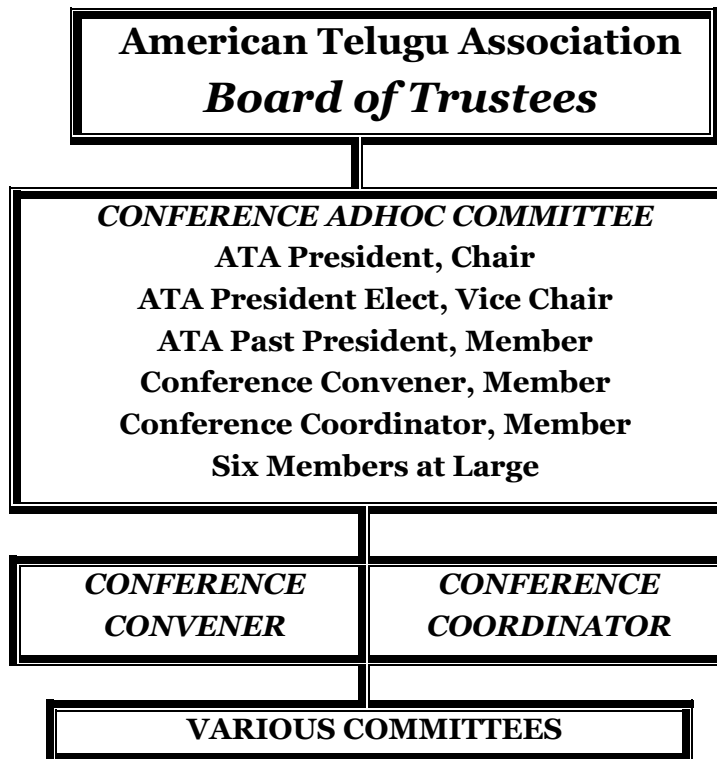
ANNEXURE - A: Conference Guidelines



American Telugu Association Conference Guidelines

The conferences of American Telugu Association (ATA) have become showcases for the organization and for Telugu community all across United States of America. Each conference is setting a higher standard for the next conference in attendance, cultural performances, food arrangements, seminar presentations, business exhibits etc. The conferences are gaining national and international recognition and therefore it has become our implicit obligation and duty to set a minimum standard for the conferences held year after year. This will encourage more and more to participate in the conference activities.

The collective leadership of several responsible individuals will provide the necessary support and guidance to the several Conference Working Committees. It is an enormous task of organizing a conference of magnitude that we have been witnessing lately and it can only become more demanding in future than ever before. An organizational structure is developed to show the responsibilities that are associated with the conference:



The following guidelines have been developed to meet the above stated mission of our organization:

1. The Adhoc Committee as formed under this Bylaw will be the main body in-charge of planning and executing the conference. The members of the Committee are:

ATA President, ATA Past President, ATA President Elect
Conference Convener, Conference Coordinator
Six Members appointed by the Board of Trustees
ATA secretary and ATA treasurer will serve as non-voting members of the ad-hoc committee in addition to above listed members.

2. The President of the Association will be the Chairperson of the Adhoc Committee and President-Elect will be the Vice-chair. The ATA Treasurer will function as the Conference Treasurer.

3. The Board of Trustees upon recommendation of the Executive Committee will appoint Convener, Coordinator and six other members to the Adhoc Committee for the upcoming conference. One of these members will be from the local Telugu Association coordinating the event.

4. The general responsibilities of each of the above positions are as follows:

4.1 Chair: The Chair of the Adhoc Committee will preside over the meetings of the Committee and will provide overall supervision and assistance to all Conference Committees. Periodically, the Chair will report to the Executive Committee and the Board of Trustees of all aspects of the Conference activities. He/She will convene a meeting of the Adhoc Committee on a quarterly basis on the last Saturday of the month ending the Quarter and will also hold a minimum of one teleconference per month. All contracts related to conference to be entered with any vendors, facilities, artists advertisers etc., will be signed by the Chair upon formal approval by the Adhoc Committee at one of its regularly scheduled meetings or teleconferences. He/She will have the power to convene a teleconference at a minimum of one day notice to the Adhoc Committee members to discuss any emergency issues.

The Chair will be the only other authorized individual besides ATA Treasurer to sign the checks from ATA Conference account. However neither Chair nor the ATA Treasurer can write and sign a check without the approval by the Adhoc Committee for the purpose or expense. The conference committee can spend up to \$25,000 at a time. Up on furnishing the receipts, additional monies will be given \$25,000 at a time by the treasurer of ATA.

4.2 Vice Chair: In the absence of the Chair, the Vice Chair of the Adhoc Committee will perform all duties and exercise the powers of the Chair specified above. In the absence of the Vice Chair, the Past President will perform all the duties of the Chair.

4.3 Conference Convener: The Convener selected for the conference will be a member of ATA for at least three years and should be residing within 60 mile radius of the conference site. He/She must possess experience in organizing events in some leadership capacity for national or local Telugu or Indian organizations or for some religious or professional organizations. He/She will be responsible for all conference site related activities except those identified under other sections of these guidelines. He/She will be specifically responsible for all activities pertaining to the following Committees identified in further detail in the later sections of these guidelines:

Venue Committee
Registration Committee
Budget Committee
Hospitality & Transportation Committee
Cultural Committee
Panel Discussion and Seminar Committee

Overseas Coordination Committee
Women's Forum
Food Committee
Publicity and Public Relations Committee
Volunteer Committee
Youth Forum

The Convener works closely with the Coordinator in all aspects of the conference and will assist him in arranging conference site related issues. The Convener proposes a Co-Convener and Chairpersons of all above identified committees to Adhoc Committee for approval. He/She selects with recommendation of Chairperson to select other committee members. The Co-Convener assists the Convener and will assume the responsibilities when Convener is absent for whatever reasons.

He/She will report to the Chair of the Adhoc Committee and will participate in all meetings and teleconferences of the Adhoc Committee and will also attend Executive Committee and Board of Trustee Meetings and Teleconferences, if asked by the Chair. He/she will furnish copies of all correspondence, reports and minutes of meetings of all committee meetings to the Chair of the Adhoc Committee.

The Board of Trustees has the power to remove and replace the Convener at any time if it finds the interests of ATA are not best served by him/her. The Board of Trustees can modify committee assignments between Conference Convener and Conference Coordinator.

4.4. Conference Coordinator: The position of the Coordinator is of utmost importance to the Conference similar to the Convener as he/she will be responsible for many of the activities involve beyond the immediate boundaries of the Conference site. The Coordinator selected for the conference should be a member of ATA for at least three years and should preferably be residing within the region where the Conference is to be held. He/She must possess experience in organizing events in some leadership capacity for local Telugu or Indian community organizations or for some religious or professional organizations. He/She will be responsible for all activities pertaining to the following committees identified further detail in the later sections of these guidelines:

- | | |
|----------------------------|---|
| 1. Finance Committee | 5. Souvenir Committee |
| 2. Arts & Crafts Committee | 6. Business and Vendor Exhibits Committee |
| 3. Alumni Committee | 7. NRI Committee |
| 4. Awards Committee | 8. Banquet Committee |

The Coordinator works closely with the Conference Convener in all aspects of the conference and will assist him in all off-site related issues. The Coordinator proposes Chairpersons of all above identified committees to Adhoc Committee for approval. He/She approves recommendation of Chairperson to select other committee members.

He/She will report to the Chair of the Adhoc Committee and will participate in all meetings and teleconferences of the Adhoc Committee and will also attend Executive Committee and Board of Trustee Meetings and Teleconferences, if asked by the Chair. He/she will furnish copies of all correspondence, reports and minutes of meetings of all committee meetings to the Chair of the Adhoc Committee.

The Board of Trustees has the power to remove and replace the Coordinator at any time if it finds that the interests of ATA are not best served by him/her.

4.5. Conference Secretary: One of the members of Adhoc Committee will be the Conference Secretary and he/she will be responsible for all conference records. He/She will report to the Chair of the Adhoc Committee and will participate in all meetings and teleconferences of the Adhoc Committee and will also attend Executive Committee and Board of Trustee Meetings and Teleconferences, if asked by the Chair. He/She will furnish copies of all correspondence, reports and minutes of meetings of all committee meetings to the Chair of the Adhoc Committee.

5. Conference Treasurer: The ATA Treasurer will function as the Conference Treasurer. He/she will be responsible for all financial matters related to the Conference besides the regular ATA account. He/she should keep accurate record of deposits and checks written.

He/she should be responsible for writing checks for all the Adhoc Committee approved payments for the conference expenses. He/she will report to the Chair of the Adhoc Committee and will participate in all meetings and teleconferences of the Adhoc Committee and will also attend Executive Committee and Board of Trustee Meetings and Teleconferences.

6. The Conference should be held under the banner of ATA and should be called "THE (number) ATA CONFERENCE." In case the Conference is held by any local organization, in which ATA is the main host,

it should be specified clearly.

7. Major ATA Conference will be held every other year. However, it will alternate with ATA Youth Conference resulting in Conference every year.

8. Main theme of any Conference is to make everyone particularly the youth, and Telugus living in the USA aware of the Telugu culture, Indian heritage and the role of NRI in the future of India especially that of Andhra Pradesh.

9. Youth Conferences will be discussed separately.

10. All members of the Conference Working Committees should preferably be members of ATA. The Chairpersons of the various committees should be members of ATA.

11. Regional ATA Conferences may be held in addition to the above and have to follow the same guidelines.

12. The Conference letterhead must include ATA logo in addition to the Conference logo.

13. Committees: The ATA Conference Adhoc Committee is considered to be the supervising body for all Conference Working Committees and all major decisions will be made by the Adhoc Committee with the recommendations of the Conference Working Committees. The Convener and Coordinator of the Conference under whose direction these committees are formed serves as the major communicator between the Adhoc Committee of ATA and the Conference Working Committees. The Convener and Coordinator can form sub- committees as and when needed under the above mentioned committees. Each committee should have one Chairperson and any number of members. One of the members of any given committee should preferably be a Board of Trustees. No one person can be the Chairperson for more than one Committee. Some of the core committees will be discussed in more detail in next few paragraphs.

The Budget and Finance Committees should function under the direct supervision of the Adhoc Committee and the Chairpersons of these two Committees will report to the Chair of the Adhoc Committee.

13.1 Budget Committee: This Committee should consist of a minimum of five (5) members of which the Convener and the Coordinator will be automatic members. Adhoc Committee will appoint the other three (3) members to this Committee. The Convener will be the Chairperson of this Committee. The Coordinator will be the Vice Chairperson.

The aim of the Budget Committee should be to make the Conference financially successful to ATA. A separate ATA account for the conference should be opened by the ATA Treasurer using the same Tax I.D. number as ATA. The Budget Committee is responsible for preparing the budget of revenues and expenditure for each conference committee along with a provision for miscellaneous expenditure. The Budget committee has to periodically track the revenues and expenditure against the budget and report to the Chair.

The seed money for the Conference will be given by the Board of Trustees to be placed in a ATA Conference Account as follows.

Major International Conference	\$5000.00
National Conference	\$5000.00
Regional Conference	\$1500.00

All the seed monies should be returned to ATA main Account no later than one month after the Conference. It is the duty of the ATA Treasurer to send a copy of the monthly statement of the conference account to the Adhoc Committee and also it should be presented to the ATA Executive Committee and to the Board of Trustees at their regular meetings.

The Adhoc Committee may allow the Convener to open an account at a local bank and maintain no more than \$30,000 in this account at any given time. This account should bear the ATA Tax I.D. number and both Convener and Coordinator should sign each check. Besides these two accounts other Conference accounts other than one started by Ad hoc Committee using ATA Tax I.D. number and it should be closed within three months after the Conference.

All payments should be made by check clearly stating the name of the person or firm and the purpose.

If a local Telugu Association co-sponsors the Conference, the Committee should make a provision for up to \$10,000 contribution to the local Association or 50% of net savings, which ever is less

13.2. Finance Committee: This Committee should consist of a minimum of five (5) members of which the Convener and the Coordinator will be automatic members. Adhoc Committee will appoint the other three (3) members to this Committee. The Coordinator will be the Chairperson of this Committee. The Convener will be the Vice Chairperson.

Money for the Conference should be raised by the Finance Committee. The Chairperson should be able to identify the ways and the means to raise the funds with cost over runs in view. All the possible areas of raising money including the fund raising dinners, collecting ads for the Souvenir, speaking with different financial, insurance, pharmaceutical companies etc. should be considered. A report of the funds collected and other efforts that were made should be presented to the Adhoc Committee at their meetings. The ATA Executive Committee, the Regional Vice- Presidents, and the members of the Board of Trustees should be involved to the best of their capability in raising the funds for the Conference.

13.3. Other Committees:

13.3.1 Convener's Supervised Committees:

Following committees' functions and responsibilities surround around the Conference site and are placed under the direct supervision of the Convener.

Venue Committee: The Chair /Co-Chair of the *Venue Committee* along should work with other committees to determine material needs and logistics, such as general setup of the rooms, entrance, signs, and traffic flow in and around the site.

This committee's responsibilities include:

- Parking needs
- Signs and directions (that clearly identify the sections and room numbers)
- Banners, drapery, red-carpet, balloons, etc.
- Security at the Convention Center
- Arranging and maintaining a PA system
- Coordinate with other committees and plan for proper and efficient use of space

He/She should take into consideration the number of delegates expected, the needs of the youth for their activities, mini conference hall & space for exhibits, stalls, audio and video needs, the location of the hotels dorms etc. Coordinate with other committees and plan for proper and efficient use of space. The Chairperson should then report to the Conference Working Committee.

Registration Committee: Fees for registration, patron, grand patron or co-sponsor should be discussed with the Adhoc Committee prior to publishing it. Every effort should be laid to prevent unregistered guests from attending the Conference. In certain cases, the fees may be waived or decreased as deemed necessary by the Adhoc Committee. The Registration Committee Chairperson

is responsible for issuing of name tags, meal coupons, Souvenirs and other Conference materials including program brochures/sheets to the delegates. The committee should be prepared to handle any number of on-site registrations. They also coordinate with souvenir committee, program & events committee, cultural committee and make sure that the registration packets are ready at least one week prior to the conference. They should also discuss with the hospitality committee regarding number of invited guests so that registration material can be prepared well in advance. Registration committee should make every effort to minimize waiting during the process.

This committee's responsibilities include:

- Prepare an action plan for registrations
- Coordinate with the *Convener/Coordinator* for complimentary registrations, if any, for special guests or delegates
- Man the registration booths to manage on-site registrations
- Inspect the conference venue in advance to plan the lay out for the registration tables
- Set up information, lost & food, and message booths at the Convention Center

Budget Committee: The responsibilities of this committee are already outlined earlier.

Hospitality, Transportation and Reception Committees: The financial success of the Conference mainly depends on the donors and it is only appropriate to show our appreciation to them by making them feel very important guests to the Conference. In addition many dignitaries, politicians, businessmen, invited artists and poets especially from India will participate. These should be extended the similar appreciation for coming to the Conference from thousands of miles away. It is the responsibility of this Committee to arrange for transportation from airport, hotel reservations, registration packages etc.

Hospitality, Transportation and Reception Committees should keep in mind that the people coming as visitors from India may not fully understand the way of life in U.S.A. and may expect "too much" from us. These committees should help them "ALL" and not just the VIPs.

Members of this committee should not promise the "visitors" the things they cannot deliver and also any promises to be made should have prior approval of the Adhoc Committee. These "visitors and guests" do carry a definite opinion about us and the Conference back to India. This committee takes the responsibility of arranging transportation to all the registrants if the hotels are not within walking distance. The Adhoc committee will decide what is within walking distance.

Other responsibilities of this committee include:

- Receive and greet VIPs, artists & guests at the hotels, and lead them to appropriate areas
- Arrange reception/Information area with refreshments in all the hotels on Thursday and Friday for VIPs when they first arrive at the hotels
- Designate one person to be in charge of one group of artists and he/she should know their whereabouts
- Block long distance telephone calls from guest rooms in hotels
- Issue telephone cards as appropriate
- Set up welcome packages in donor rooms
- Set up volunteers with maps/general information at each hotel
- Set up message and lost & found desks at each hotel
- Arrange food for Indian guests/artists before and during the conference
- Make lodging and boarding arrangements to the invited artists and participants from India
- Periodically contact hotel sales managers and see how many rooms have been booked already and notify the *Convener*

- Coordinate with various committees and obtain a list of confirmed guests
- Coordinate with *Transportation* and *Volunteers Committees* for assistance as needed.

Cultural Committee: The Chairperson of the Cultural Committee will be responsible for putting together a cultural program suitable for main theme of the Conference. Needless to say the emphasis is on "YOUTH" and their participation in the propagation of Telugu culture. Dramas, music, dances etc. should be discussed with his/her Committee and then the progress report should be given to the Adhoc Committee at its meeting.

The committee should be prepared to execute the program with out set backs by maintaining schedule and quality. The cultural events should feature a variety of performances acceptable to the people of all ages and interests. The committee must encourage participation of local (USA) talent. The ATA Cultural chairperson will be one of the members this committee and should work closely with regional VPs of ATA to identify and encourage talented groups from their respective regions. The Cultural Committee must consider the financial strain when inviting performing artists from India. He/She should work closely with the Venue Committee Chairperson regarding the audio and video facilities, with the Hospitality Committee regarding the lodging and boarding of the guest artists especially the ones arriving from out of town. The stage decorations, settings etc. should be handled by the Cultural Committee.

Other responsibilities of this committee include:

- Design the layout and types of cultural programs to be presented
- Give extra emphasis to the opening ceremonies
- Draft the rules and regulations, publicize and solicit programs with scripts, video/audio, etc.
- Correspond with the performers and obtain confirmations
- Coordinate with *Hospitality Committee* for providing accommodations to artists coming from overseas, as appropriate

Programs and Events:

- Coordinate with various committees and allocate time slots for all events on the main stage and in different meeting rooms
- Coordinate especially with the *Cultural Committee* and arrange the main stage as per requirements of each event. Coordinate with other committees for their specific requirements and consolidate all requirements into a master program
- Inspect the venue and discuss audio/visual arrangements. Ensure all audiovisual and other equipment are properly working at all events
- Estimate expenses, prepare a budget, obtain quotations from different vendors, negotiate and finalize the best one; prepare a contract and submit it to the Adhoc committee for approval
- Control the main stage and ensure smooth flow of all programs as planned
- Arrange for photographers/videographers as appropriate during the conference.

Panel Discussions Committee: The Chairperson of this committee should take the responsibility of bringing together experts dealing with social and cultural issues of the NRIs particularly of the Telugu origin and arrange discussions either in small groups or large gatherings. He/she should work closely with the Venue Committee.

Overseas Coordination Committee: The overseas attendance to the Conference increasing year after year and requires diligence action on the part of this committee in activities such as processing visa applications, extending the invitations to overseas guests, contacting the overseas artists etc. The Coordinator should be the Chairperson of this committee.

Women's Forum: The main Thrust of this committee is to bring to light the issues and challenges facing the women in Telugu community and their roles as mothers, wives, daughters etc. Special emphasis should be placed on problems facing the working Telugu women.

Food Committee: Every effort should be made to provide food with Andhra flavor to the delegates. The Food Committee Chairperson should figure out the best method of achieving that goal by catering from one or multiple caterers. The food committee must carefully consider labor costs when budgeting and all contracts should be in place well in advance. "A well satiated delegate may be willing to overlook any other deficiency that may arise in other areas."

Other responsibilities of this committee include:

- Select the menu and prepare guidelines
- Design the layout of the dining areas
- Coordinate with local health and other agencies for licenses, permits etc., as required
- Make arrangements for tables, chairs, power, music, water, trash cans, cleaning crew, security, etc.
- Submit the final contract to the Adhoc Committee for approval

Publicity and Public Relations Committee: The major responsibility of this committee is to reach the community and promoting the event. One way to ensure coverage is to compile a media mailing list and work out a strategy that gives maximum exposure. Coordinate with America Bharathi team to well inform about the programs and attractions of the event. This committee should involve regional VPs of ATA and discuss various resources of advertising in their area including radio, community newspapers, etc.

Other responsibilities of this committee include:

- Design/develop information for flyers, banners etc.
- Make arrangements to distribute publicity materials as appropriate
- Organize the display of banners and other publicity materials at the conference venue
- Compile a media mailing list and work out a strategy that gives maximum exposure
- Coordinate with America Bharathi and web master to publicize the conference programs and attractions

Volunteers Committee: The Chairperson for the Volunteers Committee should gather as many volunteers as possible to assist before, during and after the Conference. This Committee should schedule volunteers and assign specific jobs or stations, including setup and coverage for breaks and meals. The chairperson of this committee should contact volunteers periodically to confirm their commitment and schedule. All other committee Chairpersons should consult him/her regarding the number of volunteers needed for a specific type of work. The Board of Trustees of ATA are highly encouraged to take up an active role by volunteering their services at the conference.

Youth Forum & Youth Conference Committee: Youth Conferences may be held as a part of the major Conference or as an independent Conference. If it is a part of the major Conference, a separate Youth Committee with its Own Chair and Co-chair should be appointed, and they should coordinate all their activities with individual committees to facilitate smooth integration into the main Conference. One of the members of the Adhoc committee must take an active role in guiding and planning youth activities. The events of youth program should involve the children of all ages. It should be interesting, entertaining and also be a learning experience to our children. The Committee should plan on conducting various competitions based on knowledge and understanding of Telugu culture and society. This committee should work closely with other working committees for space, material, publicity and other requirements. The youth committee must set up a help desk and arrange youth volunteers to be present at all times for providing information about their activities.

If a Youth Conference is planned independently, a Convener and a Co-convenor from the youth should be appointed at least two years prior to the date of the Conference. The ATA President should appoint an Advisory Committee consisting of at least three members of the Board of Trustees. They should work closely with the Convener and the Co-convenor and follow same guidelines that are outlined for the major Conference.

The major emphasis of the Youth Conference should be on Indian culture (Telugu in particular) being part of the mainstream U.S.A., yet preserving our identity with pride, education, career opportunities, marriage etc.

13.3.2 Coordinator Supervised Committees:

Following committees' functions and responsibilities are generally surround activities that are not related to the Conference site and are placed under the direct supervision of the Coordinator.

Finance Committee: The responsibilities of this Committee are as outlined earlier.

Arts & Crafts Committee: The Chairperson for the Arts & Crafts Committee should make every effort to bring together paintings, sculptures and other fine arts with emphasis on Indian culture and should work closely with the Venue Committee regarding space, lighting etc.

Business and Vendors Exhibits Committee: This committee has the responsibility to solicit arrange and oversee the business and vendor exhibits. This event has increasingly becoming a source for considerable funds, it should be properly planned and advertised. The Chairperson of this committee should work with the Convener for the allocation of sufficient space for the business exhibits.

Other responsibilities of this committee include:

- Design the layout of the booths according to the nature of the business, rental rates, size, furniture, electrical outlets, tables, chairs, display panels, light fixtures, etc.
- Contact and obtain at least three quotations from different contractors, negotiate and finalize one contractor, draft a contract and submit it to the Adhoc committee for approval
- Design and send out letters to the prospects soliciting participation
- Allocate booths and confirm their bookings
- Coordinate with the Registration Committee for onsite registrations. Make separate arrangements at the registration area for vendors to pick up registration materials.
- Assign booth numbers, guide vendors to their respective booths, and look after their needs during the conference
- Work with Indian Coordinator for vendors from India

Alumni Committee: The Chairperson for the Alumni Committee should get all Alumni of the universities of Andhra Pradesh to take part in the Conference. He/She should make arrangements for CME meetings and also should work with venue Committee in providing the sites for the individual Alumni gatherings.

Awards Committee: The function of the Awards Committee primarily is to recognize and honor those individuals of Telugu origin who achieved significant success and contributed in their fields. All formal awards given by the ATA during the conference should be restricted to telugu speaking people residing in USA, except the life time service/achievement awards. Individuals from other ethnic groups who have contributed significantly to Telugu causes can also be honored by special recognition.

The President and the Secretary of ATA will be part of the Awards Committee. The Chairperson for the Awards Committee should be named by the Conference Coordinator and have the approval of the Adhoc Committee. Every effort should be made to make ATA award as one of the most

prestigious. The Awards Committee should form reasonable number of categories and no more than two awards in each category should be given. The bestowing of awards should be well publicized at least 6 months prior to the Conference. There should be a nomination deadline after which the list of nominees should be presented to the Awards Committee for an open discussion. After approval from the Adhoc Committee, the final list of nominees should be submitted to the ATA Executive Committee at least 3 months prior to the Conference and only after their approval the final list of awardees should be published at least one month prior to the Conference.

The Conference working Committees, including all the volunteers and individuals who contributed to the success of the Conference should be recognized by ATA at appropriate time during the Conference.

Other responsibilities of this committee include:

- Determine the scope and criteria for the awards to be given, the range of awards for excellence in fields such as technical, literary, cultural, education, humanitarian, etc., and by geographical areas, as appropriate
- Solicit nominations from individuals, community leaders, and various Telugu associations in the US and abroad
- Review credentials thoroughly and impartially, and finalize the list of awardees. Award nominees should be accomplished and well-known in their respective areas
- Purchase recognition and felicitation materials like plaques, mementos, etc. to be awarded at the banquet
- Inform the awardees of their selection in advance of their respective time slots to be present to receive their awards
- Coordinate with the Banquet Committee for special recognition at the banquet
- Coordinate with the Hospitality Committee for guest room assignments and any special arrangements as appropriate

NRI Committee: The main function of NRI Committee is to keep the Telugu community in the U.S.A. informed about the socioeconomic conditions, business opportunities and various projects in the Government and private sectors in India. The Chairperson should be able to communicate with the Departments of Trade and Commerce both at the State and the Federal levels in India as well as U.S.A. He/She should be able to arrange seminars in various fields at the Conference. However, primary importance should be given to the projects in Andhra Pradesh. ATA or Adhoc Committee or the Conference Working Committee should in no way be liable for the success or failure of the projects or investments discussed at the Conference.

Souvenir Committee: The Chairperson for the Souvenir Committee should work closely with the Editor of America Bharathi in bringing out the Souvenir as well as the Post Conference Issue. However, the cost and the contents should be discussed with the Adhoc Committee as well as the Executive Committee. Both magazines should not only be self-sufficient but also should serve as the source of surplus funds for ATA. Special effort should be made to recognize the Co-sponsors and other individuals who contributed to ATA.

The material to be published in the post conference issue of America Bharathi should be sent to the editor of America Bharathi immediately after the conference. The convener and coordinator should work closely with the editor and make every effort to publish the magazine with 60 days after the conference.

Other responsibilities of this committee include:

- Design the cover page and format of the souvenir
- Contact and gather articles from different writers
- Solicit camera ready ads from advertisers, sponsors and other agencies

- Solicit quotations from printers to print the souvenir, finalize a publisher and submit it to the Coordinator for approval
- Collect pictures of and messages from ATA President, Convener, Co-Convener, Coordinator, Committee Chairs, VIPs, etc.,
- Make arrangements to deliver souvenirs to the Registration Committee at least two weeks before the conference start date

Banquet Committee: A banquet should be held on the night before the official opening of the Conference to recognize the donors, special guests, artists etc. This committee should organize this event independent of the conference but within close proximity of the conference preferably inside the hotel where Conference has designated as the main hotel for delegates to stay.

Other responsibilities of this committee include:

- Coordinate with the Awards Committee to recognize invited guests and awardees
- Coordinate with the Food Committee about the menu and identify the estimated attendees for the banquet
- Coordinate with the Decorations Committee for table top decorations
- Coordinate with the Cultural Committee if there are any plans to arrange entertainment

14. Conference Donors:

The following categories of donors will be applied to the biannual conferences.

- a) Patron: \$1000 - \$ 2499: Patrons are entitled to a conference registration and the Banquet tickets for the family
- b) Grand Patron: \$ 2500 - \$4,999: Same benefits as Patron + CME + room for three nights
- c) Benefactor: \$5000 - \$ 9,999: Same as Patron + CME + 1 bed room suite for three nights + family picture in the conference Souvenir
- d) Grand Benefactor: \$10,000 and above: Same as Benefactor + Stage recognition

15. THE AUTHORITY: The preliminary program of the Conference, including all the activities for the duration of the Conference should be presented by the Adhoc Committee to the Executive Committee and Board of Trustees of ATA at least one month prior to the date of the Conference for approval. Thereafter, the Adhoc Committee will have the authority to monitor the program and will have the authority to make changes as it is necessary as long as the overall program remains significantly same.

End of Conference Guidelines

ANNEXURE - B: Election Guidelines



American Telugu Association

P.O. Box 4496, Naperville, IL 60567
<http://www.ataworld.org> E-mail: info@ataworld.org

Trustees Election Ballots Mailing/Counting Procedures

Preparation of the Ballots: Ballots will be printed on special paper with ATA corporate seal water mark and serial number. Before the Ballots are used it will be affixed with ATA official seal.

Prepare and mail the ballots with voting instructions and return envelopes with a return dead line Date (should be received on or before this date).

Ballot mailing envelope contains the following:

- 2 Ballots with instructions
- Stamped ATA return address P.O. Box xxxx (specifically opened for NC/EC use) Naperville, Illinois, 60567, envelope for Ballot returning (with “ATA Ballot” inscription)

The ballot mailing envelopes will be assembled using double-blinded process as indicated below and all the ballots will be mailed in single batch from the same post office.

- Fix US postal stamp (First Class) on the Ballot return and mailing envelopes
- Divide the number of ballot into two bundles and shuffle them to scramble the serial numbers.
- Place one ballot from each bundle (total 2 ballots) along with the ballot mailing larger envelope and seal it.
- Fix the labels on all ballot-mailing envelopes in single batch after all the envelopes were assembled.

On the day of Ballots Mailing inform the Naperville post office in writing to hold all ATA mail received at P O Box xxxx (specifically opened for NC/EC use) (see attached letter)

Receiving of the ballots:

ATA mail received at PO Box (Specifically opened for NC/EC use) will be on hold at the post office until it is collected on the day of counting (as indicated below). On the day of counting, the following ATA official representatives will go to the post office 4:00 PM to collect all the mail from PO Box xxxx (Specifically opened for NC/EC use), Naperville, IL 60567 post office.

A. ATA Nomination Committee Representative

B. ATA Executive Committee representative

C. One or two ATA member (s) at large.

D. Candidate's representative if candidate requests

- All the boxes with mail received at ATA P.O. Box (specifically opened NC/EC use) will be transported to ATA office or to a prior notified other location for sorting and counting.
- Open and collect the ballots. Make note if any envelopes came without ballots. Record the total number of ballots received.

Counting of the Votes:

- Examine each ballot for its authenticity and any violation of voting instructions and sort them into two categories. 1) Voted for Nomination committee slate, 2) Voted for other candidates. Reject any ballot that did not follow the voting instructions.
- Count votes for both Nomination Committee Slate and other candidate one group at a time. Verify counting of both the candidates with a second count. Any discrepancy over 1%, counting should be repeated one more time. If the two counts are identical no need for another counting.

Declaration of the Results:

- Candidate who receives majority of the votes will be declared elected.
- Tabulate all results. Ballot counts, rejected ballots etc.
- Seal and save all the records for at least six months.
- Decision of Election committee is final.

Participation of Candidate or his/her representative at the counting.

- Candidates his/her representative can be present at the opening and counting of ballots if he/she chooses to do so.
- Candidate should inform Election committee or ATA Executive Committee in writing who will be representing him/her at the counting two days prior to counting.
- Counting will take place at the ATA office in Lemont, Illinois or at a prior notified other location.
- Candidates his/her representative will not communicate in any form with Tellers during the counting process. He/she will be a silent and hands-off observer.
- Any grievances during the counting process should be communicated to Election Committee Representative at the counting without disturbing the counting process.

ANNEXURE “ B” : Election Guidelines (continued)



S. NO:

American Telugu Association

P.O. Box 4496, Naperville, IL 60567

Trustees Election Ballot

Please be advised that we will be electing new # ____ (for example 10 or 9 in the case of Life Membership category) of trustees for a term of four years by respective category. After the careful evaluation, the Election committee is submitting the slate of candidates along with other candidates for your selection. Please cast your vote and mail the ballot in the stamped self-addressed envelope provided.

Voting Instructions:

- Each Member is provided with two ballots (one for you and your spouse).
- Use check mark (✓ or X) to cast your vote. Any other markings, writing and tampering in any manner will lead to automatic invalidation of your ballot.
- Please select _____ candidate for Trustee Position.
- VOTING MORE THAN _____ CANDIDATE LEADS AUTOMATIC INVALIDATION OF BALLOT
- Fold and place the ballot into a special stamped ballot return envelope
- Dead line for receiving Ballots at ATA P.O. Box xxxx (specifically opened for NC/EC use), Naperville, IL 60567 is date _____

Nominating Committee Slate [] vote for all --- below	Other Candidate(s)
List all candidates' names of Nominating Committee Slate in Alphabetical Order []	List all names of other contesting candidates in Alphabetical Order []

Approved by:
Election Committee

Secretary, ATA or ATA EC Designate

ANNEXURE - B : Election Guidelines (continued)

Sample letter to Post Master

(on ATA Letterhead)

Date:

To,
The Post Master
Naperville Post Office
Naperville, IL 60567

Dear Sir/Madam

The American Telugu Association is conducting an Election by postal mail ballot. As a result we are expecting a large amount of mail to our ATA P.O. Box xxxx (specifically opened for NC/EC use) Naperville, IL 60567. We request you to hold all the mail received by the P.O. Box xxxx (specifically opened for NC/EC use) from _____ until AM or PM (it should be on the same day of counting) on Date _____. The following representatives will be present on Date: _____ to receive all the mail.

Name: Executive Committee Representative - American Telugu Association

Name: Election Committee Representative - American Telugu Association

We appreciate for your kind cooperation.

Sincerely,

Executive Committee Representative:

Election Committee Representative

ANNEXURE - B: Election Guidelines (continued)

Trustee Election -Ballot Mailing Certification

Date: _____

We the undersigned Prepared and mailed the Ballots for ATA trusteeship election as indicated below.

ATA trusteeship election ballots for Grand Patron/Patron/Life Member Category with instruction information along with envelope to return ballots were sent TO ALL THE GRAND PATRON/PATRON/LIFE MEMBERS USING THE ADDRESS AVAILABLE IN THE CERTIFIED MEMBERSHIP DATA BASE.

Ballot mailing envelope contained the following:

1. Two Ballots, with voting instructions
 2. Stamped Ballot returning envelope (with ATA return address and “ATA Ballot” inscription)
- Fixed US postal First Class mailing stamp on Ballot return and mailing envelopes
 - Divided the number of ballots into two bundles and shuffled them to scramble the serial numbers.
 - Placed the ballot instruction letter, one ballot from each bundle (total two) along with ballot return envelop into ballot mailing larger envelope (with special red alert) and sealed it.
 - Fixed the labels on all sealed ballot mailing envelopes in single batch after all the envelopes were assembled.
 - Mailed all the envelopes in single batch from the same US Post Office (---) at one time (---).

ATA Election Committee Representative

ATA Executive Committee Representative or
Secretary, ATA

ATA Member at large

The following ATA member volunteers helped in ballot assembling and mailing process.

COUNTING SCHEDULE/CHECK LIST

1. Pick up mail from ATA Mail Box xxxx (specifically opened for NC/EC use).
2. Bring the mail to ATA office.
3. Count the number of ballot return envelopes.
4. Open the envelopes and count the number of ballots. Save the ballot return envelopes, including undeliverable addresses.
5. Tabulate the number of valid ballots and invalid ballots.
6. Sort them by voted for NC slate or other candidate(s).
7. Count voted for NC slate or other candidate(s) each candidate one group/candidate at a time.
8. Repeat/verify the count.
9. Tabulate all results and out come
10. Seal and save all the records until next election.

Signed by:

Election Committee Representative:

Executive Committee Representative:

Members at Large:

Candidates/representatives present:

SUMMARY OF RESULTS

✓ AGAINST THE WINNER

Nominating Committee Slate	Other Candidates
List All Candidates Names of Nominating Committee Slate in Alphabetical Order	List All Other Candidates Names in Alphabetical Order
[]	[]

Election Committee Representative:

Executive Committee Representative:

Members at Large:

Candidate /representatives present:

ANNEXURE - B: Election Guidelines (continued)

Trustee Election Ballot Counting

Name of the Candidate: _____

xx columns xx rows (score with cross line [/] =xxx votes)

Teller (); Elec. Comm. (); EC (); Member(s) at large ()

ANNEXURE - C: Archives and Records Guidelines



American Telugu Association

P.O. Box 4496, Naperville, IL 60567

<http://www.ataworld.org> E-mail: info@ataworld.org

SCOPE & GUIDELINES

ARCHIVES/RECORDS COMMITTEE

CONTENTS:

1. NAME
2. ARC COMMITTEE SCOPE
3. GUIDELINES
4. RECORDS AND DOCUMENTS
5. RESPONSIBILITIES
6. BLANK FORMS
7. STORAGE / RETRIEVAL OUTLINE

1. Name: The Board members of ATA approved the formation of Archives/Records Committee-ARC.

The name of the committee shall be Archives/Records Committee (ARC)

The Archives/ Records Committee (ARC) shall consist of five (5) representative members including Committee Chairperson, who are all located within the Greater Chicago Area and proximity of ATA home office. Three of the members shall be from either past and/or current board of trustees. The term of the committee is perpetual.

To add or remove any member of the committee the ATA Board with 2/3 majority at a duly called conveyed Board meeting would be required. Due to inability of any member to continue or resigning, the President with approval of majority of the Board may replace the member.

2. ARC Committee SCOPE:

The ARC shall have the following functions including but not limited to:

- Responsible for retrieval, storage, and disposal of all current and previous (Historical) documents, Tax Returns, Minutes of the Board meetings, Executive Committee meetings, Financial Reports, all Committee Reports, all Legal Documents, Inventory Reports etc.,
- Contracts, Lists, Brochures, and Printed material
- Computer back up tapes, software, Audio/Video Tapes, Still Photographs.

3. GUIDELINES:

- Documents shall be stored in a controlled and safe storage facility.
- Documents shall be easily retrievable
- Access to all the storage areas shall be controlled
- Continuity of the system from year to year shall be maintained.

4. RECORDS AND DOCUMENTS:

ACTIVE /CURRENT FILES: All current year's documents, except documents of PERMANENT, shall be stored in this area, before the end of the first month of the New Year.

PERMANENT FILES: Corporate documents, Federal, State TAX returns, year-end financial statements, Contracts (Conference), Legal documents, shall be stored in this area.

HISTORICAL FILES: All documents from previous years shall be stored in this area (other than permanent files). All financial detail documents shall be kept for at least ten (10) years. ARC shall be responsible for preparing a list of documents for disposal and shall seek an approval by the Board of Trustees prior to disposal.

5. RESPONSIBILITIES:

- Secretary shall be responsible to ensure all incoming and outgoing correspondence is sent to ATA home office. Abroad news articles, any pictures taken, should be collected and sent to ATA home office.
- Any printed material a copy shall be sent to ATA home office (Letterheads, Flyers, America Bharathi, Newspaper Advertisements, and Souvenir etc).
- The person who opens the mail at ATA home office or any outgoing correspondence copies will be mailed to the President, Secretary, and only if it relates a copy is sent to Chairpersons.
- Treasurer shall be responsible to ensure all financial documents are sent to ATA home office
- All Chairpersons shall be responsible to ensure all their correspondence is sent to ATA home office.
- Conference Convener shall be responsible to ensure all their correspondence including contracts is sent to ATA home office after closing the accounts.
- Executive Committee, Conference Convener and Chairpersons shall be responsible to send copies of pictures for record keeping in albums

The end of the ARC document

ANNEXURE - D: Membership Committee Guidelines



American Telugu Association

P.O. Box 4496, Naperville, IL 60567
<http://www.ataworld.org> E-mail: info@ataworld.org

MEMBERSHIP COMMITTEE GUIDELINES

1. Responsibilities of ATA Home Office Clerk:

- Open the mail and stamp the date received.
- Check Membership application form, if all personal information is furnished with a member signature.
- If personal information is missing or a signature is missing, return the application form and request recipient to fill it out with a signature and mail it back.
- If a check is received without a Membership application, call the member and ask them to fill the application form with a signature. Until the application form is received, do not deposit the check.
- Membership application form should be attached with a personal check of the member
- If the check is paid by third party, keep the check aside and don't deposit the check; notify the Membership chairman and the member via e-mail or by letter, or by phone.
- Make a copy of the check and application form
- Enter the check amount, date, and check number in the revenue file
- Deposit the check
- Acknowledge the receipt of Membership form via e-mail if present
- Keep the original Membership form and copy of the check in a folder.
- The copy of the Membership form and copy of the check should be kept in separate folder – ***To be certified by the Membership Committee Chair.***
- Once a month mail the Membership copy along with a copy of the check to the Membership chairman.
- After certified by the Membership chairman, the Membership chair will be notified to file the original application form. The Membership chair will provide the index label and Membership id numbers.
- Follow the same steps A thru N for Membership upgrades.
- If any change of address is mailed by a member, the ATA home office by that member, with a written correspondence, should notify the ATA chairman or a Membership committee member to update the address.
- Any correspondence related to Membership should be brought to the attention of the Membership chairman, and the correspondence should be filed with the Membership application.

2. Responsibilities of Membership Chairman or Membership Committee:

- a) The Membership Chairman and Membership Committee (MC) members are responsible to maintain the Membership database including changes of address.
- b) Once every month provide the new Membership list to the President.
- c) Once every month provide the Membership upgrades to the President.
- d) Provide the new members and upgraded members to America Bharathi editor to welcome and publish the members who joined ATA.
- e) The Membership chair should provide the status report to the Board of trustees meeting, also updated with Membership upgrades.
- f) Provide a Membership listing as needed by the President.
- g) Certify Membership:
 - i. Check Membership application form to make sure all personal information is furnished with a member signature.
 - ii. Verify the check to make sure the dues are not paid by a third party.
 - iii. Checks and applications are sometimes backdated, in such case, note the date received and make that as the effective date.
 - iv. Number assignment: The
 Membership id is also called as Membership family id. The filling is done based on the Membership id. The combination of Member ID and sub Membership categories forms the full Membership id. Once the Membership id is assigned it can't be changed even if a member upgrades the Membership from Life member to Patron or Grand Patron. A trail is maintained by the member ID. The old numbers of Life member or Patron Member are nullified and should not be re-assigned. The following illustrates how to assign the numbers:
 - 1. **Member ID:** Next Sequential number
 - 2. Life member LMYNNNN
 - a. LM = Life member
 - b. YY = The Membership year
 - c. NNN = Next sequential number
 - 3. Patron Member: PMNNNN
 - a. PM = Patron Member
 - b. NNNN = Next sequential number
 - 4. Grand Patron Member: GPMNNN
 - a. GPM = Grand Patron Member
 - b. NNNN = Next sequential number
 - 5. Associate Member Number AMNNNN
 - a. AM = Associate Member
 - b. NNNN = Member Number
- h) MC shall verify the donation of \$ 2500.00 or more by a non-ATA member towards ATA conference and keep the copy of conference registration form in records in place of membership form and assign Life membership to the donor.
- i) Once the Membership number is assigned, print the label and mail the labels to the ATA clerk to be filed along with the original application form.
- j) Print the index card (Annexure D1) and get the approved signatures from Secretary or

President for all new members and for all membership upgrades and other pertinent revisions to all existing members.

k) New Member Welcome Letter

- i. Mail a welcome letter (ATA letter head) to every new member. This is to acknowledge the receipt of their application and also to thank them for their support.
- ii. It is unnecessary to do this after each application is received, but can be done once a month for a group of members who have joined that month.

l) *Change of Address*: Change of address should apply for the ATA members only. The change of address comes from the following sources; make the changes accordingly:

- i. America Bharathi has a column which reads as “Have You Moved”. Members use this form to send a change of address.
- ii. The web site also has a feature for members to send their changes of address. This comes directly through e-mail to the chairperson.
- iii. Phone calls informing us of their changes of address.
- iv. Sometimes the address change may be for family listed under the nonmember category; these are not changed.

m) America Bharathi Mailing List

- i. Find out from the editor the date of publication of the next issue. Combine the Membership list and nonmember list into one big file and send it to the editor.
- ii. It is possible that the publication may be delayed by a month or more. In a months' time there may be many address changes and added new members, so it is better to send an updated list.

n) New Members Welcome List to America Bharathi

- i. Prepare a list of new members under each category and mail to America Bharathi editor before the publication of each issue.
- ii. Call the editor and find out when he is planning to go for printing and when he needs the documents. It has happened a few times that we send the info to the editor, but the publication gets delayed by a month or more. An updated list can be sent if we have more new members to be added to the list.
- iii. After the issue comes out, verify if the new member list is published. Make copy of the list and file. It happened few times that the list was not published. Include these names in the next welcome list.

o) If the membership dues are paid by the credit card, member to be should provide the name on the Credit card, Billing Address. Membership dues will be accepted only when the member information matches with the payment information.

Membership form is revised to include billing information: name on the card, billing address and spouse's last name.

ANNEXURE - D1: Member Index Card

American Telugu Association

Member Index Card

Revised Date: 9/8/03

Member ID: 9999 ; Current Category: LM9999

Member Name: American Telugu Association,

Address: PO Box 4496, City, St Zip: Naperville, IL 60567

Phone: 630-783-2250; Email: atahome@ameritech.net

Historical Data:

Payments:

Check #: 1234; Date: 9/8/03; Amount: \$0

Check #: 1234; Date: 9/9/03; Amount: \$0

Check #: 5678; Date: ; Amount: \$0

Membership:

Life Member Number: LM9999; Effective Date: 9/8/03

Patron Member Number: ; Effective Date:

Grand Patron Member Number: ; Effective Date:

Comments:

Annexure D1 to Membership Guidelines

Prepared By: _____; Date: _____

Reviewed By: _____; Date: _____

Approved By: _____; Date: _____

ANNEXURE-E: Membership Form



American Telugu Association

P.O. Box 4496, Naperville, IL 60657 Tel: (630) 783-2250 Fax: (630) 783-2251 www.ataworld.org

Name: _____, _____, _____ Profession: _____
Last First Middle

Spouse's Name: _____, _____, _____ Profession: _____
Last First Middle

Telephone: _____ E-Mail address: _____

Address: _____
Street City State Zip

Children (Name & Age) 1. _____ 2. _____
3. _____ 4. _____

MEMBERSHIP CATEGORY

☐ Grand Patron \$ 5,000

☐ Patron \$ 1,000

☐ Life \$ 100

MEMBERSHIP DEFINITION AND QUALIFICATIONS

Definition: Grand Patrons, Patrons and Life Member are entitled to family membership

Qualifications: Any person becoming a member of ATA shall:

- Fill out the membership application form
- Pay the appropriate membership dues in one installment
- Abide by the objective and purposes of ATA as defined in ATA constitution
- Be at least 18 years of age

Signature _____

Date _____

Membership Solicited/Referred by: _____

General Donation to ATA

Towards: _____ Amount \$ _____

ATA Sponsored Projects

- ☐ **Vidya Daanam** (Scholarship for High School students in AP/TS) \$ _____
- ☐ **Fluorosis Prevention/safe drinking water in AP/TS.** \$ _____
- ☐ **Education** (In High School and Colleges in AP/TS.) \$ _____
- ☐ **Other (Describe)** _____ \$ _____

For additional information: Please contact ATA foundation Chair or visit www.ataworld.org

Total Amount Enclosed: \$ _____, Check No.: _____, Date: _____

Please Charge \$ _____, VISA/MC/AMEX: Card No.: _____

Exp. Date: _____, Name as it appears on the Card: _____

Billing Address (if different from above): _____

Please make check payable to: *American Telugu Association and mail to*

American Telugu Association, P.O. Box 4496, Naperville, IL 60567

Official Use Only

Member ID: _____, Category ID: _____, Date: _____

ANNEXURE - F: Nomination Form



American Telugu Association

P.O. Box 4496, Naperville, IL 60567

NOMINATION FORM

PROPOSER: I, _____, hereby nominate
Mr/Mrs. _____, for the ATA Trustee in the category of:
_____ Grand Patron: _____ Patron: _____ Life Member

Signature: _____ **Dated:** _____

Address: _____

SECONDER: I, _____, hereby second the above nomination

Signature: _____ **Dated:** _____

Address: _____

NOMINEE: I, _____, hereby accept the above
nomination and willing to serve the Board, if elected.

Signature: _____ **Dated:** _____

Address: _____

ELIGIBILITY/ SUBMISSION REQUIREMENTS:

1. Person proposing and seconding the nominee shall be a member of ATA in good standing as per certified membership list prepared prior to the next election in the category he/she is proposing.
2. Nominee shall be a member in good standing for 90 days prior to the election in the Category he/she is seeking the nomination and shall be member for two full calendar years in any Membership Category.
3. In addition to be a member in good standing, nominee shall have demonstrated service to community at large and particular to American Telugu Association by serving as a Trustee, Chairperson of any standing committees as listed in Article VI (section-2) of the constitution or as a regional coordinator (Article XIV, Section 1) or Convener/co-convener/coordinator of a conference or other board approved committee chair position. These and other guidelines stated in Bylaw 5 Section-5 shall be considered by the NC in nominating potential trustee candidates
4. Enclose a non-refundable application fee of \$ 1000 (one thousand hundred dollars) Payable to American Telugu Association.
5. Other materials that should be part of this nomination form are: A) A brief profile (maximum of 15 lines) of the candidate that emphasizes his/her community service and service to this organization. B) A passport size color photograph. These documents can be mailed separately but they should be received within one week from the deadline for the submission of nomination form (indicated below):

INSTRUCTIONS FOR THE SUBMISSION OF NOMINATION FORM:

Send the Nomination Form and application fee of \$1000.00 to the following Address **to be received** at ATA Office
by ----- . Mail to: Chairperson: Nominating Committee

American Telugu Association

P.O. Box xxxx, Naperville, IL 60567

For further information/clarification, please call Chairperson: _____ at Phone: _____ E-mail: _____

ANNEXURE - G: Mail Ballot for Amendments to the Constitution



American Telugu Association

P.O. Box 4496, Naperville, IL 60567

<http://www.ataworld.org> E-mail: info@ataworld.org

Mail Ballot/Note to ATA members for Approval of Amendments to the Constitution

Date:

Dear ATA member:

Board of Trustees, during its scheduled meeting on _____ proposed amendments (see below) to ATA constitution.

This document shows the proposed changes to constitution for your review and voting (ratification)

Please indicate your selection by marking with 'X' in appropriate box on the attached voting card and fill your name and address. Mail the completed card to

Attn.: Constitution Comm., Chairperson
America Telugu Association
P.O. Box 4496, Naperville, IL 60567

Chairperson, Constitution & Bylaws

President, ATA

Continued

Voting card to seek the ratification of ATA Constitution Amendments

American Telugu Association

Amendments to ATA Constitution as proposed by the Board of Trustees at its scheduled meeting held on _____.

Approve ()

Disapprove ()

Abstain ()

The changes proposed in (example)

- " Article II (sections 3, 5, 6)
- " Article III (sections 1, 1D, Section 2A, C and approval of associate membership process; section 3; section 5; section 6; section 7 and section 8)
- " Article IV (Section 2A & C and new 2F; Section 3; section 4; section 5 and section 6)
- " Article V (Section 7)
- " Article VI (Section 2; addition of new committees to the list 18-20)
- " Article VII (Section 2)
- " Article XI
- Article XIII

From (Member's name)

Address:

To:

**American Telugu Association
P O Box 4496
Naperville, IL 60567**

ANNEXURE- H1: ATA OFFICAL LOGO

ATA OFFICAL LOGO



ANNEXURE - H2: ATA Official Seal

ATA Official Seal

