

CONSTITUTION

Adopted on the 9th day of May 2004

1. Name

The name of the association is European Telugu Association ("The Association")
It is a non-profitable, social and cultural organization.

2. Aims and Objects

The association's aims and objects ("the objects") are to promote, preserve and maintain the Telugu language and the cultural heritage of the Telugu people and provide a forum to promote the education and social interaction of its members in Europe and the local community.

The aim of the association in future is to apply for a charitable status with the charity commission.

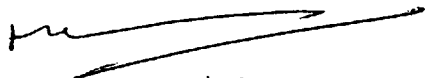
3. Administration

Subject to the matters set out below the association and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause (7) of this constitution ("the Executive Committee").

4. Powers

In furtherance of the objects but not the otherwise the Executive Committee may exercise following powers:

- 1.1 Organise periodic literacy, social, cultural and other events to promote the association's objectives in Europe.
- 1.2 To collaborate with the various Telugu cultural organisations, which operate worldwide to promote the association's common objectives.
- 1.3 To raise funds and invite and receive contributions either directly or in co-operation with other charities and not for profit organizations with similar objectives in Europe and worldwide.
- 1.4 Power to support and co-operate with any charities, voluntary bodies, statutory authorities and other associations operating in furtherance of the association's objects or similar charitable purposes and to exchange information and advice with them.



M. BALRAJ

CHAIRMAN OF CONSTITUTION COMMITTEE
27.11.04

5. Membership

- 5.1 Membership of the Association shall be open to individuals (over the age of 18 years) with Telugu connection who are interested in furthering the work of the Association and agree to be bound by this Constitution.
- 5.2 An individual may become a member by submitting an application in a prescribed form proposed and seconded by existing members and paying the appropriate subscription fee laid down from time to time by the Executive Committee at the Annual General Meeting of the Association: -
 - 5.2.1 Members pay a single one off joining fee for lifetime membership
- 5.3 All Members shall have all basic rights and privileges of membership to the Association as long as being a member for up to 3 months before the election date.
- 5.4 All entrance fees and renewal subscriptions paid by cheque must be made payable to "the European Telugu Association's and crossed 'a/c payee'.
- 5.5 The Executive Committee exercise the right with two thirds majority present (quorum) and for good reason terminate the membership of any individual member provided that the individual member concerned has the right to be heard by the Executive Committee accompanied by a [friend/fellow member] before a final decision is made.
- 5.6 Any member may resign his membership by giving notice in writing to that effect to the Secretary and every such notice, unless otherwise expressed, will be deemed to take effect as from seven days following its receipt.
- 5.7 On ceasing to be a member of the Association, an individual forfeits all rights and privileges associated with their membership of the Association.

6. The geographical scope of the Association

- 6.1 The Association shall cover the whole of Europe and is subdivided into the following regions :-
 - 6.1.1 The United Kingdom (UK) including England, Scotland, Wales and Northern Ireland.
 - 6.1.2 France.
 - 6.1.3 All other European countries ("the rest of Europe).

7. Executive Committee

7.1 New Executive Committee to be elected by postal ballot organised by Election Committee before the AGM.

7.2 The Executive Committee shall consist of not more than 9 members being:-

7.2.1 The membership of the Executive Committee can be reviewed time to time depending upon the membership of the Association.

7.2.2 A President, Executive Vice President (UK), Secretary, Joint Secretary, Cultural Secretary and a Treasurer elected by the UK members from amongst themselves.

7.2.3 Three members from the rest of Europe elected as follows: -

7.2.3.1 The French members shall elect their own Regional Vice President and Regional Joint Secretary from amongst their members and

7.2.3.2 The members of the rest of Europe shall elect a Regional Vice President from amongst their Members.

7.2.4 The following are to be selected by the Executive Committee without voting rights:

- (i) Five Zonal Secretaries
- (ii) Membership Secretary
- (iii) Youth Representative
- (iv) Publicity Officer
- (v) Five Trustees
- (vi) Patrons

7.3 Each of the appointed positions has duties and responsibilities: -

7.3.1 **The President** – shall be the head of the Executive Committee and shall perform the entire duties incidental to the office of the President. The President shall chair all meetings of the Executive Committee and all general meetings of the members. The President acts as a signatory for the Association and may sign all contracts, deeds, documents and any other instruments on behalf of the Association with the approval of Executive Committee.

7.3.2 **The Executive Vice President** – shall assist the President and fulfil the President's duties in his or her absence and other duties assigned by the President to him/her. He/she shall succeed to the office of President if for any reason the President is unable to complete his/her term of office.

- 7.3.3 The European Vice Presidents** – each of the European Vice Presidents shall organise activities in his/her region to promote the objects of the Association and attract new members.
- 7.3.4 The Secretary** – shall be the public relations liaison (if Publicity Officer is elected, this to be eliminated) for the Association. The Secretary will call meetings of the Executive Committee and the general body of the members, prepare the minutes of such meetings and shall be responsible for the maintenance of records, documents, official correspondence of the Association generally including the Executive Committee and any Sub Committees appointed. He/she shall also ensure that all documentation is kept and filed as required by law. The Secretary will prepare agendas and send notification of meetings as required by the Constitution and shall maintain an updated list of members. He/she shall be responsible for transferring all the records of the Association to the incoming Secretary within 30 days after the end of his/her term. He/she may also be a signatory for the Association with the President with the approval of Executive Committee.
- 7.3.5 Joint Secretary** – shall assist the Secretary and may assume the role of Secretary in his/her absence.
- 7.3.6 European Joint Secretary** – shall assist the Secretary as directed in particular in respect of keeping the necessary records and information of the members in his/her region.
- 7.3.7 Treasurer** – The treasurer shall be authorised to issue notices and collect in the specified membership fees and deposits the same into such bank or trusts as the Executive Committee may designate. The Treasurer shall have custody of all accounts, receipts and disbursements and shall submit regular (quarterly) financial reports to the Executive Committee. He/she shall file tax returns for the years in office and provide appropriate records for financial audits. The Treasurer shall also transfer all records, documents and accounts to the incoming Treasurer within thirty days after the end of his/her term. He/she also be a signatory for the Association with the President.
- 7.3.8 Cultural Secretary** – shall organise the cultural and social functions with the support of other Executive Members. He/she acts as a signatory with the President for the Association with the approval of Executive committee.
- 7.4** Members of the Executive Committee shall be responsible to one another and shall be jointly responsible to the general body of the members of the Association.

8. Term of office of the Executive Committee

- 8.1 All members of the Executive Committee shall retire from office together at the end of a two year period at the second Annual General Meeting following the date on which the Executive Committee initially as a whole came into office. It will continue as a Caretaker Committee until new Executive Committee takes over and it will not take any decision other than day to day activities.
- 8.2 Members of the Executive Committee may be re-elected although, any outgoing/retiring member of the Executive Committee shall not be eligible for re-election if he/she has already served two immediate consecutive terms in the same capacity.

The Election Committee functions as an independent body without any interference from the Executive Committee or any other members.

9. Elections of the Executive Committee

- 9.1 The Executive Committee nominates the Election Committee, which functions as independent body, consisting of three members at least two weeks before the nominations are invited from the members.
- 9.2 The Election Committee shall invite nominations from members for the posts of Executive Committee as mentioned in article 7.2.1 in the January (or 12 weeks before the AGM) immediately after biennial function.
- 9.3 All nominations for election shall be signed by at least two members, proposer and seconder, of the ETA and the consent of the candidate obtained.
- 9.4 Should nominations exceed vacancies elections shall be by ballot and up to the number of vacancies, the candidate who receives the most votes must be declared elected and in the case of two or more candidates receiving an equal number of votes, the chairman of the Election Committee has a second or casting vote.
- 9.4.1 The Election Committee shall invite a vote (postal) for the posts contested by more than one candidate which are to be received by the Election Committee at least twenty one clear days before the Annual General Meeting (AGM).

- 9.4.2 Every member is entitled but not obliged to vote for as many candidates as there are vacancies within their region.

10 Vacancies on the Executive Committee

- 10.1 The proceedings of the Executive Committee shall not be invalidated by any vacancies amongst their number or by any failure to elect or any defect in the election or qualification of a member.
- 10.2 The Executive Committee may elect a member to fill any casual vacancy on the Executive Committee until the next Annual General Meeting. Any vacancies remaining from the AGM or arising during the year, shall be filled by resolution at a meeting of the Executive Committee. At least seven days clear notice shall be given of any such election.
- 10.3 Any person so appointed must retire at the next Annual General Meeting but may be elected as a member of the Executive Committee at that meeting for the duration of the term of office which the main body of the Executive Committee has left to serve.
- 10.31 The President to hold the position for one term in a period of ten years only and other Executive Committee members for a maximum of two consecutive terms in the same capacity.
- 10.4 Nobody shall be appointed as a member of the Executive Committee who is aged under 18 who would, if appointed, be disqualified under the provisions of clause (11).
- 10.5 No person shall be entitled to act as a member of the Executive Committee whether on a first or any subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and willingness to act in pursuance of the objects of the Association.

11. Determination of Membership of Executive Committee

- 11.1 A member of the Executive Committee shall cease to hold office if he or she: -
- 11.1.1 Is disqualified from acting as a member of the Executive Committee by virtue of any statutory provision.
- 11.1.2 Becomes incapable by reason of mental disorder illness or injury of managing and administering his or her own affairs.
- 11.1.3 Is absent without the permission of the Executive Committee from all the meetings held within a period of 12 months and the Executive Committee resolve that his or her office should be vacated; or

- 11.1.4 Notices to the Executive Committee a wish to resign but only if at least quorum members of the Executive Committee will remain in office when the notice of resignation is to take effect.

12. Executive Committee Members not to be personally interested

No member of the Executive Committee shall acquire any interest in the property belonging to the Association (otherwise than as a ordinary member or as a Trustee of the Association) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

13. Meetings and procedures of the Executive Committee

- 13.1 The Executive Committee shall hold at least four ordinary meetings each year.
- 13.2 A special meeting may be called at any time by the President or any two members of the Executive Committee upon not less than a week notice being given to the other members of the Executive Committee or of the matter to be discussed but if the matter includes an appointment of a Co-opted Member then not less than 21 days notice must be given.
- 13.3 The President shall act as a chairman at meeting of the Executive Committee and in the President's absence, the Executive Vice President (or in his absence a Regional Vice President) must take the chair otherwise any other person specifically elected by the Executive Committee
- 13.4 There shall be a quorum of at least fifty percent (50%) of the members of the UK Executive Committee for the time being (which should include the President or at least one Vice President (Executive or Regional)).
- 13.5 Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- 13.6 The Secretary shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee and these shall be open for inspection by any member of the Association on application to the Secretary.
- 13.7 The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this Constitution.

14. Sub-Committees

- 14.1 The Executive Committee may appoint one or more Sub-Committee(s) consisting of one or more members of the Executive Committee for the purpose of making any enquiry or supervising or performing any function of duty which in the opinion of the Executive Committee would be more conveniently undertaken by a Sub-Committee:
- 14.2 All acts and proceedings of any Sub-Committee shall be fully and promptly reported to the Executive Committee.
- 14.3 If any member ceases to be a member of the Executive Committee he automatically ceases to be a member of the Sub-Committee and another member of the Executive Committee must be appointed in his place.

15. Receipts and Expenditure

- 15.1 The funds of the Association including all donations, contributions, bequests and membership fees shall be paid into an account operated by the Executive Committee in the name of the Association at such bank as the Executive Committee shall from time to time decide.
- 15.2 All cheques drawn on the account must be signed by at least two members of the Executive Committee, which should always include the Treasurer and either President or the Secretary.
- 15.3 The funds belonging to the Association shall be applied only in furthering the objects and will be dealt with by the members of the Executive Committee as directed by resolution of the Executive Committee and an entry in the minute book is conclusive evidence of a resolution.

16. Annual General Meeting

The Annual General Meeting of the ETA must be held in April/May in each year on a date and time to be fixed by the Executive Committee.

17. Notice of business at Annual General Meeting

Any member who desires to move any resolution at the Annual General Meeting must give notice in writing to the Secretary not later than four weeks before the meeting.

18. Special General Body Meeting

The Executive Committee may call a Special General Body Meeting of the Association at any time for any special purpose and must do so immediately upon the requisition in writing (stating the purpose for which the meeting is required) from any 10% full paid up members. At least eight weeks notice must be given.

19. Procedure at General Body Meetings

- 19.1 At all General Body Meetings of the Association the President shall act as a chairman of in the President's absence, the Elective Vice President or in his absence a Regional Vice President must take the chair otherwise any other person specifically appointed by the Executive Committee.
- 19.2 The Secretary or other person specifically appointed by the Executive Committee shall keep a full record of proceedings at every General Body Meeting of the Association
- 19.3 There shall be a quorum when at least twenty percent(20%) of the members of the Association are present at any general meeting.

20. Financial Year

The financial year of the Association ends on 31 December in each year and accounts of the Association must be balanced to that day.

21. Accounts

- 21.1 The Executive Committee shall comply with their obligations under the statutory obligations in keeping accounting records and preparing annual statements of account.
- 21.2 The accounts must be audited by a Chartered Accountant, authorised at the Annual General Meeting to serve as Auditors for the ensuing year etc.

22. Notices

Any notice required to be served on any member of the Association shall be in writing and shall be served by the Secretary or the Executive Committee on any member either personally or by sending it through the post in a pre-paid letter addressed to such member at his or her last known address and any letter sent shall be deemed to have been received within ten days of posting.

23. Interpretation of the Constitution

- 23.1 The Executive Committee is the sole authority for the interpretation of the Constitution and the rules and regulations made under it from time to time.

- 23.2 The decision of the Executive committee upon any question of interpretation or upon any matter affecting the Association and not provided for by this Constitution is final and binding on the members.

24. Alterations of the Constitution

This Constitution may be added to, repealed or amended by a resolution passed at any Annual or Special General Body Meeting by a majority of at least two thirds of the members present and voting. The notice of the General Body Meeting must include notice of the resolution, setting out the terms of the alteration proposed.

25. Dissolution of the Association

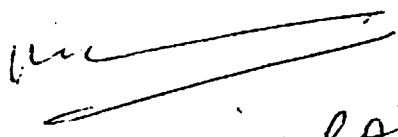
If the Executive committee decides that it is necessary or advisable to dissolve the Association, it shall call a General Body Meeting of all the members of the Association of which not less than eight weeks notice stating the terms of the resolution to be proposed shall be given. If the proposal is confirmed by two thirds majority of those members present [who are entitled to vote] the Executive Committee shall have power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and expenses shall be given or transferred to such other institution or body directed by the general body having similar objects to the objects of the Association as the members may determine or failing this shall be applied for some other general charitable purpose.

26. Arrangements until first Annual General Meeting

Until the Annual General Body Meeting takes place the Draft Constitution shall take effect as if references in it to the Executive Committee were reference to the persons whose signature appears at the bottom of this document. This Constitution was adopted on the date mentioned above by the persons whose signature appears at the bottom of this document.

The Draft Constitution is to be distributed to each member eligible to vote By the Executive Committee for his/her comments. Once the Draft Constitution is received with members comments, the constitution Committee will produce the Final Draft Constitution to be Presented at the Special General Body Meeting/Biennial function.

SIGNED etc



M. BALRAJ
CHAIRMAN
CONSTITUTION

COMMITTEE