



சான் ஆண்டோனியோ தமிழ்ப் பள்ளி
இலாப நோக்கமற்ற (501 (c)(3)) வரி விலக்கு பெற்ற நிறுவனம்

San Antonio Tamil School Inc.

Non-Profit Organization (501 (c)(3) Tax Exempted

EID: 47-5253042

Taxpayer ID #: 32058472211

THE CONSTITUTION AND BYLAWS OF THE SAN ANTONIO TAMIL SCHOOL

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PREAMBLE:

We the San Antonio Tamil School, in order to form an organization, establish a bond with the local community interested in learning Tamil language herein after referred to as Tamils to foster unique Tamil education, culture, traditions and values ourselves, and impart them to our posterity, do hereby ordain and establish this Constitution for the San Antonio Tamil School.

ARTICLE I

Section 1 - Name:

- a) The name of the organization shall be the San Antonio Tamil School hereinafter referred to as acronym SA Tamil School.

Section 2 - Organization:

- a) The Organization shall cover all Tamils who reside in the city of San Antonio and neighboring cities.

Section 3 - Domain:

- a) The domain of the Organization shall be San Antonio, here in after called the "domain".

Section 4 - Office:

- a) The Trustees shall decide the location of the organization and offices.
- b) The central office of the Organization at the time of creating this Bylaw is located at 8423, Pearl Lagoon, San Antonio, Texas 78249.
- c) The SA Tamil School is organized exclusively for charitable, educational and cultural exchange purposes, including, for such purposes for making of distributions to organizations that qualify as exempt organizations described under section 501 (c) (3) of United States Internal Revenue Code, or corresponding section of any future federal tax code. (Hereinafter "IRC § 501 (c) (3)").

Amended in 11/12/2016 Gen. Body Meeting

ARTICLE II

Section 1 - OBJECTIVES:

- a) The SA Tamil School is a non-profit and secular organization. The initiative commences in the San Antonio area, primarily to teach the Tamil language to interested adults and children ranging from age four and above. SA Tamil School has an interest in promoting Tamil language, literature, and culture while living in the United States through the initiative of teaching Tamil language to younger generations. Pursuant to this objective, SA Tamil School may also utilize educational programs, cultural events and social activities to provide the students with an opportunity to apply the language skills obtained through their coursework.
- b) Promote more understanding between the Tamils and other cultural groups and organizations.



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- c) SA Tamil School is committed in all areas of its operation in providing an environment that is free from harassment and discrimination. Harassment and discrimination based upon an individual's sex, race, ethnicity, ethnic origin, caste, nationality, national origin, age, religion or any other legally protected characteristics will not be tolerated. All members, including Trustees, Executive Committee (hereinafter referred to as EC) Members and volunteers, are expected and required to abide by this policy. SA Tamil School admits students of any race, color, ethnicity, ethnic origin, caste, nationality, national origin to all the rights, privileges, programs, and activities generally accorded or made available to the students. It does not discriminate on the basis of race, color, ethnicity, ethnic origin, caste, nationality, and national origin in administration of its language training policies, and admission policies, scholarship and loan programs, and athletic and other programs.
- d) It is decided that SA Tamil School shall be formed under the laws of Texas as a separate legal entity. It is also decided that SA Tamil School shall be operated as a non-profit entity as prescribed by IRC §501(c) (3) and properly maintain that status as required by federal and state law.
- e) No part of the net funds of the SA Tamil School shall inure to the benefit of, or be distributable to its members, trustees, EC officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause thereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under IRC § 501 (c) (3), or corresponding section of any future federal code, or (b) by an organization, contributions to which are deductible under IRC § 170 (c) (2), or corresponding section of any future federal tax code.

ARTICLE III

Section 1 - FUNCTIONS:

The functions of SA Tamil School are chosen to realize the objectives specified in section 1 of Article II. The role of SA Tamil School is subdivided into the following tasks:

- a) Sponsor educational programs and projects promoting Tamil language, literature and culture in the United States of America. SA Tamil School shall identify, plan, oversee and maintain such projects.
- b) Stimulate Volunteerism among residents in United States of America.
- c) Promote people participation in democratic processes in the United States without any political party affiliation.
- d) Hold educational, cultural, fund-raising and charitable events in the United States to support these activities.
- e) SA Tamil School will expand its operations through-out the nation based upon the citizens' interest and response.

ARTICLE IV: MEMBERSHIP AND EXECUTIVE STRUCTURE

Section 1 – GENERAL BODY:

- a) The Students (above age of 16), Parents of the enrolled students, teachers and board members shall be members of the SA Tamil School which constitutes the General Body of SA Tamil School.



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- b) The membership/stakeholder categories shall be classified as SA Tamil School students' parent/family and teachers. The family shall consist of husband, wife (or either) in the same household and teachers shall consists of regular and substitute teachers.

Section 2 - ORGANIZATION STRUCTURE:

- a) The SA Tamil School Trustees consist of FIVE members who will serve to oversee and shape its broad policies. Trustees will remain in the organization unless and until any concern raised by the EC and/or stakeholders. Each trustee is expected to prepare for and participate/attend in General Body Meetings held twice a year.
- b) The SA Tamil School operations are governed by EC member officers. The EC members will be elected by the general body except for the initial term (Every Two Years). The President of the EC shall also be a Trustee or not. Anyone (Stakeholders) can serve in the board provided he/she meets the following qualifications:
- (i) An active member who is familiar with the school operation and has served in the school operational team or in any school committee.
- (ii) Spouse or any other family member of a member who meets the above qualification
- (iii) Anyone who does not possess the above qualifications but show passion to serve the cause of the school, may still be appointed by the school board provided that decision is unanimous.
- c) There shall be 6 members in the EC. The EC shall consist of the following officers, namely: President, Vice-President, Secretary, Treasurer and a Joint-Secretary. The EC shall be supported functionally by Additional Treasurer, Academic Coordinator, Technical Coordinator, Stakeholder coordinator and Media Coordinator.
- d) Based on organizational growth and need, new positions shall be introduced by EC, in consultation with the Trustees, through an amendment process.
- e) Principal shall be the head of regular school operations with the support of Vice Principal, teachers and volunteers. They are responsible for carrying out all the tasks to meet the objectives of SA Tamil School. Members of the operational team shall participate in the EC meetings.
- f) EC may appoint ad-hoc committees/teams to execute specific tasks such as Training, Technology, Finance, Arts and Youth programs, to assist and extend the capabilities of the Academic Team (Principal, Vice-Principal and Teachers).
- g) All Committees/Teams shall work in close association with the Board members to realize their specific goals. Programs and activities of the committees shall be carried out under the direction of the Board members.
- h) Each committee will have a lead and members as decided by the SA Tamil School EC.
- i) There shall be an advisory board that consists of three members. Those members can be anyone who has made significant contribution either to the SA Tamil School or to Tamil language and its development in general.
- j) EC shall develop "SA Tamil School Operational Document" with procedures and guidelines for the operations of SA Tamil School with the help of various committees.
- k) The duration of a duly constituted EC shall be two years. Any vacancy that might arise during the term of the EC must be filled within 90 days by conducting election.
- l) More than one family member from the same family shall not be allowed to serve in the SA Tamil School EC.

Amended in 02/10/2018 Gen. Body Meeting

Section 3 - ELECTION AND TERMS OF OFFICE OF THE BOARD MEMBERS

- Every enrolled SA Tamil School students' parents (a maximum of two votes per family) and teachers shall have the voting rights to elect the EC-Members.
- All parents of SA Tamil School students, who served in SA Tamil School committee, for a minimum of six months in the past 2 years from the current election date [24 Months prior to the election date], are eligible to contest for any office of the EC except in the initial term.



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- Volunteers can vote in the election if they serve minimum of one year as volunteers in the SA Tamil School activities in the past 2 years from the current election date [24 Months prior to the election date].
- The term of office of the Executive Committee shall be for a period of two years or until their successors assuming their respective offices whichever comes first.
- Any member of EC/officer shall serve a maximum of 2 terms if elected for the position.
- The election of the incoming EC members shall be conducted in May of ending term. The term of office shall begin immediately (maximum of three weeks) following the election.
- Election is to be conducted by an Election Committee of three members. SA Tamil School Trustees shall appoint an Election Committee. Election Committee shall not have any member from the EC. One of them will be the Chairperson. The Election Committee is responsible for receiving nominations, verifying eligibility of nominees and conduct of the elections. Nominations shall be in writing, which shall include a statement of the nominee's willingness to serve and the signature of the proposer. Members of the Election Committee shall not contest in the election. A member of the SA Tamil School shall not contest for more than one position on the EC in a given year. The deadline for closure of nomination shall be one week prior to the Election Day and the deadline for withdrawal of nomination shall be three days prior to the scheduled election.
- To be eligible to contest for the President of SA Tamil School EC, the candidate must have prior service as a committee or team member with the minimum of one year.
- SA Tamil School Trustees shall fill any vacant position that arises before the election, through the electoral process outlined in the bylaws. Amended in 02/10/2018 Gen. Body Meeting
- *Resignation:* Any member may resign at any time by delivering written notice to the Secretary or President of the EC. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice.
- *Removal:* Any EC member may be removed with a valid reason in violation of the bylaws, at any time, by a majority resolution of the Trustees; at a Regular or Special Meeting called for that purpose. The member under consideration of removal must first be notified about the consideration by written notice at least five (5) days prior to the meeting at which the vote takes place. Any member under consideration of removal shall be given an opportunity to be heard at the meeting called for that purpose. In the event the member under consideration of expulsion is absent for that meeting the Board members (Majority resolution) can expel the person from the Board.

Section 4 - RESPONSIBILITIES OF THE OFFICERS OF THE SA TAMIL SCHOOL EC

A. ROLE OF TRUSTEES AND THE EXECUTIVE COMMITTEE OFFICERS

- a) The Trustees are legally responsible for the activities of SA Tamil School, and hence the trustees are entrusted with the obligation to oversee the proper execution of SA Tamil School's bylaws.
- b) The Trustees shall be responsible for the democratic elections and convene a joint session of Incoming and Outgoing elected members within three weeks of the election. The Trustees shall serve as an advisory body to EC and all committees.
- c) All the members of the Trustee are expected to attend the SA Tamil School General Body meetings and participate effectively in running the SA Tamil School. If a member is habitually absent, i.e. absent for three consecutive meetings or 50% of the meetings held annually, without a reasonable cause for such absence, the Trustees shall, by 2/3rds majority vote to remove that member from the EC. Once the removal is approved by a 2/3rds majority vote of the Board, that member shall be ineligible to serve as a member of the EC for the remainder of his/her term.
- d) The Trustees shall serve as an authorizing body to EC and all committees in the conduct of any business over \$200 as deemed necessary and desirable in the interest of the SA Tamil School. All transactions over \$200 require the approval of the Trustees before execution. All transactions or disbursements related to charitable



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activities, irrespective of amount, require the approval of the Trustees before execution and they shall convey their approval or decision within 1 week of committee's request.

- e) The Trustees of SA Tamil School shall appoint an audit committee consisting of one or more members, to audit accounts and financial statements on an annual basis and present such committee's report to the General Body.
- f) The Trustees has the power to establish task-based special committees to accomplish specific tasks. The mandate, term, composition, reporting shall be decided by the Trustees and EC members. The term of all such task-based committees established shall cease when the task is completed or when the term for which it was formed expires, or when the members vote to close that committee, whichever is applicable in terms of the duration and the mandate.
- g) In transacting SA Tamil School business, a decision made by a simple majority vote is binding; however, Trustees and EC is expected to operate under the constraints of Bylaws, prevailing law, and generally accepted principles of conduct.
- h) The Trustees and EC members shall have the discretion to decide which, if any, matters shall be submitted to the General Body for a vote, except that the following decisions will always be submitted to the members of General Body for a vote: election of EC members, dissolution of the Organization, merger with another organization, sale of substantially all the Organization's assets, and most amendments to the bylaws and Organization's Certificate of Formation.
- i) The Trustees shall develop, publicize, maintain, and enforce a code of conduct defining ethical standards for all directors/officers and shall also ensure their acknowledgement of such policies with signed records.

B. PRESIDENT

- a) Shall in general, manage all activities and business of the SA Tamil School. The President shall call for and preside at the meetings of the SA Tamil School and the committees.
- b) Shall, with the approval of the Committees, appoint members of all standing and other committees.
- c) Shall sign all documents in the name and on behalf of the SA Tamil School.
- d) Shall see that all activities of the SA Tamil School are properly documented.
- e) During the temporary absence of any lead of the Committee, the President shall assign the lead's responsibilities to other members of the committee.

C. VICE--PRESIDENT

- a) Shall perform all duties of the President during the latter's temporary absence and any other duties which may be assigned by the President.
- b) Shall be responsible for community relations, bulletins, publicity and new students' addition and leverage technology for education.

D. SECRETARY

- a) Shall be responsible for recording and presenting the minutes of all meetings.
- b) Shall sign and attend to all correspondence of the SA Tamil School. The Secretary shall send all to members, notices of all meetings and functions held on behalf of the SA Tamil School.
- c) Shall be the custodian of records, documents and physical assets of the SA Tamil School other than those under the jurisdiction of the Treasurer. The Secretary shall maintain an updated list of members and an updated list of physical assets of the SA Tamil School.
- d) Shall file any certificates required by any statute, Federal or State and required tax returns.
- e) Shall perform such other duties as may be assigned to the Secretary by the President.
- f) Shall present a consolidated report of the activities of the SA Tamil School at the Annual General Body Meeting.



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E. JOINT SECRETARY

- Shall assist the Secretary in the discharge of the duties.
- Shall perform all the duties of the Secretary in the case of Secretary's absence.
- Shall perform any other duties which may be assigned by the Board of Directors.
- Shall be responsible for weekly Tamil class facilities arrangement, events and cultural management.

F. TREASURER

- Shall have charge and custody of and be responsible for all funds of the SA Tamil School.
- Shall be authorized to establish and maintain a bank account in the name of SA Tamil School.
- Shall make, countersign and endorse in the name of the SA Tamil School all checks, drafts, notes and other orders for the payment of money, under the direction of the Board. Checks above \$200 (Two hundred dollars) shall be signed by the Treasurer and the President of the SA Tamil School.
- Shall maintain records of all financial transactions made by or on behalf of the SA Tamil School in accordance with approved accounting principles.
- Shall present an up-to date, audited financial report at the annual General Body Meeting of the SA Tamil School.
- Shall perform such other duties as may be assigned to him/her by the President.

ARTICLE V

MEETINGS

A. TRUSTEE AND EC MEETINGS

- The Trustees shall meet or convene a conference call at least once in 6 months.
- The EC shall meet or convene a conference call at least once in 3 months.
- The EC shall meet at the call of the President or Majority of its members.

B. GENERAL BODY MEETINGS

- The General Body shall meet at least twice in a year.
- The President may convene a General Body meeting anytime during the year, if/when needed.
- The President should convene a General Body Meeting if a majority of the stakeholders of the SA Tamil School demand one.
- Notice including the agenda of the General Body Meetings shall be given to all members of the SA Tamil School at least one week in advance.

C. QUORUM

- One third of the members of the SA Tamil School shall constitute a Quorum for General Body Meeting.
- Written proxy from members will be permitted for determining the quorum for general body meeting.
- A simple majority shall constitute a Quorum for the EC Meetings.

D. PASSAGE OF RESOLUTIONS

- A simple majority of members present is required for the passage of any resolution in the EC meetings.
- A simple majority of members (present and proxy) is required for the passage of any resolution in the General Body Meetings.

E. COMMITTEE MEETINGS

The Committee shall hold as many meetings among their members as they need to conduct their tasks that meet the objectives of SA Tamil School. If necessary, the Trustees can request the committee lead to convene meetings to provide members to express their opinions, feedback and complaints that require further action. If it is so required, additional meetings may be held.



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The General Body Meeting shall have the following format:

- Determine if a Quorum has been achieved
- Reading of Minutes of the previous General Body Meeting
- EC report by the President
- Financial Summary
- New Business
- Business in Process
- Trustee Remarks
- Closing Remarks and review action items

ARTICLE VI

Section 1 - TRANSITION AND OTHER IMPORTANT ITEMS

- a) The Email ID and address lists are proprietary property of SA Tamil School. No individual member owns any personal rights/ownership to these items. The SA Tamil School members listing (mailing address, email ID, and phone number) shall be used for distribution of SA Tamil School related information and activities only.
- b) Trustees and EC members shall not be held personally liable for any actions and decisions taken on behalf of SA Tamil School to the extent provided under federal and state law.
- c) All the protected information of past and current members including the members listing (mailing address, e-mail ID and phone number), and equipment, individual software, web pages developed during the year; photographs taken during the programs (performed by the professional artists), etc. are the SA Tamil School's property. No one should sell, trade, exchange, or utilize in any other manner for personal or third party gains.
- d) Office holders of SA Tamil School shall avoid conflicts of interest in carrying out their responsibilities. SA Tamil School shall follow a conflict of interest policy given in the Appendix- A

Section 2 - CONFLICT RESOLUTION

- a) Any member or officer of the SA Tamil School may be removed on the grounds of inability to perform the duties of the position, corruption, favoritism, or gross misconduct, at a meeting of the General Body called for that purpose.
- b) The process set in motion for recall or removal of any member or officer of SA Tamil School involves the following steps:
 - i. Recall of any SA Tamil School member or officer: Any general body member may initiate removal proceedings in a meeting of the general body called specifically for this purpose by presenting such a written request to the President, or Trustees, with the written consent and support (with signatures) of at least 10% of the General Body members in good standing.
 - ii. General Body Meeting: President or Trustees shall send a notice of such a meeting with date, time, location for the meeting at least 1 week prior to the date of such meeting except in case emergency. All details relating to the investigative report and Trustee resolutions/decisions to remove the member/officer shall be presented to the General Body. The member/officer being sought to be removed shall be given every opportunity to explain his/her position in front of the General Body meeting, before a vote is taken to remove. A majority of 2/3rd (two-thirds) of the members so assembled for this purpose is required to remove a member/officer.



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iii. Disbarment from SA Tamil School: A member/officer once removed or suspended by the General Body will forfeit his/her membership in SA Tamil School for a finite number of years as determined by the General Body.

ARTICLE VII

A. DISSOLUTION

The SA Tamil School can be dissolved by a four-fifths vote of the Members present at a General Body Meeting.

Any changes in the core objectives (specifically Article II - Section 1 - Objectives a & b) will result in the dissolution of this organization.

B. DISPOSITION OF FUNDS UPON DISSOLUTION

Upon dissolution of the SA Tamil School Inc, all assets shall be distributed for one or exempt purposes within the meaning of IRC § 501(c) (3), or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the SA Tamil School is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Amended in 11/12/2016 Gen. Body Meeting

ARTICLE VIII

A. AMENDMENTS

- a) These by laws may be amended at any General Body Meeting of the SA Tamil School by two thirds vote, provided that the amendment has been sent to the members at least a week prior to the General Body Meeting.
- b) A member proposing an amendment shall submit in writing to the Trustees at least twelve weeks prior to a General Body Meeting. The Trustees shall determine the worthiness of the amendment and inform the purpose of its evaluation within six weeks of receipt. Upon finding the proposed amendment worth, the Trustees shall include the proposed amendment for consideration in the next scheduled General Body Meeting, subject to the prior notice requirement of Article VIII. A. (a).
- c) In the event that the Trustees and EC rejects the member's proposed amendment, the member may petition in writing, signed by 2/3 members, to the Board, at least four weeks prior to a General Body Meeting. Proposed amendments, in its entirety, shall be sent to the membership by the Board for consideration in the next scheduled General Body Meeting. In the case when the Board proposes an amendment, only the prior notice requirement of VIII. A. (a) need to be satisfied.

ARTICLE IX

A. PARLIAMENTARY AUTHORITY

- a) The rules contained in the current edition of Robert's Rules of order Newly Revised shall govern the SA Tamil School in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the SA Tamil School may adopt.



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ARTICLE X

A. EXCEPTIONS FOR INITIAL LAUNCH OF THE ORGANIZATION

- a) Exceptions shall be allowed in the following areas only during the launch of the organization as certain conditions cannot be met for the obvious reasons:
- The Article IV. Section 3 (e) - 2015 election will not be conducted in the month of May, instead, the existing Trustees as listed in Certificate of Formation of the Organization will continue to operate for initial two years starting from October 2015. This exception is only valid for the purpose of launching the organization.

ARTICLE XI

A. RATIFICATION OF THE ORIGINAL BYLAWS

- a) The original bylaws became effective upon ratification by majority of the members on the date of
10/11/2015

Appendix-A

Conflict of Interest Policy of the SA Tamil School.

1. **The purpose** of the conflict of interest policy is to protect the tax-exempt SA Tamil School's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the SA Tamil School or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

2. **Definitions**

a) Interested Person

Any officer, or member of a committee with the board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

b) Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the SA Tamil School has a transaction or arrangement,
- A compensation arrangement with the SA Tamil School or with any entity or individual with which the Organization has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the SA Tamil School is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Appendix – A - 3 (Procedures) (b), a person who has a financial interest may have a conflict of interest only if the SA Tamil School board decides that a conflict of interest exists.

3. **Procedures**

a) Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the members of SA Tamil School board with delegated powers considering the proposed transaction or arrangement.

b) Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board meeting while the determination of a conflict of interest is discussed and



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voted upon. The remaining board members shall decide if a conflict of interest exists.

c) Procedures for Addressing the Conflict of Interest

- i. An interested person may make a presentation at the Trustee and EC joint meeting and he/she shall leave the meeting following the presentation during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- ii. The chairperson of the meeting shall, if appropriate, appoint a disinterested person or newly formed committee for this purpose to investigate alternatives to the proposed transaction or arrangement.
- iii. After exercising due diligence, the board shall determine whether the SA Tamil School can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the SA Tamil School's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a) If the SA Tamil School Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

5. Records of Proceedings

The minutes of the board members with board delegated powers shall contain:

- a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

6. Annual Statements

Each officer and member of a committee with board delegated powers shall annually sign a statement which affirms such person:

- a) Has received a copy of the conflicts of interest policy,
- b) Has read and understands the policy,
- c) Has agreed to comply with the policy, and
- d) Understands the SA Tamil School is non-profit educational and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

7. Periodic Reviews

To ensure the SA Tamil School operates in a manner consistent with non-profitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:



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- a) Whether partnerships, joint ventures, and arrangements with any management, SA Tamil School conform to the SA Tamil School's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further non-profitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

8. Use of Outside Experts

When conducting the periodic reviews as provided for in item 7 above, the SA Tamil School may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility.

CERTIFICATION

It is certified that the SA Tamil School Board members at its General Body meeting held on 02/06/2016 approved the amended bylaws.

Secretary

It is certified that the SA Tamil School Board members at its General Body meeting held on 11/12/2016 amended and ratified the bylaws.

Secretary

It is certified that the SA Tamil School Board members at its General Body meeting held on 02/10/2018 amended and ratified the bylaws.

Secretary

It is certified that the SA Tamil School Board members at its General Body meeting held on 09/22/2018 amended and ratified the bylaws.

Secretary



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Organization Chart 2019-2020

