

**The Constitution and Bylaws
of the
International Institute of Tamil Culture and Civilization**

Preamble:

We, the Indian American Tamil speaking immigrants of the United States of America, in order to preserve and foster the Tamil language, literature, and culture, do hereby ordain and establish this Constitution for the International Institute of Tamil Culture and Civilization in North America.

Article I

Section 1 – Name:

The name of the organization shall be the INTERNATIONAL INSTITUTE OF TAMIL CULTURE AND CIVILIZATION (IITCC), hereinafter referred to as the “Institute.”

Section 2 – Organization:

The Institute shall embrace all Tamil speaking immigrants from India, Sri Lanka, Malaysia, Singapore, Fiji Islands, and other countries who claim Tamil as their mother tongue or their ancestor’s mother tongue.

Section 3 – Domain:

The domain of the Institute shall be the United States of America and Canada.

Section 4 – Office:

The Headquarters office of the Institute shall be located at:

9201 Leahy Circle East
Des Plaines, IL 60016

The Branch office shall be located at:

AC-94, Second Cross Street
6th Main Road
Anna Nagar
Chennai 600 040
Tamil Nadu, India

Article II

Section 1 – Objectives:

The purposes for which this Institute is organized are exclusively for charitable, literary, or educational within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986; including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under 501(c) (3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue law.

The objectives of the Institute shall be:

- A) To facilitate conducting original or applied research in Tamilology (Tamil language, Tamil literature, Tamil culture, and Tamil civilization);
- B) To fund or provide grants/stipends to research scholars or doctoral candidates from accredited institutions of higher learning to pursue their research in Tamilology, and other related fields;
- C) To provide a mechanism for publishing the research findings and disseminating them to interested universities, libraries, and policy institutes in the USA, India and other countries;
- D) To provide liaison between the Tamil scholars from around the world and academic or linguistic enterprises in the USA;
- E) To publish biannually a Journal of Tamil Culture with articles of merit;
- F) To act as the advocacy agent for the interests of Tamil language and culture before any suitable forum in the world; and
- G) To conduct conferences / seminars / workshops for Tamil scholars in the USA.

Section 2 – Incorporation:

The Institute shall be incorporated as a not-for-profit corporation under applicable state and federal laws. The official language shall be English.

Section 3 – Choice of fiscal year

The period for fiscal year reporting shall be one year starting from January 1 to December 31 of each year. However, for the first year of the Institute's existence, it shall be a part year ending in December 31.

Article III

Section 1 – Individual Membership:

Any Tamil immigrant shall be eligible to become a member now. For the first time, those members sign up shall be called the charter members. From the next time around, a

new member shall be admitted into the Institute on the recommendation of a charter member and it shall be acted upon at the next regular meeting.

Section 2 – Institutional Membership

Any organization in the field of Tamilology or propagation of Tamil literature and culture shall be eligible to become an institutional member.

Section 3 – Life-Time Membership

Any individual member or an institution shall be eligible to become a life-time member. Any individual who has done outstanding service to the cause of Tamil, Tamilians may also be accorded this distinction by the recommendations of two members to the Executive Board and the Executive Board shall act upon it.

Section 4 – Fees and Dues

The initiation fee shall be fifty dollars (\$50.00), one time fee for all types of members. The annual dues shall be one hundred dollars (\$100.00) for individuals. One time fee shall be two thousand dollars (\$2,000.00) for institutions. The life-time membership fee shall be one thousand dollars ((\$1,000.00). Annual dues shall be payable before the 31st of January each year. The treasurer shall notify members two months in arrears, and if those dues are not paid within thirty days of the notice received, they shall automatically be dropped from the membership in the Institution.

Section 5 – Resignation

Any members desiring to resign from the Institute shall submit one's resignation in writing to the General Secretary, who shall present it to the Executive Board for action. No member's resignation shall be accepted until one's dues are paid.

Section 6 – Voting Eligibility

No member whose dues are in arrears shall be allowed to vote on any matter. The Institution shall have two voting members.

Section 7 – Expulsion

Any member whose conduct or action is in violation of the objectives outlined in Article II, Section 1 or hinders the implementation of the objectives shall be removed from the Institute by the Executive Board as prescribed in Article V, Section 3.

Section 8 – Remuneration

In general, majority of the work shall be conducted by the Board of Directors on a volunteer basis without any remuneration.

No part of the net earnings of the Institute shall inure to the benefit of, or be distributable to, any of its members, trustees, officers or other private persons, except that the Institute shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes.

Section 9 – Prohibitive Actions

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

Notwithstanding any other provision of these articles, the Institute shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or the corresponding provision of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article IV

Section 1 – Board of Directors

- A) They shall be nominated and confirmed by the members.
- B) The Board of Directors shall be the legislative body of the Institute.
- C) It shall develop, debate, promulgate policies for the Executive Board to implement.

Section 2 – Executive Board

- A) The members of the Executive Board shall be nominated and confirmed by the Board of Directors.
- B) The Executive Director of the Executive Board is solely responsible for the administrative responsibilities of the Institute.
- C) The Executive Board shall consist of not less than 5 site members (in the USA) and not less than 2 non-site members (outside of the USA).
- D) The members of the Executive Board shall have no veto power over the Executive Director's prerogatives of selection of materials for the Journal.

- E) The members shall authorize the budget for the printing and dissemination costs of the Journals.
- F) The members shall appoint a Board of Editors for the Journal and endow them with complete editorial rights and right of selection of articles subject to the Executive Director's views.
- G) The members shall endeavor to raise money through individual and corporate funding for the Institute.
- H) The duration of the Executive Board shall be five years, and the members can be re-appointed for an additional term.

Section 3 – Standing Committees

There shall be two committees, one for editorial work and another for publishing and distribution work of the Journal.

Editorial Board:

- A) The Editorial Board shall consist of not more than 5 members with proven language skills in English and/or Tamil and possess editorial experiences. One or two of these members can operate from outside of the United States of America.
- B) The Editorial Board shall have complete authority to accept or reject articles submitted for the publication; they can solicit reviews or comments from authoritative sources in the applicable fields.
- C) The Editorial Board shall inform the authors of the articles about their decision in writing, suggesting inadequacy in the materials for publication.
- D) An author may submit the same article against if substantial changes are made. The same article shall not be submitted more than twice. He/she can submit a new and different article for the next issuance of the Journal.
- E) The Editorial Board shall stipulate requirements for submission of articles.
- F) The Editorial Board shall review the articles without regard to the status: solicited articles or unsolicited articles.

Publication Board:

- A) The Publication Board shall consist of not more than 3 members.
- B) The Publication Board shall be responsible for graphic designs: design the cover, presentation format and layout for the Journal.
- C) The Publication Board shall select printing company based on cost effectiveness and meeting prescribed deadlines.
- D) The Publication Board shall submit cost estimate for printing to the Executive Board and on approval shall carry out the work.
- E) The Publication Board shall be responsible for securing copy right for the Journal, dealing with any copy right violations of the submitted articles, and

submitting a copy to the Library of Congress for inclusion into its catalogue system.

- F) The Publication Board in cooperation with the Editorial Board shall solicit a cooperative agreement between the Institute and the prospective authors pertaining to the rights of: ownership, copyright and serializing, and any compensation involved.

Article V

Section 1 – Duties of the Executive Board

A) The Chief Executive

The Chief Executive shall:

- 1) Be the chief executive officer of the Institute.
- 2) Direct the General Secretary to call for Executive Committee meetings.
- 3) Be the person to communicate officially with universities, institutes, or organizations of similar missions.
- 4) Maintain effective communications with all members of the Institute.
- 5) Build consensus and issue directions to the Executive Board.
- 6) Explore possibilities to raise funds from individuals and corporations, foundation for the Institute.
- 7) Build a network of leading Tamil scholars in and outside of the academies, governments, and private enterprises.
- 8) Exercise all other functions of the Chief Executive of the Institute.
- 9) Function as ex-officio member of the standing committees.

B) The General Secretary

The General Secretary shall:

- 1) Be a recording and corresponding officer of the Executive Board.
- 2) Keep minutes of the meetings and proceedings; prepare correspondence, maintain records, and update membership lists.
- 3) Convene meetings and present reports.
- 4) Prepare, prior to each meeting an agenda for the presiding officer.
- 5) Be a custodian of the records of the Institute except for the treasurer's book.

C) The Treasurer

The Treasurer shall:

- 1) Collect all moneys due to the Institute.
- 2) Maintain day-to-day accounts of the Institute, including bank accounts.
- 3) Make disbursements of money with the written approval of the Chief of the Executive Board for up to \$300.00. Any amount exceeding

\$300.00 shall have the written approval of the Chief Executive and the General Secretary.

- 4) Keep accurate accounts of all receipts and disbursements.
- 5) Make financial reports available to all members of the Executive Board.
- 6) Submit financial reports, duly audited by Certified Public Accountants to the Executive Board.
- 7) File all tax forms in compliance with the Internal Revenue Service regulations.
- 8) Collaborate with Printing Board in budget matters.
- 9) Bill members for their dues and receive the payments of it, maintain a ledger of each member's account and provide receipts for moneys received.

Section 2 – Executive Board Meetings

- A) The Executive Board shall hold meetings as often as needed, but as a minimum of once in every three months.
- B) Notice of Executive Board meetings shall be sent to every member at least 15 days in advance of the meeting.
- C) Executive Board may invite anyone to participate in its deliberations. However, only members of the Executive Board shall have the right to vote in the meetings.

Section 3 – Removals

The Executive Board may remove certain officers of the Executive Board by two-thirds majority vote for the following reasons:

- A) Loss of eligibility as a member of the Executive Board for non-payment of dues.
- B) Inability to function in the position due to illness.
- C) Entertain actions injurious to the constitution and bylaws of the Institute.
- D) Misconduct or dereliction of duty in office.
- E) Conviction of a felony.

Article VI

Annual Convention:

The Institute shall hold Convention one in three years in a place and at a time determined by the Executive Board.

Article VII

Conflict of Interest:

No National Committee member or Executive Committee member may vote upon a matter coming before that body in which he or she has a direct financial interest. Immediately upon becoming aware that such a conflict may exist, a Committee member must disclose the existence of the potential conflict to the remaining Committee members, withdraw from further deliberation on the issue, and refrain from voting on the matter. Any such disclosure and withdrawal shall be fully documented in the minutes of the Institute.

Article VIII

Parliamentary Authority:

The rules contained in the current edition of Robert's Rules of Order revised shall govern the Institute in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order of the Institute may adopt.

Article IX

Amendments:

Section 1

Any proposed amendments(s) to the constitution and bylaws shall be acted on during the annual meetings or a meeting specifically called for the purpose.

Section 2

The proposed amendments(s) shall be sent the General Secretary 45 days before any such meeting and the General Secretary shall circulate the same to all, 30 days prior to the special meeting.

Section 3

A minimum of two-thirds vote of all Board of Directors shall be required to pass the amendment(s).

Section 4

Any amendment(s) or alteration of these bylaws, if passed, shall become effective immediately unless otherwise stated in the amendment(s).

Article X

Indemnification of Officers:

Section 1

Any person made a party to any action, suit or proceeding by reason of the fact that he/she/, his/her testator or intestate, is or was and Officer of the Institute shall be indemnified by the Institute against the reasonable expenses, including attorney's fees actually and necessarily incurred in connection with the defense of such action, suit or proceeding.

Section 2

Any such person party to such action, suit or proceeding shall further be indemnified by the Institute for any judgments or liabilities resulting there from.

Section 3

Such rights of indemnification shall not be deemed exclusive of any other rights to which such officer may be entitled under the provisions of the Corporate Law of the State to which the Officer belongs.

Article XI

Dissolution:

Upon the dissolution of the Institute, after paying or adequately providing for the debt and obligations of the Institute, the remaining assets shall be distributed to one or more exempt purposed organizations to be determined by the Board of Directors within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Institute is then located exclusively for such purposes or to such organization or organizations, as said Court shall determinate which are organized and operated exclusively for such purposes.