

CR Tamil Palli - Bylaws





BY-LAWS OF CR TAMIL PALLI BOARD

Preamble

We CR Tamil Palli, formed to establish a bond with local Tamils, complement the general social cultural needs foster unique Tamil education, traditions, and values in ourselves, and impart them to our posterity, do hereby ordain and establish this Constitution for us.

ARTICLE I

Section 1 - Name:

- a. The name of the organization shall be CR Tamil Palli, hereinafter referred to as 'CRTP',.

Section 2 - Office:

- a. The CRTP is organized exclusively for charitable, educational, and/or cultural exchange purposes pursuant to the guidelines of the United States Internal Revenue Code, Title 26 of the U.S. Code, § 501 (c)(3), hereinafter 'IRC § 501 (c) (3)'.
- b. The Executive Council, hereinafter referred to as 'EC', of each school branch shall decide their school's location.

Section 3 - Purpose:

- a. The CRTP was initiated by members of the CRTP for the sole purpose of providing Tamil Language Education. CRTP General Council (hereinafter referred to as 'GC') shall have the educational purpose of providing widely spoken Classical language in the world, Tamil to its enrolled students. This organization shall perform activities that include, but are not limited to: disseminating information about the program to the community; providing a bridge of communication between Parents and the program; participating in student enrollment and increasing student strength; raising funds if and when needed to support program activities; and analyzing and implementing activities that constantly improve the academic structure of the CRTP.

Section 4 - Mission:

- a. To provide quality education to students in a safe and orderly environment, to prepare them to read, write, and speak the Tamil language by following a best in-class curriculum, to transform the students in to effective communicators in spoken and literary Tamil and to create future leaders and torch bearers of Tamil language.

Section 5 - Vision:

- a. To be a leading provider of quality education in Tamil language and to be a platform for students, teachers and the Tamil speaking community to Protect, Promote, and Preserve the richness of Tamil language and culture.

Section 6 - Core Values:

BY-LAWS OF CR TAMIL PALLI BOARD

- a. Integrity
- b. Commitment
- c. Accountability
- d. Diligence
- e. Discipline

ARTICLE II

Section 1 - EXECUTIVE Council

- a. **Council.** The EC of CRTP shall comprise of President, Director, Executive Academic (hereinafter referred to as 'EA') and Executive Operations (hereinafter referred to as 'EO').
- b. **Eligibility to be considered as a nominee to become prospective EC member and to cast vote.** Any volunteer who has worked fulfilling the eligibility criteria in the Supporting Committees, hereinafter referred to as 'SC', shall be eligible nominee to become a prospective EC member.

Eligibility period - Operational days as per the school calendar from the week of voting of previous year till the week before voting of the current year will be in subject for calculation. Eligibility to vote and be added as a nominee to become prospective executive candidate shall be

Eligibility criteria for Teaching volunteers, Curriculum coordinator, Felicitation Committee and Executive members – volunteers who follow regular operational days and hours as per CRTP school calendar

- I. Minimum of 75% attendance during the eligibility period.
- II. Activity log shall be maintained to track & quantify the 75% commitment vs actual for the said eligibility period.

(No. of days present during the eligibility period)/ (No. of operational days per calendar)
*100 ≥ 75%

Eligibility criteria for Technology committee – volunteers who do not follow regular operational days or hours,

- I. Eligibility hours: 50% of the hours contributed by the teaching volunteers during the operational days of CRTP as per calendar.

$(50/100) * (2 * \text{no. of operational days per calendar})$

- II. Working agreement shall be made with the respective groups to ensure to have distributed tasks throughout the operational year to match not less than 50% of the operational hours required for teaching volunteers.
- III. Relevant working agreement based on the volunteering nature of support opted shall be formed each year by EC and the volunteer and circulated to GC members.
- IV. Minimum of 75% of eligibility hours to be fulfilled to be eligible for becoming member of the EC.
- V. Activity log shall be maintained to track & quantify the 75% commitment vs actual for the said eligibility period.

BY-LAWS OF CR TAMIL PALLI BOARD

Eligibility to vote only

- Volunteers who meet 75% of the required attendance/hours but discontinuing/discontinued for the current/upcoming year, shall be given an option to cast vote but not be the candidate, at their will.

c. Selection. The EO shall be selected annually by the existing EC and SC members.

- The selection process will take place every year on the day or subsequent days not exceeding a week from the Annual GC meeting scheduled during spring break. Changes to the GC meeting or the election date if made due to unavoidable reasons, shall be communicated to GC.
- Eligible members of EC and SC can anonymously nominate 2 people out of the existing SC members including self-nomination, noting their priority as 1 and 2, for the position of EO during the selection process.
- An In-Person or online voting sheet containing the list of eligible nominees, shall be provided or sent to each eligible to vote members.
- The EC will collect all the nominations and assign points to the nominated people as below,
 - i. Nominations from the EC: 10 and 8 points for priorities 1 and 2, respectively,
 - ii. Nominations from the Teachers Committee and Curriculum coordinators: 8 and 6 points for priorities 1 and 2, respectively,
 - iii. Nominations from the Technology Committee, Felicitation Committee and Associate Volunteers should they become eligible for voting: 6 and 4 points for priorities 1 and 2, respectively.
- In the event a volunteer being part of more than one committee, they will have to choose a committee as their primary one. They can only nominate once, and points will be awarded based on their primary committee's point structure as mentioned above.
- Nomination points of each member shall be determined within a week of the selection process.
- Audit process will be initiated to authenticate the sanctity of selection process,
 - i. EA & EO shall select one of the parents as auditor using a randomizer to audit the selection results within two weeks from the date of nominations.
 - ii. Selected parent shall provide a consent letter/email agreeing not to disclose the resulting ranking to anyone,
 - iii. Selected parent shall be given a detailed walk through of the process and all evidences of the process to be certified by the same person.
- Upon certification of the nominee rankings, the EC shall check with the top-ranking nominee, of their willingness to serve on the EC as EO. In event of a tie in the points, a randomizer will be used by ECs to pick the top ranker.
 - i. In the event of top ranking nominee not accepting the offer to serve, the nominee is expected to provide their decision in a written communication to the EC,
 - ii. The EC then shall check with the second ranking nominee and so on until the position of EO is filled,
 - iii. The nominee who accepts to take the role as EC shall provide written confirmation on the same. The nominee who accepts to take the role as EC shall provide written confirmation to commit to 2 year EC term, first year as EO and the second year as EA.
 - iv. Upon the nominee's acceptance, the same will be communicated to the SC within a week of the written acceptance receipt, and to the parents during the Annual graduation day meeting.



BY-LAWS OF CR TAMIL PALLI BOARD

- d. **Term of Office.** A person selected for the EC will serve for two academic years. They take up the role of EO during their first year of tenure and will be automatically switched to the role of EA in their second year. Therefore, only the EO position will be open for selection every year. The outgoing EA has the option to choose to continue to support the CRTP as SC member. July 4th of every year will be considered as the starting day for the incoming EC to take over responsibilities from the previous EC. A communication shall be sent out announcing this transition to all parents and GC within a week.
- e. **Resignation.** The EA and or the EO may resign at any time by giving notice to the EC. The resignation of a member of the EC is effective without acceptance when the notice is received, unless a later effective time is specified in the notice. Written notice or an electronic communication may satisfy the notice requirement.
- f. **Vacancies.** Any vacancy in the EC caused by death, resignation, removal, or any other cause other than expiration of term, shall be filled temporarily by nominations from the remaining members of EC and by affirmative vote of a majority of the total number of remaining members of EC, though less than a quorum, and the term of the executive filling the vacancy shall expire at the end of the school year by when the new EO is to be selected.
- g. **Meetings.** The EC shall hold as many meetings among its members as they need to conduct their tasks that meet the objectives of CRTP. The EC shall convene an in-person or online meeting as and when required. The EC shall meet or call at the request of one of the members of EC.

Section 1.1 - Roles and Responsibilities of the EXECUTIVE Council

- a. **Executive Academic (EA)**, shall be responsible to:
 1. Lead the course curriculum design,
 - Analyze and advice the EC of the best course and syllabus content available to cater to the needs of CRTP Students. The curriculum collectively decided by the GC may be followed,
 - Finalize the annual school fees for students in coordination with EC members,
 - Coordinate and conduct trimester exams,
 - Communicate the students' graduation results to respective parents through their assigned teachers.
 2. Plan the school calendar,
 - Decide the school timings,
 - Manage syllabus coverage according to school calendar,
 - Finalize and conduct the 'Annual Graduation Day'.
 -
 3. Coordinate and manage the Teachers Committees,
 - Handle the student - teacher allocations,
 - Allocate students to Nilai teachers or make alternate arrangements by splitting the students to other teachers of the same Nilai in case of Teacher's absence,
 - Coordinate the homework and attendance entries, Recruit volunteers for those respective SC
 - Selection of replacements for vacancies in those respective SC.
 - Coordinate with Curriculum Coordinators on a regular basis to understands each Nilai's progress, challenges and need gaps to be addressed.



BY-LAWS OF CR TAMIL PALLI BOARD

4. Liaise with parents,
 - Bring collective feedback and concerns of parents to the attention of EC,
 - Conduct 'Parents Orientation' every year before the school starts,
 5. Manage the library
 - Oversee the book request, renewal, and penalty processes
 - Coordinate proposals to add new books
 - Oversee library inventory
 - Manage library timings based on the need
 6. Manage bank account
 - Shall use Debit card, Check and Online access to manage expenses
 - Authorized to spend expenses related to CRTP in consultation with EO up to \$500
 - Shall update GC via email or through next available scheduled meeting, should the expense amount be over \$500, and the purpose is not related to school rental, book purchase or annual day expenses or stationary expenses.
 7. Be the official spokesperson for the CRTP,
 8. Act as EO in the absence of the EO.
- b. **Executive Operations (EO)**, shall be responsible to:
1. Liaise with the curriculum provider and facility provider,
 - Order books with the provider, track shipping, and ensure delivery to parents,
 - Manage the facility contract terms and conditions.
 2. Manage the finances
 - Administer fee collection, expenses, deposits into CRTP bank account,
 - File income tax claims with IRS in-coordination with CRTP-Treasurer,
 - Analyze, secure, and keep track of liability insurance for the CRTP,
 - Prepare and submit the annual balance sheet to the GC.
 3. Manage bank account
 - Shall use Debit card, Check and Online access to manage expenses
 - Authorized to spend expenses related to CRTP in consultation with EA up to \$500
 - Shall update GC via email or through next available scheduled meeting, should the expense amount be over \$500, and the purpose is not book purchase or annual day expenses or stationary expenses.
 4. Coordinate and manage the Felicitation Committee,
 - Bring collective feedback and concerns of the SC members to the attention of the EC,
 - Recruit volunteers for the SC.
 - Selection of replacements for vacancies in the SC.
 5. Manage the online presence for CRTP,
 - Ensure the online presence of CRTP through a dedicated website,
 - Manage and maintain the Technology Committee activities not limited to student registration forms, volunteer forms, event registration forms, and any website updates for the academic year.
 6. Conduct 'Volunteer Orientation' for each new volunteer,
 - Provide the insights to teachers about the school structure and bylaws,
 - Make the teachers aware of their roles and responsibilities,
 - Circulate 'Volunteer Orientation Kit' to the new volunteers joining CRTP.
 7. Organize school meetings,
 - Convene meetings for all SC,
 - Convene meetings with the parents and the GC,

BY-LAWS OF CR TAMIL PALLI BOARD

- Record meeting notes and circulate to parents and the GC.
8. Act as EA in the absence of the EA.

Section 2 - Supporting Committees

- a. **Supporting Committees.** The SC comprises of the Teachers Committee, Curriculum Coordinator, Technology Committee, Felicitation Committee and Associate Volunteers (if they fulfill the eligibility requirement of volunteering hours).

Eligibility. Community member who enrolled as volunteer using CRTP volunteer registration is eligible to be part of one of the SC upon assignment of duties by EC.

- b. **Selection.** Interested volunteers shall submit their intention to join any of the SC to any of the EC members or through the CRTP website. Members shall be selected by the EC from the pool of applicants or by invitation from the EC either to fill in a vacancy or to add an additional member at the discretion of EC. A communication shall be sent to the GC upon assignment of duties to the new volunteer.
- c. **Term of Office.** A person selected to the SC may serve for an indefinite period, however they will have to reconfirm their intention, to continue in the same committee or to move to a different committee within the SC, to the EC at the end of every academic year for the following academic year. In the event of making a request to move to a different committee, the final decision will be made by the EC based on the availability of open position in that SC.
- d. **Resignation.** A SC member may resign at any time by giving notice to the EC. The resignation of a SC member is effective immediately when the notice is received, unless a later effective time is specified in the notice. Written notice or an electronic communication may satisfy the notice requirement.
- e. **Meetings.** The Committees shall hold as many meetings among their members as they need to conduct their tasks that meet the objectives of CRTP. Any EC member can call for the SC committee meetings with a specific agenda.

Section 2.1 - Roles and Responsibilities of the Supporting Committees

Teachers Committee: Volunteers registered and assigned as teachers for the academic year by the EC based on the need, shall be part of this committee and shall be responsible to:

- Be coordinated by the EC,
- Teachers:
 - Teach lessons as per the school calendar published by the EC, evaluate students homework submissions and submit the homework evaluations in google classroom or handover to assigned volunteer.
 - Conduct oral and written trimester exams, evaluate trimester exam responses, in google classroom or handover to assigned volunteers/ EC.

Curriculum Coordinators:

Selection of Curriculum coordinator: Nilai teachers of the academic year can collectively chose either to

- Nominate one of them as CC
- Take turns as CC for the academic year



BY-LAWS OF CR TAMIL PALLI BOARD

c. Request ECs to provide an external CC

Coordinate the curriculum related activities for the respective nilai including weekly homework assignment, evaluate the need gaps in skills, any additional curriculum or homework to be assigned to students.

- Provide guidance during the academic year for teacher – resources, clarification.
- Coordinate between the different teachers of the nilai to arrive at common understanding and plan for academic growth of students.
- Executive academics to have meeting with curriculum coordinators once in a month to brief updates and address any unresolved challenges of the respective groups and also meet as and when required.

Technology Committee: Registered volunteers, who have website design and development skills, shall be part of this committee and shall be responsible to:

1. Be Coordinated by the EC,
2. Maintain design, function, updates, content changes on the website as approved by EC,
3. Create forms for registrations and events,
4. Provide new inputs for enhancement of website,
5. Integrate social media platforms in website,
6. Emphasize Public Outreach, Community Engagement, and Social Media.
7. Maintain google classroom, online attendance, online homework tracker maintenance.

Felicitation Committee: Registered volunteers, who can help in non-teaching activities, shall be part of this committee and shall be responsible to:

1. Be coordinated by EC,
2. Arrange the classrooms as per the school day needs, at least ten mins before each school session and rearrange per facility instructions after each session,
3. Help in taking attendance for the students using scanning software
4. Arrange library books as per the library hours defined, at least ten mins before and rearrange per facility instructions after library hours.
5. Record books Checked-In/ Checked-out and update designated librarian or EA for delays or misplacements
6. Ensure to keep the facility clean before every school day closing or handover of facility
7. Extend help as required by EC to ensure smooth operations of CRTP.

Section 3 - General Council

d. **Council:**

- The General Council comprises of both EC and SC members.
- Members discontinuing with consent or uninformed absence for more than 50% of the operational days of the year consequently, shall be considered as inactive member and will be removed from all communication groups of CRTP. Upon rejoining communication will be reactivated.

e. **Meeting:**

- The GC shall be convened to address and or conform the changes in the bylaw, practice, and or any other common cause for the CRTP.
- One third (33%) of the members of both the EC and SC must be present for the GC



BY-LAWS OF CR TAMIL PALLI BOARD

meetings to proceed.

f. **Resolutions and Amendments:**

- The GC shall be convened by the EC to ratify the school fee structure, Annual Graduation Day Agenda, etc., recommended by the EC.
- Resolution(s) and amendment(s) can also be proposed by any member of the GC to the EC but will be taken up for discussion by the EC only if it is endorsed by at least 5 members of the SC.
- The EC shall send a notice of such a meeting with date, time, location, and agenda at least 15 days prior to the GC meeting called specifically for this purpose.
- The EC will prepare a comprehensive case report on the proposed resolution(s), amendment(s), and or EC recommendation(s) covering its pros and cons with supporting evidence. This report along with EC's decision shall be presented to the GC by the EC.
- The proposed resolution(s), amendment(s), and or EC recommendation(s) require to obtain a simple majority (51%) of the assembled GC members' vote in order to pass.
- The EC will update the bylaws and practices to reflect the voting decision.

g. **Conflict Resolution:**

- Any member of the GC may be petitioned if observed practicing or displaying any of the conflicting traits to the CRTP's values but not limited to corruption, favoritism, nepotism, gross misconduct, or inability to perform the duties of the position to any of the EC member.
 - I. Proceedings against the **reported** GC member, herein after the 'defender', will be initiated by submitting a written "petition with supporting evidence", endorsed by at least 5 GC members to any of the EC member.
 - II. The GC members, exclusive of the petitioners and the defender, will perform necessary investigation on the submitted petition and evidences provided.
 - III. The EC shall send a notice of a meeting with date, time, location, and agenda at least 15 days prior to the GC meeting called specifically for this purpose.
 - IV. The GC meeting shall be commenced to discuss and decide on actions to the submitted petition.
 - V. The defender will be given every opportunity to explain their position with supporting evidence in front of everyone before a vote is taken.
 - VI. The resolution requires to obtain a two-thirds majority (66%) of the assembled GC members' vote in order to recall the petition. Removal of the defender will be commenced should the majority be less than 66%.

h. **Removal of a GC Member or Officer:**

- A petition with less than 66% favoring the defender shall undergo the removal proceedings of the defender which includes:
 - I. The GC members shall then propose the extent of removal of the defender from the CRTP GC. This proposal shall include but not limited to whether to remove the defender from all their current duties and responsibilities and or continue supporting in any other capacity, or to remove the defender completely from the CRTP GC, and if so for how long, shall be presented to the GC in the same meeting,
 - II. The resolution decision requires to obtain a two-thirds majority (66%) of the assembled GC members' vote in order to pass,
 - III. The defender, once removed by the GC will forfeit their right to rejoin the CRTP for a finite number of years as determined by the GC,

BY-LAWS OF CR TAMIL PALLI BOARD

IV. The EC will update the records to reflect the voting decision.

Section 4 - Branch Offices

All school branches operating under CRTP will follow the same processes individually as detailed in this by-law under Section 1, Section 2, and Section 3 of Article I.

Section 5 - Co-ordination among Branches

The EC from each school will coordinate among themselves in order to align and focus their activities to achieve the CRTP mission and vision. The ECs will collectively ensure to execute their respective branch activities conforming to CRTP core values.

Section 6 - Co-ordination with CRTP

The CRTP operates autonomously guided by CRTP bylaws

- Decisions related to CRTP academics or operations can be made by President,



EA or EO of CRTP only in coordination with its registered GC members

- Any community or board member (s) of CRTP shall not have any role in making or changing or influencing decisions in any capacity taken by CRTP
- CRTP and CRTP keeps track of its donations using common email address created for the purpose and transfers 50% of the amount to other organization's bank account within 4 weeks from receipt of the amount to either of the accounts, as per the agreement between CRTP and CRTP.
- CRTP's current EC's shall conduct CRTP/CRTP coordination meeting every year during CRTP board members transition, for continued understanding of the working agreements between business organizations.
- CRTP EO works with CRTP-Treasurer during the tax filing process to handover and explain any fund clarifications needed
- CRTP copies CRTP Board members whenever major events, changes with locations, timings, operating model, are made and communicated to parents.

BY-LAWS OF CR TAMIL PALLI BOARD

- CRTP communicates its school calendar to CRTP with allocations of reserved holidays for CRTP major events. CRTP shall try accommodating any changes in the reserved holidays for CRTP, if communicated 4-6 weeks in advance.

Section 7 – Support School Programs

High school attending Tamil children of 15-18 years of age, shall request CRTP to be youth volunteers and get their volunteer hours approved by ECs for their school records. Youth volunteers shall not be considered as GC member and shall not be eligible to exercise or contest in CRTP voting process.

Responsibilities shall be to

1. Be coordinated by the EC,
2. Track attendance and punctuality of students,
3. Record the student homework and trimester evaluations provided by the Teachers Committee,
4. Provide consolidated marks of Homework, Attendance, and Punctuality to the EC for each student for each trimester during the day of trimester exam.

Section 8 – Associate Volunteers

Registered Volunteers who cannot be assigned with regular role during the academic year can be requested to support the SC as needed. Volunteering hours shall be tracked to record the members contribution. Should the hours meet the minimum eligibility criteria set for Technology team, they shall be qualified as a GC member for the year. They shall avail the right to vote and being a nominee to become a prospective EC member during election.

1. Be coordinated by the EC,
2. Track attendance and punctuality of students,
3. Record the student homework and trimester evaluations provided by the Teachers Committee,
4. Provide consolidated marks of Homework, Attendance, and Punctuality to the EC for each student for each trimester during the day of trimester exam.
5. Support teachers in any aspect, including but not limited to helping during class activities, provide additional homework.
6. Be substitute teachers in the absence of a teacher.
7. Support Felicitation team as needed

ARTICLE III

Section 1 - Fund Management

An illustration based on the academic year 2019-20 as an example:

Description	Income	Expense	Comments
Fees	\$100		Consider fee increase if below expenses increase
Books		\$40	Consider fee increase if book fee charges; increases
Rent		\$30	Considering \$50 rent/school day, 30 school days per school

BY-LAWS OF CR TAMIL PALLI BOARD

			year, with average of 50 students per year; fee shall increase if the rent increases
Welfare		\$10	Refreshments & volunteer welfare expenses
Expense		\$15	Stationary & Annual day expenses
Total	\$100	\$95	Approx. balance per head (Income-Expense) = \$5

The balance funds will kept as a reserve to be utilized for any contingency or increase in expenses to run the school seamlessly for the upcoming academic year (for ex: sudden increase in rent during the school year or any unexpected expenses to be incurred).

After all expenses and payments made to all vendors for the respective school year, available closing-balance against specific income headings should be reconciled by June 30th of every year in order to hand-over to the incoming EC on the July 4th of every year. An email shall be sent out disclosing the fund balance status to GC on or before July 4th of every year along with the transition email.

Section 1.2 Fee Refund

- Fee refund of 50% minus book charges shall be provided for parents who discontinues their child (s), only if they attended 8 classes or less
- No refund will be provided for students who attended 9 classes or above during the CRTP school calendar year.

Section 2 – Bank Account Management

CRTP has a separate Doing Business as Bank Accounts with Wells Fargo to manage Doing Business As account is maintained to manage CRTP related transactions

- EA and EO only shall have access and permitted to use Debit Card and Check Book
- EA and EO shall also have Online Access to the bank account
- CRTP-Treasurer shall be provided with Online Access to the CRTP bank account for easy access to accounts and coordination's during Tax filing, as it is done at by CRTP
- CRTP-Treasurer shall not have access to Debit Card or spend any amount using CRTP funds

Section 3 - Sponsorships

CRTP will not approach or will not be open to accept any amount on account of sponsorship from any local business or corporates to conduct events or to manage any school related expenses. All Sponsors funds will be handled by CRTP's parent organization CRTP. In principle, CRTP will divert all such sponsorship requests from any business entities to CRTP for further consideration.

Section 4 - Donations and Social Responsibility

All donation related queries will be handled by the EC. CRTP will be open to accept voluntary donations from individuals and or from corporates offered either directly or for any volunteer hour's policy of corporate employees.



BY-LAWS OF CR TAMIL PALLI BOARD

In principle, CRTP and CRTP agreed to equally share the donations received to either parties, enabling respective organization to decide on distribution of funds to another non-profit organization (s) by category.

As a non-profit organization, CRTP would like to manage donated funds in a socially responsible way by ensuring to donate the funds received to another non-profit organization. Transparent communication to GC members and parents along with balance, shall be sent upon completion of donation to other non-profit organization(s).

ARTICLE IV

Section 1 - Events

a. **GC Meeting.**

- The EC will schedule this meeting to meet GC of CRTP during spring break.
- This meeting will be used to address and or conform the changes and any other common cause for the CRTP.
- The EC shall send a notice of such a meeting with date, time, location, at least 1 week prior to all the GC members.

b. **Annual Graduation Day.**

- Annual Graduation Day shall be conducted at the end of every school year.
- The EC will decide the agenda, place, and time.
- The EC shall send an announcement with date, time, location, and agenda at least 1 week prior to all the Parents.

ARTICLE V

Section 1 - CRTP Properties

a. The e-mail ID, website URL, library books, member directory, and parent directory are proprietary properties of the CRTP. No individual member owns any personal right/ownership to these items. The CRTP member and parents' directories (mailing address, e-mail address, and phone number) shall be used only for the distribution of CRTP related information and activities.

b. All the protected information of past and serving EC and GC members including the members 'directory (mailing address, e-mail address and phone number), equipment's, stationaries (boards, pencils, etc.), individual software, web pages, photographs taken during the school sessions, and programs (performed by professional artists), etc., are the properties of CRTP. No one should sell, trade, exchange, or utilize the properties of CRTP in any other manner for personal or third-party gains. A list of properties shall be maintained by EC and will be available in google drive.

c. The GC members of CRTP shall avoid conflicts of interest in carrying out their responsibilities. The CRTP shall follow the conflict of interest policy detailed in Article III, Section 3 (d).



BY-LAWS OF CR TAMIL PALLI BOARD

Section 2 - Books of Record

The organization shall keep correct and complete electronic copies of:

- a. Articles of incorporation and bylaws,
- b. Accounting records,
- c. Minutes of the EC, SC, GC, and parent meetings
- d. Handbooks for Teachers

Section 3 - Library

The CRTP library is open to everyone, not just parents of our students and Tamil community. Details of books available to borrow are listed in our website.

- a. **Library days:** Library will be open during the school operational hours or on specific day and hour are decided and communicated by the EC.
- b. **Book requests:** These have to be submitted through the library website or can check out from the library.
- c. **Borrowing cycle:** Each cycle is free for 2 weeks. Maximum of 2 additional borrowing cycle will be allowed per book, i.e., a total of 6 weeks continuously provided the renewal requests are made on time after the first borrowing cycle for the 2 additional cycles.
- d. **Renewal:** Can be done by communicating to the librarian before the end of the borrowing cycle.
- e. **Penalty:** \$2/week/book will be assessed if the book is not returned before the end of a borrowing cycle in the absence of a renewal request.
- f. **Waiting list:** If a same book is requested by more than one person, it will be lent on a first come-first serve basis. If a book is requested but is already borrowed by another person, the requester's request will be put on a waiting list and will be met once the book is returned by the borrower.
- g. **Lost/damaged books:** Borrowers holds the responsibility to return the book in good shape back to the library. In case of damage or lose of the book, the borrower shall replace the same book or replace with an equivalent book agreed by EC within 6 weeks. Failing replacement of the book within the time frame shall enforce penalty cause until replaced.

ARTICLE VI

Section 1 - Indemnification

- a. The EC shall not be held personally liable for any actions and decisions taken on behalf of the CRTP to the extent provided under applicable federal and state law.
- b. The organization shall indemnify persons to the extent required by the Iowa Nonprofit Corporation Act and shall have the power otherwise to indemnify persons for such expenses and liabilities, in such manner, under such circumstances, and to such extent as permitted by applicable law.



BY-LAWS OF CR TAMIL PALLI BOARD

ARTICLE VII

Section 1 - Dissolution

- a. The CRTP can be dissolved by a four-fifths (80%) vote of the GC members present at the GC meeting following the policy detailed in Article II, Section 3 (b).

Section 2 - Disposition of Funds upon Dissolution

- a. Upon the dissolution of the CRTP, 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.

These Bylaws have been approved and adopted by the Executive Council of this organization by written action dated 4/21/2021

CR Tamil Palli