

HOYSALA KANNADA KOOTA

Articles of Incorporation



Article I NAME, LOGO AND ADDRESS

Section 1 Name

This registered, non-profit organization, in the State of Connecticut, USA, will be known as the **HOYSALA KANNADA KOOTA ASSOCIATION OF CONNECTICUT**, hereafter referred to as "HKK".

Section 2 Logo

The above graphic will be used as the official logo of this organization. This logo, with the name of the association written in Kannada,¹ reflects the origin of membership heritage in the State of Karnataka, India, and the establishment of HKK in the State of Connecticut, USA.

¹ Kannada is a regional language spoken by the people of Karnataka State in India. This language is estimated to be over 2,500 years old and is ranked by some scholars as the 3rd oldest language. Kannada, presently, is rated as the 27th most spoken language in the world. 'Koota', in Kannada, means an assembly of like-minded people.



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Section 3 Address

Until such a time as a permanent location is established, the Connecticut residential address of the **PRESIDENT** shall represent the address of HKK.

Article II PURPOSE

HKK is organized and operated exclusively for pleasure, recreation or other similar non-profitable purposes, essentially as described in 501(c)(3) of IRS code of 1954, Part I, Chap 1F, Subtitle A.

Section 1 Mission Statement

HKK is dedicated, exclusively, in organizing and conducting cultural and charitable activities representing the identities of people originating from Karnataka State in India.

Section 2 Objectives

HKK, in support of its mission, is committed to the following objectives.

A) Showcase Cultural Diversity

Nurture, promote and propagate the heritage and traditions of Karnataka.

- i) Organize social, cultural, charitable and festival events.
- ii) Promote cultural events of interest to Kannada loving community.
- iii) Invite and honor dignitaries of interest to the General Body of HKK.

B) Give Back to the Community

Serve, and care for, the community.

- i) Conduct charitable events to raise awareness on the need to help others.
- ii) Foster a service oriented culture amongst members and their families.
- iii) Develop a sense of respect for others, especially elders and aging seniors.

C) Be a Role Model

Promote the timeless and traditional values of living in harmony, practicing non-violence, and maintaining peace.



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- i) Exhibit and pass on the cultural values, traditions, and heritage pertaining to Karnataka to future generations of American Citizens with origins in Karnataka.
- ii) Display and encourage Indian family values in the community, especially amongst children & younger generation.

D) Promote Social Interaction

Develop opportunities for communication, social interaction and networking among HKK members that have made Connecticut their home.

- i) Generate an interest in the historical, and official, languages of the State of Karnataka in the HKK General Body.
- ii) Strive toward establishing an active adult Kannada resident community.
- iii) Popularize the culinary, literary, philosophical and sporting traditions unique to the Karnataka region.
- iv) Nurture the language, culture, music, dance, drama, movies, and compositions originating in Karnataka.
- v) Develop and promote friendship, respect, and camaraderie among members of the organization.
- vi) Help visitors, students and new immigrants from Karnataka and India to assimilate into US culture.
- vii) Establish active linkages with other organizations with similar interests around the world and with communities in Karnataka that facilitates exchange of ideas and promotes the goals of HKK.

E) Provide a Platform for Leadership Development

Create avenues for youth of Indian origin to develop leadership qualities.

- i) Encourage growth and spread of social knowledge among members.
- ii) Foster team spirit and community building in youth members of HKK.

Article III

MEMBERS AND GENERAL BODY

Membership is open to any family, or individual, that subscribes to the mission and objectives of the association. **MEMBERS** of HKK are defined as those who register voluntarily by paying prescribed dues in full.

Section 1

Membership

HKK is supported by membership fees, donations, and sponsorships and other non-profitable assessments.



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A) Classes of Members

HKK has devised the following two categories of membership.

i) *Annual Members*

Registration and payment of dues are valid only for the current operating year (see Article VII, page 18, for the HKK definition of operating year). Membership in subsequent operating years will need explicit registration and payment of applicable dues.

ii) *Life Members*

Members who have been annual members for at least one (1) years can opt for a one-time registration and lump sum pre-payment of dues to obtain lifelong membership. In all subsequent years of operation of the association, life members are not obligated to register or pay annual membership dues.

- i) Membership is at the level of a family for all categories.
 - (1) Family, based on Indian traditions, is defined as including husband, wife, and dependents like parents and children.
 - (2) Individuals interested in Hoysala Kannada Koota membership will be considered as a family of one (1) person.
- ii) Membership term shall start and end with the operating year.
 - (1) Memberships once obtained will be in full-effect for the entire duration of the operational year as long as the member is in good social standing and is not under any disciplinary action.
 - (2) Part-year and pro-rated terms of membership will not be offered.
 - (3) Members joining HKK during the middle of the term shall remain members until the end of that term.
- iii) HKK membership is non-transferrable and non-refundable.
 - (1) Once registered, memberships will neither be cancelled nor will refunds of membership fees be provided.
 - (2) Memberships cannot be transferred to any party.
- iv) Membership fees are not tax-deductible.
 - (1) In a show of support for the objectives of the association, applicants for HKK membership are welcome to add generous donations and sponsorships along with membership fees.
 - (2) Receipts showing details of membership fees, donations and sponsorship must be maintained for all monies collected.
 - (3) Tax exempt status of donations and sponsorships will be governed by the rules set by the Internal Revenue Service.
- v) Life membership will be offered at the discretion of the Governing Body.



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- (1) Honorary memberships will not be offered.
- (2) Discounted memberships will not be allowed.

iii) *Season passes*

Executive committee can offer a special membership by combining the annual membership with the HKK annually hosted event fees. Named as season pass for reference in the by-law, HKK EC can opt to promote this with appropriate names. Purpose of this special season pass is to collect the guests count in advance to help in planning the events. Annually EC will review the terms price, benefits and conditions.

B) Eligibility for Membership

Everyone is encouraged to become a member of the association.

- i) Interest in the heritage of Karnataka and its cultural traditions is desired.
- ii) Membership dues must be paid in full.

C) Privileges of Membership

All HKK members will have the following privileges.

- i) Discounted admission to events organized and conducted by HKK.
- ii) Influence the themes chosen for charitable causes and cultural events.
- iii) Power to vote on policy decisions.
- iv) Opportunity to participate in the Governing Body.
- v) Request General Body meetings on matters of interest to the community.

D) Dues or Fees

In order to sustain future activities of the association the Governing Body, with due approval from the General Body, shall determine the fees for the different classes of membership at the beginning of each term.

- i) An amount no less than USD 40 is suggested for annual membership.
- ii) Life membership dues shall be set at an amount no less than ten (10) times the fees for annual membership.
 - (1) In order for life membership to be valid and recognized, all fees must be paid in full before completion of membership term.
 - (2) Applicants for life membership, at registration, must pay at least an amount equaling the fees for annual membership.



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- (3) If, by the end of the operating year, the dues for life membership are not paid in full the sum paid in excess of annual membership will be treated as a donation to the association.

E) Membership Requirements

HKK is committed to providing a safe and **CHILD-FRIENDLY** environment to all members and guests at every one of its events. In order to promote safety and comfort for all, members and guests are expected to act appropriately and behave responsibly at all times.

The actions listed below are considered **INAPPROPRIATE** for HKK members, and guests, at any of their meetings or gatherings.

- i) Intentional, or accidental, damage to property.
- ii) Showing disrespect.
- iii) Disturbing the peace.
- iv) Negligence.
 - (1) Allowing children to run around in the halls endangering themselves.
 - (2) Littering.
- v) Unfitting behavior in the presence of children.
 - (1) Using, or possessing, alcohol and other toxic substances.
 - (2) Smoking.
 - (3) Wearing immodest or revealing attire.
- vi) Harassment and menacing behavior.
 - (1) Intimidation by words, gestures, or body language.
 - (2) Verbal abusive behavior, including angry or vulgar language, swearing, name-calling or shouting.

F) Disciplinary Procedures

Members that fail to conduct themselves in an appropriate manner must be issued warning by the Governing Body. Repeat offenders must have their membership revoked with no refunds and they should be prevented from attending future HKK events.

Section 2 General Body

All active members, not under disciplinary action, constitute the **GENERAL BODY** of HKK.



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A) Member Voting Rights

- i) Each family that has been granted membership to the association has exactly two (2) votes in all General Body proceedings.
- ii) Individuals, i.e., families of one (1) person, can exercise only one vote.
- iii) The votes of a family cannot be shared with, or exercised by, any others.
- iv) Within the family the two votes cannot be exercised by the same person.

B) Power

- i) The power of HKK, unless otherwise delegated by voting rights of members, rests with the General Body of the voting members.
- ii) Voting members shall be subject to all obligations of membership.

Article IV GOVERNING BODY [EXECUTIVE BOARD]

The governing powers of HOYSALA KANNADA KOOTA will be vested in an **EXECUTIVE COMMITTEE (EC)**.

- i) The EC shall manage the affairs of HKK and exercise all the powers of HKK delegated by the Articles of Incorporation and the General Body.
- ii) It shall establish membership dues to be approved by the General Body.
- iii) It shall have power to appoint sub-committees for specific purposes.
- iv) The EC shall also have the power to dissolve such committees.

Section 1 Composition

The HKK EC will consist of up to **FIFTEEN (15)** elected families.

A) Formation

- i) The EC will appoint office bearers within **THIRTY (30)** days of election.
- ii) Wife and husband in an EC family will both assume the duties of the EC.

B) Co-opting

- i) If the Executive Committee members, by unanimous decision, deem necessary they may co-opt, at any time, up to three (3) members from the General Body to assist in the smooth functioning of the association.
- ii) These co-opted members cannot be assigned to office bearer roles.



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C) Voting Rights

- i) Each elected EC family will have two (2) votes in all proceedings of the EC: one vote is reserved for the wife and the other is for the husband.
- ii) Families of one (1) person, i.e., individuals, elected to the EC will be allowed only one vote.
- iii) Voting in absentia by EC members will be permitted only with prior approval from the President of HKK.
- iv) Co-opted EC members will have no voting rights in EC proceedings.

Section 2 Office Bearers

The Executive Committee of HKK will, at minimum, be comprised of the **OFFICE BEARER** roles of **PRESIDENT, VICE PRESIDENT, SECRETARY, JOINT SECRETARY** and **TREASURER**.

Additional office bearer roles will be considered at the discretion of the EC.

A) Eligibility

Each candidate for office bearer roles must have been a voting member of the HKK prior to the election for office.

B) Assignment

- i) The families in the Executive Committee with voting rights will elect candidates for the office bearer roles.
- ii) Election to office bearer roles will be privately conducted and the entire proceedings will be accurately documented.

C) Singularity

- i) Office bearer role is singular: only one (1) person from the EC family can be designated to be an office bearer.
- ii) Any EC family cannot hold or assume two EC positions concurrently.

Section 3 Trustees

Three (3) members must be nominated by the EC as Trustees of HKK.

- i) The trustees must be appointed by the Executive Committee within **THIRTY** (30) days of its formation.
- ii) The trustees can be chosen from office bearers of earlier EC or other long-term HKK members of good social-standing.



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iii) Trustees will function for the same term as the Executive Committee.

Section 4 Duties

All services of the Executive Committee and Trustees are completely voluntary. There will be no remuneration to any office bearers, EC members or trustees. This is a service to the community.

A) President

- i) The President will preside over all the meetings of the Executive Committee and General Body.
 - (1) At the meetings of the EC and General Body the President will articulate the vision of the association.
 - (2) The President, with the help of the EC, will champion initiatives that will foster growth in membership.
- ii) She/he will serve as the official spokesperson of the HKK.
- iii) The President will represent HKK at social engagements.

B) Vice President

- i) The Vice President will assist the President in her/his duties
- ii) The Vice President will act on behalf of the President in her/his absence unless the President has delegated responsibility to another office bearer.
- iii) She/he will also perform other duties as determined by the EC.

C) Secretary

The Secretary will coordinate all activities of the EC and the General Body.

- i) The Secretary's responsibilities in coordinating General Body meetings include, but are not limited, to the following tasks.
 - (1) Collect requests and topics for General Body meetings from members.
 - (2) Obtain EC decisions on conducting the General Body meeting, venue of the meeting and date(s) on which to hold the meeting.
 - (3) Create agenda and content for the General Body meeting.
 - (4) Send out notifications of the General Body meeting, with agenda and content, to all active members on file.
 - (5) Determine the number of attendees and, in the event of insufficient attendance, follow the guidelines for Quorum (see page15).
 - (6) Announce, at the very beginning of the General Body meeting, the specific resolutions to be voted on.



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- (7) Facilitate, and moderate, the discussions General Body meeting.
 - (8) Capture notes at General Body meetings.
 - (9) Announce the voting procedure to all assembled members.
 - (10) Record the votes, as per the announced voting procedure, on each resolution from members at the General Body meetings;
 - (11) Publish the outcomes of the General Body meeting; and
 - (12) Strive to incorporate the resolutions agreed upon, and adopted, by the General Body in future EC meetings.
- ii) The Secretary's responsibilities in coordinating meetings of the Executive Committee include, but are not limited to, the following.
- (1) Prepare agenda and content for Executive Committee meetings clearly specifying each and every resolution on which votes will be called for.
 - (2) Schedule meetings with advance notifications of the agenda and content (as prescribed in the section on EC Meeting Days, page 16).
 - (3) Facilitate the EC meetings, record notes and publish the outcomes to all EC members.
- iii) Additionally, the Secretary will facilitate event planning meetings of HKK.

D) Joint Secretary

- i) The Joint Secretary will assist the Secretary in her/his duties
- ii) The Joint Secretary will act on behalf of the Secretary in her/his absence unless the Secretary has delegated responsibility to another office bearer.
- iii) She/he will also perform other duties as determined by the EC.

E) Treasurer

- i) The Treasurer will be the primary office bearer in-charge of all of HKK's financial assets and transactions.
- ii) She/he will be responsible for all operating funds, collections and membership dues.
 - (1) The Treasurer will provide financial statements of HKK (i.e., a snapshot of all assets and liabilities) to the EC at every EC meeting.
 - (2) The Treasurer will make all financial statements available at General Body meetings and to members when requested.
- iii) The Treasurer will advise the Executive Committee on increasing equity.
 - (1) She/he will bring high-quality low-risk investment opportunities to the attention of the EC for consideration.
 - (2) She/he will invest HKK financial assets on the advice and written approval of the EC.



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F) EC Member

- i) All EC members will assist in the smooth operation of HKK's activities.
- ii) Spouses of Executive Committee members will automatically share the responsibilities, and will have the same powers and duties as members of the Executive Committee with the exception of office-bearing roles.
- iii) Elected EC members will vote on the decisions of the committee.

G) Trustee Duties

- i) Trustees are expected to assist the Executive Committee in ensuring smooth operations of the association.
- ii) In the event of an adverse circumstance like dissolution the trustees will be responsible for the following two functions.
 - (1) Dissolve the organization according to the statutory laws of 501(C) charitable organization, and
 - (2) Disburse the accumulated funds and assets (after meeting liabilities) to a non-profit charitable organization as decided by General Body.

Section 5 Eligibility

Any Active member who is in good standing is eligible to be a part of HKK's Governing Body.

Section 6 Nominations and Elections of the Governing Body

HKK will follow democratic traditions in the nomination and election of members to its Governing Body.

- i) The outgoing Executive Committee will solicit nominations for forming a new Executive Committee (hereafter termed **nominations**) from the General Body at least ninety (90) days prior to the expiry of their term.
- ii) A meeting of the General Body will be facilitated by the incumbent members of the Executive Committee at least thirty (30) days prior to the expiration of their term to elect the new members of the Executive Committee. Hereafter this session of the General Body will be termed "**HKK EC ELECTION**".
- iii) In an extraordinary situation such as the absence of nominations or inadequate nominations to appoint office bearers, the outgoing Executive Committee will seek the consent, through simple majority, of the General Body for extension of their term up to a maximum of one (1) year.
 - (1) The General Body will limit the number of consecutive extensions granted under extraordinary situations to two (2).



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- (2) In the event adequate nominations to appoint office bearers are not available in two successive terms the Executive Committee must recommend dissolution of the association.

A) Nomination Procedures

Eligible members of the General Body can submit their nominations to get elected into the HKK Executive Committee.

- i) Nominations must be submitted in writing by the interested member.
 - (1) Other forms of nominations will not be accepted.
 - (2) Nominations will not be accepted by proxy.
- ii) Members shall have no pending membership dues and should not be facing disciplinary action for their nominations to be accepted.
 - (1) Nominations will start being accepted thirty (30) days in advance of the HKK EC Election.
 - (2) Acceptance of nominations will end seven (7) days before the HKK EC Election: once closed further nominations will not be accepted.

B) Election Procedures

Elections to HKK Executive Committee will be conducted by election officers of unquestionable integrity with assistance, and oversight, from the Trustees.

- i) At least two (2) Election Officers will be nominated by the existing office bearers at least 45 days in advance of the HKK EC Election.
 - (1) The election officers chosen must be independent, neutral, and have no favored candidates in the General Body.
 - (2) Election officers, if members of the General Body, will neither cast their vote nor influence the voting by other members.
 - (3) Election officers will not receive any remuneration for their services.
- ii) All nominees must be informed of their candidature by the election officer.
 - (1) Nominees must be given an opportunity to withdraw, or reconsider their nomination, 24 hours before the HKK EC Election.
 - (2) At least one spouse in the family of the nominee must be present at the HKK EC Election in order for the nomination to be valid.
 - (3) Invalid nominations must be removed from the list of candidates presented to the General Body.
- iii) The election officers will announce to the General Body all valid nominations received.
 - (1) If the number of valid nominations received, after exhausting the opportunities for withdrawal, exceeds the maximum number of



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members allowed in the Executive Committee the election officers will conduct an **ELECTION** at the same General Body.

- (2) The General Body will be given adequate opportunity to know the nominees and their plans for HKK.
- iv) The election officers will adopt one of the following methods.
 - (1) Direct appointment if the number of valid nominees is no more than the maximum permitted.
 - (2) Secret ballot with the names of all valid nominees listed.
 - (3) Show of hands.
- v) Only members present at the HKK EC Election are permitted to vote.
 - (1) Votes will be cast by adults in the member family, typically wife and husband: any spouse will not influence the votes of the other.
 - (2) Non-members and guests of members will not influence voting.
 - (3) Those that might prefer to abstain from expressing their preference will not be forced to exercise their votes.
- vi) The election officers and one (1) Trustee will count the votes cast.
 - (1) Counting and the results will be verified by the remaining Trustees.
 - (2) In the event of a dispute, the verdict of the election officers will be final and binding on all nominees.

Section 7 Conflicts of Interest

Executive Committee members will strive to ensure that their personal interests will not influence their decisions or cloud their judgment.

- i) No member will serve on more than one position in the HKK organization at any time.
- ii) More than one member of the same family (wife and husband) should not contest for the positions in the HKK organization, during the same term.

Section 8 Term of Office

The Executive Committee will hold office for a period of **TWO (2) YEARS**.

- i) The term of office of the HKK Executive Committee starts with immediate effect after the results of election procedures are finalized and communicated to the General Body.
- ii) Members appointed to the EC mid-term (e.g., as a result of co-opting or filling in vacancies) will have their term expire concurrently with the remainder of the EC.
- iii) Trustee appointments will expire with the Executive Committee.



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Section 9 Resignations

Executive Committee members may, at their will, opt to resign from being a part of the Governing Body.

- i) Resignations have to be communicated to the President in writing.
- ii) The President will decide on the acceptance of the resignation based on recommendation from the Executive Committee members.
 - (1) If at-least two-thirds ($2/3^{\text{rd}}$) of the EC is in favor of accepting an EC member's resignation, the President will accept the same.
 - (2) If two-thirds ($2/3^{\text{rd}}$) of the EC is not in favor of a member from resigning then the President will explore options to let that member to continue to function in the Governing Body.
 - (3) In all other situations the President will use her/his discretion in deciding on the acceptance of the resignation.

Section 10 Removal from Office

If there is no representation from a family in three consecutive Executive Committee meetings without valid reason, the Executive Committee will have the option of revoking their membership in the Executive Committee.

Section 11 Vacancies

In the event one or more vacancies arise in the Executive Committee prior to the expiry of the term of office the remaining members of the EC will distribute the responsibilities of the vacated positions among themselves till such time that the vacancies are filled.

- i) The expectations of Conflicts of Interest will be, strictly, maintained when distributing responsibilities among the available EC members.
- ii) If more than six (6) months remain in the term of office of the Executive Committee then the vacancies will be filled no later than one (1) month of the occurrence of the vacancy.
 - (1) The EC, at its discretion, will fill the vacant positions through mid-term elections or co-opting eligible members of the General Body.
 - (2) Members filling in vacancies will serve until the term of office expires.

Section 12 Past Officers

The past President or any member of the previous Executive Committee of HKK is obliged to help the new Executive Committee with the orderly transfer of records and bank accounts.



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- i) The past President will attend the first meeting, and may attend routine meetings, especially if requested by the current Executive Committee.
- ii) The past President is not permitted to vote, or influence voting, in Executive Committee meetings.

Article V **GENERAL BODY MEETINGS**

The Executive Committee will hold at least one meeting of the General Body at a suitable time and place in each year of their term of office.

Section 1 **Initiating a General Body meeting**

The General Body can request for a meeting when matters of significant interest to HKK need to be discussed and resolved.

- i) General Body meetings may be held,
 - (1) on the recommendation of the President,
 - (2) at the request of at least 50% members of the EC, and
 - (3) upon receipt of a written petition from members calling for such a meeting, and signed by at least 25% of current active members.
- ii) The notification for General Body meeting will be sent at least thirty (30) days prior to the date fixed for such a meeting.
 - (1) The Agenda for the General Body meeting will be sent along with the notification

Section 2 **Quorum for General Body Meeting**

- i) At any General Body meeting, the quorum will consist of one-fourth of the enlisted membership.
- ii) In the event that one-fourth attendance is not possible, the President will call for another General Body meeting within thirty (30) days, and no quorum will be necessary for this meeting, but only the resolution of the original Agenda will be voted upon.

Section 3 **Resolutions at General Body Meeting**

Decisions taken at General Body meetings will need a simple majority for approval unless otherwise stated.

Article VI **MEETINGS OF THE GOVERNING BODY**

The Executive Committee will meet at least four (4) times in a given year.



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- i) The Secretary will prepare the necessary agenda and content for the EC meetings, and document the proceedings of these meetings.
 - (1) In the absence of the Secretary, the Joint Secretary will facilitate EC meetings and record minutes unless those tasks are explicitly delegated to another office bearer.
 - (2) A copy of the minutes will be circulated to all Executive Committee members within a reasonable time, however, no later than ten (10) days of completion of the meeting.
- ii) Every EC meeting will have at least one resolution to vote on.
 - (1) Each individual (e.g., wife and husband from a family) in the EC will have one vote as stated in the Article on Governing Body.
 - (2) Each individual will exercise their own vote.
 - (3) All votes will be recorded.
 - (4) No individual will influence the voting by others.
 - (5) Voting by proxy will not be permitted.
- iii) The President's vote in the Executive Committee proceedings will be taken into account only if a tie has to be resolved.

Section 1 Meeting Days

The meetings of the Executive Committee will be held on such days, times and places that offer the most convenience to a majority of the EC members.

- i) At least one meeting of the Executive Committee will be scheduled every quarter of the calendar year.
 - (1) Notices for meetings of the Executive Committee will be circulated to all EC members at least seven (7) days ahead of the meeting.
 - (2) The Agenda for Executive Committee meetings will be set in advance and circulated with the meeting notification.
- ii) Decisions taken at these regularly scheduled EC meetings will need at least two-thirds ($\frac{2}{3}$ rd) majority for approval.

Section 2 Quorum for EC Meeting

The quorum for the Executive Committee meeting will be a minimum of 50% elected EC families, of which at least two will be office bearers.

- i) The President will preside over all Executive Committee meetings.
- ii) The President, at her/his discretion, can invite up to two members of the General Body for EC meetings: these invitees will neither be permitted to vote on the EC proceedings nor will they be able to influence the votes of Executive Committee members.



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iii) In the absence of the President, the Vice President will preside over such meetings unless the responsibility is explicitly delegated to another office bearer as stated in the Article on Duties.

Section 3 Special Meetings of the Executive Committee

Under acute circumstances, or emergencies, the President or any two office bearers may call for a special meeting of the Executive Committee.

- i) The requirements of notification and quorum are relaxed for these special meetings with the following stipulation.
 - (1) All elected members of the Executive Committee are given ample opportunity to attend the special meeting.
 - (2) All decisions taken at these special meetings must be communicated to all members of the Executive Committee within twenty-four (24) hours of the special meeting.
 - (3) The decisions taken at the special meeting will be ratified in the next regularly scheduled EC meeting.
- ii) Decisions and resolutions at the special meeting need simple majority of the EC members in attendance.
- iii) The number of special meetings of the Executive Committee in an operating year must be limited to two (2).

Section 4 Cancellation of Regularly Scheduled EC Meetings

As far as possible regularly meetings of the EC must not be cancelled.

- i) In the event a pre-scheduled regular Executive Committee meeting has to be cancelled the EC must be given sufficient advance notification and rationale for the cancellation.
- ii) Every possible effort must be made to reconvene the EC within thirty (30) days with the same Agenda as the cancelled meeting.

Section 5 Electronic and Other Meetings of the EC

Any meeting of the Executive Committee, regular or special, may be held by electronic conference or similar communication equipment as long as all the EC members participating in the meeting are permitted to communicate effectively with one another.

- i) The facilitator of the electronic meetings must ensure that all participants have equal opportunity to freely express their opinions.
- ii) Silent participation must be strongly discouraged.



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Article VII

OPERATIONS AND COMMITTEES

Section 1

Operations of the Association

A) Operational and Fiscal Years

i) HKK EC, on approval from the General Body, will decide on the terms for fiscal year and operational year for the association.

(1) As a convention, the operational and fiscal years are suggested to begin with the celebration of Deepavali (aka Diwali)².

(2) Start of memberships to HKK will coincide with the operational year.

B) Events

HKK in support of its mission and objectives will conduct social, cultural and charitable events.

i) A minimum of three (3) events will be organized and conducted in each year of operation.

(1) At each event opportunities for social responsibility, charity and philanthropy will be explored without burdening the members.

(2) A cultural event celebrating Deepavali will be organized in the Fall Season. During this event the Formation of Karnataka State (on November 1, 1956) will also be highlighted to educate Americans of Indian origin on their roots and heritage.

(3) A cultural event celebrating Ugadi, the New Year according to the lunar calendar followed by the people of Karnataka, will be organized in the Spring Season.

(4) A social gathering of all HKK members will be organized during Summer Season to provide opportunities for outdoor recreation.

ii) Additional events may be organized at the discretion of the EC.

(1) Religious gatherings disseminating the eternal wisdom of India may be conducted if there is sufficient interest among the members of HKK and similar associations in the region.

(2) Indian professional artists, entertainers and well-known sports and literary figures, when on a tour of the United States, may be invited to present their talent and share their experiences to inspire youth on cultural and social diversity.

² Deepavali (also known by some as Diwali) is an ancient, traditional, Hindu festival celebrated in autumn. This is the only religious observation of Indian Origin to be recognized by the White House. Most businesses in India celebrate Deepavali as the start of a new financial year and new account books are opened on this day.



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- iii) The Executive Committee may, at its discretion, invite one or more dignitaries or Guests of Honor to grace the event.
 - (1) Such special invitees will, in keeping with Indian traditions, be felicitated and be awarded a memento.
 - (2) Monetary remunerations and gifts, if given, will comply with the laws and guidelines of the United States and the State of Connecticut.
- iv) The Executive Committee may, at its discretion, collaborate with other similar natured associations to enrich the cultural and social exposure given to the General Body of HKK.

C) Event Planning Meetings

The Executive Committee will meet, as many times as required, to plan social, cultural and charitable events.

- i) The Secretary, with assistance from the Joint Secretary, will schedule and facilitate the event planning meetings.
 - (1) Notices for event planning meetings will be sent to all EC members in advance of the meeting.
 - (2) Notes of the discussion will be captured and minutes of the meeting will be sent to all EC members.
 - (3) If neither the Secretary nor the Joint Secretary is available to facilitate an event planning meeting they will delegate that responsibility to an available EC member and notify the delegation to all EC members.
- ii) Executive members will, voluntarily, distribute responsibilities among themselves ensuring the workload is as uniform as possible.
 - (1) Co-opted members of the EC are eligible, and encouraged, to participate in event planning and execution.
 - (2) EC Members will report on the status of the tasks and responsibilities picked by them.
 - (3) Members who cannot attend the event planning meetings will ensure that the entire EC is made aware of the progress on their tasks.
- iii) There will be no quorum requirement for event planning meetings.
- iv) There will be no voting in any event planning meeting.

D) Finances

The HKK Executive Committee will maintain a separate, adequately insured, bank account at a recognized financial institution.

- i) The account will normally be operated by the Treasurer.



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- (1) In the absence of the Treasurer, the President or Secretary will operate the account.
- (2) Signatures of any three office bearers of the Executive Committee will be required to operate the account.
- ii) The Treasurer will maintain all financial records in an organized manner.
 - (1) Distinct folders will be maintained for revenues, expenses, and charitable giving throughout the year.
 - (2) Such distinct folder will be passed on by the outgoing Treasurer to the new Treasurer upon relinquishing office.
- iii) In the event of a collaborative venture between HKK and one or more other associations, the Treasurer will ensure that the financial record keeping standards of HKK will not be compromised.
- iv) Collections and expenses will be documented in adequate detail.
 - (1) A general summary of the health of HKK's finances will be presented to the Executive Committee at every EC meeting.
 - (2) Detailed financial statements will be made available, on request, to the members of the Executive Committee.
 - (3) High level summary documentation of HKK financial situation will be provided to members of the General Body on written request.
- v) All expenses must be pre-approved by at least one office bearer.
 - (1) Expenses greater than \$750 should have written pre-approvals by at least two (2) office bearers.
 - (2) All pre-approvals must be documented.
 - (3) All expenditure will be paid only via checks.
 - (4) No cash payments will be made to any party.
- vi) When transitioning governance to a new Executive Committee all efforts should be made by the outgoing Executive Committee to pay all outstanding bills for the current term, before handing over the office to the new Executive Committee.
- vii) The Treasurer will ensure that HKK finances are audited.
 - (1) The HKK Executive Committee will appoint one member of the HKK in good standing, outside of the Executive Committee, who will conduct an internal audit of the HKK accounting books, prior to the presentation of HKK's financial statements to the General Body.
 - (2) Every two (2) years the accounting records will be audited externally by a competent, certified, authority.

E) Agent

HKK will designate and maintain a Registered Agent.



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- i) The Secretary of the HKK will, normally, be the **ex-officio** registered agent of the HKK.
 - (1) Her/his Connecticut residence will be the address of the registered agent for HKK, at no cost to the Association, until such time as a permanent location is established for HKK.
 - (2) The secretary, on behalf of the association, will maintain a registered active e-mail account for electronic communications.
 - (3) All correspondence will be directed to the office address and/or e-mail address of the Registered Agent.
- ii) If, for some reason, the Secretary of HKK is unable to function as Registered Agent then the EC will, unanimously, elect an office bearer to take on this role.

F) Record Keeping

The Secretary of the HKK will maintain all records, past and present, in good, reverse chronological, order, and document the minutes of the meetings held, and decisions made during the year.

Internal communications of the Executive Committee, including the minutes of the meetings will not be made public, without a unanimous consent of the office bearers in the Executive Committee.

G) Annual Filing of Statements

- i) The Treasurer of the HKK will seek approval of the Executive Committee on financial statements.
 - (1) An independent auditor must review, annually, all financial statements for accuracy and integrity
 - (2) On approval of the independent auditor and the Executive Committee, the Treasurer will file every year, annual or other statements needed by the State of Connecticut or other governmental agencies to maintain its status of a 501(3)(c) non-profit organization.
- ii) It is the responsibility of the Executive Committee to ensure that necessary statements are filed on time.

H) Delegation

- i) Delegations and/or liaisons with other organizations will be approved by the HKK Executive Committee in office, when such need arises.
- ii) The HKK Executive Committee may elect to subscribe to or support other associations or any national organization with similar objectives as HKK.



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- iii) EC will ensure that all such subscriptions, support or encouragement to charitable organizations is in good standing with the state or nation.

Section 2 Committees

Special sub-committees may be appointed by the Executive Committee.

- i) The responsibility of the special sub-committee will generally be in the nature of accomplishing specific tasks. If necessary, the special sub-committee can be called upon to investigate specific problems, procedures, or matters of interest to HKK, and to make recommendations to the Executive Committee.
- ii) At least two-third ($2/3^{\text{rd}}$) of the EC must approve the formation of the special sub-committee.
- iii) Special Committees may be terminated at any time, at the discretion of the at least two-thirds ($2/3^{\text{rd}}$) majority in the Executive Committee.
- iv) Every sub-committee will be led **ex-officio** by a voting member of the EC.
 - (1) To ensure leadership opportunities for all elected members of the Executive Committee office bearers are strongly advised against taking on the role of leading sub-committees.
 - (2) The leader of a sub-committee, at her/his discretion, can recruit willing members of the general body to be a part of that sub-committee.
 - (3) Office bearers are welcome to contribute to the success of a sub-committee by assisting the leaders at their request.

The following sub-committees are suggested, but not mandated, for the myriad aspects of planning, organizing, coordinating, and conducting cultural and social events.

A) Hospitality Committee

The purpose of the Hospitality Committee is to help foster and promote a friendly, welcoming, and caring community within HKK and to reach out to anyone interested in being a member of the association. This committee will also be responsible for planning and arranging for food, beverages, and utensils. Additionally, the Hospitality Committee will arrange for hygienic set-up, decoration, packaging and cleaning of the locations used for preparation and distribution of food and beverages.

B) Cultural Committee

The purpose of the Cultural Committee is to develop the vision and themes of bridging the Indian heritage to the American identity among members of HKK



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by exploring opportunities that provide the necessary platforms, and outlet, for members to showcase their cultural talent. This committee will be responsible for soliciting cultural program entries; prioritizing the program items; putting together program brochures; choosing the master-of-ceremonies; and taking care of the many other details necessary to ensure smooth, flawless, event execution that defines the standards of HKK.

C) Benefaction Committee

The purpose of the Benefaction Committee is to guide the HKK Executive Committee on the themes to pursue in raising funds and identifying the social and charitable causes to focus on. This committee will be responsible for the strategies to pursue in fund raising campaigns and to identify the charities that are benefactors of these campaigns. In addition this committee will advise the EC on the opportunities to explore for volunteer social service and encourage HKK members to pursue the same. This committee will also help identify role models that the youth members of HKK can emulate.

D) Public Relations Committee

The purpose of Public Relations Committee is to assist the President and the Executive Committee members in their responsibility to maintain a positive image of the organization in the community by planning for and monitoring public sentiment and publicity activities. This committee will assist the EC by helping them plan publicity and promotion in support of the association. Additionally, this committee will explore opportunities to explain the services and programs of HKK to groups in the community.

E) Membership Committee

The purpose of the Membership Committee is to assist the HKK Executive Committee in recruiting and renewing members. This committee will arrange for support and resources for membership marketing. Additionally, the Membership Committee will adopt peer to peer recruitment and retention campaigns to generate excitement and interest in HKK membership.

F) Communications Committee

The purpose of the Communications Committee is to establish an effective information sharing process between the members of HKK and the Executive Committee. The committee will be responsible for developing the necessary communication strategies; developing and maintaining member databases;



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maintaining an active email account³; upgrading and maintaining the website⁴ of the association. Additionally, the Communications Committee will work in close cooperation with the Secretary and Joint Secretary to provide timely and relevant information to HKK members through the website, email and other relevant channels.

Article VIII DISSOLUTION

HKK may be dissolved only with authorization by its Executive Committee.

- i) At least two-thirds ($\frac{2}{3}$ rd) of the Executive Committee members must provide written consent to the dissolution.
 - (1) A special meeting of the General Body and Trustees must be called to discuss the dissolution with at least four (4) weeks written notice.
 - (2) The association can be dissolved only if two-thirds ($\frac{2}{3}$ rd) of the General Body members provide written approval at the special General Body meeting.
- ii) Upon approval for dissolution all remaining assets of HKK will be distributed to such non-profit organizations (within the meaning of Section 501 (c)(3) of the Internal Revenue Code), with purposes similar to that of HKK, as shall be decided, in writing, by the then Executive Committee of HKK.
 - (1) The distributions will be made after payment in full of the liabilities, obligations and necessary final expenses, or after the making of adequate provision therefore.
 - (2) The Trustees of HKK will oversee the entire process of dissolution.

Article IX INDEMNITY

HKK will not be liable for the conduct of any member in the Governing Body.

Article X AMENDING THE BY-LAWS

Requests for revisions and amendments to the Articles of Incorporation (aka By-Laws) will be initiated by members of the General Body or by the Executive Committee.

³ All official email correspondence should be directed to ct.kannadakoota@gmail.com.

⁴ HKK maintains a website at <http://hoysalakannadakoota.org/>.



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- i) The Executive Committee will document the requested change in By-Laws; evaluate the requests; modify the requests if needed; and make recommendations to the General Body for approval.
 - (1) The proposed revisions and amendments to the By-Laws will be distributed to all the members of the association present at the General Body meeting.
 - (2) All comments and discussions at the General Body meeting will be maintained by the Secretary and disclosed to EC members.
- ii) All amendments to the By-Laws will be approved by at least two-thirds ($\frac{2}{3}$ rd) majority of the General Body members.
 - (1) If the attendance at the General Body meeting does not meet the two-third requirement then the EC will reconvene another General Body meeting as required by the Article on Quorum.
 - (2) At this reconvened General Body meeting at least two-thirds ($\frac{2}{3}$ rd) of the General Body members in attendance will need to approve the amendments.
- iii) The final, revised, copy of By-Laws will be signed and dated by all office bearers.
 - (1) The revisions in By-Laws will need to be ratified by the Executive Committee within thirty (30) days of approval by the General Body.
 - (2) The ratified copy of the revised By-Laws will be communicated to all members and also a digital copy posted on HKK's website.
- iv) The Executive Committee will register the amended By-Laws with the State of Connecticut within ninety (90) days of being approved by the General Body.

APPENDIX

DOCUMENT CONTROL

Revision No.	Date	Authors	Brief Description of Change
1.0	Jul 4, 2006	Arun Darwar Srinivasa Komarla Deepak Murthy	Initial document for registration of HKK.
1.5	Jan 23, 2010	Prasad Sastry Krishna Bheemanakatte	Amendment to By-Laws to increase the strength of the Executive Committee to 12 families from an original of 10.
2.0	Jan 17, 2014	Deepak Murthy Venu Guddera Dinesh Haryadi Chandra Bhat	Revision of By-Laws to increase strength of EC to 15 families from 12; clarify voting rights of EC members, especially those of spouses; and clarify the number and role of Trustees.
3.0	April 1, 2017	Arun Darwar, Basant Marigowdar,	Revision of By-laws a) removed one year requirement of prior EC membership for any



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		Chandra Bhat, Vikram Potdar	Office Bearer position b) removed one operating term general HKK membership requirement to be elected to HKK Executive Committee
4.0	November 2, 2019	Predeep Dollin Guru Anginthaya Chandra Bhat	Revised by law to (a) change annual membership fee from \$30 to \$40. (b) Removed the limitation to become life members (c) provisioned the season pass. Changed are in Article 3 section 1)



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Approvals

Section 1 Office Bearers

Name	Role	Signature and Date
Sharada Bhat	President	Sharada Bhat 11/2/2019
Chandra Bhat		Chandra Bhat 11/2/2019
Saritha Masarur	Vice President	Saritha Masarur 11/2/2019
Sadananda Masarur		Sadananda Masarur 11/2/2019
Nithya Manjur Basavaraj	Secretary	Nithya Manjur Basavaraj 11/2/2019
Bala Annegowda		Bala Annegowda 11/2/2019

Section 2 EC Members

Name	Role	Signature
Anita and Shivakumar Nadgouda	Treasurer - Shivakumar Nadgouda	Anita and Shivakumar Nadgouda
Anupama and Pandurang Hosamani	EC Members	Anupama and Pandurang Hosamani
Asha Devaramani and Vijay Nanjaraj	EC Members	Asha Devaramani and Vijay Nanjaraj
Deeksha and Shamanth	EC Members	Deeksha and Shamanth
Impana and Adarsh Gallur	EC Members	Impana and Adarsh Gallur
Jyothi and Girish Kabbina	EC Members	Jyothi and Girish Kabbina
Mamatha and Guru Anginthaya	EC Members	Mamatha and Guru Anginthaya
Nithya Manjur Basavaraj and Bala Annegowda	Secretary-Bala Annegowda	Nithya Manjur Basavaraj and Bala Annegowda
Padmashree and GK Srinivas	EC Members	Padmashree and GK Srinivas
Poornia and Sheshagiri Rao	EC Members	Poornia and Sheshagiri Rao



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Rekha NM and Shivakumar Ballur	EC Members	Rekha NM and Shivakumar Ballur
Saritha and Sadananda Masarur	Vise President - Sadanand Masarur	Saritha and Sadananda Masarur
Sharada and Chandra Bhat	President - Chandra Bhat	Sharada and Chandra Bhat
Shashwathi Harekoppa and Santhosh Gowda	Joint Secretary - Shashwathi Harekoppa	Shashwathi Harekoppa and Santhosh Gowda
Shilpa Sastry and Pradeep Kumar	EC Members	Shilpa Sastry and Pradeep Kumar
Sneha and Shankar Shivananjappa	EC Members	Sneha and Shankar Shivananjappa