

# Saudi Arabia Telugu Samaakya

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## SAUDI ARABIA TELUGU SAMAAKHYA

### BY-LAWS

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## Vision

“We come together in harmony to enrich cohesiveness and create a sense of belonging among the Telugu community to support and inspire each other”

## Values

- Unity
- Integrity
- Service

## Objectives

- Helping Telugu speaking community in Saudi Arabia
- Encouragement and Development of Talent in Telugu Community
- Focus on Unity among Telugu community
- Focus on development of Telugu language and culture
- Networking with other Telugu associations world wide

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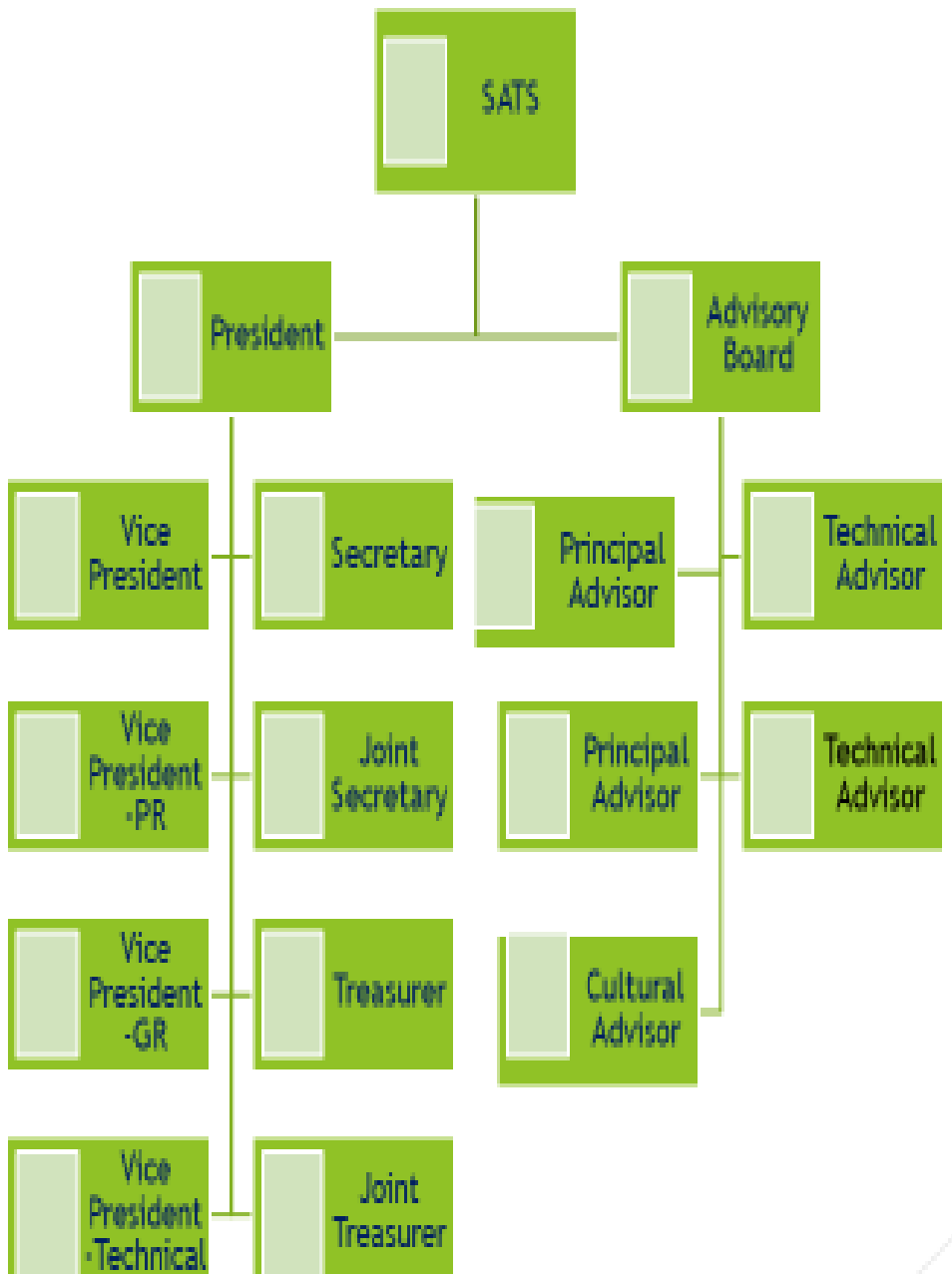
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## Organization Structure



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## Constitution

The thought among Telugu speaking people, residing in Saudi Arabia to form a cohesive unit in the form of an Association to support each other and showcase the Telugu culture has led to the formation of Saudi Arabia Telugu Samaakhya (SATS). SATS will strive to showcase Telugu language, culture, heritage and values. And provide a platform for Telugu Fine Arts, Literature, Cultural Activities, Education, Welfare & Social activities for Telugu people.

Name of the Organization: **SAUDI ARABIA TELUGU SAMAAKHYA- SATS**

### Objectives:

- Helping Telugu speaking community in Saudi Arabia
- Encouragement and Development of Talent in Telugu Community
- Focus on Unity among Telugu community
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- Networking with other Telugu associations world wide

## ARTICLE I

### **Name**

The Name of the associations shall be the **SAUDI ARABIA TELUGU SAMAAKHYA- SATS**

Herein referred to as the "Association".

## ARTICLE II

### **Purpose**

To showcase Telugu language, culture, heritage and values. And provide a platform for Telugu Fine Arts, Literature, Cultural Activities, Education, Welfare & Social activities for Telugu people.

## ARTICLE III

### **Membership**

**Section 1.** Any Telugu speaking individual residing in Saudi Arabia with valid residency can become a member by taking a yearly membership.

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## Associate Members

**Section 2.** Associate members will be notified about **SAUDI ARABIA TELUGU SAMAAKHYA- SATS** scheduled Programs/ events through electronic & Social media.

## ARTICLE IV

### Officers

#### Section 1.

The officers of the Association shall comprise of **two groups** – Executive Committee and Advisory Board.

**Executive Committee** shall include: President, Vice President, General Secretary, Vice President- Govt relations, Vice President –Public Relations, Vice President –Technical, Joint Secretary, and Treasurer & Joint Treasurer

**Advisory Board** shall include: Two Chief Advisors, Two Technical Advisors and a Cultural Advisor.

**Section 2.** The duties of the officers of the Association shall be as follows:

#### Section 2.1 President:

The President of the Association shall preside at all meetings of the Association and of the Executive Committee.

The President (or his designate) shall represent the organization in official, semi-official and cultural events.

The president shall decide all questions of order; offer for consideration all motions regularly made; appoint all nominated committees for the benefit of the association.

The President shall implement the decisions of the Executive Committee; and perform all duties that usually pertain to this office.

The President shall ensure that all Advisors are kept informed of the Association activities and their involvement in the decision making.

#### Section 2.2 Vice President:

The Vice President of the association shall be first in line of succession to the President.

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The Vice President shall fulfill the duties of President whenever the President is not available or as advised by President to do so and shall also perform the duties that usually pertain to this office or that may be assigned by the President.

## Section 2.3 General Secretary:

The Secretary shall take the Minutes of all Meetings of the Association and the Executive Committee and shall perform the duties that usually pertain to this office or that may be assigned by the President. General Secretary is responsible for creating, filing and maintaining the Minutes of the Meeting and producing the same when required.

## Section 2.4 Vice President – Government Relations

The Vice President –Govt Relations shall coordinate with Government officials in Saudi Arabia & India about members' issues.

The Vice president –Govt Relations shall organize the meetings with government officials to bring awareness among members pertaining to local regulations, statutory requirements.

## Section 2.5 Vice President – Public Relations

The Vice President – Public Relations is responsible to design the websites, prompt association activities in the electronic media & social media.

The Vice President – Public Relations is responsible to conduct membership drive programs to enhance the membership of the organization.

The Vice President – Public Relations shall be responsible to know the members concerns, problems and those issues he shall discuss within the executive meeting time to time.

## Section 2.6 Vice President – Technical

Vice President – Technical shall be responsible to organize zoom links, updating the social media and other digital platforms.

Vice President – Technical shall support to PR team to maintain database.

## Section 2.7 Joint Secretary:

The Joint Secretary shall assist the General Secretary, and shall also perform the duties that usually pertain to this office or that may be assigned by the President.

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## Section 2.8 Treasurer

The Treasurer shall be responsible for the management of the Association's funds, with results reported to the members at the annual general meeting and periodical meetings of the Executive Committee and shall perform the duties that usually pertain to this office or that may be assigned by the President.

In case there is urgency, the Treasure is authorized to incur expenditure on the merits of the case but the same will be subject to the approval of the President / Vice President and ratification of the Executive Committee in its next meeting.

## Section 2.8 Joint Treasurer

The Joint Treasurer shall assist the Treasurer, and shall perform the duties that usually pertain to this office or that may be assigned by the President

## Section 2.9 Chief Advisors

Chief advisors are trusted advisors to the Ex-Com and will advise Ex-Com on the direction the Samaakhya should move in to achieve its objectives and mission. They will be involved in all decision making. They will also facilitate interactions with other associations in the region and worldwide. They will support the association events as requested by the President.

## Section 2.10 Technical Advisors

Technical advisors will steer the association's technology and social media future to ensure SATS community remains connected and approachable. Also, achievements of SATS are adequately showcased amongst the larger network inside and outside of the Kingdom. VP Technical and VP PR will work closely with Technical Advisors to ensure the best interests of the association.

## Section 2.11 Cultural Advisor

Cultural Advisor shall advise the Ex-Com on the cultural activities to be planned and conducted to ensure Telugu Language, Culture, Heritage and Values are showcased and our community takes pride in the same. A Cultural committee will be formed which will work directly under Cultural Advisor's guidance to achieve the association's objectives.

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## Article V

### Executive Committee

**Section 1.** The Executive Committee shall consist of the President, Vice president, General Secretary, Vice President-Government Relations, Vice president- Public Relations, Vice President-Technical, Joint Secretary, Treasurer, and Joint-Treasurer of the Association.

In addition, and there shall be Ten (5) Province Executives as committee members, one residing in each of the provinces of Saudi Arabia as below.

A Cultural Committee under the leadership of Cultural Advisor will also be formed to support association's cultural activities.

President in consultation with the Ex-Com and Advisory Board will decide on the periodicity of the meetings. Once agreed, all members are expected to attend all meetings. If a member is absent from the meeting, reasonable efforts will be made to take the absent member's opinion on any subject discussed. However, all decisions taken in a meeting will be abiding on the absent member.

**Section 2.** The Executive Committee members in charge of the above-defined provinces shall be authorized to transact routine business between meetings of the membership and to act in any emergencies.

**Section 3.** All members of the Executive Committee shall be required to attend two-thirds of all regularly scheduled Executive Committee meetings. Such meetings may take the form of conference calls or real-time email exchanges.

**Section 4.** Executive Committee members who are abstaining themselves from the meetings on more than one-third of the meetings quarterly, shall be deemed immediately to have resigned from the Executive Committee. The vacated office shall be filled through an election at the next Executive Committee meeting.

**Section 5.** All members will update actions taken on their responsibilities for others awareness. Coordination on upcoming events will be discussed. New ideas will be discussed. Treasurer will update the financial transactions for everyone's knowledge.

**Section 6.** Secretary/ Joint Secretary will minute the meeting and share the MOM with the Ex-Com in the next meeting. Once the minutes are accepted, they will be securely stored online.



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## ARTICLE VI

### **Elections**

The initial term of office for the Executive Committee shall be one year that coincide with the Association's fiscal year ending June 30th. The first elections for the Executive Council shall be held one year thereafter, by voting ballot and the results announced at the Annual Meeting.

The election process shall be completed not later than 14 May and the newly elected Executive Committee shall assume office from 1<sup>st</sup> July. The outgoing Executive Committee shall submit complete association details.

Advisory board members are responsible to conduct elections with due diligence and transparency.

Any association member with a good standing in the community, willing to serve the community, has spent considerable time in Saudi Arabia to understand the local culture and nuances can complete in the elections. Serving Ex-Com members will be eligible to contest the elections.

Any member of the association can raise an objection to the candidacy of a nominee. Such objection will be reviewed by the Advisory Board. And a decision will be given.

Exact process for the conduct of elections will be notified to all association members by 01 Apr of each year.

## ARTICLE VII

### **Annual General Meeting**

The Annual General Meeting of the Association shall be held in the second fortnight of **June**. Exact details of the same will be notified by the Ex-Com well in advance. Ex-Com will showcase the association's achievements over the past year, financial status of the association, programs/ activities in pipeline or planned.

Association members will be permitted to share their ideas, thoughts during the Annual General Meeting.

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## ARTICLE VIII

### Other Committees

**Section 1.** The President of the Association shall annually appoint the Bylaws committee. The duty of this committee shall be to submit its report of any suggested changes of the Bylaws to the Executive Committee.

**Section 2.** The President of the Association shall annually appoint a Finance Committee, chaired by the Treasurer. Duties of this committee shall be to review the budget for the fiscal year, to monitor all budgetary expenditures in accordance with the current bylaws, and to prepare and deliver a report on the status of funds at the Annual General Meeting.

**Section 3.** A Nominating Committee shall be appointed by the Executive Committee of the Association.

**Section 3.1** The list and roles of nominees shall be published to the Association web site.

**Section 4.** Such other committees, standing or special, shall be appointed by the Executive Committee shall from time to time deem necessary to carry on the work of the Association.

## ARTICLE IX

### Amendments to Bye-Laws

Amendments to the bylaws shall be considered only at the time of Annual General Body meeting. If any By-Law needs to be amended mid-year, President can call the By-Laws committee for a review and recommendations. The bylaws shall be reviewed, as needed, by the By-laws Committee. Suggestions for changes or amendments, with supporting arguments, should be addressed to that Committee. The amended Bylaws will be put to vote at the Annual General Body meeting and shall be approved by the members by voice vote.

## ARTICLE X

### Code of Conduct

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