



Telangana Development Forum, Canada

(A Federal Nonprofit organization)

Established: 2005

The original

Telangana Development Forum, Canada (TDF, Canada)

(Year of Inception: 2005)

Federal nonprofit registration nos. 905251-8 & 906093-6

CONSTITUTION

(Adapted as of January 12, 2015)

ARTICLE – I: NAME

Telangana Development Forum Canada, and its subsidiary **TDF Canada** here in after referred by both the names are federally registered not-for-profit organization registered under the laws of the Canada not-for-profit corporations act and shall exist in perpetuity.

ARTICLE - II: OBJECTIVES AND PURPOSES

Section 1:

To promote Health, Education, Community and Economic Development programs for the people of Telangana State in Canada and India.

Section 2:

To promote Literary, cultural, and social activities to benefit the people of Telangana State in Canada and India

Section 3:

To invite distinguished Indian scholars and Statesmen from the Telangana State of India as well as from other countries to Canada for delivering lectures and conducting seminars related to Telangana.

Section 4:

To address the problems faced by people of Telangana state in Canada and India.

Section 5:

Telangana Development Forum, Canada (TDF, Canada)

(Canada Not for profit registration #s: 905251-8 & 906093-6)

Contact: info@tdfcanada.org Website: www.tdfcanada.org | fb.com/tdfcanada.org | 1-855-838-4833 (4TDF)

TDF, Canada is a proud member of Global TDF Family



Telangana Development Forum, Canada

(A Federal Nonprofit organization)

Established: 2005

To solicit, raise and disburse funds for the afore-mentioned activities directly or in co-operation with any local and global not-for-profit organizations.

ARTICLE – III: MEMBERSHIP

Section 1: Application:

The Membership Committee (MC) is responsible for updating the Membership Application Form. (MAF) is available www.tdfcanada.org.

The Membership eligibility criteria are given below.

The applicant shall:

- Abide by the Objectives and Purposes of TDF Canada
- Provide all the information requested on MAF
- Pay the Membership dues, and
- Be at least 18 years of age.

The MC shall receive and verify the MAFs for completeness and eligibility, and forward them to the Treasurer of TDF Canada. The MC may request an applicant for additional information.

The Treasurer shall acknowledge the Member within 15 days after ensuring that the check for the Membership dues is realized. The Treasurer shall simultaneously add the new Member(s) to the TDF Canada member group.

If the applicant is married, the applicant's spouse and children automatically becomes a member in the same category.

Telangana Development Forum, Canada (TDF, Canada)

(Canada Not for profit registration #s: 905251-8 & 906093-6)

Contact: info@tdfcanada.org Website: www.tdfcanada.org | fb.com/tdfcanada.org | 1-855-838-4833 (4TDF)

TDF, Canada is a proud member of Global TDF Family



Telangana Development Forum, Canada

(A Federal Nonprofit organization)

Established: 2005

Once a year, the Treasurer shall request the Members to update their profile information. It is the members' responsibility to maintain accurate information. Once a year, the Treasurer shall send the updated Members list to the Board.

Section 2: Categories & Dues.

TDF Canada membership is divided into 4 categories: Grand Patron, Patron, Life and Associate Member.

The one time dues to become a Grand Patron, Patron and a Life member are \$1000, \$500 and \$250 respectively.

Note: Once the Membership is accepted, the membership fee is not refundable.

Membership fee could be reviewed and adjusted any time by the Board.

Only the Grand Patrons and Patrons are eligible to serve as Trustees of the board. Life members are eligible to participate in elections. Associate Members are not required to pay any dues and they are not eligible to participate in elections.

Note – Membership applications are subjected for review and approval by Executive committee

ARTICLE – IV: FOUNDING COMMITTEE (FC)

TDF founding committee comprises of members who founded TDF Canada and have registered the organization federally.

Only Grand Patron members joined the organization prior to February 28th, 2015 are eligible to become the founding committee members. Vacancy in founding committee is created only when a current member decides to leave the founding committee due to personal reasons. Vacancy into founding committee will be filled with a new candidate only if two third of Founding Committee members approving new candidate request.

New candidate must become Grand Patron before accepting into founding committee by paying full Grand Patron membership fee as per fee structure as of that date. Membership fee for any outgoing member is non-refundable. Founding committee membership can be transferred to spouse, parents, kids, grand kids, own brothers and sisters for free, no extra membership fee is required to be paid. Founding committee membership is not transferable to friends or any other relatives other than mentioned above.

Founding committee members are eligible to serve in Board of Trustee & Executive Committee if they get elected. One third Board of Trustee and One third of Executive Committee must comprise of Founding Committee members at all times.

Telangana Development Forum, Canada (TDF, Canada)

(Canada Not for profit registration #s: 905251-8 & 906093-6)

Contact: info@tdfcanada.org Website: www.tdfcanada.org | fb.com/tdfcanada.org | 1-855-838-4833 (4TDF)

TDF, Canada is a proud member of Global TDF Family



TDF CANADA

Telangana Development Forum, Canada

(A Federal Nonprofit organization)

Established: 2005

When two thirds of Founding Committee members have majority, they can do any or all of the following:

Founding Committee can abolish Board of Trustee & Executive Committee at any time and call for elections to choose new Board of Trustee & Executive Committee with in 1 year.

Founding committee can override any decision made by Board of Trustee & Executive Committee.

Founding committee has absolute power over Board of Trustee & Executive Committee on any decision.

Any major decisions made by Board of Trustee & Executive Committee must need approvals from Founding Committee.

ARTICLE – V: BOARD OF TRUSTEES (BOT)

Section 1: General

The affairs of the **TDF Canada** shall be managed by its Board of Trustees. The Board of Trustees shall invest and manage the **TDF Canada** funds in a safe and secure manner.

The functioning of **TDF Canada** shall be on an annual basis.

Section 2: Number and Tenure.

The total number of Trustees on the Board shall not exceed 25 including the immediate past President. This does not include office bearers for City Chapters.

Generally, the Grand Patrons shall be given priority over the Patrons for allocating the Trustee positions. One third of Board of Trustees must be elected from Founding Committee.

Telangana Development Forum, Canada (TDF, Canada)

(Canada Not for profit registration #s: 905251-8 & 906093-6)

Contact: info@tdfcanada.org Website: www.tdfcanada.org | fb.com/tdfcanada.org | 1-855-838-4833 (4TDF)

TDF, Canada is a proud member of Global TDF Family



Telangana Development Forum, Canada

(A Federal Nonprofit organization)

Established: 2005

The Board of Trustees shall elect from among them a Chairperson and an Executive Committee of 6 people: consisting of President, Vice-President, Secretary, Joint Secretary, Treasurer, and Joint Treasurer for a 2-year term.

The Trustees of the Board shall maintain political neutrality across all political parties.

Section 3: Chairperson of the Board.

The Chairperson of the Board shall have the general responsibility for the policies and objectives of TDF Canada. The Chairperson shall ensure mutual cooperation among all the Trustees. The Chairperson shall setup the agenda for the Board Meetings in collaboration with the President / EC. The Chairperson shall preside and moderate all the meetings of the Board.

Section 4: Meetings.

The Board of Trustees may meet every month to review various activities and accounts for the previous month, and shall meet once a quarter. The Chairperson of the Board may also call for Special Board Meetings as desired (guideline – 3 days notice). The Board of Trustees shall maintain orderliness by following the Robert Rules of Order in conducting the Board Meetings.

An agenda for the Regular Board meetings should be distributed ahead of time (guideline – 3 days notice). The duration of the meeting should be limited to 2 hours. The Secretary shall take a roll call after 10 minutes of the scheduled start time and reflect the attendance in the Minutes. The agenda items should be discussed and disposed before any new topics are considered.

A majority of the Board of Trustees shall constitute a quorum for the transaction of business at any Board meeting. These meetings can be conducted through teleconferences.

The Chairperson shall ensure that proper Minutes of the Board Meetings, including any resolutions and important decisions, are prepared, circulated and maintained by the Secretary.

Section 5: Vacancies.

Telangana Development Forum, Canada (TDF, Canada)

(Canada Not for profit registration #s: 905251-8 & 906093-6)

Contact: info@tdfcanada.org Website: www.tdfcanada.org | fb.com/tdfcanada.org | 1-855-838-4833 (4TDF)

TDF, Canada is a proud member of Global TDF Family



Telangana Development Forum, Canada

(A Federal Nonprofit organization)

Established: 2005

The Board of Trustees shall fill any vacancy of a Trustee or Executive Committee Member on the recommendation of the President and Chairperson. Suitable candidates may be proposed by other Trustees.

The vacancies shall be filled as soon as possible within 3 months.

A Trustee or Executive Committee member nominated to fill a vacancy shall serve the un-expired term.

Section 6: Advisory Committee.

The Board shall appoint an Advisory Committee for a term of 2 years.

The purpose of this Committee is to advise the Board on Constitutional and other policy matters in order to make TDF Canada an effective organization.

The Board may seek the assistance of the Advisory Committee to resolve major conflicts.

The Advisory Committee is the final arbitrator in resolving all disputes including the financial disputes.

The past Chairpersons of the Board and the past members of the Executive Committee and several senior members of TDF Canada may serve on this committee. The Advisory Committee can participate in the Board Meetings, as an observer without vote.

Note: Applications for BOT are subjected for review and approval by Election committee.

ARTICLE – VI: EXECUTIVE COMMITTEE (EC)

Generally, the Grand Patrons shall be given priority over the Patrons and life members for Executive Committee positions. One third of Executive Committee must be elected from Founding Committee.

Section - 1: Members.

The EC shall consist of President, Vice-President, Secretary, Joint Secretary, Treasurer and Joint Treasurer.

Section - 2: President.

Telangana Development Forum, Canada (TDF, Canada)

(Canada Not for profit registration #s: 905251-8 & 906093-6)

Contact: info@tdfcanada.org Website: www.tdfcanada.org | fb.com/tdfcanada.org | 1-855-838-4833 (4TDF)

TDF, Canada is a proud member of Global TDF Family



Telangana Development Forum, Canada

(A Federal Nonprofit organization)

Established: 2005

TDF CANADA

The President shall be the Chief Executive Officer of the organization.

The President shall have the general responsibility for the implementation of various activities of the organization under the direction of the Board of Trustees.

The President shall have the overall responsibility for the smooth functioning of EC, various Standing Committees including the City Chapters, while following the Board directions.

The President shall make appropriate decisions for the maintenance and day-to-day administration of the organization in consultation with the other members of EC. The President shall preside and moderate all the meetings of the EC. The EC may meet as often as necessary either in person or through teleconference.

The President shall ensure that proper EC meeting minutes, including any resolutions and important decisions, are prepared, circulated and maintained by the Secretary. The President shall be the custodian of the TDF Canada official records.

Section - 3: Vice-President.

In absence of the President, the Vice-President shall perform all the duties and shall exercise all the powers of the President specified above. In addition, the Vice-President shall assist the President in the day-to-day operations.

Section - 4: Secretary.

The Secretary shall maintain all TDF Canada official records, and shall keep accurate minutes of all the Board and EC meetings. The Secretary shall communicate with the members and city chapters to keep them informed of all the activities of the organization, including relevant meeting minutes (guideline – not exceeding 8days). The Secretary shall perform such additional duties as may be required from time to time by the EC or the Board of Trustees.

Section – 5: Joint Secretary.

In absence of the Secretary, the Joint Secretary shall perform all the duties and shall exercise all the powers of the Secretary specified above. In addition, the Joint Secretary shall assist the Secretary in the day-to-day operations.

Section – 6: Treasurer.

Telangana Development Forum, Canada (TDF, Canada)

(Canada Not for profit registration #s: 905251-8 & 906093-6)

Contact: info@tdfcanada.org Website: www.tdfcanada.org | fb.com/tdfcanada.org | 1-855-838-4833 (4TDF)

TDF, Canada is a proud member of Global TDF Family



Telangana Development Forum, Canada

(A Federal Nonprofit organization)

Established: 2005

TDF CANADA

The Treasurer shall accept contributions for general or special purposes of the organization. The Treasurer shall accept Membership Dues submitted along with the Membership Applications.

The Treasurer shall hold the funds of TDF Canada in various account(s) as approved by the Board of Trustees, disburse the funds according to the decisions made by the EC or the Board of Trustees.

The Treasurer shall maintain a list of donors and shall keep accurate accounts of all the receipts and expenses.

The Treasurer shall provide the financial status of the **TDF Canada** to the Board and EC.

The Treasurer shall prepare an annual budget with inputs from the EC, Board, and from the various City Chapters of **TDF Canada**. The Treasurer shall complete the compilation of data in the month of May each year and get the Board approval of the annual budget in the month of June each year.

The Treasurer shall prepare annual financial statement for an audit by an independent Certified Public Accountant. The Treasurer shall take the responsibility of filing Tax Returns of **TDF Canada**.

The Treasurer may disburse the funds of **TDF Canada** electronically as needed. However, any funds so disbursed shall have a prior record of authorization from the Board or EC or Foundation Committee Chairperson or City Chapter Coordinator based on the purpose for which the funds are raised. The Board or EC meeting minutes or an email from the responsible person requesting the disbursement of funds shall be treated as an acceptable record of authorization.

The Treasurer shall perform all other duties incidental to the office of the Treasurer.

Section – 7: Joint Treasurer.

In absence of the Treasurer, the Joint Treasurer shall perform all the duties and shall exercise all of the powers of the Treasurer specified above. In addition, the Joint Treasurer shall assist the Treasurer in the day-to-day operations.

ARTICLE – VII: COMMITTEES and CITY CHAPTERS

Section 1: Standing Committees.

Telangana Development Forum, Canada (TDF, Canada)

(Canada Not for profit registration #s: 905251-8 & 906093-6)

Contact: info@tdfcanada.org Website: www.tdfcanada.org | fb.com/tdfcanada.org | 1-855-838-4833 (4TDF)

TDF, Canada is a proud member of Global TDF Family



Telangana Development Forum, Canada

(A Federal Nonprofit organization)

Established: 2005

The following shall be the Standing Committees: Each Committee shall have a brief written procedure to guide its operation.

Advisory Committee - to advise the Board of Trustees on various policy matters.

City Chapters Committee - to facilitate activities of the City Chapters.

Finance Committee - to raise funds for the organization.

Foundation Committee - to review and approve developmental projects.

Membership Committee - to admit members and revoke memberships.

Nominations & Elections Committee - to fill the positions on the Board as necessary.

Public Relations Committee - to coordinate the Press releases, Seminars and Meetings.

Web Committee - to collect & organize data and keep the www.tdfcanada.org website, Face book & other social / news media,

Forums up to date.

Working Committee - to facilitate planning of global strategies and policies.

The term of the above Standing Committees is 2 years corresponding with the term of the EC. The EC and the Board shall collaborate to select Chairpersons and Members for the Standing Committees soon after the new Board and the new EC take charge. For continuity, about half the members serving on a Standing Committee may be retained. The Chairperson of each committee shall report to the EC or the Board as appropriate. One to two Trustees of the Board may be appointed to serve on these Standing Committees, even as Chairpersons, to ensure active participation by all the Trustees.

Section 2: Additional Committees.

Telangana Development Forum, Canada (TDF, Canada)

(Canada Not for profit registration #s: 905251-8 & 906093-6)

Contact: info@tdfcanada.org Website: www.tdfcanada.org | fb.com/tdfcanada.org | 1-855-838-4833 (4TDF)

TDF, Canada is a proud member of Global TDF Family



Telangana Development Forum, Canada

(A Federal Nonprofit organization)

Established: 2005

The EC, with the approval of the Board, may form additional committees to facilitate better functioning of TDF Canada. All the members of such committees shall subscribe to the objectives and purposes of TDF Canada. The term of the additional committees is target based but shall not exceed 2 years.

Section 3: City chapters.

The EC with the recommendation of the City chapters Committee and the approval of the Board can create a Chapter for a City or a Region and appoint a Coordinator for each Chapter. The term of the Chapter Coordinator is two years. The Chapter Coordinator shall be a Member of **TDF Canada**. The Chapter Coordinator shall report to the Chairperson of the Chapters Committee. The Chapter Coordinator has the responsibility to organize the local activities, seminars and disseminate information with the consent of the Chairperson of the Chapters Committee and the EC. The Chapter Coordinator can form his or her own additional committees and raise funds on behalf of **TDF Canada**. The **TDF Canada** Treasurer shall maintain the records for such funds for each Chapter.

ARTICLE – VIII: NOMINATIONS AND ELECTIONS

The Board of Trustees shall appoint a Nominations and Elections Committee (NEC) consisting of 3 members in good standing.

The NEC shall follow the **Nominations and Elections Procedure**, which is approved by the Board, to nominate or elect half the Trustees every year. A Trustee can serve maximum of 2 board terms or 4 continuous years.

The NEC shall have the following responsibilities: a) Solicit nominations for the available Trustee positions, b) Screen the Nominations, c) Prepare the eligible voters list for each category of membership, d) Prepare Ballots and Conduct Elections, declare the election results within 90 days from the date of notification. The NEC shall also facilitate the election of the Chairperson of the Board and the President from among the Trustees who have served on the Board of **TDF Canada** for at least 2 years. The Grand Patron, Patron and Life members can only vote to elect the Trustees under their respective categories.

ARTICLE – IX: CODE OF CONDUCT

TDF Canada Objectives: If any Member or a Trustee of **TDF Canada** acts against the interests of **TDF Canada** or violates the objectives, the Board of Trustees shall review and revoke his or her membership by following a fair and transparent process. The Membership may also be revoked if the information provided on the application is found to be false later on.

Telangana Development Forum, Canada (TDF, Canada)

(Canada Not for profit registration #s: 905251-8 & 906093-6)

Contact: info@tdfcanada.org Website: www.tdfcanada.org | fb.com/tdfcanada.org | 1-855-838-4833 (4TDF)

TDF, Canada is a proud member of Global TDF Family



Telangana Development Forum, Canada

(A Federal Nonprofit organization)

Established: 2005

TDF CANADA

Absenteeism: If a Trustee is unable to attend the scheduled Board Meetings, s/he should send an email giving reason(s) to the Moderator or Chairperson of the Board. If any Trustee does not attend three consecutive meetings and shall not exceed 50% of the Board meetings in one year, the Chairperson of the Board may send a letter to the Trustee requesting an explanation. If no response is received within 30 days, or if the explanation is unsatisfactory to the Board, the Chairperson may initiate the process in the Board to revoke the Trustee position.

Meetings: The Participants shall make a serious effort to join the Meeting on time but no later than 10 minutes after the scheduled time. If a Trustee is chronically late, the Chairperson may request an explanation from the Trustee. The participants shall follow the directions of the Moderator and shall not speak without permission. The late comers should catch up with the proceedings at a later time without interrupting the meeting. The participants shall be courteous to each other. A speaker shall not be interrupted by the participants but the Moderator can interrupt if a speaker takes too long to make a point. The Chairperson may request an explanation from those Trustees who do not conduct themselves in a proper manner. Repeated violations shall be the basis to initiate revocation of Trustee position by following a fair and transparent process.

Appeal for Reinstatement: A revoked Member or officer of **TDF Canada** may appeal for reinstatement by writing to the Chairman of the Board within 30 days of revocation.

Criminal Conviction: Criminal conviction of a member or a Trustee of the Board shall constitute reason for automatic revocation.

Fiduciary Responsibility: Any Trustee of the Board or any Committee Chairperson is not eligible to seek any financial benefit for their personal gain.

ARTICLE –X: AMENDMENTS TO THE CONSTITUTION

The Constitution may be amended or repealed by two-thirds majority of the Founding Committee pursuant to the procedures stated below: Any three members of the Board of Trustees or the President can propose an amendment to the Constitution. The proposed amendment shall be discussed and voted on at the next scheduled meeting of the Board of Trustees and sent to Founding Committee for final approval. The amendment is deemed approved with two-thirds majority of Founding Committee. All the amendments shall be notified to the members as promptly as possible.

ARTICLE – XI: INDEMNIFICATION

Telangana Development Forum, Canada (TDF, Canada)

(Canada Not for profit registration #s: 905251-8 & 906093-6)

Contact: info@tdfcanada.org Website: www.tdfcanada.org | fb.com/tdfcanada.org | 1-855-838-4833 (4TDF)

TDF, Canada is a proud member of Global TDF Family



Telangana Development Forum, Canada

(A Federal Nonprofit organization)

Established: 2005

TDF CANADA

The organization shall indemnify its present or former members, trustees or officers, or any person who may have served at its request, against the expenses (including attorney's fees) incurred by them in connection with the defense or settlement of any action, suit or proceeding in which they are made parties or a party, and shall be adjudged in such action, suit, or proceeding to be liable for willful misconduct in the performance of duty, and to such matter as shall be settled by an agreement.

ARTICLE – XII: ROBERTS RULES OF ORDER

All matters of procedure shall be governed by Roberts Rules of order unless they are stated otherwise herein. Functioning of this organization shall be in accordance with the articles of this Constitution. The Board of Trustees shall resolve any matter or issue not explicitly stated here in. If there is any conflict that is not resolved by the Board, it shall be resolved only through the Arbitration Process.

ARTICLE –XIII: DISSOLUTION

Upon dissolution of the corporation, the Board of Trustees shall after paying or making provisions for the payment of all the liabilities of the corporation, dispose off all the assets of the corporation to such an organization or organizations operated exclusively for charitable, educational, or scientific purposes qualified as exempt organization appropriate sections of CRA & Industry Canada. And such assets not so disposed off shall be disposed off by the court of common pleas of the Country in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

***** The End of TDF, CANADA Constitution *****

TDF CANADA

Telangana Development Forum, Canada (TDF, Canada)

(Canada Not for profit registration #s: 905251-8 & 906093-6)

Contact: info@tdfcanada.org Website: www.tdfcanada.org | fb.com/tdfcanada.org | 1-855-838-4833 (4TDF)

TDF, Canada is a proud member of Global TDF Family