



TAGDV Interim Process Amendment for Tamil Schools

Preamble

These rules pertain to all Tamil Schools affiliated with and operating under the aegis of the Tamil Association of Greater Delaware Valley (TAGDV). TAGDV and all affiliated entities are organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501 (c)(3) of the Internal Revenue Code. The schools are recognized by TAGDV and are an integral part of it, both financially and legally. The purpose of Tamil Schools of TAGDV is to provide quality education of Tamil language. The schools will provide Tamil language classes to the children of TAGDV members who desire learning the Tamil language. These rules describe the interim governance structure and operation of TAGDV Tamil Schools.

1. Core Committee

Each TAGDV Tamil School will be administered by a 5-member Core Committee composed of a Chief Coordinator, an Assistant Coordinator, a Treasurer, an Academic Advisor and a Student Enrichment Coordinator. The Chief Coordinator, working with the Assistant Coordinator, will be in charge of academic and administrative operations of the school. The Treasurer will manage the financial affairs of the school, working in coordination with the rest of the Core Committee. The Academic Advisor will focus on delivering the curriculum and interface with educational organizations. The Student Enrichment Coordinator will focus on creating opportunities for students and nurturing them through extracurricular activities and participation in competitions.

2. Chief Coordinator: Eligibility Criteria

To be eligible to become a Chief Coordinator for a particular TAGDV Tamil School (henceforth referred to as 'the TAGDV Tamil School'):

2.1. an individual must be an active and current TAGDV member for a minimum of 2 years. (1 year for Exton Tamil Palli, which has not been in existence for 2 years, as a one-time exception)

2.2. an individual must have a child who is currently attending the TAGDV Tamil School.

2.3. an individual must have served as a teacher in the TAGDV Tamil School for a minimum of 2 years OR must be serving as Assistant Coordinator or Treasurer

EXCEPTION:

For a new school (less than 2 years old), teacher requirement will be for 1 year.

2.4. an individual or the individual's immediate family member must NOT have served as Chief Coordinator of a TAGDV Tamil School in the previous FOUR years.

2.5. an individual or the individual's immediate family member must NOT have served in the previous TWO years, or be currently serving, in any elected TAGDV related Committees or Boards.

3. Eligibility Criteria for Assistant Coordinator and Treasurer

3.1. Individuals seeking the Assistant Coordinator and the Treasurer positions must be current TAGDV members (at least for two years; 1 year for Exton Tamil Palli, which has not been in existence for 2 years, as a one-time exception) without conflict of interest.

3.2. An individual seeking the Assistant Coordinator position should have served as a teacher in the Tamil School for at least a year.

3.3. An individual seeking the Treasurer position should have served as a volunteer or teacher in the Tamil School for at least a year.

4. Eligibility Criteria for Academic Advisor and Student Enrichment Coordinator

4.1. Individuals seeking to be an Academic Advisor must

A. Be a current parent of that Tamil school

B. Be a TAGDV member in good standing for the previous two years (1 year for Exton Tamil Palli, which has not been in existence for 2 years, as a one-time exception)

C. Have served at least one year (immediately preceding) as a teacher in any TAGDV Tamil School

4.2. The responsibilities of an Academic advisor will include (but not necessarily limited to) the following

A. Maintain Lesson plans, Review and finalize syllabus with teachers

B. Serve as ATA liaison to correct/provide feedback on syllabus

C. Maintain student management system

D. Coordinate the process for course completion certificates

E. Procure and distribute school supplies at the beginning of the year

- 4.3. Individuals seeking to be a Student Enrichment Coordinator must
- A. Be a current parent of that Tamil school
 - B. Be a TAGDV member in good standing for the previous two years (1 year for Exton Tamil Palli, which has not been in existence for 2 years, as a one-time exception)
 - C. Have served at least one year (immediately preceding) as a teacher in any TAGDV Tamil School
- 4.4. The responsibilities of a Student Enrichment Coordinator will include (but not necessarily limited to) the following:
- A. Maintain/Enhance spoken Tamil education to supplement Tamil School syllabus in respective levels (Nilais) together with the teachers
 - B. Plan and execute Field Day activities for students
 - C. Coordinate student performances at graduation ceremonies
 - D. Coordinate students' participation in Tamil education-related competitions like FETNA spelling bee, TVA exams after securing EC approval

5. Core Committee: Selection Process

5.1. Current Chief Coordinator of the TAGDV Tamil School will initiate process by requesting nominations for the new Core Committee Team from all registered parents of the Tamil School (parents whose children are enrolled in the Tamil School for the current academic year).

5.2. Each nomination will be for a specific position from individuals who are seeking to form the next Core Committee. The nomination should identify the individuals and the positions (Chief Coordinator, Assistant Coordinator, Treasurer, Academic Advisor, Student Enrichment Coordinator) they are seeking.

5.3. Nominations should be submitted to the School Election Committee (SEC), comprising the President, Secretary and Treasurer of the TAGDV School Board. Each individual should be nominated by at least three parents of the Tamil School.

5.4. If only one valid nomination is received for a position, the individual is deemed elected. The SEC will then notify the names of such Core Committee team members to the Executive Committee, which will then notify all the parents of the Tamil School. This will be done within 72 hours of the passing of the deadline for submission of nominations.

5.5. If two or more valid nominations are received for a position, the SEC will confirm the nominations, then notify the TAGDV Executive Committee of the need for an election within 72 hours of the closing of the nomination process. TAGDV EC will enable procedural aspects of the election.

5.6. SEC will conduct the election for the next Core Committee Team in a fair and impartial manner. Election Committee will inform all the parents of the Tamil School and the TAGDV Executive Committee the names of the individuals in the contesting teams, the election process, and the election timeline, at least two weeks prior to the conduct of the election. Election will be conducted with each family registered with the Tamil School having the eligibility to cast a single ballot for a single position. SEC will determine validity of ballots cast and tally the votes.

5.7. In all matters pertaining to the election, the decision of the SEC is final and binding. The SEC will cease to exist once the election results are announced.

14. Conflict of Interest

Charitable organizations are subject to intense public scrutiny, especially where they appear to have inappropriately benefited their officers, directors, trustees or individuals who are in a position of substantial authority. An important part of the IRS oversight of charitable organizations is providing strategies that will help avoid the appearance or actuality of private benefit to individuals within the organization. The conflict of interest policy is a strategy to adopt as a means to establish procedures that will offer protection against charges of impropriety involving officers, directors, trustees or individuals who are in a position of substantial authority. TAGDV would like to establish the highest standard of code of conduct & ethics for all the office bearers, volunteers, teachers (i.e. all non-student personnel) for its Tamil School and related activities. In order to achieve this goal and to avoid conflict of interest:

14.1. Solicitation for business in any form – emails, fliers, announcements or oral engagements – within school premises is **strictly forbidden**.

14.2. Any individual holding a position in the School Committee/immediate family member shall not advertise his/her business/organization in any TAGDV forum during the tenure in the Committee.

14.3. Data accessed because of a position in the School can NEVER be used or shared for personal/business or marketing purposes.

14.4. A vendor's immediate family member cannot simultaneously be an office bearer or occupy any position in any elected committee of TAGDV.

14.5. A vendor is defined as one who has paid & marketed (or advertised) in TAGDV - in any form including advertisements in magazine, putting up stalls in TAGDV or TAGDV School events. This includes firms or organizations or corporations where the vendor is - an owner, partner, franchisee or having significant financial interest in any form – for example, greater than 25% of clientele or income is from TAGDV.

14.6. Violations of the Conflicts of Interest Policy:

1. Violations of conflict of interest policy include, but are not limited to, not disclosing material interests before seeking a position of authority, disclosing or sharing membership database/personal information to business interests/individuals not authorized to possess such information, holding positions of authority while operating any business that has more than 25% of the clientele as TAGDV members.
2. If the TAGDV executive committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
3. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the TAGDV EC determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.