



SRUTI NOTES

SRUTI

The India Music & Dance Society

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Dear SRUTI members,

The Board of Directors is calling a General Body Meeting of SRUTI to be held at Colonial middle school, in Plymouth Meeting on December 4, 2004 at 1 p.m.. The main purpose of the meeting is to discuss proposed amendments to the by-laws of the organization. As you may recall, the Board of Directors of SRUTI (2002-2003) proposed a set of amendments to the by-laws at the election meeting held on January 4, 2004. The amendments and their impacts were briefly discussed at that meeting and the following motions were passed:

- a. Move that the general body postpone consideration of the proposed amendments to the by-laws.
- b. Move that the newly elected Board of Directors (BOD) form an ad hoc committee to study making amendments to the by-laws taking into account the discussions and sense of the general body.
- c. If the ad hoc committee recommends amendments to the by-laws, then the BOD should call a general body meeting after giving due notice to consider these recommendations. This meeting, if needed, should be called before the end of the calendar year 2004.

The current BoD constituted an ad hoc committee in April 2004 to review the proposed amendments and also review the by-laws as a whole taking into consideration the current stature and growth of the organization. The members of the committee are Sudhakar Rao, H.Y.Rajagopal, T.S.Venkataraman, Bala Balasubramanian, and Prabhakar Chitrapu

The ad hoc committee submitted its report to the BoD on Oct. 4 2004. An important part of the recommendations is to restructure the election process so that there should be elections every year to fill half the positions of the BoD. This would ensure some continuity in the Board.

The committee also recommended that the chair of the Resources and Development Committee, formerly called the Resources Committee be a member of the Board. This is in line with one of the amendments proposed by the previous Board.

In view of the increased responsibilities borne by the Library Committee, the ad hoc committee recommended that the chair of Library Committee should also be a member of the Board. A new standing committee, called the Publishing and Outreach Committee, is to be formed to replace the Library Committee

With these additions the number of members in the Board would increase to nine.

Among the other recommendations were

(a) the position of the Corresponding Secretary should be abolished. The position of Recording Secretary should be renamed as Secretary with that officer taking on the responsibilities of the Recording Secretary and part of the responsibilities of the Corresponding Secretary.

(b) A new office of Director (Marketing and Publicity) should be included in the Board, with the responsibilities of that officer including the remaining part of the responsibilities of the former Corresponding Secretary.

The committee submitted two models for the composition of the Board:

(A) President, Vice President, Secretary, Treasurer, Director (Marketing and Publicity), Director (Resources and Development), Director (Publications and Outreach), and two other Directors.

Every elected officer would serve SRUTI for two years.

(B) Same as (A) except to replace Vice President by President-elect. Just as the Vice President, the President-Elect would serve SRUTI for two years. However, he/she will be the President-Elect during the first year and will automatically become the President during the second year. Accordingly, a new President-Elect will need to be elected every year.

The BoD in its meeting on October 23, 2004 discussed the report. Based on the committee's recommendations, the BoD is proposing a set of amendments to the By-laws. The BoD also recommends to the General Body to adopt model (B) with the President-elect position.

The amendments incorporating these recommendations are attached for your review. For your reference, sections of the current by-laws which need to be changed are also attached. You may also view and download the full by-laws from our website: <http://sruti.org/bylaws.pdf>

The BoD recommends that the amendments, if adopted, become effective at the time of the Election Meeting at the end of year 2005. The Board would present a resolution to that effect at the meeting.

At the General Body Meeting, the BoD would also present our activities report as well as reports by the treasurer and various committees. Please see the attached agenda for the meeting.

Your participation and inputs are very important for this task. Please mark your calendar and plan to attend the meeting.

Yours truly,

Prabhakar Chitrapu,
for the SRUTI Board of Directors

PROPOSED AMENDEMENTS

The Board of Directors recommends that the General Body adopt the following amendments to the by-laws:

Article 4

Change Section 1 to

Section 1 Officers

1. The affairs of the Society shall be managed by a Board of Directors, hereafter referred to as the Board, consisting of the following officers:

President, President-Elect, Secretary, Treasurer, Director (Marketing and Publicity),

Director (Resources and Development), Director (Publication and Outreach), Director1, Director2

Change Section 3 to

Section 3. Term of Office

The term of office of the President and the President-Elect shall be one year. The person elected as President-Elect shall become President the year after he/she is elected to the office of President-Elect. The terms of office of each of the other Officers of the Board shall be for two years or until a successor is elected. The terms of all Officers shall begin at the close of the election Meeting at which he/she is elected. [No change for the rest of the section]

Change Section 5 to

Section 5. Vacancy

1. Change Vice-President to President-Elect.

2. If the President-Elect position falls vacant, the President shall appoint within four (4) weeks of the arising of such vacancy, a member of the Society to fill the vacancy for the remainder of the term, subject to the majority consent of the Board. This person shall only hold the title of a Director of the Board. The member so chosen for appointment shall not already have been an Officer of the current Board, and shall, in addition fulfill all the other considerations of eligibility of Officers described in Section 2 of this Article. The members of the Society shall be informed of the appointment within four (4) weeks of the date of the appointment. Also there shall be an election for the office of the President at the next scheduled Election Meeting along with the other offices described in Article 6, Section 2.

3. If both the President and the President-Elect positions fall vacant, a special Election Meeting shall be held to elect a President to fill the remainder of the term of the President. The vacancy of the office of the President-Elect shall be filled as described in Article 4, Section 5.2

Exception: If the two vacancies occur within three (3) months of the next scheduled Election Meeting, the members of the Board shall elect one amongst themselves to fill the remaining term of the President. and the members of the Society shall be informed of the appointment within four (4) weeks of the date of the appointment.

Re-number old 2. to 4.

Renumber old 3. to 5. If due to unusual circumstances, five or more such vacancies occur within six months of the election, fresh elections shall be called to elect a new Board.

Section 6. Duties of Officers

2. Change Vice President to President-Elect

- Assist the President in the overall discharge of his/her duties, and in particular, in developing and maintaining public relations
- Be in charge of efforts to maintain and enlarge membership
- Present an activities report at the Election Meeting
- Function as President in the latter's absence
- Along with the President, manage all tasks related to event production which include contracts with the artists, co-sponsors, technical requirements for the event, hosting and local hospitalities plans for the artists, event execution.
- Perform any duties assigned by the President

3. Change Recording Secretary to Secretary

- Keep minutes of the Board meetings
- Take charge of all documents belonging to the Society when requested
- Maintain an up-to-date list of all members, officers, and members of various committees of the Society
- Notify officers and members of all meetings and other activities of the Society
- Perform any duties assigned by the President

4. Director - Marketing and Publicity

- Plan and implement all marketing efforts
- Manage publicity in the print and electronic media
- Work with the President in all efforts towards improving the image of the Society with the community at large
- Perform any other duties assigned by the President

6. Director - Resources and Development

- Responsible for membership drives
- Work with funding agencies to improve the financial strength of the Society
- Work toward the long range development of the Society
- Perform any other duties assigned by the President

7. Director - Publication and Outreach

- Responsible for all print and electronic publications of the Society
- Responsible for the SRUTI website maintenance and development
- Develop contacts with area schools, colleges and cultural institutions and propagate the Indian classical music and dance among them
- Coordinate with local music and dance teachers, visiting artistes and scholars, and develop the Society's mission of fostering the Indian classical music and dance
- Perform any other duties assigned by the President

8. Director1

- Work with the rest of the Officers of the Board in promoting the programs of the Society
- Perform any other duties assigned by the President

9. Director2

- Work with the rest of the Officers of the Board in promoting the programs of the Society
- Perform any other duties assigned by the President

Article 5. Committees

Change Section 1 to

Section 1. Resources and Development Committee

1. A Resources and Development Committee shall be appointed by the President in consultation with the Director, Resources and Development, promptly after the Election Meeting at which the Director, Resources and Development is elected. It shall be composed of the Director, Resources and Development and the Treasurer (both ex-officio) and three (3) other members

2. The term of office of each member of the Resources and Development Committee shall be two years or until a successor is appointed

Renumber old 2 as 3. change Resources to Resources and Development

4. The Director, Resources and Development shall be the chair of the Resources and Development Committee

5. Any vacancies in the Resources and Development Committee shall be filled by the President in consultation with the Director, Resources and Development

6. The Resources and Development Committee shall report to the Board on a regular basis

Renumber old 5. as 7. change Resources to Resources and Development

Delete Section 2 Transition Committee

[Comment: With the new scheme of staggered elections to ensure continuity in the Board, there is no need for this Committee]

New Section 2. Publishing and Outreach Committee

1. A Publishing and Outreach Committee shall be appointed by the President in consultation with the Director, Publications and Outreach, promptly after the Election Meeting at which the Director of Publicity and Outreach is elected. It shall be composed of the Director, Publications and Outreach (ex-officio) and two to four (2-4) other members.

2. The term of office of each member of the Publications and Outreach Committee shall be two years or until a successor is appointed

3. The Publications and Outreach Committee shall

- Be responsible for all SRUTI print publications to include but not limited to periodical newsletters, souvenirs as needed, any book publications of the Society.
- Maintain the Society's website on the Internet and enhance it as warranted
- Any other activities needed to enhance the communications between the Society and the members

– Keep an inventory of all electronic products, of the Society pertaining to the SRUTI concert recordings

4. The Publications and Outreach Committee shall develop materials and make recommendation to the Board concerning the following

- Reaching out to the educational institutions in the area
- Working with other cultural organization in the area so as to improve the image of the Society with them
- Any other activities needed to improve the Society's image in the area

5. Director of Publicity and Outreach shall be the Chair of the Publications and Outreach Committee

6. Any vacancies in the Publications and Outreach Committee shall be filled by the President in consultation with Director, Publications and Outreach Committee

7. The Publications and Outreach Committee shall report to the Board on a regular basis.

8. A report of activities of the Publications and Outreach Committee shall be presented at the Election Meeting by a duly authorized member of the Committee

Renumber old Section 3 as Section 4. Delete the sentence "each committee shall elect its chair from among its members".

Article 6

Change Section 1 to

Section 1

1. A General Meeting of the Society shall normally be held once a year at a time and place decided by the Board for the purpose of electing new officers of the Society.

This meeting shall be known as the Election Meeting. Financial and Activities of the Society for the term shall also be presented at this meeting by the duly authorized officers of the Board, the Resources and Development Committee, and the Publication and Outreach Committee.

2. An Election Meeting may also be held in the event that, during the normal term, five or more vacancies have been filled in the Board within six months of election. An Election Meeting may also be held in the event vacancies arise for the offices of the President and the President-Elect as described in Article 4, Section 5.2

Section 2 Election of Officers

1. Election for the following offices of the Board shall be held on alternate years per the following scheme:

a) Except at the first application of these amendments when elections shall be held for all the nine offices, elections shall be held for the following offices on even numbered years

- President-Elect
- Secretary
- Director of Publications and Outreach
- Director of Marketing and Publicity
- Director1

b) Elections shall be held for the following offices on odd numbered years

- President-Elect
- Treasurer

Director of Resources and Development
Director2

Exception:

Election for the President shall be held when needed as described in Article 4, Section 5.2

Bylaws

ARTICLE 4. THE MANAGING COMMITTEE

Section 1. Officers

The affairs of the Society shall be managed by a Managing Committee consisting of the following Officers:

- President
- Vice-President
- Secretaries (2)
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Members-at-Large (2)

The members of the Managing Committee will be elected by the general membership at an Election Meeting

Section 2. Eligibility of Officers

To hold office, an individual must be of legal age, a member in good standing, and must have been a member of the Society for at least 6 months prior to the date of the election.

Section 3. Term of Office

The term of office of each Officer of the Managing Committee shall be two years or until a successor is elected and it shall begin at the close of the Election Meeting at which he/she is elected. No Officer shall hold more than one office at a time except temporarily and no Office shall be eligible to serve more than two consecutive terms in the same office.

Section 4. Resignation

Any Officer deciding to resign from the Managing Committee shall submit his/her resignation in writing to the Managing Committee.

Section 5. Vacancy

President. If the Presidency falls vacant for any reason, the Vice-President shall automatically become the President for the remainder of the term and the members of the Society shall be informed of the change within four (4) weeks of the date of succession.

Other Officers. If any other office falls vacant, the President shall appoint within four (4) weeks of the arising of such vacancy a member of the Society to fill the vacancy for the remainder of the term, subject to majority consent of the Managing Committee. The member so chosen for appointment shall not already have been an office on the current Managing Committee, and shall, in addition, fulfill the other conditions of eligibility of Officers described in Section 2 of this Article. The members of the Society shall be informed of the appointment within four (4) weeks of the date of the appointment.

If, due to unusual circumstances, four or more such vacancies occur within twelve months of the election, fresh elections shall be called to elect a new Managing Committee.

Section 6. Duties of Officers

The duties of the Officers, shall include the following.

President.

- Preside over all meeting of the Society/Managing Committee and be responsible for maintaining order and discipline during its proceedings.
- Carry out all the resolution of the Society and be responsible for overseeing all of its activities.
- Coordinate the work of various committees.
- Maintain good relationship with the membership, the public at large, and with other organizations.
- Represent, or authorize another officer or member to represent the Society in dealing with outside organizations and agencies.
- Serves as ex-Officio member of various committees of the Society, if so desired by the Committees, except the Election Committee.

Vice President.

- Assist in the President in the overall discharge of his/her duties, and in particular, in developing and maintaining public relations.
- Be in charge of publicity efforts of the Society and efforts to maintain and enlarge membership.
- Present an activities report at the Election meeting.
- Function as President in the latter's absence.
- Perform any duties assigned by the President.

Recording Secretary.

- Keep minutes of the Managing Committee meetings
- Take charge of all documents belonging to the Society when requested.
- Perform any other duties assigned by the President.

Corresponding Secretary.

- Maintain an up-to-date list of all members, officers, and members of various committees of the Society.
- Notify officers and members of all meetings and other activities of the Society.
- Conduct correspondence as directed by the President.
- Perform any other duties assigned by the President.

Treasurer.

- Maintain up-to-date records of all financial transactions of the Society.
- Receive and deposit monies owed to the Organization.
- Pay bills of all expenses authorized by the President.
- Assist the Corresponding Secretary in maintaining a current list of members.
- Present a complete, audited financial report at the Election Meeting.

Members-at-Large

- Assist the Vice-President in enlarging the membership.
- Perform any other duties assigned by the President.
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ARTICLE 5. OTHER COMMITTEES

Section 1. Resources Committee

A Resources Committee shall be appointed by the President promptly after Election Meeting. It shall be composed of the Vice-President and the Treasurer of the

Society (both ex-officio) and three (3) other members.

The Resources Committee will function in an advisory capacity to the Managing Committee. Its functions would be develop and make recommendations to the Managing Committee concerning the following:

- Fund-raising programs,
- Membership drives,
- Long-range plan,
- Any other activities needed to improve the financial and other resources of the Society.

The Resources Committee shall elect its chairman from among its members.

Any vacancies in the Resources Committee shall be filled by the President in consultation with the Managing and Resources Committees.

A report of the activities of the Resources Committee shall be presented at the Election Meeting by a duly authorized member of the Committee.

Section 2. Transition Committee

1. At least 2 weeks before the election meeting (see article 6), The Board of Directors shall appoint a Transition Committee consisting of the President, the Treasurer and 1-2 other members of the Board of Directors.
2. The Transition Committee will assist the newly elected Board of Directors in smooth transfer of financial and other documents, and other assets of the Society.
3. The newly elected Board of Directors will invite the Transition Committee to at least two (2) of their first six (6) meetings.
4. The Transition Committee shall cease to exist six (6) months after the date of the election meeting.

Section 3. Other Standing or Special Committee

The President shall appoint such other Committees, Standing or Special, as the Managing Committee shall deem necessary to carry on the work of the Society effectively. The President shall serve as an ex-officio member of any or all such committee, if so desired by those committees, except the Election Committee. Each committee shall elect its chairman from among its members.

ARICLE 6. ELECTION AND OTHER MEETINGS

Section 1. Election Meeting

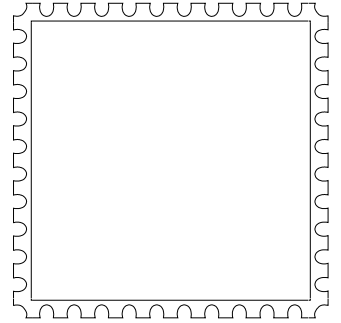
A General Meeting of all members of the Society shall normally be held once every two years at a time and place decided by the Managing Committee for the purpose of electing new officers of the Society.

This meeting shall be known as the Election Meeting. Financial and Activities reports of the Society for the term shall also be presented at this meeting by the duly authorized officers of the outgoing Managing Committee and the Resources Committee. Any other duly authorized business may also be transacted. An Election Meeting may also be held in the event that, during the normal term, four or more vacancies have been filled in the Managing Committee within twelve months of election.



SRUTI

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SRUTI MEMBERSHIP FORM

Mail check and form to
SRUTI
The India Music & Dance Society
135 Brochant Cir
Blue Bell, PA 19422

Name: _____

Address: _____

Phone Number: _____ **Email:** _____

Type of membership (check box):

Regular \$25

Life \$100

Patron / Donor \$500