



அட்லாண்டா மாநகரத் தமிழ்ச் சங்கம்
Greater Atlanta Tamil Sangam
a non-profit, 501(c)(3) tax-exempt organization
(Federal Tax ID: 56-2305795)

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
GREATER ATLANTA TAMIL SANGAM (GATS) and GATS AFFILIATED
TAMIL SCHOOL**

- 1. Parties.** This Memorandum Of Understanding (hereafter referred to as “MOU”) is made and entered into by and between **GREATER ATLANTA TAMIL SANGAM, INC** (hereafter referred to as **GATS**), whose address is 6050 Peachtree Pkwy, STE 240-253Norcross, GA 30092-3336, and _____ whose address is _____
- 2. Purpose.** The purpose of this MOU is to establish a mutual understanding of roles and responsibilities of GATS and its individual Tamil schools.
- 3. Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and shall remain active indefinitely unless critical situation or a need arises. Changes to this MOU can be made only on the mutual agreement of both parties mentioned above and it can only be an addendum to this MOU.
- 4. General Terms.**
 - 4.1.** School should be financially self-sufficient to meet their operational expenses from the school fee.
 - 4.2.** All the classes should be conducted in the school facility only. No class or exams should be conducted outside of the school facility.

- 4.3.No books or any study material should be distributed to anyone who is not enrolled.
- 4.4.Proposal for starting a new school or relocation of an existing school will be reviewed and should be approved by Education Subcommittee and ratified the approval by GATS BOD within 4 weeks. The location of such a new school or relocating school should not be within 20 miles of radius of any existing school.
- 4.5.GATS and the school will communicate each other through the Principal or assigned person by the individual school as the point of contact with assigned person from GATS.
- 4.6.GATS Education subcommittee and the schools: GATS will form education subcommittee by giving equal representation to all GATS associated schools.
- 4.7. All the schools and their officers have to follow the GATS by-law and the law of land if it is not covered in this MOU.
- 4.8.Exit Policy: Both parties entered in this agreement need to execute this MOU. In the event, any party wants to separate (Exit) from MOU then such a request must be made to GATS Education Subcommittee and BOD, 60 days prior to the end of academic calendar of the school. The exiting school must have satisfied all financial commitments to GATS, the operating facility and CTA including payments for books and portal charges for that current academic year. Also, GATS recommends the school to promptly announce the parents and students that such a separation occurred to make the parents aware of it. GATS would formally notify CTA through its Liaison officer that the school is no longer a member of GATS schools and any MOU between the school and GATS becomes null and void. GATS or its officers or its volunteers cannot be held responsible for any financial or physical liability there on.

5. School Responsibilities.

Everyday operations of the school will be managed by the school independently. Responsibilities include but not limited to:

5.1.**Admission:** Students from non GATS members can also be admitted to the school. However, students from GATS members' family can be given a discount of minimum \$10 with individual school discretion in their school fee to support members and to encourage non-members to become GATS members. The membership verification responsibility lies with GATS and the verification has to be carried without burdening the school admission process.

5.2.**School Calendar:** School can follow their own academic calendar. The calendar can be designed based on the location of the school and the county school calendar.

5.3.**School Staff and Volunteers:** School appoints the administrative staff members (Teaching and non-Teaching Faculty) and set their term of service. All the teaching and non-teaching staff/staff members serve as volunteers and no salary or charges should be made for any service provided to school. School's administration officers including Principal, Vice Principal, Associate Principal, Assistant Principal, Treasurer, Registration Officer, Book officer and Secretary should be GATS members. GATS also recommends other teaching and non-teaching faculty to become GATS member, but it is not mandatory.

5.4.**School Facility Rent:** School is responsible for the Rental contract and payment of rent on time to the owner of the property.

5.5.**Operational expenses:** Operational expenses to run the regular classes should be met out by the payments collected from the school fee. This fee includes but not limited to facility rental, books and other expenses towards administration, cultural event celebrations, graduation celebrations and teachers/ volunteers' appreciation. GATS will not provide any financial support to run a school or cover the above mentioned expenses.

6. Finance:

6.1.School will have a treasurer or financial signing officers from school who has to be the GATS member for 3 years minimum whose term of service is unbound and solely under the control of the school.

- 6.2. Bank accounts need to be managed by individual school branched under GATS accounts as a non-profit institution.
- 6.3. School is responsible for all financial transactions and maintaining the data up to 7 years for auditing purposes. School accounts also will be audited as per GATS by-law.
- 6.4. School Treasurer has to follow the January 1st to December 31st calendar year. Any accounts payable or receivable GATS advised to be completed by December 15st for easy tax accounting purpose.
- 6.5. Account reconciliation needs to be done twice in an academic year at the end of fall and spring terms between GATS and school treasurer.
- 6.6. GATS will not seek any portion of this school fund for any GATS or school related expenses such as accreditation.
- 6.7. Any left over money at the end of each academic year will be carried forward to the following year and be used for reassessing school fee operational related expenses by the school.
- 6.8. School Treasurer will have the authority to sign the checks issued from school account only. When the check amount exceeds \$1000, the check has to be signed by both Treasurer and Principal /Vice Principal. Any school related expenses need to get approval from the Signing authority such as Principal/Vice Principal.
- 6.9. **Accreditation inspection and renewal expenses:**
School would pay for annual renewal of accreditation received by GAC (Georgia Accreditation Commission) and any related inspection charges.

7. Guidelines between GATS & CTA:

School has to follow the guidelines provided by CTA including admission, attendance, class room hours, evaluation and promotion. School should also abide all the guidelines stated by GATS in this document. GATS and GATS affiliated schools have to update education subcommittee regularly on educational activities.

7.1. Liaison Officer : GATS-CTA Liaison officer will be nominated by the GATS-Education Subcommittee and will be approved by the BOD. The person nominated to be a liaison officer has to be a member in GATS continuously for 3 years and associated with any GATS affiliated school. The term for the liaison officer will be 4 years and the post will be rotated to each school.

8. Guidelines between GATS and School Guidelines:

8.1. Issues: The school has to resolve any complaints or issues themselves.

8.2. School Relocation: Proposal for school relocation needs to be discussed with GATS Education Committee for approval. School needs to follow GATS relocation guidelines.

8.3. Marketing and Broadcasting GATS related events: School should honor reasonable request from GATS for marketing, posting and broadcasting of GATS related events.

8.4. Web administration fee: GATS will pay 50% of the Web administration fee to the maximum of \$750 per year for all affiliated schools combined. In the event it exceeds more than \$750/-, the individual school will pay the remaining amount prorated based on the student enrollment.

8.5. Annual day: Annual day conducted by GATS is mandatory for all schools every year. All the income and expenses incurred for this event will be managed by GATS.

8.6. Aandu Malar: With discretion of each school, school annual magazine (Aandu Malar) will be prepared for all schools by GATS. Executive committee representative on the educational subcommittee will be the chair person for the GATS-School Aandu Malar. For Aandu Malar \$5 will be

charged per family. The Aandu Malar pages will be divided based on the number of students for the individual schools. The Aandu Malar has to be printed before May 1st every year.

8.7. Facility rental liability insurance: GATS will provide the Liability Insurance for the school facility if needed.

8.8. Public school credit and accreditation: GATS will pay expenses towards acquiring accreditation and public school credit. However the school has the responsibility to renew the license from GAC (Georgia Accrediting Commission), further inspection and the cost associated.

9. Signatures. In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the day and date set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

[Name and BOD Chairman/ (GATS)]

Date

[Name and Principal (Individual School)]

Date

[Name and Treasurer (Individual School)]

Date