By-Law committee members – Formed in February 2019 to draft the by-laws for Kammavar Association of North America that will be inclusive and ensure long term sustainability, effective engagement of the community members and accountability at all levels.

1. Ms. Radhika Pathy
2. Dr. Rajesh Kannan
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BY-LAWS

OF

KAMMAVAR ASSOCIATION OF NORTH AMERICA INC-KANA.

ARTICLE I - Name

1.1 The name of the organization shall be Kammavar Association of North America. Hereinafter referred to as “KANA” or as “Association.”

Article II – PURPOSE & Objectives

2.1 To Cultivate, promote, and foster the exchange of ideas and understanding between people belonging to the Kammavar (Hailing from Tamil Nadu) and residing in North America.

2.2 To Promote fellowship and to provide, organize, and participate in cultural and social functions of Kammavar in North America.

2.3 The KANA will be a non-profit, non-political, charitable, cultural and social organization.

2.4 To actively promote, encourage and provide Kammavar youths to be part of KANA activities and help them preserve our culture and heritage.

2.5 Preserve and protect Kammavar heritage, culture and language for future generation in North America.

ARTICLE III-MEMBERSHIP

SECTION 1. Eligibility for Membership

3.1 Anyone, whose parents are Kammavar, or at least one of the parents is Kammavar, or spouse is a Kammavar, and his/her residency in North America (irrespective of Immigration status / type of Visa in North America) is eligible to become a member.

3.2 A member in good standing shall be the one without any membership dues arrears at the time of participating in any activities of KANA.

3.3 All members in good standing are eligible to vote, if they belong to the eligible membership class, and they have resided in North America for at least one year immediately before the time of voting.

3.4 Any member whose activities are not considered to be in the best interest and welfare of the KANA or the harmony of the larger community of KANA, may be expelled by 2/3rd majority of the Executive Committee members present and voting in an Executive Committee meeting, along with 2/3rd majority of the Chapter Co-ordination Committee and Advisory Committees.

3.5 The Executive Committee may disapprove the membership of any individual whose objectives and activities are opposed to, or not in harmony with the purpose of KANA.

SECTION 2. Membership Types & Fees.

3.6 The Membership will be classified as:

3.1.a Family – may consist of Husband, Wife and all unmarried children below the age of 26. A family membership has a maximum of 2 voting rights.

3.1.b Single – a single member may be an unmarried, or without a spouse, who is not a fulltime student. A single membership has one vote.

3.1.c Student – any fulltime student currently enrolled in any of the North American educational institution may be considered as a Student member. A student member has one vote.

3.7 The Membership can be an annual recurring membership or on lifetime membership.

3.8 The Membership dues are payable at the time of Joining, and on the last day of January for the subsequent years, or any other date as extended by the Executive Committee.

3.9 At the time of execution of this By-law it is proposed to have the following membership fees:

Membership	Annual	Lifetime
Family	$20	$200
Single	$10	$100
Student	$10	N/A

3.10 The annual dues shall be determined and revised by the Executive Committee based on the budgetary needs of the association and can be only used for on-going general expenses for the association.

3.11 If the Annual membership is not paid in full on the last day of January every year or any other date as extended by the Executive Committee, the members will be declared delinquent, and will be suspended from the membership of KANA.

3.12 The membership dues once paid are not refundable.

3.13 The Annual membership of Single or Student membership can be converted into annual “Family membership,” or annual “Single membership – in case of existing Student membership” by paying the difference in the membership fees as established by the Executive Committee during the conversion year.

ARTICLE IV - Chapter Coordination Committee

4.1 The Chapter Coordination Committee shall be formed by the representatives from each chapter.

4.2 The term for each chapter representative shall be for a period of 2 years starting on January 1st and ending on December 31st of the following year. There shall be a lifetime limit of 4 full terms for the chapter representatives with only 2 of the full terms can be consecutive in order to provide opportunity for other volunteers to serve.

4.3 The Chapter representatives are elected by the KANA members in good standing in their respective chapters for a two-year term using their local democratic practice. If in case any Chapter Coordination Committee member need to be replaced or becomes vacant, the same election process shall be conducted in the chapters just for that vacant volunteer position.

4.4 For the election process in each chapter, the current chapter representatives shall request for nominations from the members in good standing in that chapter for the next term at least 30 days prior to the expiry of their term or the election process may happen during major Kammavar gathering in their chapters like Pongal or other gatherings. Maximum effort has to be taken to get as many members in good standing to vote.

4.5 A formal election process shall be followed by each chapter. With at least a good standing member nominating volunteers who are interested and have done prior volunteer work for KANA to be representatives of the chapter. The outgoing representatives shall identify a neutral member or members in good standing to oversee the election process for their chapter that is agreeable to all the good standing members of that chapter.

4.6 New chapter representatives shall be announced to the current or new Executive Committee by 31st January of the new term.

4.7 In case, the current chapter representative resigns, then the same process shall be followed to elect the new chapter representative for the reminder of the term.

4.8 For most chapters with around 50 families or less, one representative shall be appointed. For larger chapters with more than 50 families 2 representatives shall be appointed. For Chapters with more than 100 families a maximum of 3 representatives shall be appointed. Only good standing membership counts shall be taken into account for this. For the purpose of membership counting, each family membership will be taken as one count, each Single and Student membership will be taken as one count each. For ex. If there are 22 Family members, 5 Single members and 7 Student members in a chapter, then the chapter has 34 members for representation purposes.

4.9 Definition of a chapter – A single City or a state or a metro area with multiple adjacent cities / states / Countries (other non-US North American countries) may be combined to form a chapter. At least 20 member families are required to form a chapter. The purpose of a chapter is to bring the Kammavar living in that chapter together and be a cohesive mutually beneficial group and shall not be used to divide or create a rift in the

community. Chapters are where the community is, very important structure for fostering the community and relationships.

4.10 The Chapter representative is the key contact link between the chapter and KANA. They are not appointed or selected by KANA and KANA merely acknowledges the person as a chapter representative based on the results of the formal democratic process followed by their chapter.

4.11 The Chapter shall have autonomy to form their own volunteer committees to organize any activities among their members. The Chapters and their representatives are encouraged to involve and develop volunteers for current activities and future leadership in the chapters.

4.12 One has to be a member of good standing to be a chapter representative.

4.13 Roles and Responsibilities for the Chapter Coordination Committee.

4.13.1 Participate and improve inter-Chapter Coordination and Cooperation.

4.13.2 All Chapter representatives for each chapter will be part of this committee.

4.13.3 Any Coordination that will be required for the chapter with the Executive Committee – Provide any inputs and concerns from the region to the Executive Committee through the Chapter Coordination Committee meetings at least once every 3 months (also refer to 8.3.1.)

4.13.4 To be the voice of the chapter in addition to every member having a voice through the general body.

4.13.5 Three members of Chapter Coordination Committee who are from chapters that are not represented in the Executive Committee shall be part of the Audit committee (also refer to 9.1.13)

4.13.6 Two members of the Chapter Coordination Committee are nominated by the Chapter Coordination Committee to be part of the Advisory Committee (also refer to 7.1.1.)

4.13.7 Apart from the above the Chapter Coordination Committee from time to time shall be involved in the following decision making on an occasional need basis.

4.13.7.1 In case of any member expulsion (also refer to 3.5)
4.13.7.2 In determining if Executive Committee is non-functional (also refer to 7.2.4)
4.13.7.3 When expenditures in excess of $10000 or the annual approved budget whichever is maximum has to be made in a budget year (also refer to 9.1.4.3)
4.13.7.4 When Operational funds needs to be drawn from the reserve fund (also refer to 9.1.12)
4.13.7.5 If the Executive Committee wants to create any new funds (also refer to 9.2.2)
4.13.7.6 Amendments to By-laws (also refer to 11.1)
4.13.7.7 At the time of Dissolution (also refer to 12.2)
4.13.7.8 For Selecting the Election Committee (also refer to 10.1.3)

ARTICLE V - Executive Committee

5.1 The business of KANA will be conducted by the Executive Committee, elected from the general body volunteers who have done prior volunteer work for KANA and preferably in the prior steering committees or as a member of the Chapter Coordination Committee. Executive Committee members shall serve in an honorary voluntary capacity.

5.2 The Executives of KANA shall be the following 11 members:

5.2.1. President

5.2.2. Vice President

5.2.3. Secretary

5.2.4. Joint Secretary

5.2.5. Treasurer

5.2.6. Joint Treasurer

5.2.7. Membership Committee Chair

5.2.8. Membership Committee Vice Chair

5.2.9. Special Projects Chair (any special fundraising for charity purposes)

5.2.10. Services Committee Chair

5.2.11. Services Committee Vice Chair

5.3 The term for the Executive Committee shall be for a period of 2 years starting on January 1st and ending on December 31st of the following year.

5.4 The President shall act as Chairman of the Executive Committee.

5.5 One must be a member in good standing to be nominated for the election of the Executive Committee.

5.6 The Executive Committee members shall be elected by the General body consisting of all members in good standing either during the Biennial national convention or using electronic voting in the nakammavar.org portal or a similar secured website monitored by the Election Committee. The nominations shall be called from the Volunteers with prior volunteer experience in KANA or as the members of the past steering committee or Chapter representatives and shall be voluntary for each available position in the committee.

5.7 The Executive Committee shall conduct the National Convention at least once within their 2 years term at a minimum. Chapters can volunteer to host the National Convention by submitting plans / proposals to the committees for approval.

5.8 In case of resignation or relocation or continuous absence of 3 months or more by any Executive Committee member, the following procedure shall be followed in selecting a successor for the unexpired portion of the term.

5.8.1 If the President vacates the office for any reason, Vice-president will take over as president and a new vice-president will be selected from the Chapter Coordination Committee based on election by the Chapter Coordination Committee. Same is true for Secretary, Treasurer and other committee chairs in the Executive Committee.

5.8.2 If the Vice president, Joint Secretary, Joint Treasurer or chair of any committee vacates office for any reason, then this position shall be announced to the Chapter Coordination Committee / General body

and request for volunteers through election by the Chapter Coordination Committee / General body.

5.9 The Executive Committee shall meet at least once a month and the minutes of the meeting should be published to all members through the nakammavar.org portal or through an email newsletter.

5.10 Each committee's chairperson shall form their team based on the interested volunteers for their respective committee.

5.11 Service committee Chair (5.2.10) and Vice Chair (5.2.11) are responsible for forming and coordinating all the Service committees. Each Service committee consists of a Chairperson and Vice-chair and Volunteers. Service committee Chair will call for Volunteers from all general members of KANA for each and every Service committee. The KANA members can volunteer for any committee based on their interest to serve in a committee based on their Interest, experience, and expertise. The details of these committees are explained in Section 6.7 below.

ARTICLE VI- Roles and Responsibilities of the Executive Committee

6.1 President

6.1.1 The President shall call and preside Executive Committee meetings of KANA

6.1.2 The President with the majority (at least 2/3rds) consent from the Executive Committee shall add/modify/ remove any special committees and its structure as and when he/she deems necessary.

6.1.3 The President shall sign all the documents in the name and on behalf of KANA.

6.1.4 The President shall ensure that all account books, reports, statements, minutes and other papers pertaining to the activities of KANA are properly kept and filed in accordance with US Internal revenue service's regulations and Texas non-profit organization regulations.

6.1.5 The President shall enforce the by-laws, perform all the duties relating to his/her office and such other duties as may be assigned to him by the Executive Committee and carry out the policies and affairs of KANA.

6.1.6 The president shall share his/her responsibilities with Vice president as he/she deems necessary with Executive Committee's approval.

6.2 Vice President

6.2.1 The Vice president, during the absence or incapacity of the president, shall assume all the responsibilities of the office of the President as defined in the Article 5.8.1.

6.2.2 The Vice President shall oversee KANA special projects.

6.2.3 The Vice president shall oversee KANA Membership drive along with the Membership committee chair.

6.2.4 The Vice President shall oversee KANA Services along with the Service committee chair.

6.2.5 The Vice President shall carry out any responsibility assigned to him/her by the president.

6.3 Secretary

6.3.1 The secretary shall operate under the general direction of the president and the Executive Committee.

6.3.2 The secretary shall be responsible for recording and presenting the minutes of the Executive Committee and general body meetings.

6.3.3 The secretary shall call, preside and conduct KANA National meetings.

6.3.4 The secretary shall sign and attend to all correspondences and present the same to the Executive Committee at its meetings.

6.3.5 The secretary shall be the custodian of the records, minutes and documents of KANA other than those under the jurisdiction of the treasurer.

6.3.6 The Secretary shall send to respective members, notice of Executive Committee meetings, General body meetings, Biennial National convention and functions held in the name of or on behalf of KANA

6.3.7 The Secretary shall represent KANA (to file any certificates or forms) to any statute, Federal or State Agencies and any other external private and public entities as deemed necessary other than Treasurers Jurisdiction.

6.3.8 The Secretary shall perform other duties as may be assigned to him/her by the President and the Executive Committee

6.3.9 the Secretary shall share his/her responsibilities with Joint Secretary as he /she deems necessary with the president's approval.

6.4 Joint Secretary

6.4.1 The Joint Secretary, during the absence or incapacity of the Secretary, shall assume of all the responsibilities of the office of secretary as defined in Article 5.8.1

6.4.2 The Joint Secretary shall maintain an up-to-date list of all KANA Membership in the membership database of KANA, in coordination with the Membership committee chair and vice chair.

6.4.3 The Joint Secretary shall carry out any responsibility assigned to him/her by the Secretary.

6.5 Treasurer

6.5.1 The Treasurer shall make, countersign, and endorse in the name of KANA all checks relating to accounts maintained in the US, drafts, notes, and other orders for the payment of money under the direction of the Executive Committee.

6.5.2 The Treasurer shall have charge and custody of, and be responsible for, all funds which the KANA may receive and shall deposit such funds in the name of the KANA in such banks as are designated by the Executive Committee

6.5.3 The Treasurer shall maintain the book of accounts, records of receipts, disbursements, and other financial transactions made by or on behalf of the KANA in accordance with the accounting principles approved by the Executive Committee.

6.5.4 The Treasurer shall present an up to date financial report at the Executive Committee meetings on a quarterly basis

6.5.5 the Treasurer shall send the financial statement of the year to all the members of KANA at least 2 weeks in advance of the annual general body meeting and present the same at the annual general body meeting.

6.5.6 the Treasurer shall invest operational KANA funds in Non-risky and non-speculative deposits after acquiring approval from the Executive Committee and continuously monitor those deposits. The treasurer shall make necessary changes to the deposits and the institutions where the deposits are held, as he/she deemed necessary to protect the funds after acquiring approval from the Executive Committee.

6.5.7 the Treasurer shall share his/her responsibilities with Joint Treasurer as he /she deems necessary with the president's approval.

6.6 Joint Treasurer

6.6.1 The Joint Treasurer, during the absence or incapacity of the Treasurer, shall assume of all the responsibilities of the office of Treasurer as defined in Article 5.8.1

6.6.2 The Joint Treasurer shall maintain an up-to-date list of all KANA Membership dues in the membership database of KANA for cash flow reasons, in coordination with the Membership committee chair and vice chair.

6.6.3 The Joint treasurer shall carry out any responsibility assigned to him/her by the treasurer.

6.7 Guidelines for Service committee chairs and Vice Chairs

6.7.1 All sub-committees shall operate under the general guidance of Executive Committee and shall not violate the KANA's Objectives

6.7.2 Establish sub-committees operating procedures and submit to the Executive Committee for approval.

6.7.3 Establish sub-committee plans, budget/financial needs and submit to Executive Committee for approval

6.7.4 Provide committee updates in Executive Committee meetings and publish to the general body through periodic newsletters or on nakammavar.org

6.7.5 Maintain log of all activities and detail records for all the activities carried out by the committees.

6.8 Guidelines for Membership Committee chair and Vice Chair

6.8.1 Membership Committee shall operate under the general guidance of Executive Committee and shall not violate the KANA's Objectives

6.8.2 Membership Committee shall maintain the up to date rolls of the KANA membership through the association website at nakammavar.org

6.8.3 Membership committee shall assist with any queries that may come up about membership from the members

6.8.4 Membership committee shall provide projection for membership and the dues for budgetary purposes

6.8.5 Maintain log of all membership activities and detail records for all the activities related to the membership.

6.9 Special projects chair

6.9.1 All sub-committees created under the special projects shall operate under the general guidance of Executive Committee and shall not violate the KANA's Objectives

6.9.2 Establish Special projects operating procedures and submit to the Executive Committee for approval.

6.9.3 Establish special projects (any special fundraising for charity purposes) plans, budget/financial needs and submit to Executive Committee for approval

6.9.4 Provide Special projects updates in Executive Committee meetings and publish to the general body through periodic newsletters or on nakammavar.org

6.9.5 Publish quarterly financial updates for all the special projects that are being carried out and publish financial statements for each special project within 45 days of completing the said special project.

6.9.6 Maintain log of all activities and detail records for all the activities carried out for the special projects

ARTICLE VII- Advisory Committee

7.1 Members and Term

7.1.1 The Advisory Committee shall consist of eleven members who are immediate past presidents, secretaries, and treasurers of the KANA Executive Committee including two members nominated from the Chapter Coordination Committee.

7.1.2 The maximum term limit for serving in the Advisory Committee is 3 terms (2 years each) for the members of a previous Executive Committee and 2 years for any members from the Chapter Coordination Committee

7.1.3 Till the time we build enough bench strength of the past presidents, secretary, and treasurer. The current Board of directors or members of temporary steering committee shall serve in the Advisory Committee and shall be replaced by past presidents, secretary, and treasurer every term. Any volunteers from the current Temporary steering committee may be accommodated to ensure all current 5

regions are represented between the board of directors and temporary steering committee.

7.1.4 The Term of each Advisory Committee shall be for a period of 2 years to coincide with the term of the Executive Committee

7.1.5 At the end of each term of the Advisory Committee the senior most past president, secretary and treasurer along with the Chapter Coordination Committee nominees shall retire from the board and replaced by the outgoing president, secretary, and treasurer and new nominees from the Chapter Coordination Committee.

7.1.6 If any of the past presidents or secretary or treasurer is not willing or available to serve in the Advisory Committee, the respective vice president, joint secretary or Joint treasurer belonging to the same respective Executive Committee to fill that position. If such positions become vacant during the middle of the term, the same procedure will be followed to fill the remaining period of the term.

7.1.7 Senior most past president (measured by years since the previous Executive Committee president) will serve as the chairman of the Committee

7.1.8 Senior most past secretary (measured by years since the previous Executive Committee secretary) will serve as the secretary of the Committee

7.1.9 The Advisory Committee shall not have any permanent members in any form, however specialized skilled members with legal or finance expertise may be considered for a longer term based on needs.

7.1.10 In Extraordinary circumstances based on the needs of the KANA at any given time and if any volunteers are interested, distinguished members or specialized skilled members with legal or financial or non-profit expertise may be considered to become members of the Advisory Committee for a term or few terms to tide over the special circumstances and needs.

7.2 Roles and Responsibilities

7.2.1 Any KANA member in good standing or group of KANA members in good standing who do not agree with a decision made by Executive Committee can submit an appeal to the Advisory Committee.

7.2.2 Advisory Committee shall resolve all issues Executive Committee team brings to them, which is beyond the scope of their responsibilities.

7.2.3 Advisory Committee shall assist the current Executive Committee team in operating under the KANA’s by-laws to achieve KANA’s goals and objectives.

7.2.4 When at least 25% of the KANA general body members and 50% of the Chapter Coordination Committee consider an Executive Committee team is nonfunctional, if the Advisory Committee approves then can appoint an interim Executive Committee to operate.

7.2.5 Fifty-one percent of the Advisory Committee members shall form the quorum for Advisory Committee meeting.

7.2.6 2/3rd majority of all Advisory Committee members are needed to approve a decision.

7.2.7 When an issue is brought to the Advisory Committee, Secretary has to call the Advisory Committee meeting within 30 days and communicate the decision/plan of action within 60 days.

ARTICLE VIII- Meetings

8.1 KANA General body meeting

8.1.1 The President and Secretary on behalf of the Executive Committee shall call at least one meeting of the General body in every term of two years, preferably during the national convention. General body meeting shall also be called over a conference call to discuss any urgent matters affecting KANA.

8.1.2 General body shall abide by the bylaws and provide suggestions / recommendations for the Executive Committee and Advisory Committee to formulate and execute policies for KANA.

8.1.3 The President and Secretary shall prepare an agenda for the general body meeting. The Secretary shall communicate the agenda to all members preferably at least a month before the general body meeting date.

8.1.4 All accounts & records of KANA, as provided in the Texas nonprofit corporation act shall be open for review by any active member in good standing.

8.1.5 The General body shall review budget, the financial and progress reports, decide any pertinent issues / agenda brought before it and issue instructions / suggestions.

8.1.6 Secretary shall present the progress report to the General body in the General body meeting.

8.1.7 Treasurer shall present the financial report to the General body in the General body meeting.

8.1.8 All eligible members on the record date shall be entitled to notice of and to vote at a general body meeting, shall be eligible to vote, in person or by proxy or electronically, on any amendments to the by-laws and for attending and voting on any petitions, resolutions and reviews in any General body meeting. Record date shall be 10 days before the General body meeting date.

8.1.9 Fifteen (15%) percent of the total membership or 50 persons, including written proxies, whichever is higher, shall form the quorum for the General body meetings. If a meeting could not be held due to lack of quorum, voting by mail or electronic means shall be conducted if the matter to be voted on could not be delayed for 2 years.

8.1.10 The majority for the voting process shall be 51% except for bylaw amendment process which shall need more than 2/3rd majority.

8.2 KANA Executive Committee Meeting

8.2.1 The Secretary shall call the Executive Committee meetings on behalf of the Executive Committee. Preferably at least one such meeting of the Executive Committee calls if held on a monthly basis or as on a need basis. The meetings can be held in person, via teleconference or via web conference as preferred by the Executive Committee.

8.2.2 Notice including the agenda, date, time and place shall be given to all Executive Committee members 2 weeks in advance by the secretary.

8.2.3 Executive Committee members shall abide by the by-laws during all Executive Committee meetings

8.2.4 The Executive Committee shall review and approve budget, the financial and progress reports, decide about pertinent issues brought before it and issue instructions.

8.2.5 Secretary shall issue minutes of the meetings to all Executive Committee members.

8.2.6 Each member of the Executive Committee is eligible to vote, in person on any petitions, resolutions and reviews in any Executive Committee meetings. President shall have only a tie breaking voting power and does not vote otherwise.

8.2.7 51% of the total Executive Committee shall form the quorum for the Executive Committee meetings and 51% simple majority shall be the majority for the voting process.

8.2.8 In case of conflicts in the meetings, the president shall co-ordinate matters between the members and if necessary, acts as an arbitrator

8.3 KANA Chapter Coordination Committee meeting

8.3.1 The Purpose of these meetings is to get inputs and concerns from various chapters on matters concerning the KANA. These matters will be resolved by the Executive Committee and if needed by the Advisory Committee. Secretary shall see to it that all matters are addressed and solved by the Executive Committee and Advisory Committee.

8.3.2 The KANA Chapter Coordination Committee meetings shall be held over teleconference or web conference on any date the Executive Committee may decide. Preferably there shall be at least one such meeting every 3 months or as on a need basis.

8.3.3 The Notice including the Agenda, date, time and teleconference or web conference or place shall be given to all chapter committee members and Executive Committee members 2 weeks in advance, with any inputs from chapter committee members as needed.

8.3.4 In case of conflict in the meetings, the secretary shall co-ordinate matters between the parties involved and if necessary, acts as an arbitrator.

8.3.5 Secretary shall call, conduct and keep records of these Chapter Coordination Committee meetings on behalf of the Executive Committee.

8.3.6 51% of the chapter representatives shall form the quorum. 51% simple majority shall be the majority for the voting process.

ARTICLE IX- Finances & Funds

9.1. Finances

9.1.1 KANA Executive Committee members and their sub-committee members can solicit funds, contribute and establish particular funds to meet the objectives of KANA as stated in Article II.

9.1.2 All KANA funds will be maintained in KANA's name in FDIC guaranteed banks in the US only.

9.1.3 Accounts and financial activities will be maintained by the treasurer and Joint-treasurer as stated in Article 6.5 and 6.6.

9.1.4 The President, Treasurer and Joint-Treasurer shall have the authority to sign checks on behalf of the KANA. The approval process shall be established as follows

9.1.4.1 Expenditure of $1,000 or less can be processed and signed either by the President, Treasurer, or Joint Treasurer that is already part of the approved budget for the term.

9.1.4.2 Expenditures of $1,000 to $10,000 or the expenditure is not part of the approved budget for the term must be approved and documented in writing by the Executive Committee and either signed by the President, Treasurer or Joint-Treasurer.

9.1.4.3 Expenditures of $10,000 or more must be approved and documented in writing by the Executive Committee, Chapter Coordination Committee and the Advisory Committee and either signed by the President, Treasurer or Joint-treasurer.

9.1.5 The funds collected through the membership dues shall be used only for the day-to-day operations of KANA.

9.1.6 Any special projects or activities identified by KANA shall be funded by donations and shall be used only for that purpose. All such funds should be sent to the treasurer and accounted accordingly.

9.1.7 All requests for special projects or activities should be submitted through an application process with the Executive Committee. An approval process will be established and followed pursuant to US / Texas non-profit organization guidelines. All project information should be posted on KANA's official website. When ongoing projects get transferred from one Executive Committee to another, hard copy files and electronic files of the same should also be transferred.

9.1.8 KANA should not support or sponsor any project where is No Transparency.

9.1.9 KANA shall provide receipts to donors for donations received in the form of Cash, stocks, mutual funds or any other US-Regulated bank transactions.

9.1.10 KANA Will not violate any rules and regulations established by the United States or Indian governments.

9.1.11 KANA Shall start an Operational reserve fund with 90% of the life membership dues collected. Such operational fund shall be transferred to every on-going Executive Committee during their terms. Any interest accruing from the operational reserve fund shall only be used for day-by-day general operations of KANA and not used for any special projects.

9.1.12 If economic conditions require more operating funds, the Executive Committee is authorized to borrow up to $5000 from the Operational reserve fund. If additional funding is required, the Executive Committee must consult with the Advisory Committee and the Chapter Coordination Committee and obtain their approval and advice. Before transferring the finances to an incoming Executive Committee, the reserve fund should be replenished.

9.1.13 A 5-member Audit committee comprising of 3 members from Chapter Coordination Committee from a chapter that does not have any representation in the Executive Committee and the incoming Treasurer and Joint-Treasurer shall be formed. The Audit committee shall audit KANA's accounts Semi-annually or periodically as needed along with the current Treasurer and Joint-Treasurer and will send the report to be published in nakammavar.org and in the newsletter.

9.1.14 Each and every member shall be treated with the same respect irrespective of how much donations they have made to KANA.

9.2 Funds

9.2.1 Funds that have been created under special projects to meet the particular objective of charity shall be disbursed according to established guidelines for that special project but may not deviate from KANA's principles and objectives.

9.2.2 No new funds shall be created by the Executive Committee without approval from the Advisory Committee and the Chapter Coordination Committee. Donors will be encouraged to donate to the existing special projects first before considering any new projects for charity.

ARTICLE X- Election Committee

10.1 Members and Term

10.1.1 The Election Committee shall consist of Three volunteer members in good standing who do not held any position in Executive Committee or Advisory Committee or the Chapter Coordination Committee.

10.1.2 The maximum term limit for serving in the Election Committee is 1 term (2 years each)

10.1.3 The Executive Committee along with the Chapter Coordination Committee and Advisory Committee shall appoint a Three-member Election Committee made up of neutral volunteer members in good standing to oversee and conduct any election at the national level in a non-partial way for a 2-year term at the biennial general body meeting.

10.1.4 The Executive Committee shall call for nominations to the Election Committee at least 90 days before the Election Committee is appointed.

10.2 Roles and Responsibilities

10.2.1 The Election Committee shall be responsible for conducting any elections in a neutral and fair way at the national level and will provide guidance based on the bylaws for any disputes in the chapter level elections.

10.2.2 The Election Committee shall propose fair and cost-effective way to conduct the elections and maintain the integrity of the elections within the time frame set in the bylaws

ARTICLE XI- Amendments

11.1. Amendments to the by-laws shall be prepared and proposed by the Advisory Committee or the Chapter Coordination Committee or the Executive Committee or by 10% of the General membership and shall be presented in a General body for approval.

11.2. Amendments to the by-laws shall not conflict with other parts of the by-laws or with the Objectives of the KANA. It will be the duty of the Advisory Committee to make sure any amendments proposed are legally acceptable and not in conflict with other parts of the by-laws. The Advisory Committee may reword or revise with concurrence of the members who proposed the amendments with appropriate legal terminology and to avoid any conflict with other parts of the by-laws or with Objectives of KANA.

11.3. All proposed amendments to by-laws shall be submitted to the secretary at least 90 days before the General body meeting. Once received, the secretary will forward them to the Advisory Committee to verify the legality and make sure they are not in conflict with other parts of the by-laws or the objectives of KANA. The Advisory Committee shall return these amendments back to the secretary within 3 weeks. Secretary shall mail or email all the proposed amendments to all eligible members at least 60 days before the General body Meeting.

11.4. Amendments to articles of by-laws require a quorum of 33% of the general membership including sent by mail, email or fax.

11.5. Approval of amendment to articles of the by-laws shall require a Sixty-Six percent (66%) majority voting in favor by members voting in a general body including proxies sent by mail, email or fax. Email voting is only acceptable when this can be assured by a secure method. For a vote to be valid the member has to choose only one option of either “for” or “Against”. Those votes marking both choices, or blank votes – not marked either one, or the member was present in the meeting, but not voted shall be voided and not included in the counting.

ARTICLE XII- Dissolution

12.1 In the event of Dissolution of KANA, all assets of KANA shall be distributed to one or more organizations, organized and operated exclusively for non-profit and charitable purposes, with the objectives similar to KANA within the meaning of Section 501 c 3 of US Internal Revenue Code.

12.2 List of eligible organizations will be approved by the Advisory Committee, Executive Committee and the Chapter Coordination Committee.

12.3 The Organizations to receive assets will be decided by the majority members of the General body.

12.4 List of eligible organizations will be sent to all members for voting by mail.