



# **North American Telugu Association**

Non-Profit Organization Tax I.D. 27-1119753

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NATA

## **NATA BYLAWS**

**Acknowledgement**

**Original Bylaws approved by Board of Directors date: 01/10/2015**

**Sanjeeva T. Reddy, President**

**Ramasurya Reddy, Secretary**

**Mohan Mallam, President-elect, Bylaws Committee Chair**

**Bylaws Committee Members: Mahender Musuku, Rajeshwar Reddy Gangasani, Raghava Reddy Ghosala, Pradeep Samala**

**AMENDMENTS TO BYLAWS**

Amendment Approved Date by the Board	Amended Bylaws and Sections	Names of President & Bylaws Committee Chair
May 9 <sup>th</sup> , 2015	Bylaw 1, Section 1.02 Bylaw 3, Section 3.05 Bylaw 5, Section 5.02 Bylaw 6, Section 6.21	Mohan Mallam- President Rajeshwar Reddy Gangasani, Bylaw chair Members: Ragahava Reddy Ghosala, Ramesh Appareddy, Pradeep Samala, Ramasurya Reddy and Rami Reddy Alla

## TABLE OF CONTENTS

### ***BYLAWS***

BYLAW	1.	CONSTITUTION, BYLAWS AND ROBERTS RULES -----	04
BYLAW	2.	GENERAL BODY -----	04
BYLAW	3.	MEMBERSHIP DUES -----	05
BYLAW	4.	NATA LEADERSHIP -----	05
BYLAW	5.	ELECTIONS FOR NATA BOARD OF DIRECTORS AND OFFICERS-----	08
BYLAW	6.	STANDING COMMITTEES -----	10
BYLAW	7.	E-MAIL COMMUNICATION AND COMPUTER FILES-----	15
BYLAW	8.	NATA PROTOCOL -----	16
BYLAW	9.	BIENNIAL CONVENTIONS -----	16

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**BYLAW 1. CONSTITUTION, BYLAWS AND ROBERTS RULES**

**SECTION 1.01 CONSTITUTION AND BYLAWS**

- (a) The initial approval of this Bylaws shall take place in January 2015 by Voting of BODs. If approved by 2/3rds of BODs, these Bylaws shall be effective starting January, 2015. Further modifications, Amendments or Alterations if any shall follow the procedures described below.

**SECTION 1.02 AMENDMENTS TO THE BYLAWS**

- (a) The Bylaws can be modified, amended or altered by The Board of Directors.
- (b) The Bylaws and changes to Bylaws have to be within the frame work of the Articles of the constitution. In case of conflict between the constitution and the Bylaws, the constitution will govern.
- (c) Any Board of Director can propose amendment(s) to the Bylaws in writing to President The proposer of the amendment shall submit the amendment and an explanation of why the amendment is required to the President.
- (d) The President shall present the amendment to the Board in the next Board meeting and with the approval of two-thirds of Board of Directors this amendment will be referred to the Bylaws committee for incorporation. Two-thirds of the full Board of Directors in person or by proxy will be required to approve the amendment. The approved amendments will be effective from the next calendar year or ninety days from the date of approval by the Board whichever comes first.

**SECTION 1.03 ROBERTS RULES OF ORDER**

- (a) Latest edition of Roberts Rules of Order shall be the authority or all questions of procedures not specifically stated by the Constitution and Bylaws.

**BYLAW 2. GENERAL BODY**

**SECTION 2.01 DEFINITION**

- (a) General membership consisting of all members in all five categories of NATA as indicated in Article IV of the Constitution.

**SECTION 2.02 ANNOUNCEMENT OF GENERAL BODY MEETINGS**

- (a) General Body meetings shall be conducted at least once in two years at the time of convention. Location, date and time of such meetings shall be notified to the general body via NATA web site. Announcement of the meeting shall also be conveyed by E-mail at least 14 days prior to the meeting with a brief agenda. Request of any addition of agenda items must be received by Secretary at least 5 days before the meeting.

**BYLAW 3. MEMBERSHIP DUES**

**SECTION 3.01 MEMBERSHIP DUES**

- (a) Diamond Member: Any person who pays \$25,000 shall be a Diamond member.
- (b) Platinum Member: Any person who pays \$10,000 shall be a Platinum member.
- (c) Gold Member: Any person who pays \$5,000 shall be a gold member.
- (d) Silver Member: Any person who pays \$2,500 shall be a Silver member.
- (e) Life Member: Any person who pays \$100 shall be a Life member.  
All \$1000 and above Donors to NATA Convention will be given a complimentary Life Membership.
- (f) NATA Membership is not transferable and membership dues are not refundable.

**SECTION 3.02 MEMBERSHIP DUES CUT-OFF DATES**

- (a) There is no cut-off date to become a member of NATA or to upgrade membership. Membership shall be effective from the date of the receipt of the completed NATA membership application form with the required dues. Upgraded membership status shall be effective from the date of the receipt of written request with required payment of the difference in membership dues.

**SECTION 3.03 THIRD PARTY CHECKS and PAYMENTS**

- (a) Payments from corporations for membership dues for third-party will not be honored however such payments received from owners of corporations shall be considered only for themselves.

**SECTION 3.04 TRANSFER OF MEMBERSHIP**

- (a) Membership in NATA is not transferable or assignable. If the membership consists of a family of two (husband and wife) and upon the death of one of the members then the other spouse will retain the membership.
- (b) In case of separation/divorce the original family members (husband and wife) will decide among themselves and inform NATA on who will retain the membership rights.

**SECTION 3.05 MEMBERS OF OTHER NATIONAL TELUGU ASSOCIATIONS IN USA**

- (a) Members of other similar National Telugu Associations/Organizations registered in USA and Canada are eligible to continue as existing members as well as to become new members as long as they meet all Membership qualifications mentioned in Constitution. However, such dual or multiple membership holders in a leadership position in these Organizations will NOT be eligible to hold any "Leadership" positions in NATA. These "Leadership" positions include but not limited to Advisory Council, Board of Directors, Standing Committee Chairs, Regional Vice-Presidents, Officers, Convention Convener/Co-Convener and Coordinator.

**BYLAW 4. NATA LEADERSHIP**

**SECTION 4.01 BOARD OF DIRECTORS (BODS)**

NORTH AMERICAN TELUGU ASSOCIATION (NATA) - BYLAWS

- (a) Elections shall be conducted once every two (2) years to elect either twelve (12) or fifteen (15) new Board of Directors alternatively for a term of four (4) years starting from January 2017 this will be effective. Also, the Advisory Council shall choose two (2) BODS every two (2) years from the general membership for a term of two (2) years in any category. These two appointed candidates shall pay nomination fee and no need to fill the nomination form.
- (b) Membership requirements to contest as BOD: based on the election start date of 1 September of the election year; the nominee shall be eligible to contest only if he/she has been a member for two full years in any membership category by 31 May of the election year.
  - (1) Nominee's Membership Category Determination: The nominee shall be eligible to contest only in the category that he/she is listed under in the NATA membership list on 31 May of the election year.
  - (2) Members intending to upgrade their membership category in order to contest in the elections, shall mail their membership upgrade application to reach NATA P.O. Box by the first week of May of the election year so that there is enough time to process and be included into the NATA membership list by 31 May.
- (c) Minimum experience required to qualify for the BOD position:
  - (1) The following nominees shall be eligible to contest: a member of the Advisory Council, members who had served 2 years as BOD; members who had served a 2-year term as Chairperson of a standing committee or RVP or RC or office coordinator; members who had served as Convener/Co-Convener/Coordinator of a Convention. The following requirements apply to the current members serving in the NATA Leadership:
    - (i) A member from any category, who was elected/selected for a 4-year or 2-year term as BOD and takes charge at the same time as the new officers and continues till the next year election time, shall be eligible to contest in those elections.
    - (ii) A member who is serving a 2-year term coinciding with the term of the Officers, as Chairperson of a standing committee or Regional Vice-President or Regional Coordinator or Office Coordinator and continues till the next year election time shall be eligible to contest in those elections. Those members who are chosen on or before March of odd year and completes their full term shall be eligible to contest in the future elections
    - (iii) Members serving as Convener/Coordinator of a Convention and continue in the office till the completion of the convention, shall be eligible to contest in the next elections.
- (d) Beginning in year 2015, the limits for a member to serve as Board of Director at a stretch is 12 years.
- (e) Board of Director shall organize NATA activities in his/her home state and also neighboring states, including soliciting NATA membership, organizing community events, sponsoring/coordinating NATA Programs with local Telugu associations, fund raising events for NATA, etc.
- (g) Board of Director shall discuss with Regional Vice-President of the region and other important NATA members within the state before deciding on organizing an event or sponsoring a function with local Telugu association. The Director shall then inform the President of the event and the date for approval.
- (h) Each Board of director shall actively participate in all events organized by the RVP and/or other NATA members in his/her region/state.

- (i) May 31<sup>st</sup> is the deadline to be a member to be eligible to vote. Membership list as of May 31<sup>st</sup> has to be approved by the Board via email or teleconference during election year.

#### **SECTION 4.02 EXECUTIVE COMMITTEE**

- (a) The officers of NATA specified in Article VI Section 1 of NATA constitution shall constitute the Executive Committee. In addition International Vice-President, Executive Director and National Convention Advisor may attend the committee meetings as honorary members (non-voting) at the invitation of President.
- (b) The Executive Committee (EC) members shall manage the finances & assets as indicated in these Bylaws and in according with the policies set forth by the Board.
- (c) The President, within short period after assuming office, shall discuss with other Officers about the overall responsibilities of the Executive Committee (EC) and delegate them as necessary.
- (d) Contracts: Minor contracts will be signed by President or President designated person. Major contacts \$20K and over will be signed by President with approval of Executive committee.
- (e) The outgoing EC members shall be responsible for ensuring smooth transition when the new EC members take office.
  - (1) Refer to Article VI, Section 2.C in the Constitution, outgoing EC officers shall transfer electronic files, paper copies of lists, meeting minutes and other correspondence that has occurred in the last 3 months, "To Do List" and other pertinent documents to the new EC members within fifteen (15) days after the first meeting where the new President and other EC officers take charge.
  - (2) Outgoing EC members shall scan individually all important paper documents and filed with easily identifiable file names. These scanned documents shall be archived as described elsewhere.
  - (3) Send all the electronic files to the Archives and Records committee. Also, all important paper documents that need to be stored for longer periods for auditing purposes shall be boxed and sent to the Archives committee.
- (f) At the Board meetings, the Executive Committee shall present schedule of planned events to the Board of Directors and obtain their approval prior to implementation.
- (g) All the information that goes into the web site shall be sent to the Chair of the WEB committee and also to the President, Secretary and President designated officer/BOD to check the content and proof read.
  - (1) Secretary shall take initiative and prepare information regarding the activities that they are associated with and send it to the WEB committee Chair.
  - (2) Secretary shall check the WEB site periodically (at least two times a month) for its appearance, general information, and whether the site shows the current community events & event dates, convention information, etc. Check the on-line processing of membership submission, convention registration, entry for competitions, filling the form for cultural events participation, etc. by themselves mimicking the process.
- (h) Executive committee shall designate one of the EC members or a BOD to represent NATA to enhance the image of NATA in other organizations when such invitations/requests are received. If this requires overseas travel for an event happening in another country then The Board approval is required to identify the person(s) who will represent NATA and his/her travel.

- (i) EC shall ensure that NATA as an organization does not involve, engage, or actively participate in any local, national, or Indian political party activities such as support, fund raising, canvassing, etc on behalf of the community.
- (j) Brand Ambassador for NATA may be chosen by the President with approval of the Board and President will send contract to Executive committee for approval.
- (k) **Executive Director(ED):** The President with the approval of the BOD, shall appoint ED for the initial term of 2years. ED should have previous association with NATA and has a deep commitment for the organization. He/She should come up with ideas to promote and expand the organization and shall serve as an Advisor and close associate to President to discuss and aid to implement the policies and goals of the President and the Board. He/She shall serve as the immediate supervisor for the office associate. Executive Director shall serve as ex officio (Non-Voting) member of EC. In order to qualify for ED, He/She must have served as a two year full term as NATA Board of Director.
- (l) **National Convention Advisor (NCA):** The President with the approval of the BOD shall appoint one NCA along with other appointments for the convention. NCA should have leadership experience in previous NATA Conventions and has time, talent, skills and energy to fulfill his/her role and work towards a profitable convention. NCA shall serve as an advisor to National Convention Core Committee (NCCC) and report to the President. NCA also shall closely monitor the activities of all convention committees in general and Finance, Budget, Registration, Food, Cultural, Venue, Vendor/Exhibits and Banquet committees in particular. NCA shall serve as a voting member of NCCC. NCA shall serve as ex officio (Non-Voting) member of EC.

## **BYLAW 5. ELECTIONS FOR NATA BOARD OF DIRECTORS AND OFFICERS**

### **SECTION 5.01 SWEARING-IN OF NEW BOARD OF DIRECTORS AND OFFICERS**

- (a) The Outgoing President shall consult with the President-elect and call for the first meeting of the newly elected Board of Directors and the sitting Board of Directors within about two months after the conclusion of the Board of Director elections. Based on the completion of elections before the middle of December of the election year, the meeting to accept the new Board of Directors shall take place by the first week of February of the following year.
  - (1) Newly elected Board of Directors shall take oath and assume office during this meeting.
  - (2) The President-elect will take charge as the new President of NATA.
  - (3) Refer to Article VI, Section 2 in the Constitution for qualifications to become an officer. The new President and the immediate past President shall call for nominations and conduct elections for the new President-Elect, Executive Vice-President, Secretary, Joint-Secretary, Treasurer and Joint-Treasurer during this regular meeting.
    - (i) Board of Directors only can propose and second a nominee for the position of an officer.
    - (ii) Newly elected Officers shall take Oath and assume office in this meeting.



**SECTION 5.02 ELECTION PROCES AND N/E COMMITTEE RESPONSIBILITIES**

(a) The President with the approval of the Board of Directors shall activate the Nomination/Election (N/E) Committee by the end of August of the election year.

- (1) N/E committee shall solicit nominations and conduct elections, if required, through a third party election company in a non-partisan, fair, equitable and economic way. N/E committee Chairperson shall consult/inform the President at each step of the election process.
- (2) The N/E committee shall develop election schedule and submit to Executive committee by third week of September for approval.

(b) The President shall work with the Secretary to update the “Members Eligible to Contest as BOD List” as indicated under Bylaw 3 and also “Eligible Voting Members List” based on the requirements indicated in here below. These two lists should be turned over to the N/E committee.

(1) A Voting Member: a member in good standing and listed in the NATA membership list by the end of May and approved by the Board of Directors shall be eligible to vote in the next elections.

(c) The election process for election of Board of Directors shall start in the 1st week of September and end by the 2nd week of December of the election year.

(1) President shall request Advisory Council to nominate two Board of Directors and receive their names by the third week of September and inform the N/E Chairperson and collect the application fees.

(2) N/E committee shall prepare a nomination form for the BOD position and indicate the number of open positions in each membership category. Include instructions about the application fee, the eligibility requirements, information about the election process such as the deadline for mailing the completed nomination form, withdrawal, third party conducting elections and also indicate that the future communication between N/E committee and the potential nominee shall be via E-mail only.

(3) Refer to Article VII, Section 2.4 in the constitution, Email applicable nomination form to all the voting members.

(4) The deadline to receive nominations back shall be about three weeks from the date it was mailed.

(5) N/E committee shall review nomination forms received in each category using the list “Members Eligible to Contest as BOD List”. N/E committee shall discuss with the President if any of the candidates are disqualified and then inform the candidate via E-mail of the reasons for disqualification.

(6) Refer to Article V, Sec 2.H in the Constitution, Apply this section of the Constitution and move unfilled positions in any category to other categories in the descending order to avoid elections. In a different situation, if there is one unfilled position in the Life member category then this unfilled position in Life will be first available for Silver and then for Gold and so on in the ascending order.

(7) Unfilled Positions: The Board will choose the candidates from their respective category to fill the unfilled positions in the first regular meeting of the Board of Directors after the conclusion of the BOD elections.

(8) If the numbers of candidates are more than the open positions in any category then inform via E-mail message to the nominees indicating the list of candidates in their respective category and the withdrawal date if the nominee wants to withdraw. Once withdrawal date is passed candidates name will be on the ballot.

(9) Finalize the final list of candidates in each category requiring elections by end of October.

(10) During election year May 31st is the deadline to be a member to be eligible to vote. Address changes requests must come directly from NATA member to Secretary unless a secure online verification system is in place. During election year address changes are allowed until two weeks after the last day of nomination withdrawal. During the election year, starting in the 1st or 2nd week of June, Secretary needs to send emails multiple times to membership with address change request procedure.

(11) If elections need to be conducted then the President and N/E Chairperson shall write a brief statement of work for conducting elections by a third party and solicit quotes from an election company.

(12) The following information/instructions shall be communicated to the third party election company selected to conduct the elections:

(i) N/E Committee shall work with the election company and prepare the candidates profiles, design ballots and prepare information that needs to go into the ballot for each membership category and the instructions to complete and mail the ballot.

(ii) Mail two ballots to each member and instruct them to return both the ballots if they are married and return only one ballot if they are single.

(iii) Include a return envelope with required US mail stamp.

(iv) Mail ballots during 1<sup>st</sup> / 2nd week of Nov with a 3 week window for return of ballots.

(v) Last day to receive ballots in the election office shall be about three weeks from the date it was mailed.

(13) N/E Committee Chairperson shall inform election results immediately to President. President shall inform election results immediately to Board of Directors, the Candidates, and the general membership

## **BYLAW 6. STANDING COMMITTEES**

### **SECTION 6.01 CHAIRPERSON & RESPONSIBILITIES**

(a) The President, with the approval of the Board of Directors, shall nominate the Chairpersons for all standing committees, for a term to coincide with the term of the Officers of the organization. The Standing Committee Chairperson and committee members shall be NATA members. The President, with the approval of the Board of Directors, may form appropriate additional committees to facilitate functioning of the NATA. All members of such committees shall implement the proposals approved by the Board of Directors. The Chairperson of each

committee shall report to the Board through the President of the organization. Additional Committees can be added with two-third of Board of Directors approval.

(b) All Committees shall have 5 Members including a Co-Chair Standing Committee Chairs of Cultural Committee, Finance Committee, Information Technology Committee (Web and Electronic print), North American Telugu Journal Committee, Overseas Coordination Committee, Publicity and Media Relation Committee, Public Relations Committee, Spiritual Committee, Women Forum Committee and Youth Activities Committee will serve as Advisors to their related committees in the Convention.

**SECTION 6.02 AUDIT COMMITTEE**

(a) The Audit Committee shall consist of two members of the Board of Directors and one independent member with an accounting background. The function of this committee is to audit the financial transactions and treasurer's reports periodically at least two times per fiscal year and also submit the annual report for the end of the calendar year to the Board of Directors.

**SECTION 6.03 BYLAWS COMMITTEE**

(a) The President, with the approval of the Board of Directors, shall appoint Bylaws committee. This committee will frame bylaws and also recommend appropriate amendments as needed. Such bylaws and amendments will become effective if approved by a vote of two-thirds of the Board of Directors. President-Elect automatically will serve as Chair of Bylaws committee.

**SECTION 6.04 CULTURAL COMMITTEE**

(a) Cultural committee is to organize cultural events and spread NATA philosophy in coordination with EC, BODs, RVP, RCs and local members. The Chair will coordinate with NATA leaders in several regions and help plan for organizing and spreading cultural events.

**SECTION 6.05 COMMUNITY SERVICES (CS) COMMITTEE**

- (a) CS committee shall implement the main objectives/mission of NATA by organizing community service events and helping the community when needed in coordination with EC, BODs, RVP, RCs and local members.
- (b) The CS committee shall have three broad functions: (1) Emergency assistance; (2) Services useful to the community; and (3) Participate or help in organizing NATA seva days in India.

**SECTION 6.06 FINANCE COMMITTEE**

(a) The primary function of this committee shall be to solicit donations, provide the bi-annual financial planning and coordinate all fund raising activities.

(b) The committee with the help of NATA officers, BODs, Standing Committee chairs, RVPs and RCs will work on implementing the plan to successfully achieve the fund raising goals.

**SECTION 6.07 INFORMATION TECHNOLOGY - WEB & ELECTRONIC PRINT COMMITTEE**

(a) WEB committee shall Maintain NATA website and track and publish all NATA activities across USA and in India on NATA website. Shall be pro-active and seek information from EC, Community Service, Membership committees, other standing committees and Convention committees.

**SECTION 6.08 LANGUAGE COMMITTEE**

(a) The primary responsibilities of the committee will be to promote TELUGU language and its literature. The committee should coordinate and promote events that would help in preserving and promoting TELUGU Language.

(b) Should work on partnering with other organizations, Govt. agencies in America and abroad to promote Telugu Language. With the approval of the EC, the committee may actively pursue by contacting local Telugu associations to teach Telugu to our second generation children born in America and pass on our Telugu Legacy to future generations.

**SECTION 6.09 MEMBERSHIP COMMITTEE**

- (a) See Bylaw 3 for membership committee responsibilities and processing of membership forms.
- (b) Membership committee shall compile information for printing membership directory.
  - (1) Printing and distribution of directory shall be approved by the President/ Executive Committee.

**SECTION 6.10 NATA FOUNDATION / TRUST FUND COMMITTEE**

- (a) NATA Foundation Committee:
  - (1) The primary function of this committee is to seek donations, review, approve and coordinate the charitable projects.
    - (i) NATA Foundation Committee shall promote developmental projects in areas of the Telugu Speaking People and to improve educational, cultural, literary, health and quality of life of these people
    - (ii) Foundation committee shall also initiate and take up projects that can be funded by NATA on a continuous basis with the approval of the Board.
- (b) NATA Trust Fund Committee:
  - (1) Trust Fund committee shall consist of a Chairperson and at least 5 members.
  - (2) The primary function of this committee shall be to monitor and operate the trust fund; to safe guard the fund for long term viability and to make appropriate recommendations to the Executive Committee for long term growth of the fund, by safe guarding the principal in tact.

- (3) The purpose of this trust fund is to provide monetary resources for emergencies and to support the organization in perpetuity.
- (4) The Trust Fund accounts shall be opened in a FDIC bank, under the joint custody of Treasurer and Trust Fund Chairperson. To safe guard the funds unforeseen bankruptcies of banks, the account balances in each bank may be limited to \$250,000, in view of FDIC coverage limits.
- (5) Income derived from the following sources shall be deposited into this account:
  - (i) Membership Dues
  - (ii) At least 1% of regular yearly revenues
  - (iii) Convention Donations: The goal is to set aside at least 10% of the total donations raised for community service and other NATA sponsored activities. At least 25% of these dollars to be deposited into the trust fund account.
- (6) Only under extenuating circumstances, following the recommendation of the Advisory Council, the Board of Directors by a two-thirds majority vote may authorize the use of a portion of the trust fund.
- (7) All fund withdrawals must require the signatures of the President and Treasurer.

**SECTION 6.11 NOMINATION/ELECTION COMMITTEE**

- (a) Refer to Article VII, Section 2.4 in the Constitution. Immediate Past-President automatically will serve as chair of N/E committee. In case of N/E chair is unable to serve then President will appoint new N/E committee chair.

**SECTION 6.12 NORTH AMERICAN TELUGU JOURNAL COMMITTEE**

- (a) The primary function of this committee shall be to publish NATA journal "NATA MATA". The committee responsibilities shall include soliciting articles, news worthy items for publication, preparation of material for printing, proof reading and mailing to the general membership. This committee shall be pro-active and seek information from EC members, BODs, RVPs, Standing committee chairpersons and Convention Convener/Coordinator.

**SECTION 6.13 OVERSEAS COORDINATION (NATA SEVA DAYS) COMMITTEE**

- (a) The committee's primary objective is to coordinate NATA activities overseas such as NATA Seva days, Scholarships, Charity projects being implemented by the Foundation Committee, etc.

**SECTION 6.14 PUBLICITY AND MEDIA RELATION (P&M) COMMITTEE**

- (a) P&M committee arranges media coverage to all NATA events, including Board meetings, regional events and all other national events as well as events in India organized under NATA banner.

**SECTION 6.15 PUBLIC RELATIONS (PR) COMMITTEE**

- (a) PR committee shall be responsible to establish contact with US/Indian/AP Government officials, to introduce and promote NATA's mission/objectives and bring up any issues, if there is any, to their attention and seek help.

**SECTION 6.16 SPIRITUAL COMMITTEE**

- (a) The primary function of this committee shall be to organize the spiritual activities and events.
- (b)
  - (1) Provide various activities that promote overall spiritual development.
  - (2) Provide a platform with a comfortable, serene atmosphere to discuss and participate, to bring more awareness about the importance of practicing spirituality in daily life.
  - (3) Provide a net work for individuals seeking spiritual direction regardless of organizational boundaries.
  - (4) Organize training sessions, periodical retreats, discourses, discussions and may be even trips to destinations that have spiritual significance.
  - (5) Provide opportunity to grow spiritually and attain greater happiness and freedom in every aspect of life.

**SECTION 6.17 TELUGU STUDENTS EXCHANGE COMMITTEE**

- (a) The committee focuses on identifying the opportunities for the TELUGU students to visit America as Exchange students and vice versa.
- (b) Maintains and develops good relations with schools and universities to avail the opportunities.
- (c) Creates awareness among the Telugus about the exchange programs.

**SECTION 6.18 WOMEN'S FORUM COMMITTEE**

- (a) The objective is to create networking among the Telugu women.
- (b) The committee will work on empowering women and addressing any women related issues.
- (c) Will plan and coordinate women's meets across America.

**SECTION 6.19 YOUTH ACTIVITIES COMMITTEE**

- (a) The primary function of this committee shall be to plan youth activities and coordinate all youth activities with other committees.
- (b) This committee shall maintain a data base of the NATA Youth and organize events involving children of all ages. Emphasis shall be placed on Indian culture and Telugu Language. Youth committee will coordinate Youth activities organized by similar organizations in North America.

**SECTION 6.20 ETHICS COMMITTEE**

- (a) Refer to Article VII, Section 2.3 in the Constitution. The function of the Ethics Committee shall be to investigate complaints against members and recommend appropriate disciplinary action to the Board of Directors through Advisory Council.

**OTHER Committees**

**SECTION 6.21 SPORTS COMMITTEE**

- (a) The main objective is to conduct and/or coordinate sports events across America.
- (b) Promote and encourage NATA members to participate in sports events.
- (c) Tie-up with national and international sports organizations to promote and showcase the talented NATA members.
- (d) NATA shall conduct Cricket League Matches across the US and Canada as per NATA Rules and Regulations.

**SECTION 6.22 HELP LINE COMMITTEE**

- (a) The Help line committee consists of experts from different fields who are established and recognized in their specialty areas.
- (b) Specialty areas include: Doctors, Attorneys, IT Executives, CPAs etc.
- (c) Committee will consist of Chair and at least 4 members.
- (d) The committee's objective is to help the members with advice in specialty areas.

**SECTION 6.24 ARCHIVE AND RECORDS**

- (a) Archives / Records Committee (ARC) shall be created. The Archives/ Records Committee (ARC) shall consist of four (4) members including Committee Chairperson. Two of the members shall be from either past and/or current Board of directors and the other two members can be general membership. The term of the committee members is 4 years with 2 members being replaced every two years. The new President shall discuss with the committee members and the local members where NATA office is located at the time to choose the new committee members.
- (b) Committee's objective is to maintain and archive NATA records. The committee with the help of the officers will layout procedure, plan and implement the process of archiving. The archived records are stored securely in electronic format and also hard copies.
- (c) The President and the Board designated personnel will have the access to these records from time to time.

**BYLAW 7. E-MAIL COMMUNICATION AND COMPUTER FILES**

**SECTION 7.01 E-MAIL COMMUNICATION**

- (a) The President and Secretary are the main authorized officers of NATA to send E-mail messages to the NATA Leadership and/or general membership. If the President and Secretary are not available then one of the other officers can send the message.
  - (i) The President can designate a member to send certain specific messages to general membership.
  - (ii) If any of the BODs or Standing committee Chairpersons or RVP would like to inform the general membership of a specific event then send the E-mail message to the President or Secretary who will take appropriate action.
- (b) The member sending the E-mail message shall try to use the "BCC" feature to add E-mail addresses of recipients.
- (c) Disciplinary action will be taken on the members who send offending or derogatory type e-mails either on an individual member or any of the NATA Leaders.

- (i) In case of conflict or an issue between a member and any of the NATA Leadership members then he/she can approach any BOD or a member of EC to mediate and resolve the issue.

## **BYLAW 8. NATA Protocol**

Whenever NATA organizes an event, organizers to follow a protocol to invite NATA leadership to stage.

President->Advisory Council -> Executive Committee -> Board of Directors' -> Past Board of Directors -> Standing Committee -> Other Committee -> RVP -> RC

## **BYLAW 9. BIENNIAL CONVENTIONS**

### **SECTION 9.01 PURPOSE**

- (a) To meet various objectives and purposes for which NATA was formed.

### **SECTION 9.02 GENERAL APPROACH**

- (a) Venue Selection  
President shall appoint a venue Selection Committee with the approval of Board at least three years before the convention.
- (f) Approaching Local Associations

### **SECTION 9.03**

#### **NATA CONVENTION CORE COMMITTEE (NCCC)**

NATA Convention Core Committee consists of President, Immediate Past-President, President-Elect, Secretary, Treasurer, National Convention Advisor, Convener, Coordinator, one member from NATA Board, two members from NATA membership. This committee is chaired by the President.

#### **NATA Convention Structure**

<b>Convener</b>	<b>Coordinator</b>
<b>Co-Convener</b>	<b>Co-Coordinator</b>
<b>Deputy Convener</b>	<b>Deputy Coordinator</b>

Convener shall serve as a member of NCCC, Co-Convener and Deputy Convener shall chair one of the committees listed under Convener and work directly under the supervision of Convener of Convention and President of NATA

Coordinator shall serve as a member of NCCC, Co-Coordinator and Deputy Coordinator shall chair one of the committees listed under Coordinator and work directly under the supervision of Coordinator of Convention and President of NATA.



### **National Convention Advisor (NCA)**

NCA will serve as an advisor to the President at National level regarding the activities of various convention committees formed at the local level. With his/her experience gained from previous NATA conventions, NCA shall help in achieving the goal of successful convention financially or otherwise. NCA shall serve as ex officio (Non-Voting) member of EC.

The President with the approval of the BOD shall appoint one NCA along with other appointments for the convention. NCA should have leadership experience in previous NATA Conventions and has time, talent, skills and energy to fulfill his/her role and work towards a profitable convention. NCA shall serve as an advisor to National Convention Core Committee (NCCC) and report to the President. NCA also shall closely monitor the activities of all convention committees in general and Finance, Budget, Registration, Food, Cultural, Venue, Vendor/Exhibits and Banquet committees in particular. NCA shall serve as a voting member of NCCC .

### **Committees**

NATA Convention Core Committee (NCCC) with the help of the local leaders' selects the committee chairs and Co-chairs from the Telugu community and recommends to EC & NATA Board for approval. Upon the approval of the EC & Board, Convener/Coordinator informs the individuals and requests them to take up a position as Convention Committee Chair and Co-chair. President calls the first meeting and invites all Chairs and Co-Chairs. In this meeting President welcomes the chairs and co-chairs and formally requests them to assume the respective responsibilities. Subsequent meetings will be announced by President or Convener or Coordinator with the consent of the President through Secretary.

All the activities by the Convener and Coordinator should take place under guidance and direct supervision of President. Any conflicts or disputes arising related to convention shall be referred to NCCC for resolution.

Other members may attend NCCC meetings for specific purpose at the request of President. Both Convener and Coordinator shall have equal responsibility in the operation of convention. NCCC can add additional committees if necessary.

### **Committees Coordinated by Convener**

Cultural, Corporate, Finance, Hospitality, Health & Sports, Language & Literary, NRI, Immigration & IT, Panel Discussions, Media, Matrimonial, Transportation, Programs and Events, Reception, Security, Souvenir, Volunteers.

Budget and Publicity & PR committees work with both Convener and Coordinator.

### **Committees Coordinated by Coordinator**

Alumni, Arts & Crafts, Awards, Business Seminars, Banquet, Decorations, CME, Food, Registration, Spiritual, Overseas Coordination, Venue, Vendors/Exhibits, Youth and Women's forum, Web, Budget and Publicity & PR committees work with both Convener and coordinator.

### **General Policies:**

- Each committee chair is requested to form a committee with the help of the co-chair (s). Committee shall have minimum of 5 members.
- Each committee will be given their role and responsibilities

- ¾ Committee Chair shall call for regular meetings to discuss the scope, plan, subsequent actions and progress
- ¾ Committee Chair or Co-Chair reports the progress and brings up any issues to talk about in the local Convention committee meetings
- ¾ When the committee completes the work and ready to send the proposal, Chair needs to inform the Convener/Coordinator
- ¾ Convener/Coordinator arranges a meeting with the National Convention Core Committee in which the Chair of the committee proposes the recommended plans and discuss in detail
- ¾ Once the National Convention Core Committee approves the proposal, it will be sent to President/EC for final approval.
- ¾ It is the responsibility of the each committee to work with in the proposed budget
- ¾ Any changes or set backs need to be reported immediately to the convener or convention coordinator for necessary actions.
- ¾ It is responsibility of each committee to involve in promoting **Registration and Fundraising**
- ¾ All Committee Chairs, Co-Chairs and members should be NATA members and register for the Convention

**Secretary:**

NATA Secretary shall serve as Convention Secretary. As member of the NCCC, secretary will be responsible for all convention records. Secretary will report to the President and will participate in all committee meetings. As custodian of Convention Committee, he will make correspondence as directed by Convener/Coordinator and the President, furnish copies of all Correspondence, Reports and Minutes of meetings of all committee meetings to the President, Convener/Coordinator and EC. He shall perform such other duties as asked by the Convention Committee or EC.

**Treasurer:**

NATA Treasurer shall serve as Convention Treasurer. As member of the NCCC, Treasurer is the custodian of NATA's convention funds and assets. Treasurer will report to the President and will participate in all committee meetings

**President**

**Signature:** 

**Name: Sanjeeva T. Reddy**

**Date: 1/10/15**

**Secretary**

**Signature:** 

**Name: Ramasurya M. Reddy**

**Date: 1/10/15**

**Bylaws Chair**

**Signature:** 

**Name: Mohan Mallam**

**Date: 01/10/15**

**THE END**

NATA